



CEDAR CREST COLLEGE

2018-2019

Dietetic Internship

Student Handbook

As a part of the Master of Health Science Degree

Revised March 2018

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WELCOME!

Congratulations and welcome to the Cedar Crest Dietetic Internship (DI)! The DI has a community nutrition focus with a strong partnership of preceptors dedicated to prepare you to be highly competent, entry level dietitians. The program is administered through the Department of Nutrition. Upon successful completion of the DI, twelve to eighteen graduate credits will be earned fully transferable to the Cedar Crest Master of Health Science: Nutrition. The DI, established in 2010, accommodates a remote/distance based education track as well as an onsite education track. The DI is a full time, accelerated DI. Cedar Crest participates in the ACEND prior learning experiential credit and are considered by submitting the Professional Experience Prior Learning Portfolio. This handbook provides you with information to introduce you to the internship.

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 to meet internship graduate program goals, outcomes and ACEND competencies.

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

The Cedar Crest College Dietetic Internship graduates should be prepared to provide community service to the larger global community providing evidence-based nutrition service.

Program Data is available upon request.

OUTCOME MEASURES

Goal 1

- Over a five year period, at least 80% of the Dietetic Internship graduates will successfully complete the registration examination within the first year of attempt.
- At least 70% of the graduates who seek employment will be employed in dietetics-related positions within twelve months of completing the program.
- At least 80% of the students admitted to the Dietetic Internship will complete the program within fifteen months (60 weeks) of beginning the program.
- 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?”*

Goal 2

- 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?”*
- For graduates seeking employment, at least 80% of internship graduates will indicate on an alumni survey that they participate in one or more community service activities.

Goal 3

- At least 50% of graduate survey respondents will report participating in at least one leadership activity within 5 year of program completion.
- 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) of the Academy of Nutrition and Dietetics, 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

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 DPD Program in Nutrition and Dietetics or the Intent to complete form from an accredited DP issued within the past five years.
- Overall and DP GPA of 3.0 or above.
- Official transcripts of all prior academic work completed from all colleges and universities
- 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.

D&D Digital Systems Computer Matching

Cedar Crest College participates in the computer matching process which is handled by D&D Digital. Applications are submitted through the D&D portal. 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. For more information 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. The Cedar Crest College Onsite or Distance Track Application materials are available on our website (http://www.cedarcrest.edu/academics/dietetic_internship/). A Cedar Crest application must be completed and sent with a \$60.00 application fee. If applying to the remote/distance and onsite tracks, only one application fee to Cedar Crest College is required.

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.

PRESELECT

Ten positions in the competitive Cedar Crest College DI are reserved for eligible Cedar Crest College seniors through the preselect process and may choose either the on-site or the remote/distance track.

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 application process in October of their senior year.

A meeting with the DPD Director must occur in their junior year to begin the process. A meeting with the Internship Director must also occur before August 1st – prior to beginning of your senior year.

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 may apply to the Cedar Crest College DI 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.

Full acceptance via the preselect process is conditional on maintaining competitive performance in coursework, continued adherence to all college policies for academic integrity as set forth in the Cedar Crest College Student Handbook, adherence to individual class policies as set forth in class syllabi, and successful graduation and DPD verification. Requirements for application to the Preselect option are the same as for all applicants, except preselect applicants do not have to participate in DICAS or D&D Digital Matching

MASTER'S COURSES AND SUPERVISED PRACTICE

There are two components to the Dietetic Internship, the master's portion (didactic) and the supervised practice portion (the actual internship field experience rotations).

The master's portion involves attending mandatory virtual classes during each rotation. Students are informed of their progress in master's coursework through feedback and grades earned on case studies, live discussions, papers, presentations, or other assigned work. All required master's work must be completed independently and successfully in order to complete the internship.

The supervised practice component includes all supervised practice hours in each of the four rotations (Clinical, Community, Food Service and Community or Diabetes Concentration). 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. Supervised practice rotations are prearranged by the DI team (onsite track) making every effort to place the interns in sites that interest them. The distance track interns prearrange their own sites in the community they wish to live with the DI team guidance and approval of final site rotation selections. Preceptors from each rotation will be evaluating the interns' daily performance and a mid-rotation (conference optional) and end of rotation evaluation with the DI team, intern and preceptor(s). There will be required projects, presentations, and papers which must be completed successfully in order to complete the internship.

