

**Dietetic Internship Program and MS-DI
Policy and Procedure Handbook
2024-2025**

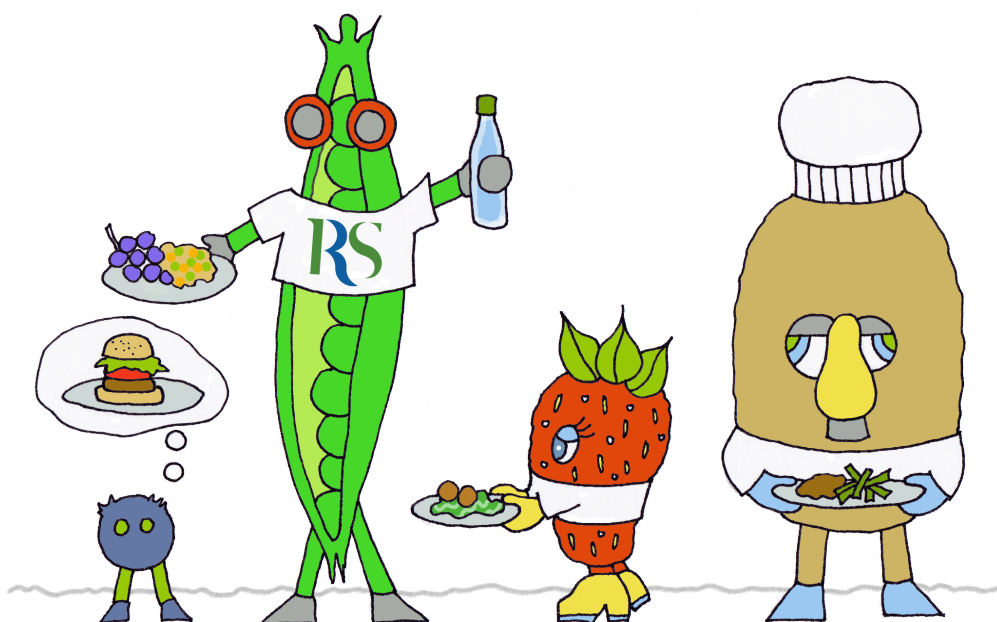


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INTRODUCTION & WELCOME

This handbook contains information about the Russell Sage College School of Health Sciences Dietetic Internship (DI) program. Included is detailed information about the program that must be read by all incoming dietetic interns.

Please refer to this handbook throughout your tenure in the DI. By accepting admission into this program, the dietetic intern assumes responsibility for all professional behaviors, policies, and procedures cited in this handbook and all other official college handbooks and publications.

We are excited about the DI program offered at Russell Sage College School of Health Sciences and look forward to watching your professional growth throughout the program. Though our program is demanding, experience has shown that our interns become excellent dietetic professionals as a result of their hard work and perseverance.

This is just the beginning of your commitment to lifelong learning as a dietetic professional. Take advantage of each learning opportunity as they are presented to you. Greet challenges with optimism and believe in yourself. Stay motivated and focused on your goal of successfully completing the requirements for eligibility to sit for the registration examination for dietitians.

EQUITABLE TREATMENT

The dietetic internship abides by the colleges' *Policy on Non-Discrimination and Harassment*

In compliance with applicable federal, state and local laws, Russell Sage College ("RSC") does not discriminate on the basis of race, color, gender, gender characteristics and expression, sexual orientation, age, religion, actual or perceived national origin, actual or perceived gender identity, marital status, military or veteran status, physical or mental disability, status as a victim of a sexual assault, relationship violence, and/or stalking, genetic predisposition and carrier status, previous convictions as specified by law, or any other characteristics protected by applicable law (the "Protected Characteristics"), in any aspect of its admissions or financial aid programs, educational programs and related activities, or with respect to employment and advancement in employment. RSC is committed to providing a work and learning environment that is free from discrimination and harassment by anyone based on an individual's Protected Characteristics, or because the individual has engaged in activity protected by federal or state laws prohibiting discrimination.

ACCREDITATION STATUS

The Capital Region of New York State Approved Pre-Professional Practice Program (AP4) was initially approved through December 1999 by the Council on Education (COE) Division of the Education Accreditation/Approval branch of the Academy of Nutrition and Dietetics.

Effective April 22, 1995, the Commission on Accreditation/Approval for Dietetics Education of The Academy of Nutrition and Dietetics granted a status change from an Approved PreProfessional Practice Program (AP4) to Developmental Accreditation as a Dietetic Internship (DI). The program name changed from the Capital Region of New York State AP4 to Sage

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Graduate Schools DI. As a result of the developmental accreditation status, a site visit by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) was conducted in March 1999, and 2011. A program assessment report (PAR) was submitted in May 2016 of which was approved for continued accreditation. The program's most recent accreditation site visit took place in spring 2021 and ACEND granted the program re-accreditation for the full seven-year term on January 28, 2022. The accreditation term ends January 30, 2029. The next site visit will take place in January-June 2028.

ACEND is the only accrediting agency for dietetics education recognized by the United States Department of Education (USDE). The address and telephone number of ACEND are: 120 South Riverside Plaza, Suite 2190, Chicago, IL. 60606-6995, 800/877-1600 ext. 5400.

Russell Sage College School of Health Sciences is accredited by the Middle States Association of Colleges and Schools and is chartered by the Board of Regents of the University of the State of New York.

MAXIMUM ENROLLMENT

The Dietetic Internship received accreditation for a maximum enrollment of 30 first-year and 30 second-year graduate students/interns, only seeking a verification statement and is accredited for an ISPP enrolling three interns with a doctoral degree annually

PROGRAM OVERVIEW

Russell Sage College has three different options for obtaining a Verification Statement:

- A. Graduate Certificate Program (hereby referred to as the Dietetic Internship or DI): the 24-credit graduate certificate program is offered for those entering the program with a DPD Verification Statement and existing graduate degree. Program options include full-time or part-time supervised practice, onsite or student-identified supervised practice (distance).
- B. MS-DI: 42-credit Applied Nutrition (MS) and Dietetic Internship (hereby referred to as the MS-DI) is offered for those entering the program with an undergraduate degree and DPD verification statement. Program options include full-time or part-time supervised practice and onsite or student-identified supervised practice (distance).
- C. A non-matriculated ISPP-PhD track is offered for those holding a doctorate in nutrition.

Interns are encouraged to visit <https://www.sage.edu/about/mission-history/> to learn more about Russell Sage College.

RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP MISSION, GOALS, & OBJECTIVES

Program Mission

Prepare entry-level RDNs who are effective communicators of evidence-based nutrition content in all areas of practice.

Program Goals

1. Program graduates will be competent in a variety of entry-level positions in the field of dietetics.
2. Program graduates will accurately and effectively communicate evidence-based nutrition content in a variety of settings.

Objectives

Objective 1.1a (Graduate Certificate and ISPP-PhD full-time and part-time)

At least 80% of interns complete program requirements within 18 months (150% of the program length).

Objective 1.1b (MS-DI Traditional full-time)

At least 80% of interns complete program requirements within 32 months (150% of the program length).

Objective 1.1c (MS-DI Traditional part-time)

At least 80% of interns complete program requirements within 42 months (150% of the program length).

Objective 1.1d (MS-DI Accelerated)

At least 80% of interns complete program requirements within 24 months (150% of the program length).

