Handbook
For the Students in the

Dietetic Internship
As a Part of the

Master of Health Science Degree

2017 -2018
Revised April 2017

Marilou Wieder, MS, RD, LDN, CNSC, DI Director
Tara L. Miltenberger, M.Ed., RDN, LDN, Supervised Practice Coordinator
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission</td>
<td>5</td>
</tr>
<tr>
<td>Program Goals</td>
<td>5</td>
</tr>
<tr>
<td>Outcome Measures</td>
<td>5</td>
</tr>
<tr>
<td>Accreditation Status</td>
<td>6</td>
</tr>
<tr>
<td>General Program Information</td>
<td>6</td>
</tr>
<tr>
<td>Administration of the Internship</td>
<td>6</td>
</tr>
<tr>
<td>Admissions Standards and Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Dietetic Internship Centralized Application System (DICAS)</td>
<td>8</td>
</tr>
<tr>
<td>On-Boarding</td>
<td>8</td>
</tr>
<tr>
<td>Orientation</td>
<td>9</td>
</tr>
<tr>
<td>Didactic and Supervised Practice</td>
<td>9</td>
</tr>
<tr>
<td>Internship Matriculation Requirements</td>
<td>10</td>
</tr>
<tr>
<td>Remediation</td>
<td>10</td>
</tr>
<tr>
<td>Maximum Period of Internship</td>
<td>11</td>
</tr>
<tr>
<td>Withdrawal and Leave of Absence</td>
<td>11</td>
</tr>
<tr>
<td>Reinstatement</td>
<td>11</td>
</tr>
<tr>
<td>Intern Responsibilities</td>
<td>11</td>
</tr>
<tr>
<td>Supervised Practice Attendance</td>
<td>11</td>
</tr>
<tr>
<td>Accident, Illness or Injury</td>
<td>16</td>
</tr>
<tr>
<td>Didactic Component Attendance</td>
<td>17</td>
</tr>
<tr>
<td>Internship Clearance Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Substance Abuse and Drug/Alcohol Testing Policy</td>
<td>17</td>
</tr>
<tr>
<td>Computer Technology Requirements</td>
<td>20</td>
</tr>
<tr>
<td>The American Dietetic Association Code of Ethics</td>
<td>20</td>
</tr>
<tr>
<td>Code of Ethics for the Profession of Dietetics</td>
<td>21</td>
</tr>
<tr>
<td>Honor Code</td>
<td>24</td>
</tr>
<tr>
<td>Academic Standards of Integrity</td>
<td>24</td>
</tr>
<tr>
<td>Academic Misconduct</td>
<td>24</td>
</tr>
<tr>
<td>Response to Academic Misconduct</td>
<td>25</td>
</tr>
</tbody>
</table>
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 graduate credits will be earned fully transferable to the Cedar Crest Master of Health Science: Nutrition. The DI, established in 2010, accommodates a 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. In addition, information is available at the program’s website
http://www.cedarcrest.edu/academics/nutrition/dietetic_internship.shtm.
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.

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 years 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

GENERAL PROGRAM INFORMATION

Administration of the Internship

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

Admission Standards and Procedures

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

- Minimum of a Baccalaureate Degree.
- Verification of completion of the Didactic Program in Nutrition and Dietetics or the Intent to complete form from an accredited DP 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.

Applicants to Cedar Crest College’s Dietetic Internship must complete the online centralized internship application, DICAS. The DICAS system simplifies the process of applying to Dietetic Internship programs. The centralized internship application (DICAS) can be accessed at https://portal.dicas.org. The Cedar Crest application materials can be found on Cedar Crest College’s web sites (http://www.cedarcrest.edu/academics/nutrition/dietetic_internship.shtml).

Applicants must also register online at D&D, the national D&D matching program. Cedar Crest College Dietetic Internship participates in the in April match. Once matched to Cedar Crest College’s internship, students must meet all admission criteria including health and medical clearances and a criminal background search. Interns will be required to be ServSafe certified (or certified with an equivalent food and safety sanitation certification based on the supervised practice state) prior to the beginning of supervised practice rotations.

Preselect to the Cedar Crest College Dietetic Internship

Ten positions in the competitive Cedar Crest College DI are reserved for eligible Cedar Crest College seniors through the preselect process and may choose either the on-site or the 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 process in October of their senior year.

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

A student who is offered and chooses to accept a position in the Cedar Crest College DI through the preselect process is not eligible to apply to other programs during the national spring DI match.