PROGRAM CALENDAR 2018-2019

Orientation:	07/23/18 - 07/29/18
Rotations begin:	08/06/18
Labor Day holiday:	09/03/18
Thanksgiving break:	11/21/18 - 11/23/18
Rotations resume:	11/26/18
Winter break:	12/17/18 – 01/06/19
Rotations resume:	01/07/19
Spring Break:	02/18/19 -02/24/19
Rotations end:	04/21/19
Graduation:	05/04/19

ONSITE TRACK

Students who select the on-site track will be completing their Dietetic Internship rotations in facilities in the greater Lehigh Valley area. Interns will be able to select their facility choices based on their interests once accepted into the program.

Onsite students **must** have dual enrollment in the Dietetic Internship and Cedar Crest College's online graduate program (Master's in Nutrition). During their 31 week internship, interns will earn **18 graduate** credits that can transfer to complete the Master's in Nutrition degree program.

Required for Remote & Distance interns Online classes include:

- 3 credits: Medical Nutrition Therapy
- 3 credits: Food Service Management
- 3 credits: Community Nutrition
- 3 credits: Diabetes or Community Concentration

Required for Onsite interns (optional for remote interns) Online classes include:

- 3 credits: Cultural Competency and Ethics In Health
- 3 credits: Health Policy and Advocacy

Students will have full time graduate status during the DI for financial aid assistance. Once you have completed the Dietetic Internship, interns can finish the Master's in Nutrition program online at Cedar Crest College at a 20% discounted rate if they have continuous enrollment. With the 18 credits already completed, students will only need to complete 21 credits after the internship to receive their Master's degree at Cedar Crest College. Masters application will be completed after Match Notification Day.

DISTANCE TRACK

Interns that choose the Remote/Distance Track are responsible for securing their own rotation sites and preceptors for all supervised practice experiences. This allows interns the opportunity to design a rotation schedule that aligns with their professional goals and begin making contacts in the community of their choice.

Interns will only have to travel to Cedar Crest College once to complete a one week orientation on campus. During the internship, remote/distance interns will earn 12 graduate credits that can transfer to Cedar Crest College's online graduate program (Master's in Nutrition).

Online MS classes include:

- 3 credits: Medical Nutrition Therapy
- 3 credits: Food Service Management
- 3 credits: Community Nutrition
- 3 credits: Diabetes or Community Concentration

Distance track interns have the option of dual enrollment in the Dietetic Internship and Cedar Crest College's online graduate program. Distance track Interns who choose dual enrollment, will be required to take 6 additional graduate credits during their internship totaling 18 graduate credits.

Additional Online MS classes include:

- 3 credits: Cultural Competency and Ethics In Health
- 3 credits: Health Policy and Advocacy

Students will have full time graduate status during the DI for financial aid assistance if they choose to take the additional MS classes. When you have completed the Dietetic Internship, you can finish your Master's in Nutrition online at Cedar Crest College at a 20% discounted rate with continues enrollment. Masters application will be completed after Match Notification Day if you choose this option.

COMPLETING THE DIETETIC INTERNSHIP

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

- Successful completion of all master's and supervised practice assignments that fulfill the ACEND Accreditation Standards for Internship Programs in Nutrition and Dietetics competencies (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 competency assignments
 - Achieving a grade of B (83%) or higher in all dietetic internship courses and on specific competency master's assignments for each course (as indicated on course syllabi).
- Completion of all 1,200 hours of supervised practice.
- DI Master's courses and Supervised practice hours must be completed within 150% of program length (15 months).

The DI Director and Supervised Practice Coordinator will provide feedback to the intern on a formal and informal basis throughout the internship.

Maximum Period of Internship

All Dietetic Internship students must complete the program within 150% of the initial program length (within 15 months). If the intern has not completed the program within the 15 month period, the intern must be withdrawn from the program.

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 the position 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 Dietetic Internship Director. The granting of the requested leave is at the discretion of the Dietetic Internship Director, pending approval from the Provost and 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.

TUITION AND FEES 2018-2019

The following list are fees and costs that an intern will undergo over the internship period. Please note that some of these costs may change due to different circumstances.

Tuition: \$17,281 (*approved for 2017-2018 academic year*)

Application fee (non-refundable): \$60

Acceptance Deposit (non-refundable): \$500

Technology Fee per Semester: \$100

DI Course Fee: \$285

Liability Insurance: \$35 **responsibility of the intern*

Health Insurance: Varies **responsibility of the intern*

Academy of Nutrition and Dietetics Student Membership: \$60

Local Dietetic Association Membership: Varies

Background Check: Varies by state

Physical Exam: Varies by practitioner

Books & Supplies: List will be sent upon acceptance into the program

Required text books: Varies

Exam, 2017-2019 Edition: ~\$200

RD Exam Prep Material: \$130 – payable at orientation

Lab Coat (2): ~\$100

Transportation: Private vehicle is required

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 master's 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 master's courses or supervised practice rotations following the program's winter break. All fees and tuitions are non-refundable.

