Cedar Crest College

Dietetic Internship

2016-2017

Student Handbook
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PROGRAM MISSION

The Dietetic Internship at Cedar Crest College, in accordance with the mission of the College, is dedicated to the education of the next generation of leaders. Cedar Crest College prepares students for life in a global community by educating the whole student. The Cedar Crest College Dietetic Internship supports the education, development, and preparation of entry-level registered dietitians through a dedicated and knowledgeable faculty and community preceptors working within program goals and outcomes.

PROGRAM GOALS

The Dietetic Internship goals for Cedar Crest College reflect program direction for the faculty, staff, and preceptors. The Dietetic Internship at Cedar Crest College will:

1) Prepare graduates to be fully competent in foundation dietetics knowledge and skills and to be successful as highly-qualified entry-level dietitians

2) Instill a strong community spirit in each intern, making community involvement a personal and professional priority for each graduate

3) Foster a learning environment that encourages leadership and continuing education

These goals reflect the mission of the Dietetic Internship which mirrors the mission of Cedar Crest College to educate the whole student, preparing them for success in professional and personal life. The Cedar Crest College Dietetic Internship graduates should be prepared to provide community service to the citizens of Pennsylvania and the larger global community by providing evidence-based nutrition services. Pennsylvania attracts many different groups who provide unique nutritional challenges. Our distance track interns have the opportunity to seek out unique nutritional challenges in their own communities. Our interns will be ready to meet those professional challenges because of the variety and depth of experiences offered within the internship rotations.

OUTCOME MEASURES

Goal 1

- Over a five-year period, 80% of the Dietetic Internship graduates will successfully complete the registration examination on the first attempt and/or within one year of graduation.
- Over a five-year period, 80% of the graduates who seek employment will be employed in dietetics-related positions within twelve months of completing the program.
- Over a five-year period, 90% of the students admitted to the Dietetic Internship will complete the program within fifteen months of beginning the program.
- Over a five-year period, at least 90% of respondents to the employer survey will answer yes to the following question: Based on this employee's entry-level competence and
current performance, would you hire another graduate from our Dietetic Internship program?

- Over a five-year period, at least 90% of alumni survey respondents will rate themselves as average or above average in their level of preparation to be a competent professional entry-level dietitian.
- Over a five-year period, at least 90% of the program graduates responding to the alumni survey will indicate that they would recommend the CCC DI to others.

Goal 2

- Over a five-year period, at least 90% of exit survey respondents will answer yes to the following: Do you feel that the CCC DI prepared you for professional practice in a variety of community settings and among diverse populations and cultures?
- Over a five-year period, at least 90% of exit survey respondents will respond that they agree or strongly agree with the following: I provided support to at least one fellow intern who reached out to me during the program year.
- Over a five year period, at least 80% of internship graduates will indicate on an alumni survey that they participate in one or more community service activities.

Goal 3

- Over a five-year period, at least 50% of graduate survey respondents will report participating in at least one leadership activity within 1 year of program completion.
- Over a five year period, at least 50% of graduates who respond to an alumni survey will answer yes to the following question: Are you in the process of or have you obtained any additional degrees / certifications since graduation?

ACCREDITATION STATUS

The Cedar Crest College Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the United States Department of Education. The contact information for ACEND is:

120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995
312-899-0040 ext. 5400, 1-800-877-1600 ext. 5400.
ACEND@eatright.org, www.eatright.org/ACEND

GENERAL PROGRAM INFORMATION

Administration of the Internship

The Internship will have a Program Director and a Distance & Supervised Practice Coordinator who in consultation with the Chair of Nutrition, Dean of the School of Adult and Graduate Education, and the Provost will determine academic policy.
Admission Standards and Procedures

Admission Requirements for the Cedar Crest College Dietetic Internship include the following:

- Minimum of a Baccalaureate Degree.
- Verification of completion of the Didactic Program in Nutrition and Dietetics or the Intent to complete form from an accredited DP.
- Overall and DP GPA of 3.0 or above.
- Two semesters (or the equivalent) of a Medical Nutrition Therapy Course completed no more than four years prior to application to the Cedar Crest College Dietetic Internship.
- A biochemistry course completed no more than five years prior to application to the Dietetic Internship.

Applicants to Cedar Crest College’s Dietetic Internship must complete all application materials including the computer matching process. The Cedar Crest College Dietetic Internship will be using the on-line centralized internship application (DICAS) which can be accessed at https://portal.dicas.org. The application materials can be found on Cedar Crest College’s web sites (www.cedarcrest.edu/DI and sage.cedarcrest.edu/di).

Interns are matched with a program through the national D&D matching program in April of a given year. Anyone who is matched must have completed a Bachelor of Science degree from a US accredited college or university or foreign equivalent and have fulfilled the Didactic Program in Nutrition and Dietetics (DP) requirements. A Verification Statement from a DP indicates that the student has met the requirements of ACEND of the Academy of Nutrition and Dietetics (the Academy) (www.eatright.org/ACEND). If an applicant has not completed the educational requirements at the time of application, an Intent to Complete document from a DP is required. Once matched to Cedar Crest College’s internship, students must meet all admission criteria including health and medical clearances and a criminal background search. Interns will be required to be ServSafe certified (or certified with an equivalent food and safety sanitation certification based on the supervised practice state) prior to the beginning of supervised practice rotations.

Preselect to the Cedar Crest College Dietetic Internship

Ten positions in the competitive Cedar Crest College DI are reserved for eligible Cedar Crest College seniors through the preselect process.

Students who achieve a DP GPA of 3.3 or above at the midterm of their senior Fall Semester and have accumulated the recommended body of experiences are eligible to apply for one of the 10 positions available in the Cedar Crest College DI preselect process in October of their senior year.

A meeting with the DP Program Director prior to the start of the fall semester is required to begin this process.

A student who is offered and chooses to accept a position in the Cedar Crest College DI through the preselect process is not eligible to apply to other programs during the national Spring DI match.
Students who do not choose to or are not eligible to participate in the preselect process are eligible to apply to the Cedar Crest College DI (or any other Accredited DI program) during the national DI match in the spring. Cedar Crest College students who participate in the national Spring DI match enter into the regular pool of applicants at that time; positions in the Cedar Crest College DI will not be reserved for Cedar Crest College seniors or alumnae during the national Spring DI match.

D&D Digital Systems Computer Matching

Cedar Crest College participates in the computer matching process which is handled by D&D Digital Systems. Applicants will rank their choice of internship using a code number. The code number is obtained through D&D. There is a fee for using the computer matching process. Once you have identified your internship choices, enter them online at www.dnddigital.com. Registration dates for this process TBA by D&D. D&D can be reached at 515-292-0490 or dnd@sigler.com.

How to submit your application

The completed application packet must be submitted to DICAS by the February deadline for the April match notification (date TBA by the Academy). The Cedar Crest College Dietetic Internship begins in July. A Cedar Crest College Onsite or Distance Track Application Checklist form is available on our website and must be completed and sent with our $60.00 application fee. Please note that applicants to the Cedar Crest College Dietetic Internship are required to pay just one application fee to the College whether applying to one track only or to both tracks. The Application Checklist and application fee must both be sent to:

Kati Fosselius, MS, RD, LDN
Director, Dietetic Internship
Cedar Crest College
100 College Drive
Allentown, PA  18104-6196

Dietetic Internship Centralized Application System (DICAS)

The Cedar Crest College Dietetic Internship uses the online centralized internship application (DICAS) which can be accessed at https://portal.dicas.org ; e-mail DICASinfo@DICAS.org. The fee to use DICAS is $45 for the first application submitted and $20 for each additional application.