Objective 1.2

Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 1.3

At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 1.4

The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Objective 1.5

At least 80% of responses from employers on Employer Survey will indicate that graduates were "adequately prepared" or better for entry-level practice.

Objective 1.6

At least 80% of responses from graduates on Alumni Survey will indicate that they were "adequately prepared" or better for entry-level practice.

Objective 2.1

At least 80% of responses from graduates on Alumni Survey will indicate that graduates are able to accurately and effectively communicate evidence-based nutrition content.

Objective 2.2

Over a five-year period, at least 50% of graduates will pursue a specialty certification in nutrition and dietetics.

Program outcomes data are available upon request.

DI PROGRAM COMPETENCIES

Throughout the duration of the program interns must achieve competence in all core competencies as outlined by ACEND (Appendix A).

PROGRAM FORMAT

Regardless of the program format being completed, the core courses associated with the DI are:

Course Name	Credits
NTR-530 Dietetic Internship - Fall Practicum	6
NTR-531 Dietetic Internship - Spring Practicum	6
NTR-532 Dietetic Internship - Summer Practicum	6
NTR-525 Advanced Medical Nutrition Therapy	3
NTR-555 Nutrition Research: Interpretation and Communication	3

All coursework for both NTR-525 and NTR-555 are offered fully online.

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SUPERVISED PRACTICE HOURS AND SCHEDULE

Supervised practice hours will be completed while enrolled in NTR 530, NTR 531, and NTR 532.

Rotations	Total Hours	Number of weeks at Full-time @ 40 hours/week	Number of weeks at Part-time @ 24 hours/week
Acute Care Clinical	400	10	17
Food Service Management	240	6	10
Community	200	5	9
Outpatient	80	2	4
Long Term Care	80	2	4
Elective	40	1	2

Total Hours: 1040

PROGRAM OF STUDY & PROGRAM COMPLETION REQUIREMENTS

The DI Director will advise you on how to register for each semester. If any supervised practice hours are completed between semesters, you will need to register for a non-credit course (NCR), DI Director to advise. You cannot enroll in more courses than listed on your signed DI or MS-DI Program of Study.

Dietetic Internship - Graduate Certificate Program

The DI Graduate Certificate Program is for those who have completed or are currently enrolled in a graduate degree program, and have achieved a DPD verification statement. This program offers a three-semester, 24-credit graduate certificate program.

To earn a DI graduate certificate and a DI verification statement, completion requirements include:

- 1) Earn an overall program grade point average of a 3.0 (“B”) or better.
- 2) Successfully complete all planned supervised practice experiences of the DI (clinical (acute, long-term care and outpatient), management, community, and elective).
- 3) Successfully achieve competence in all core competencies by the end of the program.
- 4) Pass a final comprehensive examination (minimum 75% score).

Semester/Course	Credits
Fall 1	9
NTR 530 - Dietetic Internship - Fall Practicum	6

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NTR 525 - Advanced Medical Nutrition Therapy	3
Spring 1	9
NTR 531 - Dietetic Internship - Spring Practicum	6
NTR 555 - Nutrition Research: Interpretation and Communication	3
Summer 1	6
NTR 532 - Dietetic Internship - Summer Practicum	6
Total Credits	24

*NTR-525 and NTR-555 may be switched depending on supervised practice rotation in the fall 1 and spring 1

MS-DI

The MS-DI is for those entering the dietetic internship with a DPD verification statement who do not have a graduate degree. The program offers a 42-credit MS-DI program. This program can be completed in 5 semesters (full-time), 7 semesters (part-time) or 4 semesters (accelerated).

To earn a Master's degree in Applied Nutrition and a DI verification statement, completion requirements include:

- 1) Complete 42-graduate credit program of study and maintain overall grade point average of a 3.0 ("B") or better.
- 2) Successfully complete all planned supervised practice experiences of the DI (clinical (acute, long-term care and outpatient), management, community, and elective).
- 3) Successfully achieve competence in all core competencies by the end of the program.
- 4) Pass a final comprehensive examination (minimum 75% score).

MS-DI Traditional - Full-time (5-semester)*

Semester/Course	Credits
Fall 1	9
NTR 551- Research Methods for the Health Sciences	3
NTR 525 - Advanced Medical Nutrition Therapy	3
NTR 5XX - Elective	3
Spring 1	9
NTR 555 - Nutrition Research: Interpretation and Communication	3
NTR 5XX - Elective	3
NTR 5XX - Elective	3
Summer 1	6
NTR 532 - Dietetic Internship - Summer Practicum	6
Fall 2	9
NTR 530 - Dietetic Internship - Fall Practicum	6
NTR 690 - Directed Research I	3
Spring 2	9

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NTR 531 - Dietetic Internship - Spring Practicum	6
NTR 691 - Directed Research II	3
Total Credits	42

*this example of the format/schedule of the program is subject to change
Coursework for all required classes is offered fully online.

MS-DI Traditional - Part-time (7-semesters)*

Semester/Course	Credits
Fall 1	6
NTR 551- Research Methods for the Health Sciences	3
NTR 690 - Directed Research I	3
Spring 1	6
NTR 691 - Directed Research II	3
NTR 555 - Nutrition Research: Interpretation and Communication	3
Summer 1	6
NTR 5XX - Elective	3
NTR 5XX - Elective	3
Fall 2	6
NTR 525 - Advanced Medical Nutrition Therapy	3
NTR 5XX - Elective	3
Spring 2	6
NTR 531 - Dietetic Internship - Spring Practicum	6
Summer 2	6
NTR 532 - Dietetic Internship - Summer Practicum	6
Fall 3	6
NTR 530 - Dietetic Internship - Fall Practicum	6
Total Credits	42

NOTE: Those enrolled in the part-time will complete the program of study in 7-semesters with a minimum of 6 credits/semester.

*this example of the format/schedule of the program is subject to change
Coursework for all required classes is offered fully online.

MS-DI Accelerated (4-semesters)*

Semester/Course	Credits
Fall 1	9
NTR 525 - Advanced Medical Nutrition Therapy	3
NTR 690 - Directed Research I	3
NTR 551 - Research Methods for the Health Sciences	3

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Spring 1	12
NTR 531 - Dietetic Internship - Spring Practicum	6
NTR 691 - Directed Research II	3
NTR 555 - Nutrition Research: Interpretation and Communication	3
Summer 1	9
NTR 532 - Dietetic Internship - Summer Practicum	6
NTR 5XX - Elective	3
Fall 2	12
NTR 530 - Dietetic Internship - Fall Practicum	6
NTR 5XX - Elective	3
NTR 5XX - Elective	3
Total Credits	42

*this example of the format/schedule of the program is subject to change
Coursework for all required classes is offered fully online.

ASSESSMENT OF PRIOR LEARNING

The program has an assessment of prior learning process which provides limited waivers in a way that recognizes the learning achievements of interns while conserving their resources of time in the pursuit of the supervised practical experience. Interns accepted into the program are encouraged to complete the Assessment of Prior Learning application as soon as possible after official acceptance into the DI and is due no later than two months before the start of supervised practice to have prior learning experiences applied towards the 1000 required hours. A minimum experience of 6 months in any setting is required before a waiver is considered. Waivers can only be considered for competencies related to community, food service management, and/or the elective rotation supervised practice experiences. All tuition and fees for the Dietetic Internship program practicum courses will remain the same regardless of prior learning credit awarded.

