Cedar Crest College

Dietetic Internship

2013-2014

Student Handbook
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PROGRAM MISSION AND GOALS

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. Cedar Crest College supports the education and development of dietetic practitioners 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 interns to be fully competent in foundation dietetics knowledge and skills while fostering empowerment to encourage graduates success in their educational and professional life.

2) Recruit a diverse body of motivated and qualified interns dedicated to completion of the internship process.

3) Prepare students to think critically in the theoretical, practical and evidence based areas of nutrition and community programming.

4) Instill a strong community spirit in each faculty member, preceptor, intern and graduate making community service a meaningful component of their professional experience.

5) Foster a learning environment that encourages continuing education within the profession’s guidelines and looks forward toward advanced degrees.

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

a. Over a five-year period, 80% of the Dietetic Internship graduates will successfully complete the registration examination on the first attempt.
b. 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.
c. Program graduates, during their first year of employment, will be ranked above average by at least 80% of their employers as they compare in terms of professional knowledge and skill to other entry level dietitians.
d. Over a five year period, 90% of employed graduates who respond to the alumni survey will rate themselves prepared for their first job by completing the Cedar Crest College Dietetic Internship.

Goal 2

a. Ninety percent of the students admitted to the Dietetic Internship will complete the program within fifteen months of beginning the program.
b. To foster both ethnic and geographic diversity within the internship, the Cedar Crest College Dietetic Internship will recruit and fill at least 60% of its internship positions with qualified students who completed their didactic education and received a verification statement at colleges and universities other than CCC in geographic locations throughout the United States and Puerto Rico.
c. 100% of faculty and preceptors will participate in an orientation workshop addressing diversity, program expectations, team building and individual skill development and utilization of college-based academic services for assistance with academic aspects of the internship, including math, writing and research assistance, as needed.

Goal 3

a. 100% of the Dietetic Internship class will join the Academy of Nutrition and Dietetics (A.N.D.) and will be provided orientation to and provided curriculum-driven assignments, requiring the use of: the A.N.D. Evidence Analysis Library, A.N.D. Position Papers and the A.N.D. Journal.
b. 100% of interns will participate in community programs that recognize public nutrition policy and use validated principles of community and nutrition assessment for group and individual members.

Goal 4

a) 100% of interns will participate in one or more service activities through one or more of the following: not for profit organizations within the community at large, the Academy of Nutrition and Dietetics, a local Dietetic Association, a college Student Dietetic Association or through Cedar Crest College and its commitment to community service organizations.
b) Over a five year period, 80% of internship graduates will indicate on an alumni survey that they participate in one or more community service activities.

Goal 5

a. During the first year after passing the Registration Exam, 100% of all successful examinees will be able to identify their continuing education needs and reflect those in their five-year ACEND portfolio.

ACCREDITATION STATUS

The Cedar Crest College Didactic Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (A.N.D.), 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 Dietetics or the Intent to complete form from an accredited DPD.
- Overall and DPD 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

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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 Dietetics (DPD) requirements. A Verification Statement from a DPD indicates that the student has met the requirements of ACEND of the A.N.D. (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 DPD 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.

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 $50 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 A.N.D.). The Cedar Crest College Dietetic Internship begins in August. A checklist is available on the website which must be completed and sent with your application packet. All application materials and application fee are to 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 will be using 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 $40 for the first application submitted and $20 for each additional application.
Applicants must submit the following via the DICAS website:

**Personal Statement:**
Applicants who apply to internships using DICAS will be asked to complete a personal statement in 1,000 words or less. Questions to be addressed in the personal statement include:
- Why do you want to enter the dietetics profession?
- What are some experiences that have helped to prepare you for your career?
- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?
- Why are you applying to the Cedar Crest College Dietetic Internship Program?
- What separates you from the rest of the applicants interested in a community-focused internship program?

**References:**
When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same references for all applications. For the Cedar Crest College Dietetic Internship, you must submit 3 references – 1 must be from DPD faculty, 1 from any faculty, and 1 work or volunteer. Personal references will not be accepted.

**Resume:**
A current resume must be uploaded on the DICAS website.

**Transcripts:**
Official transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA 02472

**Verification Statement or Intent to Complete:**
This documentation must be submitted by your DPD Director.

All application materials become the property of the Dietetic Internship at Cedar Crest College and will not be returned.
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 course work 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 practice hours in each of the four rotations (Clinical, Community, Community Concentration, and Food Service Management). The required number of practice 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 will be graded in the same manner as the didactic program course work.

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 Eligibility Requirements and Accreditation Standards for Dietetic Internship Programs (http://www.eatright.org/ACEND/content.aspx?id=57) demonstrated by:
  - Achieving a rating of meets competency / meets expectations in all supervised practice rotations and associated assignments and
  - Achieving a grade of B (83%) or higher in all dietetic internship courses (NTR 572, 573, 574, and 575) 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 course work must be successfully completed. 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 and their preceptors conduct a Performance Appraisal mid-rotation and a formal Appraisal is given at the end of each rotation. The Program Director 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 fulfill program competency, 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 (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 tuition 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.