PREPARING TO START YOUR INTERNSHIP

When matched to the Cedar Crest DI, you will need to submit a \$500 deposit to secure your spot. Instructions on how and when to submit that deposit will be provided to you after match. You will need a CC student ID number and a CC email address to complete the deposit that will be provided to after match. The College will send you an email with that information.

You should begin to consider housing options if you will be moving to the area.

After confirmation of your acceptance of the position, you will receive information to access a Summer Course in Canvas, CCC's Learning Management System. CANVAS will provide you with your Summer To-Do List to aid in the on-boarding process.

When you receive your CC email address, all future communication with the DI team and preceptors will use this address.

Further information and details will be provided through the virtual webinar, email and telephone correspondence. Begin to check your CC email often.

PRE-INTERNSHIP REQUIREMENTS

Health Clearances

Each intern must have a current physical examination. Both a CC Health History and Immunization Record form must be signed by a physician. Forms are required to be completed and submitted 1 month before orientation. 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. A certified background check is also required. All forms must be completed and be uploaded (on file) to the online portal Corporate Screening one month prior to the July Orientation.

Additionally, some of the practice sites require additional health or background clearances that are not part of the Cedar Crest College general requirements. Completion of all ancillary site specific testing and checks must be completed and the cost is the responsibility of the student. The DI team will assist to manage those additional requirements.

Once accepted into the Dietetic Internship, all interns will be provided with the information for completing all medical and background checks using "Corporate Screening." No intern will be allowed to begin the orientation/internship without a current physical and immunization record and uploaded to Corporate Screening. 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

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 additional drug/alcohol screening as required by the facility regulations. Any student in the Programs suspected of being under the influence of alcohol or drugs will be required to submit to a substance screening, immediately upon request, as a condition of remaining in the Programs.

Drug Testing Procedure

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 based upon the belief/observation that a student may be impaired.

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 Corporate Screening, Certified Background and the clinical agency as 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 master's 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 supervised practice site, the student will be removed from the internship.

All prerequisite drug and alcohol testing for the Programs must be completed when the supervised practice site requirements packets are due, usually one month before the rotation begins. 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 supervised practice facility, the student will be removed from the Program.

The cost of any pre-placement drug testing that may be required by affiliating supervised practice facilities will be the responsibility of the student.

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 supervised practice site and the master's component with possible removal from the internship and further action, as appropriate.

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

Random and Reasonable Suspicion Testing

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.

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:

- 1) Observable drug use and/or physical symptoms or manifestations of being under the influence of a drug or alcohol;
- 2) 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
- 3) Substance abuse-related conviction by a court or being found guilty of a substance abuse-related offense

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

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.

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

Confidentiality of Drug Testing

All drug and alcohol testing results will be maintained on the online portal Castle Branch 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.

Fingerprinting

All Interns doing rotations in PA are required to have Department of Human Services fingerprints. As a PA Dietetic Intern, you might have to get 3 different fingerprints: Department of Human Services, Department of Education, and Department of Aging. Each fingerprinting costs \$22 each which the intern is responsible for paying. The DI team will notify the intern if they need those additional fingerprints for their sites.

Criminal Background Check

All interns will undergo a Criminal Record Check and a Child Abuse History Clearance if applicable for their state through our vendor Corporate Screening. 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. 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.

The Academy of Nutrition and Dietetics Membership

Interns must become members of the Academy of 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 Association Membership

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/regional 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.

ServSafe Certification

Interns are required to have a ServSafe Certification or an equivalent certification that is accepted by your state. Please note that your certification must cover you throughout the internship year (until May 2019.) If you do not currently hold the ServSafe certification, you are able to purchase the online study guide and you can choose to take the exam at Orientation. It will be proctored by Marilou Wieder, Sunday, July 22nd, 2pm in Miller Building, Room 20.

Orientation

Orientation to the Dietetic Internship is conducted onsite at Cedar Crest College and is mandatory. It is a five day program designed to introduce the intern to Cedar Crest College and the expectations of the internship, and provide a variety of hands-on skills learning experiences to help prepare interns for entry into supervised practice. Housing/hotel information will be provided approximately six weeks before orientation.