Refer to the DI website for all details and policies related to this process:

<https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship/dietetic-internship-assessment-of-prior-learning/>

ATTENDANCE

Program schedule/calendars tailored to each track option will be provided during the first practicum orientation. The schedule/calendar will provide details of important dates of events that all interns will be expected to attend throughout the program.

Full time interns are in supervised practice for 40 hours/week and part-time interns complete 24 hours/week (excluding certain holidays and allotted time between rotations). These hours do not include lunch breaks. Interns cannot bank hours, work through lunch or dictate their schedule. The intern's weekly/daily schedule will be at the discretion of the preceptor.

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IMPORTANT: Interns should not exceed 40 hours of supervised practice regularly to allow for ample time to complete supervised practice-related assignments and additional graduate coursework. There may be a few occurrences that a shift runs late, however, if this is happening frequently please notify the DI Director. It is important to note that these extra hours will not apply towards make-up hours (unless pre-planned and approved by the DI director). Please contact the DI Director if your hours are exceeding >45 hours/week regularly.

Attendance is mandatory at all supervised practice experiences and all activities scheduled by the DI Director. Dates will be included in the program calendar provided at the first practicum orientation. Note that there will be several events where the dates will not be scheduled until later in the academic year. These events include, but are not limited to: Annual CDPHP Nutrition Lecture, Alumni Networking Night, IPE Conference (typically held March/April).

Interns will need to inform their preceptors of any important dates that may interfere with their supervised practice schedule. Distance interns will attend all events virtually, if the option is available, to ensure continuity of intern experiences, with the exception of the August Orientation. All interns are required to attend the August Orientation in-person.

ABSENCES & LEAVE OF ABSENCE

Weather: Interns are expected to attend supervised practice as scheduled. You are expected to plan ahead to ensure you are able to attend your rotation. If you are absolutely unable to attend supervised practice due to inclement weather presenting safety concerns, you must contact your preceptor and DI Director. RSC snow days or snow delays are not applicable to supervised practice.

You will be required to reschedule missed days due to inclement weather with your preceptor.

Religious Observance: Russell Sage College recognizes the value of participation in and observance of religious obligations and practices by individual students. No student will be penalized because a religious observance prevents participation in any course requirement. An opportunity will be provided for each student to make any requirement missed for an absence due to religious observance. A student who intends to be absent from classes/supervised practice for religious observance must notify each instructor in advance and make arrangements to cover missed course materials and to complete the course requirement(s) missed. The College reserves the right to confirm the existence of the observance through an interfaith calendar.

Interns must immediately notify their preceptor if they are going to miss time at supervised practice due to either illness or other extenuating circumstances. The DI Director and Coordinator must also be notified of absences as soon as they occur via email.

Interns are granted 16 hours (2 days) of sick time and/or personal time, for the entirety of the Dietetic Internship program. The minimum total hours of supervised practice experience must equal 984 hours or greater. Interns are required to make up any missed work/time from a planned rotation beyond the allotted 16 hours (2 days) of sick/personal time granted. This also includes leaving early and arriving late during a scheduled day at any facility. Interns are responsible for rescheduling any missed experiences with the respective preceptor.

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Extended absences may require that the intern withdraw from the program or request a leave of absence. Please refer to the [Student Handbook](#) for more information. All schedule request changes, leaves of absence and/or course withdrawals must be made in writing via email to the DI Director. Leave of absences and/or withdrawing from a course may have financial aid implications. <https://grad-catalog.sage.edu/withdrawing-from-sageleave-of-absence>

VACATION & HOLIDAYS

The program will mostly adhere to the academic calendar. Interns will not be scheduled in supervised practice on specific holidays, however interns are expected to complete supervised practice during college breaks if scheduled e.g., fall and spring break to emulate the expectations of the working professional.

No “vacation time” will be granted during supervised practice rotations. Interns are expected to complete hours as scheduled. Interns will be granted two personal days (16-hours), for the entirety of the internship, that do not need to be made up.

MAXIMUM AMOUNT OF TIME ALLOWED FOR COMPLETING PROGRAM REQUIREMENTS

The program should be completed within the standard program length, however, if extenuating circumstances occur, the intern can be granted additional time and should complete the program within 150% of program length.

Program Type	Standard Program Length	150% Program Length
Graduate Certificate DI and ISPP-PhD (full-time and part-time)	12 months (3 semesters)	18 months (5 semesters)
MS-DI Accelerated	16 months (4 semesters)	24 months (6 semesters)
MS-DI Traditional full-time	21 months (5 semesters)	32 months (8 semesters)
MS-DI Traditional part-time	28 months (7 semesters)	42 months (11 semesters)

Per College policy: A graduate degree program requiring fewer than 42 credit hours must be completed within six years from the end of the semester of completing the first applicable course. Seven years is allowed for the completion of graduate programs 42 credit hours or more. <https://grad-catalog.sage.edu/time-limit-for-degree-completion>

SUPERVISED PRACTICE PLACEMENTS

Onsite: All rotations are appointed by the DI Coordinator. Interns are provided a preference survey upon acceptance to the program. The DI Coordinator will work diligently to schedule and

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secure all onsite interns' placements and great effort goes into matching placements with intern preferences. Interns will receive their complete placement schedule roughly a month prior to the start of the first practicum. Interns are assigned to a variety of facilities and transportation to and from each site is the responsibility of each intern. The DI Coordinator will make every effort to arrange placements within close proximity to where the intern will be residing throughout the program, however, there are times when up to one hour of travel one way may be required.

If an onsite intern chooses and is approved to complete supervised practice in areas outside of the Capital District of NYS that is affiliated with RSC DI, (such as Plattsburgh, the Hudson Valley, Kingston, Western Massachusetts, etc.) it is understood that if a placement is unavailable or unattainable around that location, the program will coordinate a rotation in the Capital District of NYS as an alternative option. This would require a longer commute time or temporary relocation of the intern.

Student-Identified Supervised Practice (Distance): All distance interns are required to secure their own supervised practice placements. Placements must be 100 miles or more away from the Troy Campus. All supervised practice placements must be secured prior to acceptance to the program for all DI Graduate Certificate and MS-DI Accelerated interns. Whereas all supervised practice placements must be secured one semester before the first practicum for MS-DI full-time and MS-DI part-time interns; the DI Coordinator will give specific deadlines to ensure all sites are secured according to deadlines.

The Preceptor Application form and Dietetic Internship Affiliation Agreement(s) must be submitted and fully executed for each site prior to the start of the internship. These forms are sent to the interns upon acceptance to the program and available on our website:

<https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship/dietetic-internship-distance-track/>

The DI Coordinator is responsible for maintaining all affiliation agreements for the program. The distance intern is responsible for providing the supervised practice site with the affiliation agreement. Once the site completes their section of the agreement and returns it to the intern, the intern is responsible for sending it to the DI Coordinator via email. Once the affiliation agreement is fully executed by RSC, the DI Coordinator will send a copy back to the supervised practice site for their records.

Note: Interns are responsible for contacting all preceptors prior to the start of the first practicum and then once again at least one month prior to the start of the rotation with those respective preceptor(s).

ROTATION CHANGES

It is common for preceptors to change jobs or face unexpected circumstances resulting in a change in supervised practice location. For all tracks, this may result in a delay in the start of the rotation or a change in rotation type. The intern will need to be flexible and adaptable under these circumstances.