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. 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 2 hours of the scheduled arrival time. Personal business is not an acceptable reason for an absence. Doctors’ appointments are not acceptable reasons for an absence and must be made on off-duty time. If this is not possible an intern must request permission from his/her preceptor to reschedule rotation time so no rotation
time is lost. Interns should not schedule appointments 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 complete supervised practice hours similarly to an “hourly employee” by documenting “clock in” and “clock out” hours down to the minute and include time 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.

*If the primary preceptor is unable to verify/sign the Weekly Timesheet on the last day of supervised practice for the week, they should verify and sign for the hours for which they were 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.

**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. *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 have to be repeated if the lost time cannot be made up and competencies are not met.

**HEALTH CLEARANCE**

Each intern must have a current physical examination. Both a Health History and Immunization Record form must be signed by a physician. These and all other clearance forms must be completed and submitted to the online portal Certified Background at https://www.certifiedbackground.com/ and/or the College by August 2, 2013. Interns need a 2 Step PPD, proof of Rubeola and Rubella antibody titer Varicella and Hepatitis B series. The physical and immunizations must not be completed before May of the year prior to admission. All forms must be completed and be on file at the online portal Certified Background prior to the August Orientation. Additional details about this process will be sent to each intern directly.
All students are required to submit to any health and background clearances that are not part of the Cedar Crest College general requirements that are required by individual supervised practice sites. Completion of all ancillary testing and checks is the responsibility of the intern.

No intern will be allowed in a supervised practice setting without a current physical, immunization record, and all other clearance forms on file with the online portal, Certified Background. If an intern has not submitted all completed clearances prior to the August 2, 2013 deadline, 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. 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 D&A testing for the
Programs must be completed when the clinical requirements packets are due. The D&A 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 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 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 by Health Services 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

In the event of illness requiring the student to see a physician or nurse practitioner, accident resulting in injury, hospitalization or pregnancy, a statement from the attending physician or medical representative must be presented to the Program Director certifying that the student 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.

1. In the event of:
   a. illness requiring you to see a physician 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.

2. If a student becomes ill while at the agency, she/he will report to the instructor, 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). The outline of systems requirements can be found on the CCC website: http://www.cedarcrestonline.net/index.learn?action=technical.

Access to a personal scanner or to a business scanner is required for submission of all supervised practice preceptor evaluations and other internship-related documents.

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.

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

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.

d. 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.”

Taken directly from:

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 on the Honor Code, academic integrity and ethical behavior provide the foundation of the Cedar Crest College community and the basis for our learning environment. Cedar Crest College expects students, including interns, to set a high standard for themselves to be personally and intellectually honest and to ensure that other students do the same. Cedar Crest College
considers the following acts, but not only the following acts, to be breaches of its Academic Standards of Integrity. Cedar Crest reserves the right to alter the definitions of academic misconduct herein:

1. Cheating. During the completion of an academic assignment (e.g. quizzes, tests, examinations, 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.

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 records; the foregoing or misuse of college documents or records; or the forging of faculty or administrator signatures.

5. Sabotage. Sabotage is the act of hindering another student’s ability to complete an academic assignment. Destruction of college property (e.g. library holdings, laboratory materials, or computer systems) 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 Honor Code or other standards may be deemed academic misconduct.

RESPONSE TO ACADEMIC MISCONDUCT

Students who breach the Academic Standards are subject to sanctions imposed by the instructor, the program director, the department chair, the Provost, or the Board of Trustees, who are 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. Such sanctions can range from, but are not limited to, the expectation to redo an assignment, the assignment of additional work, 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 dismissal from the internship.

All instructors who determine that a student has breached the Academic Standards 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 attaching relevant evidentiary documentation as
appropriate. 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.

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).

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.

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 to be 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 staff conflicts at their supervised practice sites and must not contribute to any office gossip or clandestine conversations about staff members.

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. 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. Positive results from any drug screen or unethical behavior that 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 time frame 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. 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.

STUDENT APPEALS PROCESS

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/
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.

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 two (2) years of full time or four (4) years of part-time 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 gained 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 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 using the portfolio method. The Supervised Practice Coordinator will provide the intern with a list of the ACEND-approved internship competencies for the rotation that is being assessed.
2. The prior 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. 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.

3. The intern must obtain a letter corroborating work experience from his/her immediate supervisor(s).

4. Intern must submit the portfolio and all supporting documentation at least 1 month before the first day of Orientation. (This is to allow time for scheduling changes.)