Detailed application instructions / information and the Dietetic Internship Student Handbook can be found on our website at http://sage.cedarcrest.edu/graduate/dietetic-internship/
DIDACTIC AND SUPERVISED PRACTICE

There are two components to the Dietetic Internship, the didactic portion and the supervised practice portion. The didactic portion involves attending virtual classes on a weekly basis. Students are informed of their progress in didactic coursework through grades earned on case studies, live discussions, papers, presentations, or other assigned work. All didactic work must be completed independently and successfully in order to complete the internship. The supervised practice portion includes all supervised practice hours in each of the four rotations (Clinical, Community, Community Concentration, and Food Service Management). The required number of practice hours for each rotation (and a total of 1,200 hours) must be completed in order to complete the internship program. Preceptors from each rotation will be evaluating the interns’ performance. There will be required projects, presentations, and papers which must be completed successfully in order to complete the internship.

Interns in supervised practice cannot be used to compensate for or support employee shortages and/or absences in any facility.

REQUIREMENTS FOR CONTINUED MATRICULATION AND COMPLETION OF THE INTERNSHIP

Successful completion of the Cedar Crest College Dietetic Internship requires the following:

- Successful completion of all didactic and supervised practice competencies outlined by the ACEND 2012 Accreditation Standards for Internship Programs in Nutrition and Dietetics (which can be downloaded from www.eatright.org/ACEND) demonstrated by:
  - Achieving a rating of meets competency / meets expectations in all supervised practice rotations and associated assignments
  - Achieving a grade of B (83%) or higher in all dietetic internship courses (NTR 572 01, 572 02, 573 01, 573 02, 574 01, 574 02, 575 01, and 575 02) and on specific didactic assignments for each course (as indicated on course syllabi).
- Successful completion of all didactic coursework and mandated 1,200 hours of supervised practice must occur within 150% of program length (15 months).

In order to successfully complete the Dietetic Internship, all supervised practice hours and didactic coursework must be successfully completed for each rotation. All ACEND competencies must be met and evaluations from rotations must be satisfactory. Evaluation of performance in facilities is done periodically throughout the Dietetic Internship. Evaluation meetings and conference calls are held to monitor the interns’ progress in achieving the core competencies. Interns’ preceptors conduct a Performance Appraisal mid-rotation and a formal Appraisal is given at the end of each rotation. The Program Director and Supervised Practice Coordinator will provide feedback to the intern on an informal basis throughout the internship.

Remediation

If an intern cannot demonstrate satisfactory performance for any rotation, the intern is required to consult with the Program Director to schedule time in addition to normal supervised practice hours to repeat the task(s) required to demonstrate competence. This time is scheduled in
conjunction with the preceptor of that rotation. If the intern is not able to demonstrate all required competencies, the intern will be required to withdraw from the program.

**Maximum Period of Internship**

All Dietetic Internship students must complete the program within 150% of the initial program length (within 15 months).

**Withdrawal and Leaves of Absence**

An intern may withdraw from the program at any time. Once an intern withdraws, his/her position in the program is closed and is no longer available for re-admittance. If the intern wishes to reenter the program he/she must reapply as a new student. Previously paid tuition and fees are not refundable. Should the intern reapply and be reaccepted, the previous fees and tuitions will not be credited toward costs for the program.

An intern wishing to take a leave of absence from the Internship may request to do so in writing to the Program Director. The granting of the requested leave is at the discretion of the Program Director, pending approval from the Dean of the School of Adult and Graduate Education. The time frame associated with a leave of absence is not counted in the 15 months necessary to complete the Internship. Additionally, students granted approval of a leave of absence will not be assessed any additional tuition fees as a result of the leave of absence.

**Reinstatement**

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

**ATTENDANCE**

**Supervised Practice**

Interns must be present for each day at each rotation, onsite at the supervised practice site (or at another professional setting, as determined by the preceptor, at which the intern will be working under the direct supervision of the preceptor or another qualified professional from the supervised practice site). If it is necessary for the intern to be absent for any reason (including illness) from his/her supervised practice setting, the preceptor and the Supervised Practice Coordinator MUST be notified within no more than 2 hours of the scheduled arrival time. Personal business, including doctors’ appointments, should be conducted on off-duty time rather than during hours when interns are expected to be in supervised practice. If this is not possible, an intern must request permission from his/her preceptor to reschedule rotation time so no rotation time is lost. Interns should not schedule appointments during expected supervised practice hours before receiving approval from his/her preceptor and the Supervised Practice Coordinator.
All supervised practice hours will be documented by the intern on a weekly timesheet. It is expected that the intern will document completion of supervised practice hours similarly to the process completed by an “hourly employee” by documenting “clock in” and “clock out” hours down to the minute and include time “clocked out” for lunch breaks. The week’s cumulative hours and minutes will be totaled by the intern, signed by the intern as accurate, and verified and signed by the preceptor*. The signed timesheet will be submitted to the DI Team by Sunday, 11:59 PM EST each week. All time sheets must be both signed and submitted after supervised practice hours have been completed for the week.

Having your preceptor sign off on hours not yet completed and submitting your timesheet early is an unethical practice by both you and your preceptor and is false documentation. Documenting supervised practice hours when you were not “on the clock” (including break time or instances in which you leave your site early) on your timesheet is false documentation. Documenting hours worked when you are not under direct supervision and present at your rotation site or other approved professional setting on your timesheet is also false documentation (with the exception of the allowed 8 hours of Work from Home time per rotation, when appropriately documented, as described below). Any of these practices (or other types of false documentation) are examples of a breach of the ADA Code of Ethics and can result in dismissal from the internship (see HONOR CODE, below).

*If the primary preceptor is unable to verify/sign the Weekly Timesheet on the last day of supervised practice for the week, the preceptor should verify and sign for the hours for which he or she was in attendance and designate an approved manager/supervisor or secondary preceptor to verify any remaining hours in his/her absence. The intern should inform the Supervised Practice Coordinator of this designated professional prior to the preceptor’s absence (unless extenuating circumstances make this impossible).

The Onsite Intern Supervised Practice Rotation Schedule must be completed as pre-determined by the Program Director and Supervised Practice Coordinator. The Distance Intern Supervised Practice Rotation Schedule was predetermined by both the intern and preceptors prior to acceptance into the program and must be completed according to the submitted schedule. If an extenuating circumstance arises that necessitates altering a rotation and/or facility, a request must be written to the Supervised Practice Coordinator immediately, and at least one month prior to the scheduled rotation start.

Supervised Practice Work Schedule

A minimum of 1,200 hours of supervised practice are required for Dietetic Internship programs approved by ACEND. Supervised Practice, as defined by ACEND, should be completed onsite at the supervised practice facility (or other approved, appropriate professional setting) under the direct supervision of a Registered Dietitian or other appropriate professional. The Cedar Crest College Dietetic Internship supervised practice work week is 40 hours per week with a schedule pre-determined by the preceptor. The hours you work may vary from facility to facility and from rotation to rotation. Interns must be flexible with regard to the work week. A typical work week is Monday through Friday; however, weekends and/or evening hours may be required during
some rotations. You will be expected to establish the work schedule at a particular rotation with your preceptor. Rearrangement of the work schedule without prior approval of the Preceptor and the Program Director will be considered an absence. Didactic class time and/or completion/submission of didactic assignments are **not** counted in your working time. You may only work on or submit a didactic assignment during your standard work day if this is done during a documented break.