Students who do not choose to or are not eligible to participate in the preselect process are 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.
D&D Digital Systems Computer Matching

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

How to submit your application

The completed application packet must be submitted to DICAS by the February deadline for the April match notification (date TBA by the Academy). The Cedar Crest College Dietetic Internship begins in July.

The Cedar Crest College Onsite or Distance Track Application Checklist application materials are available on our website and must be completed and sent with a $60.00 application fee. If applying to the distance and onsite tracks, only one application fee to Cedar crest College is required. The Application Checklist with the application fee must be sent to:

Marilou Wieder, MS, RD, LDN, CNSC
Director, Dietetic Internship
Cedar Crest College
100 College Drive
Allentown, PA 18104-6196

Dietetic Internship Centralized Application System (DICAS)

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

Detailed application instructions/information can be found on our website at http://www.cedarcrest.edu/academics/nutrition/dietetic_internship.shtm

ON-BOARDING

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. 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.
Note the date of the on-campus orientation week and make transportation and housing arrangements to come to campus for that week. On campus housing is available at a reasonable cost.

If you do not have a current ServSafe certification, plan to take the course and the certifying exam prior to orientation. (https://www.servsafe.com/access/ss/Catalog/ProductList/10) The exam can be proctored at the College the day prior to the beginning of orientation.

Within a month of acceptance into the CCC DI you will be invited to attend an online virtual information event to address all the upcoming requirements to enter supervised practice. These items include providing the DI with an original DPD verification statement (if not already completed), update your DPD transcript, begin obtaining your states’ required background checks and health records, and access the summer DI course and complete those assignments.

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.

**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. On-campus housing for students enrolled in the program is available during orientation for a fee of $200. Instructions for reserving a room are sent directly to interns by the Program Director following acceptance of their position in the program.

**DIDACTIC AND SUPERVISED PRACTICE**

There are two components to the Dietetic Internship, the didactic portion and the supervised practice portion. The didactic portion involves attending mandatory virtual classes for each rotation. Students are informed of their progress in didactic coursework through feedback and grades earned on case studies, live discussions, papers, presentations, or other assigned work. All didactic work must be completed independently and successfully in order to complete the internship.

The supervised practice 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 formal mid-rotation 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.

Interns in supervised practice cannot be used to compensate for or support employee shortages and/or absences in any facility and may not be individually compensated monetarily in any supervised practice rotation.

The internship is designed to offer rotation experiences and didactic learning simultaneously. Each rotation will have required readings and simulation module experiences. Supervised practice and didactic courses utilize the Canvas platform for course and class learning experiences. Rotation experiences as well as the didactic component receive credit hours. With successful completion of the DI, the intern will attain 12 graduate credits which are completely transferable to the Cedar Crest Master of Health Science: Nutrition

INTERNERSHIP MATRICULATIONS REQUIREMENTS

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

- Successful completion of all didactic and supervised practice competencies outlined by the ACEND 2017 Accreditation Standards for Internship Programs in Nutrition and Dietetics (which can be downloaded from www.eatright.org/ACEND) demonstrated by:
  - Achieving a rating of meets competency / meets expectations in all supervised practice rotations and associated competency assignments and
  - Achieving a grade of B (83%) or higher in all dietetic internship courses (NTR 572 01, 572 02, 573 01, 573 02, 574 01, 574 02, 575 01, and 575 02) and on specific competency didactic assignments for each course (as indicated on course syllabi).
- Successful completion of all didactic coursework and mandated 1,200 hours of supervised practice must occur within 150% of program length (15 months).

In order to successfully complete the Dietetic Internship, 1200 hours of supervised practice hours and 100% of didactic coursework must be successfully completed. All ACEND competencies must be met and evaluations from rotations must be satisfactory. Evaluation of performance in facilities is done periodically throughout the Dietetic Internship. Evaluation meetings and conference calls are held to monitor the interns’ progress in achieving the core competencies. Interns’ preceptors conduct a Performance Appraisal mid-rotation and a formal Appraisal is given at the end of each rotation. The Program Director and Supervised Practice Coordinator will provide feedback to the intern on an informal basis throughout the internship.

Remediation

If an intern cannot demonstrate satisfactory performance for any rotation (below expectations or ≤ 83%), the intern is required to consult with the Program Director to schedule time in addition to normal supervised practice hours for extra tutoring or to repeat the task(s) or assignment or repeat the rotation or repeat the didactic course as determined by the DI Director as is needed to
demonstrate competence. This time may include the preceptor of that rotation. If the intern is not able to demonstrate competency in all required coursework, the intern will be required to withdraw from the program. A didactic course can only be repeated one time.