TECHNOLOGY REQUIREMENTS

Students enrolled in both the onsite and remote/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. A notebook or tablet should not be used as the main device as it does not support the minimum operating system required. 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>

- Minimum software required: Word processing, excel spread sheet, power point and browser software is needed.
- Access to a 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. The computer mic is not acceptable as the computer mic causes excessive feedback and noise interference.
- A personal laptop is not required for use at supervised practice sites but may be helpful if facility computers are not available to the intern. Preceptors are not required to provide interns with computer access during supervised practice hours.
- Updates for the following programs will be needed for viewing online lectures, pdf files, etc. Silverlight – getsilverlight.microsoft.com, Java – www.java.com, Adobe Flash and Reader – get.adobe.com Chrome is the recommended browser to support the online Canvas learning management system.
- Information Technology (IT) at Cedar Crest College can be reached by calling 610-606-3348.

SUPERVISED PRACTICE POLICIES

Attendance Policy

Interns must be present on time for each day at each supervised practice rotation or at another professional setting, as determined by the preceptor. If it is necessary for the intern to be absent for any reason (including illness) from his/her supervised practice setting, the preceptor **MUST** be notified as soon as possible. Personal business, including doctors' appointments, are not acceptable reasons to be absent and should be conducted on off-duty time rather than during hours when interns are expected to be in supervised practice. In all cases, the supervised practice hours will need to be made up. Refer to **Absence/Sick Leave Policy**.

Assignments Policy

Interns are required to submit assignments during Supervised Practice throughout the entire internship. The majority of assignments will be graded as either "Complete" or "Incomplete." All assignments have specific instructions, expectations, and deadlines the intern must adhere to.

- If an intern does not submit all required assignments during their rotation, they will not be able to meet their ACEND required competencies, therefore they cannot pass the internship.
- Not only are interns expected to turn in assignments on time, they are also expected to adhere to the outlined instructions provided. If an intern does meet the assignment expectations, they will be asked to re-do and re-submit the assignment.
- If an intern turns in assignments late or has to re-do assignments more than 3 times in a rotation, they will have to repeat the entire rotation by making arrangements with the Supervised Practice Coordinator and Preceptor. Interns are only allowed to re-do a rotation once.
- Each rotation will require a large project. These projects will be graded using points and a rubric. A student is required to receive an 83% or higher. If a student does not receive an 83% or higher, they have one chance to re-do the project. If they still do not receive an 83% or higher, the intern cannot pass the internship. These projects include:
 - **Clinical:** *Evidence Based Project*
 - **FSM:** *Business Marketing Project*
 - **Community:** *Wellness Project*

Incomplete and/or late submissions are excusable under certain circumstances. It is up to the Supervised Practice Coordinator to determine if the internship assignment is excusable. Receiving extensions on assignments is permissible under certain circumstances and need to discuss with the Supervised Practice Coordinator prior to the assignment due date to obtain permission.

Written Assignments Policy

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

Attire Policy

Interns are expected to dress in a professional manner for all rotations. Attire will vary dependent on the site assigned but the intern should obtain a copy of the dress policy of the facility on the first day of the rotation. The facilities dress code guidelines must be followed. If an intern's dress or physical appearance is considered inappropriate by the facility or the DI Director, the intern will be asked to correct the issue and will not be permitted into the facility until the issue is resolved. Any supervised practice hours missed due to the situation will need to be made up.

Hygiene and neatness are important. Hair must be clean and neatly styled. Hair must be a natural occurring color throughout the entire internship.

Jewelry should meet facility policies. Rings are limited to wedding rings/bands with one ring per hand. Watches should be professional in appearance. Earrings are plain, post-type earring per ear and limited to two per ear. No dangling earrings or gauged ears. Body piercing other than in the ears will not be worn. This includes but is not limited to nose and eyebrow piercings. Tattoos must be covered throughout the entire internship.

For supervised practice in food production areas, all regulations from the Health Department must be followed. Closed-toed, non-slip shoes must be worn. Hair shoulder-length or longer must be pulled back in a restraint and hairnets or other hair covering which contains all hair, must be worn while in production or service areas. Male interns must not have excessive facial hair. If present, facial hair must be neatly trimmed and covered while working in food production or service areas. Fingernails must be short, clean, and no polish is to be used. No artificial nails are permitted. If assigned to a fitness center or teaching garden, interns are to attire appropriately, yet professional for the setting. If a lab coat is required by the rotation, a clean and pressed white lab coat should be worn over professional attire. Interns are responsible for purchasing and laundering and ironing lab coats.

Your Cedar Crest name badge (and/or a supervised practice facility-issued name badge, when applicable) must be worn and visible at all times during the DI supervised practice experiences.

Regardless of the facility dress policies shorts, sundresses, jeans, spaghetti straps, flip flops, open toe shoes, sweat or yoga pants, or wrinkled apparel are not permitted as they are not of professional attire. It is suggested to wear hosiery with dresses or skirts.

Professionalism Policy

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.