You are expected to work a minimum of 1,200 hours of supervised practice. Refer to the program calendar to determine how many hours should be accomplished in each block rotation. Ideally, you and your preceptor will determine a schedule that allows you to consistently complete 40 hours per week. If site schedules do not allow for this and/or extenuating circumstances arise that take away from supervised practice time, it is the intern’s responsibility to determine a way to complete all supervised practice hours required for each block while following program policies. Typical strategies include “making up” lost hours during the Individualized Professional Skills Development Week at the end of the rotation and/or working more than 40 onsite supervised practice hours during a given week. If the minimum hours are not accomplished during the specific block rotation (including extra hours worked in the evening and/or weekends), interns may be required to go back to a particular rotation at the end of the internship year, thus delaying completion of the program.

**Policy on Working from Home**

As noted above, based on the requirements of ACEND, the program defines supervised practice as hours completed onsite at the supervised practice facility (or other approved, appropriate professional setting) under the direct supervision of a Registered Dietitian or other appropriate professional. **In exceptional circumstances,** interns can request approval from the Supervised Practice Coordinator to work **no more than one 8-hour day per rotation** from home (typically to avoid missing a day onsite due to site closure). The intern must collaborate with the preceptor to predetermine a plan for completion of specific activities that align with rotation requirements during the day. The intern must then send an email to the Supervised Practice Coordinator, copying the preceptor, outlining the plan for what will be accomplished during that day. The intern must document on the timesheet that s/he worked from home that day (under the “Activities / Notes” column) and will document up to 8 hours under hours worked for that specific day.

**Policy on Individualized Professional Skills Development Week**

The program calendar includes 1 full week at the end of each of the four blocks to allow for Individualized Professional Skills Development. During this week, an intern can earn 0–40 hours of additional supervised practice, with the final schedule to be determined in consultation with the preceptor and the DI Team prior to week 9 of the rotation. Previous interns have used this time to: stay at the site for extended hours to hone in on skill excellence (specialty area of interest or practice in general field); make up hours missed for weather, bereavement, sickness, etc.; or for self-directed study and preparation.

**Scheduled Vacation Time and Flex Day**
The program calendar includes 14 scheduled vacation days, including Labor Day (1 day), the Wednesday through Friday of Thanksgiving week (3 days), and 2 full weeks for Winter Break at the end of the Calendar Year (10 days). The calendar also accommodates the opportunity for each intern to take 1 “flex day,” which is essentially a personal vacation day. Use of the flex day must be pre-approved by the Supervised Practice Coordinator. Interns are encouraged not to use the flex day until it is needed due to illness, bereavement, to attend to personal matters, etc.

Interns should document zero hours worked for all vacation days (scheduled days as well as the flex day) on the timesheet. Interns must additionally document use of the flex day on the timesheet (under the “Activities / Notes” column).

Didactic Component

Interns are not excused from class or live discussions without prior written consent from the course instructor or Program Director. Reasons for absence must be explained in writing. Personal business is not an acceptable reason for an absence. Any absences from either the supervised practice or the didactic component must be made up. Arrangement for the make-up time must be made through the preceptor or course instructor and the Program Director.

A course or rotation may need to be repeated if the lost time cannot be made up and competencies are not met. A course or rotation can only be repeated one time.

HEALTH CLEARANCE

Each intern must have a current physical examination. Both a Health History and Immunization Record form must be signed by a physician. It is required that the forms be completed before interns arrive on campus. Interns need to complete all immunizations and other health clearances listed on the program’s list of medical requirements. The physical and immunizations must be current as of the spring of the year interns begin the program and remain current for the duration of the internship. All forms must be completed and be on file at the online portal Certified Background prior to the July Orientation.

All students are required to submit to any health and background clearances required by the supervised practice site that are not part of the Cedar Crest College general requirements. Completion of all ancillary testing and checks is the responsibility of the student.

Once accepted into the Dietetic Internship, all interns will be provided with the information for completing all medical and background checks using “Certified Background.” No intern will be allowed in a supervised practice setting without a current physical and immunization record. If an intern has not submitted all completed clearances prior to the stated deadlines, her/his space in the program may be forfeited.

SUBSTANCE ABUSE AND DRUG/ALCOHOL TESTING POLICY

Policy: It is the policy of the Nursing, Nutrition, Nuclear Medicine Technology and Social Work (as applicable) programs (“the Programs”) to promote a healthy learning environment
and to assure that students adhere to the policies of clinical facilities with which the College affiliates for the clinical component of the Programs. Many agencies affiliated with the Programs now require drug testing of all students. All students majoring in the Programs will be required to submit to drug testing and consent to the release of test results to Cedar Crest College Health Services and the affiliate agency. In some cases, interns will be required to submit to an additional drug/alcohol screening within 30 days of beginning supervised practice at particular sites. Additionally, any student in the Programs suspected of being under the influence of alcohol or drugs will be required to submit to an immediate substance screening, as a condition of remaining in the Programs.

Procedure:

A. Drug Testing

1. Prior to entering the clinical (supervised practice) component of the Programs, the student will be tested in accordance with this policy and the affiliating agency’s policies. This testing will include but not be limited to pre-placement drug testing, random drug testing or, when there is reasonable suspicion, testing based upon the belief that a student may be impaired or engaged in substance abuse.

2. Prior to the clinical (supervised practice) component of the Programs, the student will submit to any required drug testing and will submit the testing results to the online portal Certified Background (and the clinical agency, if requested). At the time of testing, the student will disclose to the testing site any prescribed or over-the-counter medications, as well as any dietary habits that could modify testing results. If the test results are positive, the student will be removed from the Programs, including the clinical component, and may be subject to further action. If the student refuses to undergo drug testing or refuses to authorize the release of the results to the College and clinical agency, the student will be removed from the Programs, including the clinical component, and may be subject to further action.

3. In addition to any and all other prerequisites for entering the clinical (supervised practice) component, all students in the Programs will be required to submit to drug testing in order to participate in the Programs. All drug and alcohol testing for the Programs must be completed when the clinical requirements packets are due. The drug and alcohol testing must be done within one month of submission of the clinical packet and prior to starting the clinical experience. Students will be notified about testing arrangements, including testing sites. If the student refuses to undergo the drug testing or refuses to authorize the release of the results to the College and clinical agency, the student will be removed from the Programs, including the clinical component, and may be subject to further action.

4. The cost of any pre-placement drug testing that may be required by affiliating clinical agencies will be borne by the student.
5. The College, through each program chair/director, will notify a student who has a positive drug and/or alcohol test or a violation of this policy and explain the outcomes, which may include removal from the clinical component, removal from the Programs and further action, as appropriate.

6. Any student that wants to challenge the College’s actions under this section may utilize the Student Grievance Procedure contained in the Student Handbook.

B. Random and Reasonable Suspicion Testing

1. Any student majoring in the Programs (and/or enrolled in the Dietetic Internship) may be required to submit to random testing at the discretion of the College. The costs for random testing will be borne by the College.

2. Any student majoring in the Programs (and/or enrolled in the Dietetic Internship) suspected of being under the influence of alcohol or drugs will be required to submit to testing. A decision to drug or alcohol test based upon reasonable suspicion of substance abuse will be made by a school official in conjunction with the department chair in the program and/or the Provost. The requirement to submit to a reasonable suspicion drug test may be based on a variety of factors, including:
   a. Observable drug use and/or physical symptoms or manifestations of being under the influence of a drug or alcohol;
   b. Erratic behavior, slurred speech, odor of alcohol on breath, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance; or
   c. Substance abuse-related conviction by a court or being found guilty of a substance abuse-related offense

   The cost of reasonable suspicion testing will be borne by the student.

3. In the event a student refuses to submit to random or reasonable suspicion testing, the student will be removed from the Programs.

4. The College, through each program chair/director, will notify a student who has a positive drug and/or alcohol test or violation of this policy and explain the outcomes, which may include removal from the clinical component, removal from the Programs and further action, as appropriate.