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Onsite: The DI Coordinator will secure an alternate supervised practice site if an unexpected location change is needed.

Student Identified Supervised Practice (Distance) & ISPP: Arrangement of supervised practice experiences for all rotations are the sole responsibility of the intern. Please see the policy and procedures for Selection, Evaluation and Affiliation Agreement Requirements for Supervised Practice Sites in Appendix A.

In the event that a preceptor or site is no longer able to host an intern the DI Director and DI Coordinator will work in conjunction with the distance intern to assist in securing placements near their place of residence. If a placement is unavailable or unattainable around the location of the distance/ISPP intern, the program will coordinate a rotation in the Capital District of NYS as an alternative option. This would require temporary relocation of the intern.

Supervision: All supervised practice hours and activities must be in-person by the preceptor or appointed persons. Remote/virtual or hybrid rotations are not permitted for the acute clinical, long term care, food service management, and community rotations. Remote/virtual or hybrid experience may be considered for the outpatient and elective rotations. Approval of any remote/virtual or hybrid experience is required from the DI Director.

EDUCATIONAL PURPOSE OF THE DI

Interns are at facilities for the educational purpose of completing supervised practice experiences. They are neither to be considered employees nor to replace employees. Dietetic interns may be placed at a facility in which they are employed based on the contingency that internship time and activities remain separate from the individual's employment hours and responsibilities. Refer to Appendix A, the Employment at Supervised Practice Facility policy and procedure to arrange this type of placement.

UNPAID INTERNSHIP

All supervised practice through the dietetic internship at Russell Sage College is unpaid. See Appendix A, Employment at Supervised Practice Facility policy and procedure for employment at supervised practice as this addresses receiving payment during supervised practice.

INTERN RESPONSIBILITIES AND EXPECTATIONS

Professional Behavior

An intern is neither considered a student nor an employee by the affiliates. The intern functions in a learning capacity with the direct guidance and supervision of a preceptor. Therefore, an intern is expected to work closely with their assigned preceptor(s), keep them informed of their daily activities and whereabouts, and present themselves in a positive and professional manner at all times. High standards of conduct have been established by the internship for the interns to perform their required competencies.

Becoming a professional involves learning and commitment beyond the mastery of the profession's "body of knowledge." It encompasses the integration of attitudes, values and behavior that reflects personal integrity, respect for self, respect for the right of differing

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viewpoints, and a sense of responsibility as a contributor to a community of people. Application and adherence to the *Code of Ethics for the Nutrition and Dietetics Profession, Scope of Practice and Standards of Professional Performance* is expected. Our program has been designed with teaching/learning experiences that will allow interns to continually work toward achieving the following:

Professional attributes to be/demonstrate	
<ul style="list-style-type: none"> ● Adaptable ● Accountable ● Enthusiastic/passionate ● Self-advocate ● Credible ● Dependable ● Responsible ● Open minded ● Diplomatic ● Assertive ● Communicative ● Self-aware ● Self-reflective ● Respectful ● Non-judgemental ● Tactful ● Self-motivated ● Analytical problem solver ● Positive outlook ● Self-initiating behaviors 	<ul style="list-style-type: none"> ● Tolerance of error ● Seek/obtain feedback, and constructive response to criticism ● Modify behavior as appropriate ● Listen to and hear others ● Adopt strategies to increase collaboration ● Empower others ● Demonstrate sensitivity to the agenda and values of others ● Seek and contribute new ideas ● Contribute to or originate discussion ● Elicit input, opinions, and participation of others ● Respectful of privacy, confidentiality, and facility property ● Manage time appropriately ● Comfortable with written/oral communication ● Demonstrate sound judgment ● Seek answers to your questions prior to asking

Activities not to be completed during supervised practice:

- answering emails (except on lunch break)
- completion of any coursework assignments

Please note you will be receiving emails from faculty throughout the workday, however, you should not be checking or responding to emails during supervised practice hours as indicated above. If your preceptors or the DI Director observe you completing any of these activities, a warning notice may be issued.

Interns may collect patient-related information for their clinical case study or collect and analyze data, develop in-service(s) and education materials required for rotation-related activities during their rotation hours.

Patient Protected Health Information (PHI) & Health Insurance Portability and Accountability Act (HIPAA)

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Interns are responsible for maintaining confidentiality of all PHI and must comply with HIPAA at all times throughout the DI program. This helps to ensure the intern's safety and that of the patients, residents and clients you encounter as well as their privacy and confidentiality. Prior to starting the internship, all interns must complete an online HIPAA and OSHA training module. The details regarding these online courses will be provided. Refer to Appendix B for further details related to the issues of safety, rights and confidentiality.

There are a few assignments that require patient/customer information, however, all PHI must be removed prior to submitting the assignments. Any PHI information must be removed and cannot leave the supervised practice facility if the preceptor allows the intern to take any information home to complete the assignment. Intern must abide by all facility-specific rules and regulations regarding accessing and handling PHI.

Professional Image Standards

Interns are expected to present themselves to facilities in professional attire. In acute care clinical settings, interns usually are required to wear a full-length lab coat over their clothes. Refer to the Dress Code Policy, Appendix B, for further details. Interns should also adhere to their individual supervised practice site dress code policy at all times. Be sure to obtain this dress code policy prior to the start of each rotation. Interns should present themselves in business casual attire at all times unless otherwise indicated by the DI Director or preceptor.

Interns who do not adhere to the dress code policy of the DI and/or facility will be asked to leave their rotation and receive a warning notice. Refer to the Warning Notice Policy, Appendix A for further details.

Identification (ID)

An ID name tag is required at most facilities. Your student ID is to be obtained prior to the start of the first practicum and must be visible at all times during your rotation experiences unless otherwise indicated. For more information about student identification cards visit:

<https://www.sage.edu/about/offices-centers/public-safety/id-cards/>

Some facilities will require their organization's picture ID and will arrange for this on or before the first day of the rotation.

Cell Phone Use

Interns may carry their cell phone discreetly and keep it silent/vibrate; however, they should not be on their phones/e-mail during supervised practice hours (with the exception of breaks). Interns must also abide by cell phone rules/policies set forth by each preceptor and facility where they are completing supervised practice hours.

Social Media Etiquette Policy

In order to safeguard against potential Health Insurance Portability and Accountability Act (HIPAA) violations and the privacy and legal concerns with social media, no intern shall post information regarding their supervised practice facilities on any social media sites. This includes,

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but is not limited to: tagging yourself at a specific location, identifying facility names or patient information, on any social media sites (Twitter, Facebook, Instagram, LinkedIn, etc.). Posting anything about your supervised practice site or place of employment puts you at risk, and you may innocently disclose sensitive information that infringes upon a patient's privacy and puts you in danger of serious consequences. Any and all patient information is private, regardless of the way, shape or form in which it is shared.

Software/Hardware Requirements

Interns are expected to have access to a computer (laptops are ideal), reliable internet and software to accommodate online courses, the learning management system (LMS) Moodle, e-Value and the college web-based intranet communication system (gmail).

All interns must use Moodle and several supporting programs during the internship. A webcam, speakers and a microphone will be needed for recording various assignments and to deliver presentations. Interns will need Microsoft Office 365* (free for students through the college), Zoom (free through the college), Screenpal (free) and updated web browsers.

*To access Microsoft Office 365 log in to Passport and click on the office 365 icon in the left column. Log in using your Sage email account and password.