Interns are expected to maintain a high standard of professionalism and conduct themselves with honesty and integrity. Refer to the **Code of Ethics for the Profession of Dietetics**.

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 at 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 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, eating and drinking in designated locations, or gum chewing. Cellular telephones must be turned off or to vibrate and calls should not be placed or answered nor will you read or answer text messages during supervised practice. Cell phones may be used with the preceptor permission for professional purposes (such as to access phone-based applications or the internet) or when on a meal break. Smoking should only occur in designated areas. Swearing or loud boisterous conversations must not occur during supervised practice.

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, address the 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. If interns are concerned about the tasks assigned them, or feel that these additional tasks/lack of tasks interfere 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**.

Interns are not allowed to work on Master's course assignments or submit them on supervised practice time. Interns may work on these assignments during your documented break. Supervised practice assignments directly related to the rotation may be worked on during supervised practice with the preceptors' permission. Email communications should be limited during supervised practice.

Rotation Schedule Policy

Each intern's schedule for each rotation/block will be pre-determined before the internship begins. Interns will be expected to establish the work schedule at a particular rotation with their preceptor. The DI team, the intern, and the preceptor should all know when the intern will be starting and completing their rotation. Any changes to this schedule should be documented and all parties involved should be notified immediately. If an extenuating circumstance arises that necessitates altering a rotation and/or facility, a discussion should be made with the DI Team immediately followed with a written request. A one month notice of rotation alteration is requested.

Rotation Hours Policy

A minimum of 1,200 hours of supervised practice are required for Dietetic Internship programs approved by ACEND. Supervised Practice rotations should be completed at the supervised practice facility (or other approved, appropriate professional setting) under the direct supervision of the preceptor.

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. Weekends and/or evening hours will be required during some rotations.

1200 hours are divided into 4 blocks. Each block as a specific total hour requirement that each intern must complete in order to move on to the next block. It is the responsibility of the intern to ensure that all their required hours for each block has been met. A rotation will be repeated if the required hours for the rotation are not met. A rotation can only be repeated one time.

Class Simulation Hours

Some master's classes will require you to be virtually present during specific times of the week. Because this time will take away from working at your rotation, students will receive simulation hours that are a component toward your 1200 hour requirement. Class simulation hours will vary week to week as determined by the instructor. Interns are responsible for notifying their preceptors of their class schedule so preceptors know when the intern will not be available to work at the specific rotation.

Tracking Hours Policy

All supervised practice hours will be documented by the intern on an online management system called Typhon. 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 and submitted into Typhon. All preceptors will have access to Typhon and will approve/verify intern's hours weekly.

You and your preceptor may not sign off on hours not yet completed. Submitting your time on Typhon prior to completing those hours is an unethical practice and is falsifying 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 Typhon is false documentation. Documenting hours worked when you are not at your rotation site or other approved professional setting on Typhon is also false documentation. These are some of the examples of a breach of the Academy Code of Ethics and can result in dismissal from the internship. Refer to **Honor Code**.

Absence/Sick Leave Policy

Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies. Weekends, IPSD and breaks may be used to complete missed days, per rotation site. Days missed need to be made up as students must complete 1200 hours of supervised practice. Interns must immediately contact their preceptor they are currently assigned to when calling in sick.

Supervised practice assignments include submission of weekly time logs. Interns will be submitting their weekly time logs on CANVAS for the DI Coordinator to review. If the intern did not meet their 40 hours requirements, the student is required to note/comment why they didn't complete those hours and how they plan to make them up. If a student does not explain their 40 hour deficiency, that assignment is considered incomplete and late. Please review the late/incomplete assignment policy.

It is the responsibility of the intern to ensure that all their required hours for each block has been met. A rotation will be repeated if the required hours for the rotation are not met. A rotation can only be repeated one time.

Working from Home Policy

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.

Interns can request approval from their preceptor to work from home for **one 8-hour day per block** (typically used 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 document this work from home on their time logs. They must also note/comment this action when submitting their weekly time logs on CANVAS.

Individualized Professional Skills Development Week

The program calendar includes 1 full week at the end of Block 3 and Block 4 rotations 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 the IPSD week.

Interns can use 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.
- Use it for self-directed study and preparation.
- Go to an additional rotation experience of interest.

Bereavement Policy

Interns are also allowed three days in the event of the death of an immediate family member. The intern must bring documentation such as the memorial card to the preceptor. The intern must note this bereavement when submitting their time log to the DI coordinator. Interns are still responsible to make up these hours. Discuss with the DI Team.