5. Any student that wants to challenge the College’s actions under this section may utilize the Student Grievance Procedure contained in the Student Handbook.

C. Confidentiality

All drug and alcohol testing results will be maintained on the online portal Certified Background and treated by Cedar Crest College as confidential and will not be disclosed to third parties unless disclosure is required by law, the information is needed by the College officials to perform their job functions, or the student has consented in writing to
the release of the information. In order to participate in the Programs, students must agree to release test results to clinical agencies as required by the agency.

ILLNESS AND INJURY

1. In the event of:
   a. illness requiring you to see a physician, physician’s assistant, or nurse practitioner, or
   b. accident resulting in injury or hospitalization, or
   c. pregnancy

   a statement from the attending physician or medical representative must be presented to the Program Director and must certify that the intern is physically and emotionally able to continue active participation in the program. A clinical clearance form must be submitted and upon approval the student may continue to pursue the program.

2. If a student becomes ill while at the agency, she/he will report to the preceptor, who will advise the student as follows:

   Preceptors will:
   a. If the injury or illness is emergent – call 911.
   b. If the illness or injury is not severe or life threatening - request that the intern contact their area health care provider.
   c. Should the intern not have an area provider - direct them to the nearest urgent care or emergency care centers

3. Any injury must be reported to the preceptor at the facility. If emergency treatment is needed, it will be at the intern’s expense. Interns must assume the cost of hospitalization if required. Documentation of the incident must be completed by the intern, signed by the preceptor, and forwarded (via fax or email of a scanned copy) to the Program Director.

4. Treatment regarding exposure to blood or other body fluids will be in accordance with the clinical agency policy.

TECHNOLOGY REQUIREMENTS

Students enrolled in both the onsite and distance tracks must have adequate internet access and technological capabilities to meet online course access and participation criteria (for both synchronous and asynchronous learning experiences). Interns are required to secure an internet connection speed that supports real-time online conferencing (students should not rely on a data account through a cellular service for internet access to complete virtual live class meetings, and
internet access should provide a minimum bandwidth of 500 kbps upload and 300 kbps download capability to ensure optimal online learning experiences). A discussion of additional systems requirements can be found on the CCC website: https://community.canvaslms.com/docs/DOC-1284

Access to a personal scanner or to a business scanner capable of scanning multiple pages into one document is required for submission of all supervised practice preceptor evaluations and internship assignments.

A computer headset with microphone is required for certain assignments, live classes and other web-based communications.

A personal laptop is not required but strongly encouraged for use at supervised practice sites if facility computers are not available to the intern. Preceptors are not required to provide interns with computer access during supervised practice hours and interns may find that related assignments and research require the use of a personal laptop.

THE AMERICAN DIETETIC ASSOCIATION CODE OF ETHICS

The Code of Ethics approved by the American Dietetic Association in 2009 governs all members of the Academy of Nutrition and Dietetics, and all CCC dietetic interns are required to abide by its principles. The ADA Code of Ethics provides, in relevant part:

“Preamble

(ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

Application

The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.
All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

Principles

*Fundamental Principles*

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner supports and promotes high standard of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

*Responsibilities to the Public*

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.
a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
   b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving
to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

   Clarification of Principle:
   a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
   b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
   c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.
The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
   a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
   b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.”

HONOR CODE

Cedar Crest College students should uphold community standards for academic and social behavior in order to preserve a learning environment dedicated to personal and academic excellence. Upholding community standards is a matter of personal integrity and honor. Individuals who accept the honor of membership in the Cedar Crest College community pledge to accept responsibility for their actions in all academic and social situations and the effect their actions may have on other members of the College community.

Academic Standards of Integrity

Incumbent from the Honor Code, academic integrity and ethical behavior provide the foundations of the Cedar Crest scholarly community and the basis for our learning environment. Cedar Crest College expects students to set a high standard for themselves to be personally and intellectually honest and to ensure that other students do the same. This standard applies to all academic work (oral, written, or visual) completed as part of a Cedar Crest education.

Academic Misconduct

Cedar Crest College considers the following acts, but not only the following acts, to be breaches of its Academic Standard of Integrity. Cedar Crest College reserves the right to alter the definitions of academic misconduct herein.

1. Cheating. During the completion of an academic assignment (e.g. case studies, quizzes, tests, examinations, artistic works, presentations, or papers), it is dishonest to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the instructor.
2. Plagiarism. Plagiarism is the act, intentional or not, of misrepresenting the work, research, language, or ideas of another person (published or unpublished) as one’s own. An assignment or part of an assignment that fails to acknowledge source material through an appropriate academic discipline’s citation conventions for quotation, paraphrase, and summary also constitutes plagiarism. No claim of ignorance about the nature of plagiarism will excuse a violation.

3. Collusion. Collusion is the collaboration of two or more individuals in either giving or receiving assistance not authorized by the instructor for the completion of an academic assignment.

4. Falsification. Falsification is the misrepresentation of academic work or records. Falsification includes, but is not limited to: the fabrication of research, scientific data, or an experiment’s results; providing false information regarding an academic assignment, including reasons for absence, deadline extension, or tardiness; providing false information regarding supervised practice hours completed; the tampering with grade or attendance records; the forging or misuse of college documents or records; or the forging of faculty, preceptor/evaluator, or administrator signatures. An assignment or part of an assignment, submitted for academic credit in one course and resubmitted by the student for academic credit in another course without both instructors’ permission also constitutes falsification.

5. Sabotage. Sabotage is the act of hindering another student’s (or students’) ability to complete an academic assignment. Destruction of college property (e.g. library holdings, laboratory materials, or computer hardware or software) may constitute sabotage.

6. Other Forms of Academic Misconduct. The forms of academic misconduct defined above are not exhaustive, and other acts in violation of the Cedar Crest Honor Code or Academic Standard of Integrity may be deemed academic misconduct by an instructor or by the college.

Response to Academic Misconduct

Students who breach the Academic Standard are subject to sanctions imposed by an instructor, the program director, the department chair, the Provost, or the Board of Trustees. Such sanctions can range from, but are not limited to, the expectation to redo an assignment, the assignment of additional work, the reduction in grade for an assignment or course, the failure of an assignment or course, and the initiation of the disciplinary / termination procedures as described below (see DISCIPLINARY / TERMINATION PROCEDURES). Extreme cases of academic misconduct, as determined by the provost or the Board of Trustees, will result in immediate dismissal from the dietetic internship, and/or suspension or expulsion from the college, or the withholding, denial, or rescinding of academic degrees or the dietetic internship Verification Statement.

The initial response to academic misconduct rests with the individual instructor, who is entitled to take into account the student’s degree of academic experience and any prior instances of academic misconduct in the student’s time at the College, when determining the penalty for the offense. If a student withdraws from a course and the instructor discovers academic misconduct
either before or after the withdrawal, an instructor’s grade of “F” for the course supersedes the “W.”

All instructors who determine that a student has breached the Academic Standard of Integrity must report the incident directly to the Internship Director, and also to the Provost’s Office using the “Report of Academic Misconduct” and attach relevant evidentiary documentation as appropriate. Instructors encountering a case of academic misconduct may consult with the Provost’s Office to determine if the student has committed acts of academic misconduct on other occasions.

All instructors are required to include the College’s Academic Standard of Integrity on their course syllabi, as well as information about the response to evidence of academic misconduct and potential sanctions incurred.

Upon receiving a “Report of Academic Misconduct,” the Provost’s Office will notify the student of the misconduct charge and of her rights and the procedure to appeal the charge and its sanctions. Appeals to charges of academic misconduct or their sanctions follow the process for appealing academic decisions outlined below (see STUDENT APPEALS PROCESS).