Academic Expectations

Interns are expected to complete all assigned work to reinforce didactic knowledge for application during planned supervised practice experiences and assigned activities. Oral and written communication skills, vital to the practicing clinician and professional, are emphasized throughout the curriculum.

Academic program responsibility remains in the hands of the intern, including the responsibility for completing coursework and planned experiences in an honest and ethical manner. Academic dishonesty in any of its forms, including but not limited to the following, will not be tolerated at Russell Sage College.

- Plagiarism, the theft of written material with the pretense of making the material represent your own work, is a serious offense in both the academic community and the working world.
- Deliberate photocopying, copying information without sufficiently referencing the source
- Closely simulating information/ideas from an original reference are common forms of plagiarism.
- Utilizing AI technologies to complete any coursework, unless otherwise specified in the directions

Interns are expected to honestly research information and present it accurately, both in written and oral formats. All interns are responsible for reviewing the [*Student Handbook*](#) which includes the Code of Conduct prior to the start of the program.

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Record of Work Submitted: Interns MUST keep copies of ALL materials submitted, materials returned by the DI faculty and course instructors and copies of the course syllabus for future reference if needed (e.g., evaluation of transferring credit to another institution).

Human Subjects Guidelines

Before completing the management process improvement project and clinical case study assignment, all interns are responsible for carefully reading the Russell Sage College Institutional Review Board (IRB) Guidelines concerning human subjects' research. All procedures to apply for and obtain Russell Sage College IRB clearance to conduct the project must be adhered to. Russell Sage College IRB requires that all researchers (including students) applying for a project review must demonstrate competency in human subjects' research by completing the CITI Program training. The intern is responsible for providing a copy of the Russell Sage College IRB written verification to their main preceptor before conducting the project. Refer to Rotation Guide and IRB website:

<https://www.sage.edu/academics/research/the-institutional-review-board/>, for details on receiving research approval involving human subjects, as required by federal and state regulations. The DI Director will go over this information in detail at orientation.

Immunization And Health Requirements

To meet state and federal health code requirements, all interns must provide proof of immunization for a minimum of measles, mumps, rubella, and chicken pox (natural immunity or varicella vaccination), TD or Tdap within the past 10 years, Hepatitis B vaccinations (in progress or completed) and submit a medical history form, proof of yearly physical exam and 2-step tuberculin test or QuantiFERON Gold test completed one month or less before starting supervised practice (dates vary depending on program track). Yearly flu shot documentation or refusal must be submitted to e-Value by October 31. Proof of COVID-19 vaccination and booster are required prior to the start of the program.*

Interns will not be allowed into any health facility unless the physical examination report, complete immunizations, and necessary blood tests have been done. All documents must be uploaded to e-Value by the time specified. This information is held within e-Value in and released only according to HIPAA requirements and upon receiving a medical release form from the intern.

*Russell Sage College no longer requires the COVID-19 vaccination series or boosters for members of the Sage community. Students in programs that require clinical or experiential training should be mindful that clinical sites may still require proof of vaccination for COVID-19. The vaccine remains an important and proven tool in preventing serious illness. We strongly recommend everyone stay up to date on their vaccines based on CDC recommendations and the advice of their health providers. Please review the Medical and Religious Exemption details on the following site: <https://sites.google.com/sage.edu/covid19>. Please note that this exemption process is specific to RSC and not affiliated supervised practice sites. You will need to obtain approval for exemption per each attended rotation site.

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You are required to adhere to all college and facility policies regarding COVID-19 testing and/or vaccination.

EVALUATION PROCEDURES, FORMAL ASSESSMENT OF INTERN LEARNING, REMEDIATION & RETENTION

Interns receive performance evaluations at the midpoint and/or at the end of each rotation depending on rotation length. Each intern is accountable for ensuring their preceptors complete the evaluations on e-Value.

The preceptors and DI Director evaluate the competency achievement of interns. Performance evaluations and assignments are used to assess that all competencies have been attained. Interns must achieve at least a rating of competent on all final evaluations of intern performance where competency requirements are assessed. Interns who do not successfully meet the required competencies must either repeat an activity or supervised practice experience (in whole or in part as determined by the DI Director and preceptor) until competency is attained for all CRDNs being evaluated. The DI Director documents and maintains the plan for completing any remedial supervised practice experience and/or assignments deemed necessary. Evaluation procedures are discussed with interns at orientation.

Failure to comply with stated policies and procedures subjects the intern to suspension or dismissal from the program.

The DI Director reserves the right to dismiss an intern from the program if program policies are violated.

INTERN PERFORMANCE MONITORING, EARLY DETECTION OF ACADEMIC DIFFICULTY

The DI Director reviews all performance evaluations for early detection of difficulty at supervised practice. Intern check-in calls and advising calls/meetings take place several times throughout each academic semester and/or supervised practice experience to address any potential concerns (performance-related or academic).

Academic performance monitoring also takes place through grading of individual assignments and compiling all interns' supervised practice-related graded works/required submissions into a grade book (for NTR-530, NTR-531 and NTR-532). The DI Director also regularly checks in with faculty delivering NTR-555 and NTR-525 at various points throughout the semester to identify if there are any performance concerns.

In the event that the intern's GPA drops below college/program standards following an academic semester a call/meeting is scheduled with the intern and a remedial plan is put in place. In the event that the intern is having difficulty with supervised practice or performing below expectations, the DI Director works individually with the intern and preceptor to determine how to support the intern. The DI program offers weekly drop-in sessions (virtual office hours) for interns to ask any assignment or supervised practice related questions they may have.

SUPERVISED PRACTICE DOCUMENTATION

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Interns are responsible for tracking all supervised practice hours to include personal time on eValue. Preceptors are required to verify all hours on eValue upon completion of each rotation. Interns are required to make-up hours that are unable to be verified by their preceptor.

If supervised practice hours are granted by the DI Director for Prior Approved Learning (PAL), this information will be provided in a letter issued to the intern after review of their PAL portfolio.

ACADEMIC ADVISEMENT

The DI faculty believe that advising is a shared, collaborative process between faculty and the individual intern. This process is ongoing, occurring both on a formal and informal basis.

Together the DI Director and intern will:

- monitor intern academic progress and intervene accordingly (i.e. referral, updates of progress, problem solving);
- monitor intern progress towards fulfilling all practical supervised experiences, and graduate course requirements;
- assist the intern during registration
- assist the intern in transitions including adapting to the demands of the graduate school, practical experiences and personal aspects of life as a dietetic intern.