Scheduled Vacation Time Policy

The program calendar includes scheduled vacation days, including Labor Day (1 day), the Wednesday through Friday of Thanksgiving week (3 days), and 3 full weeks for Winter Break at the end of the Calendar Year (15 days), and 1 week Break in February. If an intern is missing hours, they can work during these vacation times if agreed upon by their preceptor.

Flex Day Policy

The calendar also accommodates the opportunity for each intern to take 1 “flex day” (8 hours total) which is a personal vacation day – one day per internship year. Use of the flex day must be pre-approved by the DI Team in agreement with the preceptor.

Weather Policy

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. Supervised practice hours will be made up in coordination with the preceptor. Personal safety should not be sacrificed. Any hours missed due to weather need to be made up.

Accident, Illness, Injury Policy

In the event of an accident or illness while at an assigned supervised practice site, the intern should contact the preceptor or site supervisor immediately and the Supervised Practice Coordinator or DI Director as soon as possible.

In the event of:

- Illness/condition where you need to miss 2 or more days for the same condition or
- accident resulting in injury or hospitalization, or
- pregnancy

A statement from the attending physician or medical representative must be presented to the Dietetic Internship Director and must certify that the intern is physically and/or emotionally unable to continue active participation in the program. A clinical clearance must be submitted by the physician and provided to the Supervised Practice Coordinator and upon approval the student may continue to pursue the program.

In the event an intern becomes ill or sustains an accident while at the supervised practice site, she/he will report to the preceptor, who will advise the student as follows:

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

Any injury must be reported to the preceptor at the facility. The costs of any treatment needed is at the intern’s expense. Interns must assume the cost of hospitalization if required. Documentation of the incident that occurred at the supervised practice site must follow the facilities documentation requirements and be completed by the intern, signed by the preceptor, and forwarded (via fax or email of a scanned copy) to the Dietetic Internship Director.

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

If an illness requires the intern to leave the practice site, it is the intern's responsibility to arrange to make up those hours missed with the preceptor and supervised practice coordinator.

Master's Classes Attendance Policy

Interns are not excused from class or live discussions without prior written consent from the course instructor or Dietetic Internship Director. Reason for the 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 master's component must be made up. Arrangement for the make-up time must be made through the preceptor or course instructor and the Dietetic Internship 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.

Transportation Policy

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.

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 affects the scheduled supervised practice hours must be approved by the preceptor before enrolling and approval by the Supervised Practice Coordinator. Any cost required to attend is the intern's responsibility.

Application To The Diabetes Concentration

During the first block of supervised practice, interested interns desiring to be assigned to one of the four positions in the diabetes concentration must submit an application to the DI director. All diabetes rotations occur in the Lehigh Valley sites. Currently, no diabetes centers outside the Lehigh Valley are accepted as diabetes concentration sites. Applications will be reviewed by the DI team. The interns with the most relevant diabetes experience and correct answers to the pre-qualifying diabetes case questions will be selected as candidates for the diabetes concentration. All appointments are at the decision of the DI team.

Evaluations

Student evaluations are conducted at the end of each rotation. Additional 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

Interns will be given the opportunity to evaluate the entire program 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.

**ACADEMY OF NUTRITION AND DIETETICS
COMMISSION ON DIETETIC REGISTRATION (CDR)
CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION**

Preamble

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code

Principles and Standards:

- 1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:**
 - a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
 - b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
 - c. Assess the validity and applicability of scientific evidence without personal bias.
 - d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
 - e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
 - g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
 - h. Practice within the limits of their scope and collaborate with the inter-professional team.

- 2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:**

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- h. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence) Draft - February 2018 2 Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice) Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk. 1 Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.1 References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.

[http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionof termslist.ashx](http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionof%20termslist.ashx) 3.

3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Regis

COLLEGE 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.

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 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 are incumbent from the Honor Code and provide the foundations of the Cedar Crest scholarly community and the basis for our learning environment. Cedar Crest College reserves the right, in its sole discretion, to define what constitutes academic misconduct. Examples of academic misconduct include, but are not limited to, the following:

a. 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.

- i. **Cheating.** During the completion of an academic assignment (e.g. 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.
- ii. **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.
- iii. **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.
- iv. **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; the tampering with grade or attendance records; the forging or misuse of college documents or records; or the forging of faculty 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.
- v. **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.
- vi. **Impersonation.** Impersonation is the act of a person pretending to be a student during the completion of an academic assignment; impersonation also includes the act of a student soliciting another person to assume that student's identity for the completion of an academic assignment.