The Program Director or 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 Program Director or 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 Program Director 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 2013-2014

Expenses:
Tuition: $16,616 for onsite and distance tracks
Application Fee (non-refundable): $60
Acceptance Deposit (non-refundable): $500
Technology Fee: $100 per semester
Certified Background Hosting Portal: $100-$188 (based on state)
   Liability Insurance: $35 *Securing insurance is the responsibility of the intern
   Health Insurance: Varies *Securing insurance is the responsibility of the intern
A.N.D. Student Membership: $50
Local Dietetic Association Membership: Varies
Background Check: Varies
Physical Exam: Varies
Orientation Housing On-Campus: $250
Books & Supplies: Detailed list will be sent upon acceptance into the program
Lab Coat (2): ~$100
Transportation: Private vehicle is required

Housing & Board for Onsite Interns
   On-Campus Housing is optional and available to female interns*
       Double Room: $2580 per semester
       Single Room: $2950 per semester
Deluxe Single Room: $3482 per semester

*On-Campus Board* is optional
- 19 meals/week plan: $2,505.50 per semester
- 190 meal block: $2,339.50 per semester
- 150 meal block: $2,085.00 per semester

*Off-Campus Housing:* Varies

*If you plan to utilize on-campus housing during the internship year, your request must be made by June 15, 2013. Please contact:*

Kelly M. Steinmetz  
Director of Residence Life  
Cedar Crest College  
100 College Drive  
Allentown, PA 18104-6196  
Phone: (610) 606-4666 x3351  
Fax: (610) 740-3789  
Email: kmsteinmetz@cedarcrest.edu

**PROGRAM CALENDAR 2013-2014**

- Orientation: 08/12/13 – 08/19/13
- Rotations begin: 08/26/13
- Labor Day holiday: 09/02/13
- Rotations resume: 12/02/13
- Winter break: 12/23/13 – 01/03/14
- Rotations resume: 01/06/14
- Spring break: 03/03/14 – 03/07/14
- Rotations resume: 03/10/14
- Rotations end: 04/18/14
- Graduation: 05/03/14
- Vacation: 16 scheduled days
- Flex Day: 1 day (8 hours total) that should be reserved for emergency use only. Flex hours cannot be broken up and the 8 hours must be used at one time

**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 women enrolled in the program is available during orientation (and is mandatory for those who don’t live locally) for a fee of $250. Reservations must be completed by June 15, 2013. Please contact:

Kelly M. Steinmetz  
Director of Residence Life  
Cedar Crest College  
100 College Drive  
Allentown, PA 18104-6196  
Phone: (610) 606-4666 x3351  
Fax: (610) 740-3789  
Email: kmsteinmetz@cedarcrest.edu

**WORK SCHEDULE**

A minimum of 1200 hours of supervised practice are required for Dietetic Internship programs approved by ACEND. The 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. Didactic class time is not counted in your working time. 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. 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.

You are expected to work a minimum of 1200 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 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 in each block. 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.
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 may be possible. 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 L. Miltenberger, RD, RDN, LDN
610.606.4666 x3621
tlhardin@cedarcrest.edu

Department of Nutrition Chair
Dr. Martine Scannavino, D.H.Sc., RD, LDN
610.606.4666 x3486
miscanna@cedarcrest.edu

Administrative Assistant to the Dietetic Internship
Bonnie Heydt
610.606.4666 x3540
boheydt@cedarcrest.edu

Administrative Assistant to the Nutrition Department and Dietetic Internship
Lesley Jones
610.606.4666 x3457
lesley@cedarcrest.edu

WRITTEN ASSIGNMENTS

All written papers for the Dietetic Internship are required to be in the American Psychological Association style. The APA manual is a required text for the Dietetic Internship.

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 Program Director 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 (A.N.D). Visit the A.N.D 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 A.N.D. informs each state’s dietetic association of new A.N.D members who are residing in that state. The Lehigh Valley Dietetic Association (LVDA) welcomes all ADA members who reside in the Lehigh Valley area. Visit the website www.eatrightlvda.org for further information. For distance interns, visit your state’s local dietetic association web site 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 assures that the graduate has completed all work in a satisfactory manner. This verification statement is record 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 three months of access to the exam preparation resource RDStudy.com 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 RDStudy.com and submit it to the Program Director by no later than Friday, August 16th, 2013.

2. Submit a *fully-refundable* $99.00 deposit to Cedar Crest College according to the stipulations and deadlines outlined in the agreement form.

3. Utilize the site tools 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 you 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 Masters 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 kmglass@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.
Holidays

See program calendar.

Weather

If there is inclement weather 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 additional 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 must be worn at all times during the DI.

General grooming requirements:
- 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.
VERIFICATION OF RECEIPT AND AGREEMENT AND CONFIDENTIALITY STATEMENT

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 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 ________________________________________________________________

(Upon completion, please submit this copy to the Certified Background web site portal.)