**Maximum Period of Internship**

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

**Withdrawal and Leaves of Absence**

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

An intern wishing to take a leave of absence from the Internship may request to do so in writing to the Program Director. The granting of the requested leave is at the discretion of the Program Director, pending approval from the 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.

**INTERN RESPONSIBILITIES**

**Supervised Practice Attendance**

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 and the Supervised Practice Coordinator MUST be notified at least 2 hours of the scheduled arrival time. 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 the event of an emergency, notify the Supervised Practice Coordinator and she will notify the preceptor. In all cases, the supervised practice hours will need to be made up. The rotation time make up should be coordinated with the Supervised Practice Coordinator and your preceptor. If the appointment must occur during supervised practice time, prior approval must be received from the Supervised Practice Coordinator.
All supervised practice hours will be documented by the intern on a weekly timesheet and submitted to the appropriate drop box in Canvas by Sunday at midnight EST. The intern will document completion of supervised practice hours similarly to the process completed by an “hourly employee” by documenting “clock in” and “clock out” hours down to the minute and include time “clocked out” for lunch breaks. The week’s cumulative hours and minutes will be totaled by the intern, signed by the intern as accurate, and signed by the preceptor* verifying the supervised practice hours. The signed timesheet will be submitted to the DI Team by Sunday, 11:59 PM EST each week. All time sheets must be signed and submitted after supervised practice hours have been completed for the week.

You and your preceptor may not sign off on hours not yet completed. Submitting your timesheet early is an unethical practice and is falsifying of documentation. Documenting supervised practice hours when you were not “on the clock” (including break time or instances in which you leave your site early) on your timesheet is false documentation. Documenting hours worked when you are not at your rotation site or other approved professional setting on your timesheet 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 (see HONOR CODE, below).

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

The Onsite Intern Supervised Practice Rotation Schedule must be completed as pre-determined by the Program Director and Supervised Practice Coordinator. The Distance Intern Supervised Practice Rotation Schedule was predetermined by both the intern and preceptors prior to acceptance into the program and must be completed according to the submitted schedule. If an extenuating circumstance arises that necessitates altering a rotation and/or facility, a discussion should be made with the Supervised Practice Coordinator immediately followed with a written request. A one month notice of rotation alteration is requested.

**Attire**

Interns are expected to dress in a professional manner for all rotation. 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 interns 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 biologically normal color throughout the entire internship (no un-natural colors).

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 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**

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).
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 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.**

*Supervised Practice Work Schedule*

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 may be required during some rotations. You will be
expected to establish the work schedule at a particular rotation with your preceptor. Rearrangement
of the work schedule without prior approval of the preceptor and the Program
Director will be considered an absence. You may not work on didactic assignments (or submit
them) on supervised practice time. You may work on a didactic assignment during your
documented break.

You are expected to be in supervised practice a minimum of 1,200 hours during the internship.
Weekly virtual class case study simulations will be a component of supervised practice hours and
will vary week to week. You will be directed to indicate on your timesheet “Case study
simulation” and the hours connected to that activity will be relayed to you. You will consistently
be in supervised practice for 40 hours per week in the food service rotation and 32 to 40 hours per
week in the clinical and community rotation dependent on if you are on a virtual in class week or not. You and your preceptor will determine a schedule that allows you to consistently complete those hours. If site schedules do not allow for this and/or extenuating circumstances arise that take away from supervised practice time, it is the intern’s responsibility to determine a way to complete all supervised practice hours required for each block while following program policies. Typical strategies include “making up” required hours is during the Individualized Professional Skills Development 10th Week, completing supervised practice hours on a week end and/or working more than 40 supervised practice hours during a given week. If the minimum hours are not accomplished during the specific block rotation (including extra hours worked in the evening and/or weekends), interns may be required to go back to a particular rotation at the end of the internship year, thus delaying completion of the program.

Policy on Working from Home

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

Policy on Individualized Professional Skills Development Week

The program calendar includes 1 full week at the end of each rotation to allow for Individualized Professional Skills Development. During this week, an intern can earn 0-40 hours of additional supervised practice, with the final schedule to be determined in consultation with the preceptor and the DI Team prior to week 9 of the rotation. 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.; or for self-directed study and preparation. In some cases, an additional 1 week supervised practice rotation can be arranged to enable the intern an additional supervised practice rotation.