- vii. **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.

b. Response to academic misconduct

Students who breach the Academic Standard of Integrity—as set forth in the types of academic misconduct specified under the Faculty Handbook—are subject to sanctions imposed by an instructor, a department chair, the Associate Provost of the School of Adult and Graduate Education (hereafter known as the “Associate Provost”), the Provost, or the Board of Trustees. Such sanctions can range from, but are not limited to, the expectation to redo an assignment, the reduction in grade for an assignment or course, or the failure of an assignment or course. Extreme cases of academic misconduct, as determined by the provost or the Board of Trustees, may result in suspension or expulsion from the college, or the withholding, denial, or rescinding of academic degrees. Students who fail a course as a result of academic misconduct may be removed from the course upon entry of a final grade of “F” by decision of the program director, in consultation with the course instructor.

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 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 in the Faculty Handbook.

All reported incidents or 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.

DISCIPLINARY/TERMINATION PROCEDURES

Dietetic interns are informed regularly regarding their progress in both the master's 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 master's portion of the program, the intern may be placed on probation at the discretion of the Dietetic Internship 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, repeated late or incomplete assignment submissions, leaving the worksite early, or disregard for the policies and procedures 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 Dietetic Internship 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, unethical behavior, or placing 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 verbal warning will be issued to the intern. When the verbal warning is given, the Dietetic Internship 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.

If the stated behavior does not improve, or further unacceptable behavior is exhibited, a written warning will be given. The written warning will be given to the intern by the Dietetic Internship 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 Dietetic Internship 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. Possible remediation may require (but limited to) the rotation schedule hours may need to be changed or lengthened or additional assignments may be added. In cases of harm, immediate 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.

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).

Failure to complete the internship within a 15 month period will also result in dismissal from the program. 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 graduate program in question. If the complaint or appeal involves the Program Director, the student should address the issue in writing to the Chair of the Department in which the program is housed. 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 Associate Provost. The student should submit all correspondences along with the appeal. The Associate Provost will respond in writing to the student and Program Director within thirty days regarding the Associate Provost's decision of the appeal. The decision of the Associate Provost will be kept on file with the Program Director. If the student is not satisfied with the decision of the Associate Provost, the student can file a Student Complaint Form with the Provost (http://www.cedarcrest.edu/peer/Student_Complaints.shtml).

Complaints must be reported within one (1) calendar year of the incident that caused the complaint. The Provost will seek to address complaints within twenty (20) business days. Individuals and offices identified as party to a complaint may be notified and asked to provide relevant information. Records of all Student Complaints received by Cedar Crest College will be maintained as required by all applicable state and federal regulations or statutes and in accordance with College policies and procedures.

The Program Director also has the option of appealing the Associate Provost's decision to the Provost. Upon receipt of the appeal and all correspondences, the Provost will consult with the Associate Provost and will have thirty days to respond in writing to the student, Associate Provost, and Program Director regarding the decision of the Provost. All appeals to the Provost and written responses will be kept on file with the Program Director. Decisions of the Provost are final.

Student Academic Misconduct

Faculty who suspect academic misconduct on the part of the 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. The faculty member must also notify the student that a Report of Academic Misconduct will be submitted. 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.

Depending on the severity of the offense and at the discretion of the instructor, penalties for academic misconduct may range from a request to redo the assignment before the grade is assigned, to the assignment of an "F" for the assignment, to the assignment of an "F" for the course. Evidence collected in the Provost's Office of academic misconduct may be used as grounds for suspension or expulsion. An Instructor 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, in 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, the instructor's grade of "F" for the course supersedes the "W."

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.

All instructors are required to include a statement about the College's academic misconduct policy, as well as information about how the instructor will respond to evidence of academic misconduct, on their course syllabi.

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 PRIOR ASSESSED LEARNING (PAL) PROFESSIONAL EXPERIENCE CREDITS FOR SUPERVISED PRACTICE HOUR EQUIVALENTS

Eligibility

The Cedar Crest College DI program participates in the “Assessment of Prior Learning” recognized by The Accreditation Council for Education in Nutrition and Dietetics (ACEND). Dietetic interns may apply for credit towards supervised practice hours gained from a paid full time position (≥ 32 hours/week) of at least 1 year of continuous employment or part-time ≥ 20 hours/week for at least 2 years of continuous employment.

Prior work experience in a particular field must meet dietitian entry-level proficiency in skills that meet the ACEND competencies. A waiver may be requested through the PAL process for partial credit be applied to the particular supervised practice rotation. No PAL will be given in to the clinical supervised practice.