All reported incidents of academic misconduct will be held on record by the Provost’s Office. The Provost’s Office is to make an annual report to the faculty and to the Honor and Judicial Board, on the number and nature of academic misconduct cases that occurred during the year.

STANDARDS OF PROFESSIONAL BEHAVIOR

Cedar Crest College students should uphold community standards for professional behavior in all supervised practice facilities and other educational settings throughout the internship. Any failure to comply with the Standards of Professional Behavior as outlined in this section will result in the initiation of disciplinary procedures (see below).

Interns are required to treat all preceptors in each of their supervised practice settings as valued teachers and respected professionals. Interns must consistently interact with all staff at their supervised practice facilities with this same respect; any intern concerns regarding interactions with staff members at supervised practice sites should be immediately discussed with the preceptor at that site and/or the Internship Director or Supervised Practice Coordinator.

Interns must arrive for all supervised practice experiences on time, prepared and ready to begin work by the time scheduled with the preceptor for that rotation. Attendance and punctuality will be documented on the weekly timesheets completed by the interns and verified by the preceptors.

Interns are responsible for being familiar with content relevant to a given supervised practice rotation in order to perform adequately in supervised practice learning experiences. Interns should review major concepts related to each supervised practice rotation before the first day in that rotation. If, during the course of a rotation, a preceptor identifies any concepts/terms/resources that an intern should review, the intern should consider this a requirement for the rotation, and should determine a plan in consultation with the preceptor for meeting this requirement.
Interns must avoid all use of cell phones for personal use (for phone calls, texts, or any other personal purposes) while on duty at their supervised practice sites. Interns should also clarify and meet expectations for use of personal phones while on breaks at the facility (for instance, not using the phone, even while on break, on patient floors or in public clinic areas).

Interns are required to uphold the professional policies and norms of behavior in each supervised practice setting. These policies and norms include, but are not limited to, acceptable dress, lunch and break times, and appropriate use of personal cell phones for professional purposes (such as to access phone-based applications or the internet).

Interns should refrain from becoming involved in any conflicts between staff members at their supervised practice sites and must not contribute to any office gossip or clandestine conversations about staff members. If a conflict arises between the intern and a staff member at the supervised practice site, should address these concerns with the preceptor and/or the Internship Director or Supervised Practice Coordinator.

Interns should treat any and all tasks assigned by preceptors (unless the tasks are illegal or dangerous) as opportunities for learning. This can include tasks ranging from data entry to food production to creating documents and performing presentations not written into the Rotation Descriptions and Assignment Checklists for the program. If interns are concerned about the tasks assigned them, or feel that these additional tasks are being assigned in excess (and possibly interfering with their ability to take advantage of other meaningful learning opportunities at the facility), then they should address these concerns with the preceptor and/or the Internship Director or Supervised Practice Coordinator. Interns wishing to file a formal complaint regarding a preceptor should follow the process for a complaint regarding a non-academic matter, as outlined in the section titled Student Complaints – Appeal Process.

**DISCIPLINARY/TERMINATION PROCEDURES**

Dietetic interns are informed regularly regarding their progress in both the didactic and supervised practice components of the internship. If an intern fails to meet the criteria in a satisfactory manner for either the supervised practice or the didactic portion of the program, the intern may be placed on probation at the discretion of the Program Director. Except in exceptional circumstances, an intern will be issued a verbal warning prior to being placed on probation. A warning could be issued as a result of behaviors that include but are not exclusive to undesirable performance including unprofessional, uncooperative or otherwise inappropriate behavior. These behaviors may be observed by insolence, lack of cooperation, repeated tardiness, leaving the worksite early, or disregard for the attendance policies of the internship.

As stated above (see RESPONSE TO ACADEMIC MISCONDUCT), instances of academic misconduct are subject to sanctions as determined by the instructor, the program director, the department chair, the Provost, or the Board of Trustees, and may lead to the initiation of the disciplinary / termination procedures as described in this section. Also as stated above, extreme cases of academic misconduct, as determined by the provost or the Board of Trustees, will result in immediate dismissal from the dietetic internship, and/or suspension or expulsion from the
college, or the withholding, denial, or rescinding of academic degrees or the dietetic internship Verification Statement. Positive results from any drug screen or significant unethical behavior (particularly if it places the health of patients/clients at risk) will be grounds for immediate disqualification from entering or continuing in the onsite or distance tracks of the Cedar Crest College Dietetic Internship.

The policy for warning and subsequent termination is designed to be fair and consistent. An intern may grieve this process at any time (see STUDENT APPEALS PROCESS, below).

a. A verbal warning will be issued to the intern. When the verbal warning is given, the Program Director will provide counseling to the intern on the aspect of behavior or performance that is unacceptable. The counseling session will be conducted in private. The intern will have the opportunity to state her/his side of the issue. Documentation of this counseling session will be completed and saved in the intern’s file.

b. If the stated behavior does not improve, or other unacceptable behavior is exhibited, a written warning will be given. A written warning will also be issued if the intern cannot complete the didactic components of the program. The written warning will be given to the intern by the Program Director. Specifics regarding the problem area(s) and a plan for corrective action will be included in the written warning. The intern will review the written warning and keep the original copy of the letter. A copy will be saved in the intern’s file.

An intern who has received a written warning will be considered on probation. The Program Director will notify the intern of her/his probationary status. The reason for probation, the behavior / performance requirements, and a timeframe for re-evaluation will be stated in a letter to the intern. The probation period may last up to four weeks. After that time, if no improvement is noted, the preceptor or the rotation schedule may need to be changed in order to accommodate additional supervised practice hours; if this type of change is not appropriate for the infraction, dismissal from the program will follow. There may only be one probation period allowed during the internship; therefore, additional instances of unacceptable behavior will result in dismissal from the program.

c. Dismissal from the program may be required if the above steps are followed and the intern still receives an unacceptable rating or exhibits continued unacceptable behavior. As stated above, extreme cases of academic misconduct, as determined by the provost or the Board of Trustees, positive results from any drug screen, or significant unethical behavior will result in immediate dismissal from the dietetic internship (without first following the above steps). Additionally, an intern may be dismissed from the program if s/he is unable to successfully complete the requirements of the program over a 15-month period. A written notice of termination will be given to the intern, and a copy saved in the intern’s file.

Tuition and fees will not be refunded to students who are dismissed from the program.
STUDENT APPEALS PROCESS

Student Due Process – Academic Matters

A student who has a disagreement with a faculty member about an academic matter should first attempt to resolve the matter through discussion with the instructor. If the issue is not resolved satisfactorily between the student and the instructor, the student may elect to contest the decision through the Student Complaints - Appeals Process (see below). If the issue is a dispute of a final grade received in a course, the appeal must be submitted within thirty days of the date that term grades are issued by the Registrar.

Student Complaints – Appeal Process

A student who wishes to appeal the decision of an academic matter (academic matters include disputes over grades, allegations of academic misconduct, and program dismissals) or has a specific complaint regarding a non-academic matter should address the issue in writing to the Program Director of the academic program. If the complaint or appeal involves the Program Director, the student should address the issue in writing to the Department Chair. The original complaint or appeal will be kept on file with the Program Director. The Program Director in consultation with the Department Chair and any faculty named in the complaint or appeal or the Department Chair (if the complaint or appeal involves the Program Director) will make a decision on the adjudication of the complaint or appeal to the student in writing within thirty days. This decision will be kept on file with the Program Director. If the student is dissatisfied with the decision of the Program Director or Department Chair, the student has seven days to appeal in writing to the Dean of the School of Adult and Graduate Education. The student should submit all correspondences along with the appeal. The Dean will respond in writing to the student and Program Director within thirty days regarding the Dean’s decision of the appeal. The decision of the Dean will be kept on file with the Provost. If the student is not satisfied with the decision of the Dean, the student has seven days to address the issue in writing to the Provost. The Program Director also has the option of appealing the Dean’s decision to the Provost. Upon receipt of the appeal and all correspondences, the Provost will consult with the Dean and will have thirty days to respond in writing to the student, Dean, and Program Director regarding the decision of the Provost. The appeal to the Provost and the written response will be kept on file with the Provost. Decisions of the Provost are final.