Scheduled Vacation Time and Flex Day

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 for Spring Break in the Spring term.

The calendar also accommodates the opportunity for each intern to take 1 “flex day” (8 hours total) which is essentially a personal vacation day per internship year. Use of the flex day must be pre-approved by the Supervised Practice Coordinator. Interns are encouraged not to use the flex day
until it is needed due to illness, bereavement, to attend to personal matters, etc. These hours do not need to be made up.

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

**Accident, Illness, Injury**

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.

1. In the event of:
   a. Illness/condition where you need to miss 2 or more days for the same condition or
   b. accident resulting in injury or hospitalization, or
   c. pregnancy

   A statement from the attending physician or medical representative must be presented to the Program Director and must certify that the intern is physically and/or emotionally able 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.

2. 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:
   a. *If the injury or illness is emergent* – call 911.
   b. *If the illness or injury is not severe or life threatening* - request that the intern contact their area health care provider.
   c. *Should the intern not have an area provider* - direct them to the nearest urgent care or emergency care centers

3. Any injury must be reported to the preceptor at the facility. 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 Program Director.

4. 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.

**Didactic Component Attendance**

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

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

**INTERNSHIP CLEARANCE REQUIREMENTS**

*Health Clearances*

Each intern must have a current physical examination. Both a Health History and Immunization Record form must be signed by a physician. It is required that the forms be completed 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 Castle Branch formerly known as Certified Background 1 month prior to the July Orientation.

Additionally, many or the practice sites require additional health or background clearances that are not part of the Cedar Crest College general requirements. Completion of all ancillary testing and checks must be completed and are the responsibility of the student.

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

**SUBSTANCE ABUSE AND DRUG/ALCOHOL TESTING POLICY**

**Policy:** It is the policy of the Nursing, Nutrition, Nuclear Medicine Technology and Social Work (as applicable) programs (“the Programs”) to promote a healthy learning environment and to assure that students adhere to the policies of clinical facilities with which the College affiliates for the clinical component of the Programs. Many agencies affiliated with the Programs now require drug testing of all students. All students majoring in the Programs will be required to submit to drug testing and consent to the release of test results to Cedar Crest College Health Services and the affiliate agency. In some cases,
interns will be required to submit to 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.

Procedure:
A. Drug Testing

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

2. Prior to the clinical (supervised practice) component of the Programs, the student will submit to any required drug testing and will submit the testing results to the online portal Castle Branch, 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 didactic 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.

3. 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.

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

5. The College, through each program chair/director, will notify a student who has a positive drug and/or alcohol test or a violation of this policy and explain the outcomes, which may include removal from the supervised practice site and the didactic component with possible removal from the internship and further action, as appropriate.

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

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

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

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

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

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

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

C. Confidentiality

All drug and alcohol testing results will be maintained on the online portal 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.
COMPUTER TECHNOLOGY SYSTEM REQUIREMENTS FOR THE INTERNSHIP

Recommended Minimum Hardware and Software Requirements

Students enrolled in both the onsite and distance tracks must have adequate internet access and technological capabilities to meet online course access and participation criteria (for both synchronous and asynchronous learning experiences). Interns are required to secure an internet connection speed that supports real-time online conferencing. 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.

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

Information Technology (IT) at Cedar Crest College can be reached by calling 610-606-3348.

THE AMERICAN DIETETIC ASSOCIATION CODE OF ETHICS

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

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

**Code of Ethics for the Profession of Dietetics**

*Fundamental Principles*

The dietetics practitioner:
1. Conducts himself/herself with honesty, integrity, and fairness.
2. Supports and promotes high standard of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

*Responsibilities to the Public*

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

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

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

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

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

Responsibilities to Clients

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

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

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

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

Responsibilities to the Profession

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

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

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

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

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

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

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

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

Taken directly from:

INTERN ACADEMIC AND PERSONAL STANDARDS OF PERFORMANCE
HONOR CODE

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

Academic Standards of Integrity

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

Academic Misconduct

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

1. Cheating. During the completion of an academic assignment (e.g. case studies, quizzes, tests, examinations, artistic works, presentations, or papers), it is dishonest to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the instructor.

2. Plagiarism. Plagiarism is the act, intentional or not, of misrepresenting the work, research, language, or ideas of another person (published or unpublished) as one’s own. An assignment or part of an assignment that fails to acknowledge source material through an appropriate academic discipline’s citation conventions for quotation, paraphrase, and summary...
also constitutes plagiarism. No claim of ignorance about the nature of plagiarism will excuse a violation.