Policy Standards

1. Interns are required to complete a minimum of 1200 supervised practicum hours.
2. Hours must meet the defined ACEND learning outcomes and competencies.
3. All tuition and fees for the DI will remain the same regardless of prior learning credit awarded.
4. Graduation date will not change regardless of prior learning credit awarded.
5. Intern must complete all associated graduate courses, regardless of prior learning credits awarded for supervised practice.
6. No prior learning credit will be awarded towards the Clinical Supervised Practice Hours or Community Concentration rotations.
7. Students requesting Assessment of Prior Learning must pay a \$50 evaluation fee.

Procedures

The student must notify the Dietetic Internship 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 Clinical or Community Concentration rotations.

The DI Team will evaluate the professional experience portfolio to determine if ACEND-approved competencies have been met, and to what extent. The number of supervised practice hours to be waived will depend upon the number of rotation competencies the intern is able to demonstrate competency achievement. The DI Team will determine if prior experience meets the ACEND competency to replace a portion of a rotation. The Dietetic Internship Director makes the final

determination of the hours waived. After the portfolio is submitted, no additional documentation will be accepted.

1. Intern will contact the Dietetic Internship Director by phone or email after acceptance into the DI at least 6 weeks prior to Orientation to request an assessment of prior learning for a particular rotation. If request is verbally approved, intern will submit documentation of the prior learning experiences no later than by June 19.
2. Dietetic Internship Director will provide the intern with the **Rotation Description Table** to document the professional experience portfolio learning experiences that achieve the ACEND required competencies.

The professional experience portfolio should thoroughly describe and document knowledge gained experientially, and how knowledge gained achieves the ACEND competencies. The professional experience portfolio submission should include the following documents:

- Completed **Rotation Description Table** for Waiving Supervised Practice Hours.
 - 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.
3. Interns applying for credit towards supervised practice hours must submit a complete Professional experience portfolio by mail to the DI Director by June 19.

Marilou Wieder, MS, RD, LDN, CNSC
Director, Dietetic Internship
Cedar Crest College
100 College Drive
Allentown, PA 18104

The Prior Learning Portfolio must include the following:

1. Completed **Rotation Description Table** for each rotation requesting waiving of supervised practice hours.
2. Documentation to support that each competency was met (i.e. job description, performance review, samples of projects, reports, presentations, and professional practice that demonstrates advance knowledge and skill in dietetics, etc.).
3. Letter from immediate supervisor verifying experience.
4. \$50 Evaluation Fee (checks should be made out to: Cedar Crest College).

VERIFICATION STATEMENT & CERTIFICATE

Upon successful completion of 100% of didactic coursework and supervised practice and attaining at least an 83% in all courses, the Program Director will provide the graduates with the required registration eligibility paperwork. The Program Director will also provide each graduate with four 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.

After completing the dietetic internship, graduates will be competent to function as entry level dietitians, but must obtain state licensure (if applicable) and pass the national registration examination for dietitians within a certain time period as specified by a new employer.

Completion of the program must occur within 150% (15 months) of the program length

REGISTRATION EXAMINATION

The graduate must obtain permission from CDR and submit to CDR in the application to sit for RD exam. Cedar Crest College is neither responsible for nor liable for a graduate's failure to pass the RD exam.

In order to help interns successfully prepare for the RD exam, the Cedar Crest College Dietetic Internship will provide all interns with access to an exam preparation resource for a reduced cost, provided that the interns meet the following requirements:

- 1) Sign an agreement form (will be provided at Orientation) regarding use of the exam preparation resource and submit it to the Dietetic Internship Director by the deadline outlined in the agreement form.
- 2) Submit the RD Exam Prep fee deposit for \$130.00 at orientation 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 RD Exam and submit the printed score report received upon exiting the test center site and the Visual Veggies question Summary Report 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.]*

* Each student will receive a rebate 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 Visual veggies Software, as well as taking the RD Exam and submitting the RD Exam results by the deadlines outlined in the agreement.

COLLEGE 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 Cressman Library. 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 Cressman Library 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 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 website.

FACULTY AND STAFF

Dietetic Internship Director

Marilou Wieder, MS, RDN, LDN, CNSC

610.606.4666 x3445

Mwieder@cedarcrest.edu

Supervised Practice Coordinator

Natalie Holzhauer MS, RDN, LDN

610.606.4666 x3431

Natalie.holzhauer@cedarcrest.edu

Contracts Coordinator

Bonnie Heydt, MBA

610.606.4666 x3540

boheydt@cedarcrest.edu

Department of Nutrition Chair

Dr. Martine Scannavino, D.H.Sc., RD, LDN

610.606.4666 x3486

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Administrative Assistant to the Nutrition Department

Krys Conway, M.Ed.

610.606.4666 x3457

kjconway@cedarcrest.edu



Cedar Crest College Nutrition Program
Dietetic Internship
Student Handbook, 2018-2019

**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 _____