After all other steps in the appeals process have been exhausted, if the student remains dissatisfied with the outcome, s/he may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND will review complaints that relate to a program’s compliance with the accreditation standards. ACEND is concerned about the quality and continued improvement of the dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal.

A copy of the 2012 Standards for Internship Programs in Nutrition and Dietetics can be accessed by following this link: http://www.eatright.org/ACEND
Allegations of Student Academic Misconduct

Faculty who suspect academic misconduct on the part of a student, should first discuss the issue with the student. If, after discussion with the student, the faculty member believes that academic misconduct occurred the faculty member must report the incident to the Provost’s Office in a timely manner using the “Report of Academic Misconduct” and attach relevant evidentiary documentation as appropriate. Contemporaneous with the submission of the report to the Provost’s Office, the faculty member must report the incident in writing to the Program Director. This report will be kept with the Program Director. Within fourteen days of receiving the report, the Program Director in consultation with the faculty member issuing the report and the Department Chair will make a written notification to the Provost regarding the extent (if any) of the disciplinary action toward the student. The student will also receive written notification from the Program Director regarding this decision. Both the written notification to the Provost and to the student will be kept with the Program Director. Students disagreeing with the decision of the Program Director should follow the Student Complaint – Appeals Process.

PROGRAM EVALUATIONS

Student evaluations are conducted at the end of each rotation. The entire program will be evaluated by each intern in the Spring Semester. Cedar Crest College Dietetic Internship graduates and their employers will evaluate the internship program after the first year of the interns’ completion of the program and after five years following interns’ completion of the program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

Rights under FERPA are:

1. The right to inspect and review educational records within 45 days of the day the college receives a request for access. Normally access to the record is granted in a much quicker time frame. The College will make arrangements for access and notify the student of a time and place where the records may be inspected. If the official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the educational record that the student believes is inaccurate or misleading. The student should write the College official responsible for the
record, identifying the part of the record they want changed. They must specify why it is inaccurate or misleading. If the College decides not to amend the record the student will be notified of that decision and of their right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent. Disclosure is permitted to College officials, including persons or organization under contract to the College, with a legitimate educational interest. A College official has a legitimate educational interest if the official needs to review the record in order to fulfill their professional responsibility. Disclosure is also permitted to the parents of an eligible student who claim the student as a dependent for income tax purposes. In addition, Directory Information may be released without written consent unless the College is notified in writing not to disclose. Other instances are described in the Student Handbook.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cedar Crest College to comply with the requirements of FERPA. The office that addresses FERPA issues is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
WASHINGTON DC 20202-4605

EVALUATION OF PROFESSIONAL EXPERIENCE FOR SUPERVISED PRACTICE HOUR EQUIVALENTS

The student must have at least six (6) months of full time (at minimum of 32 hours / week) or one (1) year of part-time (at minimum of 20 hours / week) work experience in the nutrition discipline at the level of supervised practice for the rotation competencies being challenged. The student must present proof of experience.

The student must notify the Program Director that he/she intends to challenge the supervised practice hours at least six weeks prior to orientation. This time element is important to the applicant because it enables him/her to demonstrate supervised practice competency via proof of professional experience and allows for appropriate scheduling of interns at all practice sites. The student cannot challenge more than 300 hours of supervised practice for the entire program and
the student may not challenge the hours required for the program's Community Concentration rotation.

**Process for Prior Professional Experience Evaluation**

Prior Professional Experience Evaluation is an avenue by which a dietetic intern may be awarded credit for experiential learning acquired through a paid position, such as a dietary manager, dietetic technician, WIC Aide, or certified professional chef with responsibilities that fulfill certain dietetic internship competencies.

Procedures for establishing credit for prior learning are as follows:

1. Intern will contact the Program Director at least 6 weeks prior to Orientation to request an assessment of prior learning. If this request is verbally approved, then the intern will follow up with a written request through submission of a professional experience portfolio for review by the Supervised Practice Coordinator.

2. The professional experience portfolio should thoroughly describe and document knowledge gained experientially, and also should demonstrate how knowledge gained outside the internship is related to the Dietetic Internship Competencies. The professional experience portfolio submission should include the following documents:

   - Completed **Rotation Description for Waiving Supervised Practice Hours** (the Supervised Practice Coordinator will provide the intern with this document)

   - Supporting documentation to demonstrate how listed competencies were achieved. Examples can include job description(s)/job duties, performance appraisals, promotions, projects (e.g. lesson plans, budget reports, copies of developed employee scheduling, menus, etc.), and other relevant documentation.

   - A letter corroborating work experience from his/her immediate supervisor(s). In situations where interns require documentation from a former employer / supervisor, it is the intern’s responsibility to maintain communication with the professional(s) appropriate for corroborating the work experience.

4. Intern must submit the comprehensive portfolio by June 19, 2016 to be considered for review. This is to allow time for scheduling changes before supervised practice begins.

The Supervised Practice Coordinator will review the portfolio to determine if ACEND-approved competencies have been met, and to what extent. The number of supervised practice hours to be credited will depend upon the number of rotation competencies for which the intern is able to demonstrate competency achievement. The Supervised Practice Coordinator will determine if prior credit will replace a portion of a rotation or if an alternate rotation will be provided to
enhance learning beyond the intern’s previous related paid position experiences. If the Supervised Practice Coordinator determines that prior credit will replace a portion of a rotation, it may be possible that the rotation(s) will be shortened accordingly (tuition fee is not adjusted).

TUITION AND FEES 2016-2017

**Expenses**
Tuition: $17,281 (or $1,440 per credit)
Application fee (non-refundable): $60
Acceptance Deposit (non-refundable): $500
Technology Fee per Semester: $100 (or $50 for part-time)
Liability Insurance: $35 *Securing insurance is the responsibility of the intern
Health Insurance: Varies *Securing insurance is the responsibility of the intern
Academy of Nutrition and Dietetics Student Membership: $50
Local Dietetic Association Membership: Varies
Background Check: Varies
Physical Exam: Varies
Books & Supplies: Detailed list will be sent upon acceptance into the program
Lab Coat (2): ~$100
Transportation: Private vehicle is required

**Housing & Board for Local Interns**
*On-Campus Housing* is optional and available to female interns
  - Double Room: $2,580 per semester
  - Single Room: $2,950 per semester

*On-Campus Board* is optional
  - Unlimited meal plan: $2,886.50 per semester
  - 150 meal block: $2,339.50 per semester

For more details and options, please see [http://www.cedarcrest.edu/ca/stufinserv/n_returningcosts.shtm](http://www.cedarcrest.edu/ca/stufinserv/n_returningcosts.shtm)

*Off-Campus Housing: Varies*

Note: The College reserves the right to change the fees and charges when necessary.