COMMUNICATION

Interns must immediately communicate the following*:

- to DI Director: anticipated changes in academic status, including leave of absence, request for an incomplete in a course, adding or dropping courses, requests to take courses off campus, and requests to complete practical experiences outside of the Capital Region. These requests must be made in writing, using appropriate forms if applicable e.g., add/drop form etc.
- to DI Director: any preceptor or supervised practice related concerns.
- to DI Coordinator and to [Registrar's office](#): any updates to address, telephone and cell phone(s) numbers, and personal email addresses

*not an exhaustive list

Interns are required to

- maintain regular communication with the DI Director to review the sequence and completion of the dietetic internship requirements.
- check Sage e-mail daily
- respond to all DI-related correspondence within 24 hours
- read all DI associated materials thoroughly
- use only the RSC email account when communicating with DI faculty and preceptors
- request appointments in advance for meetings with DI Director/Coordinator, when necessary.
 - allow adequate time for scheduling advising calls or meetings
- allow 72 hours during the week for responses from DI Director/Coordinator

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- use the Q&A forum on Moodle for all general questions regarding the DI that can be generalizable to the group, including but not limited to: supervised practice-related assignments, due dates, orientation, etc.
- contact the DI Director for: any academic, supervised practice completion, or personal concerns
- contact DI Coordinator for: questions regarding supervised practice placements, preceptor contact information and associated paperwork
- urgent/important matters: if there is truly an urgent matter at hand, please call and leave a message or e-mail with the subject title: “IMPORTANT or URGENT”
- be sure to indicate the best number to reach you, the time(s) you are reachable and a brief description of what you need if leaving a voice message.
- use proper email etiquette in all communication with DI faculty, RSC professors, and preceptors

Professional Communication and E-Mail Etiquette

Never use Hey! Avoid “Hi” or any other casual greeting. Most appropriate way to address faculty or preceptors:

Dear Dr./Professor/Ms./Mr. “last name.” or Hello Dr./Professor/Ms./Mr. “last name.”

Examples:

- “Good Morning Professor Guy”
- “Good Afternoon Ms. White”

When communicating with the Deans:

- “Dear Dean Kelly” (Avoid addressing with “Hello or Hi”. Use formal communication when addressing the Deans.)

INTERNSHIP CONTACT INFORMATION

Michelle Guy, MS, RDN, CDN
 Director, Dietetic Internship
 Nutrition Science Department
Russell Sage College 65 1st Street
Troy, NY 12180
 email: guym@sage.edu

Samantha Monks, MS, RDN
 Coordinator, Dietetic Internship
 Nutrition Science Department
Russell Sage College 65 1st Street
Troy, NY 12180
 email: monkss@sage.edu

TUITION AND ANTICIPATED COSTS

Tuition:

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Dietetic Internship Graduate Certificate: 24-credit* program of study = \$16,080
MS-DI 42-credit* program of study = \$28,140
*\$670/credit hour

Tuition for the program is billed per credit hour by semester. Interns will receive a bill from Sage for each semester.

Financial Aid Note: Applying for financial aid is the sole responsibility of the intern. Financial aid is available for all eligible interns. The Free Application for Federal Student Aid (FAFSA) is available October 1 of each year. The financial aid year begins with the summer semester and ends with the spring semester. The 2024 application covers summer 2024, fall 2024, and spring 2025.

Student Financial Obligations: The College requires that students be financially responsible and not be delinquent in their financial obligations to the College. Students who fail to meet their financial obligations shall not be issued transcripts, allowed to register or receive a diploma until such obligations are met.

Interns also have incidental expenses including but not limited to attending August orientation in-person, required textbooks, lab coat, professional memberships (national affiliation) professional liability insurance, personal health insurance (available through Russell Sage College if needed via physical exam and immunizations, criminal background check, drug screening, travel to and from supervised practice sites, travel costs for various field trips, office supplies, relocation and housing. Interns should also budget for exam study materials. Estimated incidentals do not include meal cost.

Estimated Incidentals:

- Health Insurance - Must now be purchased outside of Russell Sage College as RSC is no longer offering a student health insurance plan and will no longer mandate that students waive the insurance fee.
- On-campus Housing (optional): \$3,550/semester (Troy campus - as of 2023)
<https://www.sage.edu/student-life/residence-life/>
- Gas: \$150-200/month*
- Academy Membership: \$58
- Local Dietetic Association: \$10-25
- Liability Insurance: \$30
- Background check, fingerprinting and drug screening (if required): \$150
- Lab coat: \$10-30
- Required Textbooks (does not include recommended): \$450
- All Access Dietetics Study Guide (online): \$237

*accounts for rising gas prices

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INCIDENTALS INFORMATION

Insurance Requirements

Medical Insurance is the intern's responsibility while participating in the DI. All interns must present proof of insurance to the DI Coordinator prior to or upon beginning the program. Interns must have medical coverage throughout the duration of the internship. Insurance is no longer offered through the college. All students can be seen at the Wellness Center at no cost regardless of what insurance plan they have. However, depending on what service is performed there may be a cost that needs to be covered by insurance. An example of this is if a lab test is done, we would need to send that lab work out for analysis so your insurance will be billed. The cost of any lab fees incurred will be the responsibility of the student/parent.

Professional liability insurance is required and must be purchased by the intern one month prior to the start of supervised practice so it is valid for the entire program. All interns must present proof of insurance to the DI Coordinator prior to or upon beginning the program.

Vehicle liability insurance is required for safety in travel to and from assigned areas. The DI program assumes no liability.

Injury or Illness While in a Facility: Facilities must make emergency medical care available to interns who may become ill or injured while at the facility. There may be a fee for this service dependent upon the nature of the illness or injury.

Housing

Graduate housing may be available through Residence Life:

<https://www.sage.edu/student-life/residence-life/>

Transportation

A car and valid license are required. Travel (gas and tolls) to supervised practice and required activities must be additionally budgeted. Parking permits are required on campus if parking on campus; the DI Director will provide interns temporary passes if holding learning experiences on campus. Some cooperating institutions may also charge a parking fee.

Campus Parking & Maps: For information regarding parking, please visit:

<https://www.sage.edu/about/offices-centers/public-safety/parking-at-sage/>

For campus maps, please visit:

<https://www.sage.edu/about/community-resources/maps-directions/>

Parking at Supervised Practice Locations: Some facilities either charge for parking, provide a car sticker for the duration of the rotation or have free parking available to the intern. Be sure to obtain parking information prior to the start of each rotation. Remote (distance) interns should investigate parking at each site and adhere to their facility parking policy.

Public Transportation: The Russell Sage College Shuttle offers transportation to and from Albany and Troy campuses. <https://www.sage.edu/student-life/office/the-sage-shuttle/>

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All full-time interns at Russell Sage College have access to free bus transportation through the Capital District Transportation Authority (CDTA) using your valid student ID.

Drug Testing & Criminal Background Checks

Currently, the DI does not require drug testing and criminal background checks; however, some placement facilities require both. The DI faculty will assist all interns with this process. Any associated fees are the responsibility of the intern.

STUDENT SUPPORT SERVICES

The following services are available to all dietetic interns:

Financial aid, fitness programs and recreation facilities, housing, academic advising, career development, health and counseling services, accessibility services, academic support, among others.

Financial Aid

Financial aid is available to all eligible interns who matriculated into a degree-bearing program at Russell Sage College. For more information regarding financial aid, visit:

<https://www.sage.edu/admission/financial-aid/>

Library Services and Requirements

Library services include computer-based periodical indexes, interlibrary loan service, and online databases. Interlibrary loan includes access to library databases, e-books and journals.

Anyone wishing to use the library system or to take books out of the library **must** have a Sage photo ID and Sage Passport login and password.

Academic Computer Centers

The online-distance format of this internship requires every intern to own or have access to a computer. The majority of assignments throughout the DI requires computers.

Campus Computer Access: Computers are located in the libraries and computer labs on the Russell Sage College Albany and Troy campuses.

Career Planning

Career development, planning and placement activities are available through the Career Planning website, <https://www.sage.edu/student-life/career-planning/>. Assistance is available for revising resumes, writing cover letters, negotiating salaries and interviewing for new positions and much more! Career Planning provides a comprehensive lecture for the interns during exit days of the internship.