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

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

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

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

Response to Academic Misconduct

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

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

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

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

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

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

DISCIPLINARY/TERMINATION PROCEDURES

Dietetic interns are informed regularly regarding their progress in both the didactic and supervised practice components of the internship. If an intern fails to meet the criteria in a satisfactory manner for either the supervised practice or the didactic portion of the program, the intern may be placed on probation at the discretion of the Program Director. Except in exceptional circumstances, an intern will be issued a verbal warning prior to being placed on probation. A warning could be issued as a result of behaviors that include but are not exclusive to undesirable performance including unprofessional, uncooperative or otherwise inappropriate behavior. These behaviors may be observed by insolence, lack of cooperation, repeated tardiness, 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 program director, the department chair, the Provost, or the Board of Trustees, and may lead to the initiation of the disciplinary / termination procedures as described in this section. Also as stated above, extreme cases of academic misconduct, as determined by the provost or the Board of Trustees, will result in immediate dismissal from the dietetic internship, and/or suspension or expulsion from the college, or the withholding, denial, or rescinding of academic degrees or the dietetic internship Verification Statement. Positive results from any drug screen, 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. A verbal warning will be issued to the intern. When the verbal warning is given, the Program Director will provide counseling to the intern on the aspect of behavior or performance that is unacceptable. The counseling session will be conducted in private.
The intern will have the opportunity to state her/his side of the issue. Documentation of this counseling session will be completed and saved in the intern’s file.

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

An intern who has received a written warning will be considered on probation. The Program Director will notify the intern of her/his probationary status. The reason for probation, the behavior / performance requirements, and a timeframe for re-evaluation will be stated in a letter to the intern. The probation period may last up to four weeks. 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.

c. Dismissal from the program may be required if the above steps are followed and the intern still receives an unacceptable rating or exhibits continued unacceptable behavior. As stated above, extreme cases of academic misconduct, as determined by the provost or the Board of Trustees, positive results from any drug screen, or significant unethical behavior will result in immediate dismissal from the dietetic internship (without first following the above steps). Failure to complete the internship with in 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 academic program. If the complaint or appeal involves the Program Director, the student should address the issue in writing to the Department Chair. The original complaint or appeal will be kept on file with the Program Director. The Program Director in consultation with the Department Chair and any faculty named in the complaint or appeal or the Department Chair (if the complaint or appeal involves the Program Director) will make a decision on the adjudication of the complaint or appeal to the student in writing within thirty days. This decision will be kept on file with the Program Director. If the student is dissatisfied with the decision of the Program Director or Department Chair, the student has seven days to appeal in writing to the Dean of the School of Adult and Graduate Education. The student should submit all correspondences along with the appeal. The Dean will respond in writing to the student and Program Director within thirty days regarding the Dean’s decision of the appeal. The decision of the Dean will be kept on file with the Provost. If the student is not satisfied with the decision of the Dean, the student has seven days to address the issue in writing to the Provost. The Program Director also has the option of appealing the Dean’s decision to the Provost. Upon receipt of the appeal and all correspondences, the Provost will consult with the Dean and will have thirty days to respond in writing to the student, Dean, and Program Director regarding the decision of the Provost. The appeal to the Provost and the written response will be kept on file with the Provost. Decisions of the Provost are final.

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

A copy of the 2012 Standards for Internship Programs in Nutrition and Dietetics can be accessed by following this link: [http://www.eatright.org/ACEND](http://www.eatright.org/ACEND)

Retaliation for filing a complaint is prohibited.

**Allegations of Student Academic Misconduct**

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

EVALUATION OF ROTATIONS AND INTERNSHIP

Student evaluations are conducted 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 and after five years following interns’ completion of the program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

Rights under FERPA are:

1. The right to inspect and review educational records within 45 days of the day the college receives a request for access. Normally access to the record is granted in a much quicker time frame. The College will make arrangements for access and notify the student of a time and place where the records may be inspected. If the official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the educational record that the student believes is inaccurate or misleading. The student should write the College official responsible for the record, identifying the part of the record they want changed. They must specify why it is inaccurate or misleading. If the College decides not to amend the record the student will be notified of that decision and of their right to a hearing.

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

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

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

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 Supervised Practice Coordinator makes the final determination of the hours waived. After the portfolio is submitted, no additional documentation will be accepted.