*Details regarding utilizing on-campus housing during the internship year will be provided to interns by the DI Director.*

**PROGRAM CALENDAR 2016-2017**

- Orientation: 07/11/16 - 07/18/16
- Rotations begin: 07/25/16
- Labor Day holiday: 09/05/16
- Thanksgiving break: 11/23/16 - 11/25/16
- Rotations resume: 11/28/16
Winter break: 12/19/16 – 12/30/16
Rotations resume: 01/02/17
Rotations end: 04/07/17
Graduation: 04/23/17
Vacation: 14 scheduled days + 1 “flex day”

PAYMENT AND REFUND OF TUITION

Interns are required to pay a non-refundable $500 deposit on tuition upon acceptance into the program. Half of the remaining fees for the program must be paid, or suitable arrangements made with Cedar Crest College, prior to the internship orientation as well as prior to beginning any didactic courses or supervised practice rotations. The second half of the remaining fees must be paid, or suitable arrangements made with Cedar Crest College prior to resuming any didactic courses or supervised practice rotations following the program’s winter break. All fees and tuitions are non-refundable.

ORIENTATION

Orientation to the Dietetic Internship is conducted onsite at Cedar Crest College and is mandatory. It is an eight-day program designed to introduce the intern to Cedar Crest College and the expectations of the internship, and will involve a variety of hands-on learning experiences that will help prepare interns for entry into supervised practice. On-campus housing for students enrolled in the program is available during orientation (and is mandatory for those who don’t live locally) for a fee of $250. Instructions for reserving a room are sent directly to interns by the Program Director following acceptance of their position in the program.

TRANSPORTATION

Interns must have a vehicle in reliable working condition for transportation to supervised practice sites and to the Cedar Crest College campus as applicable. Depending on the rotation location, distances of 10-60 miles from the Cedar Crest College campus may be possible for onsite interns. Some field trips or other activities may require driving greater than 60 miles. Cedar Crest College is not liable for safety in travel to or from any assigned sites.

FACULTY AND STAFF

Program Director
Kati Fosselius, MS, RD/RDN, LDN
610.606.4666 x3445
kdfossel@cedarcrest.edu

Distance and Supervised Practice Coordinator
Tara Miltenberger, RDN, LDN
610.606.4666 x3621
tlmiltenb@cedarcrest.edu
WRITTEN ASSIGNMENTS

All written papers for the Dietetic Internship are required to be in the American Psychological Association style.

PROFESSIONAL MEETINGS AND ASSOCIATIONS

Interns are strongly encouraged to attend meetings of their local, state, and national dietetic associations. Interns may also have opportunities to attend other professional presentations and seminars of interest to them. Attendance at a seminar that interferes with scheduled supervised practice hours must be approved by the Supervised Practice Coordinator and the supervised practice Preceptor before enrolling. Tuition for the seminar is the intern’s responsibility.

The Academy of Nutrition and Dietetics

Interns must become members of the Academy for Nutrition and Dietetics. Visit the Academy’s website at http://www.eatright.org/ or call 1-800-877-1600 ext 4841 to request a membership application.

State and Local Dietetic Associations

The Academy informs each state’s dietetic association of new Academy members who are residing in that state. CCC dietetic interns must become members of their local dietetic association. The Lehigh Valley Dietetic Association (LVDA) welcomes all Academy members interested in getting involved in professional activities in the Lehigh Valley area. Visit the website http://www.eatrightlehighvalley.org/ for further information. For distance interns, visit the websites of your state and local dietetic associations for membership details.

VERIFICATION STATEMENT & CERTIFICATE
Upon successful completion of all didactic coursework and supervised practice, the Program Director will provide the graduates with the required registration eligibility paperwork. The Program Director will also provide each graduate with five signed copies of the verification statement. Another original is placed in the graduate’s file. The verification statement confirms that the graduate has completed all work in a satisfactory manner and is necessary for eligibility to take the Registration Examination. Upon successful completion of all didactic coursework and supervised practice hours and assignments, all interns will also receive a Dietetic Internship Certificate signed by both the Program Director and the President of Cedar Crest College.

REGISTRATION EXAMINATION & EXAMINATION PREPARATION

The graduate must obtain from CDR and submit to CDR in a timely fashion the application to take the Dietetic Registration exam. Cedar Crest College is neither responsible for nor liable for a graduate’s failure to pass the Dietetic Registration exam.

In order to help interns successfully prepare for the Dietetic Registration exam, the Cedar Crest College Dietetic Internship will provide all interns with access to an exam preparation resource (beginning during the Community Concentration rotation) for free, provided that the interns meet the following requirements:

1. Sign an agreement form (to be provided to the intern by the Program Director) regarding use of the exam preparation resource and submit it to the Program Director by the deadline outlined in the agreement form (the deadline will occur during Orientation).
2. Submit a fully-refundable* $100.00 deposit to Cedar Crest College according to the stipulations and deadlines outlined in the agreement form.
3. Utilize the resource and take practice tests per the requirements of the program as outlined in the agreement form.
4. Schedule and take the Dietetic Registration Exam and submit the printed score report received upon exiting the test center site by the deadlines outlined in the agreement form. [Please note that it is not necessary to pass and/or achieve a minimum score on the exam in order to receive the refund of deposit. The deposit refund is dependent only on taking the exam by the required deadline.]

* The deposit is refundable as long as – and only if – all of the stipulations listed above are met, per the requirements as outlined in the agreement form. This includes minimum usage of the site, as well as taking the RD Exam and submitting the RD Exam results by the deadlines outlined in the agreement.

STUDENT POLICIES

Non Discrimination

Cedar Crest College, in accordance with applicable provisions of federal law, does not discriminate on the grounds of race, color, national origin, sex, age, sexual orientation, or
disability in the administration of its education programs or activities. Cedar Crest College will provide an accommodation to qualified students with known disabilities provided the accommodation does not pose an undue hardship on the College.

**Criminal Background Check**

All interns will undergo a Criminal Record Check and a Child Abuse History Clearance. This criminal history background check is needed to work in facilities that are defined by Act 169 of 1996 as amended by Act 13 of 1997. These facilities are defined as Home Health Care Agency, Adult Daily Living Centers, Personal Care Homes, and Community Homes for Individuals with Mental Retardation, State Mental Hospitals and Nursing Facilities. The intern is responsible for the fee to obtain this clearance. The fee may range from $10-$24. If the background check shows that the intern has a criminal or child abuse history they may not be assigned to clinical sites and will not be able to complete the supervised practice program.

**HIPAA and FERPA /Confidentiality Statement**

The Health Insurance Portability and Accountability Act (HIPAA) dictates how the interns deal with patients’, clients’, and residents’ confidentiality. HIPAA applies to Protected Health Information that is individually identifiable health information. Each facility may require the intern to attend an in-service on HIPAA.

Some facilities, such as schools, will require interns to observe the Family Educational Rights and Privacy Act (FERPA).

Interns are expected to maintain confidentiality with regard to each supervised practice facility, the college, patients, clients, employees, peers, mentors, and faculty.

Interns are required to communicate with members of the DI Team and preceptors through use of her/his CCC email account only. DI Team members will not respond to intern emails sent from personal accounts; preceptors are also requested not to respond to intern emails sent from personal accounts. This is to protect all parties involved.

**Intellectual Property and Student Work**

Any work created by an intern as part of required supervised practice rotation experiences is considered the intellectual property of the intern. However, because this work is being generated explicitly for use by a supervised practice site as part of the student’s educational experience, the site also retains the right to use and/or adapt these materials at their facilities at any time.

**College Facilities/Resources**

*Cedar Crest College Academic Services*

The mission of Academic Services at Cedar Crest College is to assist students in developing the skills and strategies to become confident, independent, successful, and active learners. Academic support services of peer and professional tutors, instructional assistants, advising,
accommodations for students with disabilities, orientation programs, retention efforts, study
skills instruction, ESL instruction, and writing support will enable students to satisfy academic
standards, guide students in the transition to a professional supervised practice environment, and
prepare students for experiential and life-long learning.