Accessibility Services

Russell Sage College is committed to responding to the needs of students with disabilities, as defined by the Americans with Disabilities Act. Students who require accommodations contact

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Accessibility Services at 518-244-6874. You can also email the office:
accessibility_services@sage.edu

Visit:

<https://www.sage.edu/student-life/wellness-center/accessibility-services/>

It is imperative that any student in need of classroom assistance or modification must alert the Professor to the particular condition or need within the first week of class. Refer to Appendix A, College Policy Statements and individual course syllabi for details.

Sage Passport

Passport is our Intranet portal, which provides access to the college email, community interaction and collaboration tools, course/instructional support, and a centralized web portal through which information is disseminated to the RSC community. Each intern is provided with Passport access details (ID and password) once the initial deposit is made. Interns are responsible for maintaining their Passport account and email. All DI correspondence via email will be sent using RSC email utilizing proper email etiquette.

e-Value

Interns and preceptors will be provided access to e-Value. This platform will be utilized to collect required documentation from interns, preceptors and supervised practice sites as well as assist with competency and accreditation related data collection.

ONLINE IDENTITY VERIFICATION

All new students (online or onsite) receive their Sage username and a temporary password through the personal email account supplied by the student to the admissions office at time of application. If the student does not have a personal email account or does not wish to provide one, they are sent their username and password via US mail. When students login for the first time, they are required to change their password to meet complexity requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 number.
- Cannot use any of your last 10 passwords.
- Must not include any of the following values: test password
- Must not include part of your name or username.
- Must have at least three types of the following characters: Uppercase (A-Z), Lowercase (a-z), Number (0-9), Symbol (!, #, \$, etc.).

The same username and password are used to access all online tools including email, Passport, Self Service, Library resources, on-campus workstations, and the Moodle Learning Management System.

Additionally, there are items within Moodle that can assist in this process such as using Poodll video questions. Professors can create Poodll questions for exams that require a brief recorded video response. The recording is then viewed by the Professor to ensure the correct student responded (by comparing to the SAGE ID). The DI Director will integrate this into the one online course in the curriculum.

PROTECTION OF PRIVACY OF INFORMATION

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Contents of intern files will be restricted to use by the DI faculty, but with written intern consent, it may be sent to preceptors/supervised practice facilities, prospective employers and other individuals as requested by the intern. Refer also to the Russell Sage College Catalog and the Student Handbook for more information.

ACCESS TO PERSONAL FILES

Intern files are maintained in the DI offices and online through secure, password-protected cloud-based storage and e-Value. These files include intern medical records, evaluations from rotations, assignments and grades earned in required graduate courses. Interns may see any/all of their file by making an appointment with the DI Director. The intern files are confidential and are made available only to the intern or faculty required to evaluate the intern. Interns who sign recommendation waivers may not review their DI application recommendation letters.

TITLE IX

Sage seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of harassment, discrimination or sexual misconduct, we encourage you to report this. If you inform me of an issue of harassment, discrimination, or sexual misconduct I will keep the information as private as I can, but I am required to bring it to the attention of the institution's Title IX Coordinator. If you would like to talk to the Title IX Coordinator (Amanda Bastiani) directly, she can be reached at (518)-244-4809 or bastia@sage.edu. For more information, please refer to the Title IX webpage at: <https://www.sage.edu/student-life/title-ix/>

ACCESS TO GRADUATE ACADEMIC POLICIES

All graduate academic policies can be accessed at the following link. Several of these policies can also be found in the Appendix. <https://grad-catalog.sage.edu/>

CREDENTIALING & VERIFICATION STATEMENT PROCEDURES

Upon successful completion of the program track in which the intern is enrolled, the DI Director issues a Verification Statement substantiating completion of the program and provides each intern with six copies. An original copy is maintained indefinitely by the Nutrition Science Department. Upon program completion, The DI Director completes and submits the registration eligibility application to CDR via the online Registration Eligibility Processing System (REPS). CDR, the credentialing agency for AND is responsible for establishing and enforcing standards and qualifications for dietetic registration and minimum competency for entry-level practice. As of July 1, 1999, CDR utilizes a computer assisted test (CAT) format. The DI Director provides information and guidance pertaining to the examination during exit days. Extensive information is also available at CDR's website, www.cdrnet.org.

CDR GRADUATE DEGREE REQUIREMENTS

Beginning on January 1, 2024, a minimum requirement of a master's degree is required to take the registration examination for dietitians. For more information, please **visit the Commission on Dietetic Registration's website.**

NEW YORK STATE CERTIFICATION OF NUTRITIONISTS/DIETITIANS

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New York State has a certification for nutritionists/dietitians to become certified with the New York State Education Department as a Certified Dietitian/Nutritionist (CDN). The application process is reviewed at the end of the internship. The Nutrition Science program at Russell Sage College is registered with the New York State Education Department.

<https://www.op.nysed.gov/professions/dietetics-nutrition/license-application-forms>

CONDITIONS FOR DISMISSAL

“The administrative officers at Sage reserve the right to require at any time the withdrawal of students for reasons of health or conduct or whose academic standing does not comply with the regulations; in such cases fees will not be refunded or remitted, in whole or in part, and neither Sage nor any of its officers shall be under any liability whatsoever for such exclusion.”

<https://grad-catalog.sage.edu/conditions-for-dismissal>

DISMISSAL AND WITHDRAWAL: TUITION REIMBURSEMENT

Interns that are dismissed from the program and receiving financial aid must also contact the financial aid office to discuss any financial aid implications.

In the event of withdrawal the intern must follow the following procedures:

<https://www.sage.edu/academics/academic-resources/student-accounts/tuition-liability-policy/#:~:text=To%20withdraw%20from%20the%20college,to%20tuition%20or%20room%20charges>

Tuition reimbursement will depend on the time that the withdrawal request occurs. Interns that withdraw from the program must also contact the financial aid office to discuss any financial aid implications.

ACADEMIC/CLINICAL GRIEVANCES AND PETITIONS

In unusual circumstances, a difficulty may arise at a supervised practice location. Interns are encouraged to discuss complaints and questions with the preceptor first. If satisfaction is not attained or the intern feels that they cannot approach the preceptor, they should contact the DI Director. The DI Director will arrange to meet with the intern and preceptor immediately to discuss and resolve the issue(s). If the intern wishes they may either initially or further pursue the matter with the Nutrition Science Department Chair (518-244-2047), the Dean of the School of Health Sciences (518-244-2030), and/or the ACEND. See Appendix A for more information about the Sage Graduate Schools (Russell Sage College) Grievances and Appeals. For ACEND contact information, refer to the ACEND Complaint Policies and Procedures in Appendix A.*

**The process listed above also applies to preceptor complaints about the program.*

The program will maintain a record of intern complaints to include resolution of complaints for a seven-year period.

ACADEMIC AND PROFESSIONAL STANDARDS STATEMENT

The DI Director/Coordinator reviews the DI *Academic and Professional Standards Statement* and the *Academic Standards Policy* at orientation. Interns then sign the *Academic and*

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Professional Standards Statement to indicate they are aware of and understand the academic and professional program requirements. Refer to Appendix A to review the documents.