1. Intern will contact the Program 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. Program 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).
TUITION AND FEES 2017-2018

Expenses
Tuition: $17,281 (approved for 2017-2018 academic year)
Application fee (non-refundable): $60
Acceptance Deposit (non-refundable): $500
Technology Fee per Semester: $100 (or $50 for part-time)
NeehrPerfect Software $105
Liability Insurance: $35 *Securing insurance is the responsibility of the intern
Health Insurance: Varies *Securing insurance is the responsibility of the intern
Academy of Nutrition and Dietetics Student Membership: $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
RD Exam Prep Material: $130
Lab Coat (2): ~$100
Transportation: Private vehicle is required

Housing & Board
On-Campus Housing is optional and available to female interns
  Double Room: $2,631 per semester
  Single Room: $3,009 per semester
  Deluxe Room: $4,061.50 per semester

  Resident Communication Fee $175 per semester
  Full Time Activity Fee $100 per semester
  Full-Time Technology Fee $100 per semester

On-Campus Board is optional
  Unlimited meal plan: $2,973 per semester
  50 meal plan: $500 per semester:
  150 meal plan: $2,409.50 per semester
  For more details and meal plan options, please contact the DI Director

Off-Campus Housing: Varies
Note: The College reserves the right to change the fees and charges when necessary.

*Request detailed information from DI director regarding utilizing on-campus housing during the internship year if interested.
PAYMENT AND REFUND OF TUITION

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

PROGRAM CALENDAR 2017-2018

Orientation: 07/10/17 - 07/14/17
Rotations begin: 07/24/17
Labor Day holiday: 09/04/17
Thanksgiving break: 11/22/17 - 11/24/17
Rotations resume: 11/27/17
Winter break: 12/18/17 – 01/05/18
Rotations resume: 01/08/18
Spring Break: February 02/19/18 -02/23/18
Rotations end: 04/20/18
Graduation: 05/05/18

TRANSPORTATION

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

FACULTY AND STAFF

Program Director
Marilou Wieder, MS, RDN, LDN, CNSC
610.606.4666 x3445
Mwieder@cedarcrest.edu

Distance and Supervised Practice Coordinator
Tara L. Miltenberger, M.Ed., RDN, LDN
610.606.4666 x3621
tlmiltenb@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
miscanna@cedarcrest.edu

Administrative Assistant to the Nutrition Department
Krys Conway, M.Ed.
610.606.4666 x3457
kjconway@cedarcrest.edu

WRITTEN ASSIGNMENTS

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

PROFESSIONAL MEETINGS AND ASSOCIATIONS

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

The Academy of Nutrition and Dietetics

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

State and Local Dietetic Associations

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

Upon successful completion of 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 & EXAMINATION PREPARATION

The graduate must obtain from CDR and submit to CDR in a timely fashion the application to take the 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 Program Director by the deadline outlined in the agreement form.
2. Submit the RD Exam Prep fee deposit to Cedar Crest College according to the stipulations and deadlines outlined in the agreement form.
3. Utilize the resource and take practice tests per the requirements of the program as outlined in the agreement form.
4. Schedule and take the RD Exam and submit the printed score report received upon exiting the test center site by the deadlines outlined in the agreement form. [Please note that it is not necessary to pass and/or achieve a minimum score on the exam in order to receive the refund of deposit. The deposit refund is dependent only on taking the exam by the required deadline.]

* 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 site, as well as taking the RD Exam and submitting the RD Exam results by the deadlines outlined in the agreement.
STUDENT POLICIES

Non Discrimination

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

Criminal Background Check

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

HIPAA and FERPA/Confidentiality Statement

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

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

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

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

Intellectual Property and Student Work

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

**College Facilities/Resources**

**Cedar Crest College Academic Services**

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

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

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

**Writing Support Resources**

Local interns may sign up for a half-hour appointment with a writing consultant in the Writing Center in 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 you are a victim of sexual misconduct
If the sexual misconduct occurred on campus, Cedar Crest College encourages you to contact the Campus Police Office at 610-437-4471 or “0” from a Campus Phone. If the sexual misconduct occurred off campus, you are encouraged to contact the local police department by dialing “911”. Cedar Crest College will assist you in notifying these authorities if you request assistance.

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

Holidays

See program calendar.

Weather

If there is inclement weather that may impact your ability to travel safely to your supervised practice site, please contact your preceptor and the Supervised Practice Coordinator. Supervised practice hours will be made up in coordination with the preceptor and the Supervised Practice Coordinator. Personal safety should not be sacrificed.
Cedar Crest College Nutrition Program
Dietetic Internship
Student Handbook, 2017-2018

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 __________________________________________________________________