The resources of Academic Services are inclusive, comprehensive, and available to students at
no charge. In addition to student services, Academic Services maintains open communication
with faculty and supports their instruction.

Academic Services' programs reflect Cedar Crest College's mission to enhance the development
of critical thinking and technological literacy while providing opportunities for developing and
demonstrating leadership skills, creative abilities and social awareness.

Writing Support Resources

Local interns may sign up for a half-hour appointment with a writing consultant in the Writing
Center in Curtis103. Our writing consultants can help you:

• Generate ideas
• Develop your thesis
• Understand APA format
• Revise your paper
• Document sources

For more information about the Writing Center’s philosophy and semester schedule, please see
the Academic Services folder on My Cedar Crest. In order to make an appointment with the
writing center call Academic Services at 610-606-4628 or email the office at
advising@cedarcrest.edu.

Local and distance interns also have the option of working with online writing support tutors
through Smarthinking. Interns must provide detailed information about the relevant assignment
when submitting a paper, and can expect a response within 24 hours of submission. For more
information about Smarthinking or to use its services, please see the Academic Services folder
on My Cedar Crest and select the Smarthinking option.

Support for English Language Learners

An education professional with a Master’s degree in TESOL is available for private, individual
tutoring for any student who is an English language learner. Students can work with the ESL
Specialist on a variety of topics including writing, grammar, speaking, and study skills, and
students can also discuss any cultural or academic issues. Please make an appointment with the
ESL Specialist at 610-606-4666 extension 3591.

English as a Second Language & Cultural Support
Professional academic and cultural support is available for any student who:

- Speaks English as a second language
- Is bilingual or multilingual
- Is an international student or has a permanent residency in the US
- Has attended school outside the United States prior to attending college even if English is his/her first language and even if s/he is a citizen of the US
- Would like cultural support regarding American cultural traditions or the American system of higher education

Make an appointment to work on writing assignments, study skills, advising, or any other issues that affect your ability to be successful in college. All of the services are free of charge. Please contact the ESL Specialist if you have any questions about the type of services that we provide.

Please call 610-606-4666 ext. 3591 or email advising@cedarcrest.edu to schedule an individual appointment with the ESL Specialist in Curtis 109 or via conference call.

Support for Students with Disabilities

The Advising Center works with students with disabilities to ensure that Section 504 and ADA (Americans with Disabilities Act) regulations are fulfilled in a reasonable and timely manner here on campus. The Advising Center is responsible for coordinating specific services and resources. Academic accommodations may not necessarily be the same as those received in high school or at another college or university. The Advising Center does not provide any testing to determine learning disabilities. Upon request, the Advising Center does provide students with a list of local test providers. Disabilities must be documented in accord with state and federal policies. All documentation and information pertaining to a student’s disability are confidential. To review the College's full policy on providing appropriate support for students with disabilities, please visit the following site: http://www.cedarcrest.edu/ca/ada_file.shtm

Sexual Assault / Harassment Policy and Procedures Overview

Cedar Crest College is committed to ensuring that all members of the College Community have a learning and working environment that is free from sexual misconduct and sexual harassment. Sexual misconduct and sexual harassment are unlawful and are considered sexual discrimination under the Equal Opportunity in Education Act, commonly referred to as Title IX. Sexual misconduct and sexual harassment will not be tolerated. Cedar Crest College expects all members of the College Community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence or verbal or physical intimidation.

Cedar Crest College promotes and encourages prompt reporting and timely adjudication of all sexual misconduct and sexual harassment. Retaliation in any form (e.g., intimidation, threats or harassment) against anyone who exercises his or her rights to make a complaint of sexual misconduct or sexual harassment, or any third party cooperating with the investigation of such an act is strictly prohibited by law and Cedar Crest College policy and may result in disciplinary
action. Cedar Crest College is committed to the health, safety, and well-being of all members of the College Community. Assistance is available twenty-four hours a day, 365 days of the year.

It is the policy of Cedar Crest College that any act(s) of sexual misconduct or sexual harassment violate(s) the standards of conduct required of members of the College Community. As such, sexual misconduct and sexual harassment are prohibited without exception.

**If you are a victim of sexual misconduct**

If the sexual misconduct occurred on campus, Cedar Crest College encourages you to contact the Campus Police Office at 610-437-4471 or “0” from a Campus Phone. If the sexual misconduct occurred off campus, you are encouraged to contact the local police department by dialing “911”. Cedar Crest College will assist you in notifying these authorities if you request assistance.

If you have any questions regarding this Policy or Title IX generally, you may contact Cedar Crest College’s Title IX Coordinator, Lisa Garbacik, by phone at 610-606-4666 ext. 3584, in person at Blaney 104 or by e-mail at lbgarbac@cedarcrest.edu. To review the College’s full policy on Sexual Assault / Harassment, please see the College’s Student Handbook, available on the [www.cedarcrest.edu](http://www.cedarcrest.edu) website.

**Holidays**

See program calendar.

**Weather**

If there is inclement weather that may impact your ability to travel safely to your supervised practice site, please contact your preceptor and the Supervised Practice Coordinator. Personal safety should not be sacrificed.

**Dress Code**

All interns are expected to maintain a personal appearance and dress appropriate for the professional setting of the supervised practice facility. There may be dress requirements in the facility in addition to the requirements for the Cedar Crest College Dietetic Internship. If any student is inappropriately dressed, he or she may be sent home at the discretion of the preceptor. Interns must also display appropriate dress when traveling to meetings, lectures, or field trips.

Acceptable attire for the DI includes a lab coat if suggested by your preceptor; comfortable, non-slip shoes; and a name tag issued by Cedar Crest College. This name badge (and/or a supervised practice facility-issued name badge, when applicable) must be worn at all times during the DI supervised practice experiences.

General grooming guidelines:

- No visible body piercings or multiple ear piercings are allowed.
- Hair nets or caps are required when working in food production areas. All hair must be restrained by the hair net or cap.
Only a wedding ring, wrist watch or small post earrings are acceptable pieces of jewelry.
• Nails must be clean and neatly trimmed. Only clear nail polish is allowed to be worn on nails. When in food production, no nail polish may be worn.
• Strong cologne or after shave should be avoided.
• Chewing gum is not permissible. Consumption of food and drink are limited to designated times and places.
Cedar Crest College Nutrition Program
Dietetic Internship
Student Handbook, 2016-2017

VERIFICATION OF RECEIPT AND AGREEMENT
AND CONFIDENTIALITY STATEMENT
FILE COPY

I, _________________________________ have received a copy of the Cedar Crest College Nutrition Program's Dietetic Internship Student Handbook and understand that it contains important information regarding the Internship’s policies and my obligations as a Dietetic Intern.

I have familiarized myself with the material in the handbook and understand that I am governed by its contents. I attest that I understand all of the material presented in this handbook (and that I have consulted with the Director of the Dietetic Internship to clarify any policies or information for which I desired/required clarification).

I understand and agree that I am bound by all policies and procedures outlined in the handbook, as well as by the American Dietetic Association’s Code of Ethics (which governs all members of the Academy of Nutrition and Dietetics).

I understand and agree that the granting of a Certificate of Completion and a Verification Statement from the Cedar Crest College Dietetic Internship is no guarantee that I will be licensed, certified, or accepted for practice by professional licensing agencies.

I also understand and agree that in my performance as a Dietetic Intern, I will maintain the confidentiality of all medical and/or personal information regarding the patient, client, resident, and/or family at all times. I understand that any violation of this confidentiality will constitute a breach of the Health Insurance Portability and Accountability Act (HIPAA), the Honor Code of Cedar Crest College, and the American Dietetic Association’s Code of Ethics.

STUDENT SIGNATURE __________________________________________________

DATE __________________________________________________________________