APPENDIX A
ACADEMIC RESPONSIBILITIES
POLICIES AND PROCEDURES

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**Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Core Competency Requirements for Dietetic Interns**

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Competencies

Upon completion of the program, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Competencies

Upon completion of the program, graduates are able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

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CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, such as telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Competencies

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects)

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Competencies

Upon completion of the program, graduates are able to:

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor Others.

CRDN 5.8 Identify and articulate the value of precepting.

**RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP PROGRAM
SELECTION, EVALUATION AND AFFILIATION AGREEMENT REQUIREMENTS
FOR SUPERVISED PRACTICE SITES**

Policy: Selection, Evaluation and Affiliation Agreement Requirements for Supervised Practice Sites

Written by: Michelle Morgan, MS, RDN, CDN, former Dietetic Internship Director

Approved by: Kathleen Kelly, PhD, MPH, MS, FNP, former Dean, School of Health Sciences

Selection of Supervised Practice Sites and Preceptor

Supervised practice sites in the areas of acute care, outpatient and long-term care must have at least 1 registered dietitian nutritionist (RDN), adequate staffing, space and support to host a dietetic intern for any rotation experiences. Achievement of competence must be evaluated by an RDN. Ideally, the RDN has been working for at least one-year in their specified area of practice. On rare occasions under specific circumstances, a new RDN may serve as a preceptor. The program director will closely monitor interns under the supervision of a new RDN.

Food service management and community preceptors do not need to hold the RDN credential, however, they should be competent and adequately experienced in their area of practice.

All preceptors must complete training requirements as designated by the program director to include an application, resume and their CDR credentialing card prior to hosting a dietetic intern. In addition, they must complete the Dietetics Preceptor Training prior to hosting a dietetic intern and renew every 3 years.

Evaluation of Supervised Practice Sites and Preceptors

Supervised practice Sites and Preceptors will be evaluated annually based on intern feedback and program director site visits and/or meetings with preceptors. The program director reserves the right to discontinue the use of supervised practice sites if staffing is not adequate to support the needs of an intern, the environment is not conducive to learning and/or ongoing complaints, or confirmed negative intern feedback regarding the site or preceptor(s).

Affiliation Agreement Requirements:

A fully executed affiliation agreement must be in effect prior to a dietetic intern fulfilling any supervised practice requirements. Affiliation agreements may be department or facility specific depending upon the site. If affiliation agreements from a department or facility need to be modified they must be approved by the RSC *VP for Finance & Administration*. The dietetic internship program director (or their designee) are responsible for ensuring all affiliation agreements are fully executed and active prior to an intern beginning supervised practice. For agreements that do not have auto renewal terms, the program will initiate renewals no less than 90 days prior to an agreement's expiration date.

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**RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP PROGRAM
EMPLOYMENT AT SUPERVISED PRACTICE FACILITY**

POLICY:

Dietetic interns may be placed at a facility in which they are employed based on the contingency that internship time and activities remain separate from the individual's employment hours and responsibilities. *If an intern is getting paid during a supervised practice rotation, it should be clear that they are not replacing other employees and are there to complete specific program requirements as specified by the DI Director.*

PROCEDURES:

1. It is the intern's responsibility to notify the DI Director of their anticipated employment situation while completing the dietetic internship.
2. The DI Director discusses with the intern their employment status, responsibilities, hours etc.
3. If an intern desires to complete a portion of supervised practice at their place of employment, the Dietetic Intern shares information about the DI with their supervisor, manager, etc., to determine the feasibility of completing a portion of the DI at the respective facility. Key items to discuss include, yet are not limited to: DI hour requirements, learning activities required for the supervised practice rotation/experience, Affiliation Agreement requirements, and benefits for the facility.
4. When the facility determines that either they will consider having the intern complete some or all of the supervised practice requirements, while employed at the facility, the DI Director meets with the facility to review program requirements and clarify any concerns regarding conflict of interest, schedule, etc.

**RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP PROGRAM
WARNING NOTICE POLICY AND PROCEDURE**

POLICY:

Interns are expected to abide by policies and procedures of the affiliating organizations, the DI and Russell Sage College while completing their planned experiences. The preceptor in conjunction with the DI Director will document, via e-mail and/or letterhead, any incident whereby an intern fails to comply with the policies and procedures of the affiliating organization and/or the RSC DI while completing their planned experience.

PURPOSE:

To provide documentation of an incident which may lead to suspension or dismissal from the program.

PROCEDURES:

1. The facility preceptor must notify the DI Director of any failure to comply with the policies and procedures of the affiliating organization and/or the RSC DI.
2. The facility preceptor consults with the DI Director to determine what, if any, action is to be taken.
3. The facility preceptor, in conjunction with DI Director, documents an incident contrary to facility policies and procedures or the RSC DI policies and procedures, and identifies the required corrective action(s).
4. The documentation of policy violation, which is known as a warning notice, is given to the intern in a timely fashion via e-mail and/or letterhead by either the facility preceptor or the DI Director. The facility preceptor and/or the DI Director must discuss the warning notice with the intern.
5. The DI Director receives a copy of the warning notice from the facility preceptor. The copy is maintained in the intern's file for the duration of the program.
6. Receipt of three warning notices will lead to dismissal from the program.

RUSSELL SAGE COLLEGE GRADUATE SCHOOLS COLLEGE POLICY STATEMENTS

SOLUTIONS AT SAGE

Solutions is a place to get **any** question answered. Located on the first floor of each library, *Solutions* staff help with Advising, Academic Support, Career Planning, Accessibility Services, and literally anything else. (www.sage.edu/solutions)

RUSSELL SAGE COLLEGE DIVERSITY STATEMENT

Russell Sage College embraces diversity, equity, and inclusion as essential components of a rich intellectual and cultural environment in which all members are given the opportunity to reach their full potential as active participants in our local and global society.

We realize that the work of diversity, equity, and inclusion is an evolution that moves us towards our aspirations of a culturally inclusive community. The understanding we gain, as we continually assess our institution, will create informed and intentional transformation.

Russell Sage College is committed to developing policies and programs to create a campus that supports an optimal learning and working environment for all students, alumni, faculty, administrators, and staff.

THE SPIRIT OF LEARNING: STATEMENT ON APPROPRIATE CONDUCT ON CAMPUS

All members of the Russell Sage College community are expected to conduct themselves in a way which respects the learning environment. Thus, Sage has the right to remove any student from a classroom, other academic area, or program at any time if the student's behavior is contrary to the spirit of learning or hinders the operation of the program in any way. Violent, disruptive, harassing or intimidating behavior is not tolerated in the classroom or any other place on campus. Any student whose conduct disrupts a class or other learning environment may be required to leave the premises immediately and subjected to disciplinary and/or legal action.

AMERICANS WITH DISABILITIES ACT

Russell Sage College is committed to providing equal access and responding to the needs of students with disabilities, as defined by the Americans with Disabilities Act. A student seeking academic adjustments under the Americans with Disabilities Act must register and provide documentation to the Director of Accessibility Services. Any student in need of classroom assistance or modification under the Americans with Disabilities Act must inform the instructor of the needed adjustment by first obtaining the necessary accommodation letters from the Director of Accessibility Services in order for reasonable accommodations to be provided. It is recommended that students do so at the onset of classes as reasonable prior notice needs to be given. The Director of Accessibility Services can be contacted in Troy at 65 First Street Troy NY 12180 (518) 244-6874 or in Albany at 140 New Scotland Avenue, Albany NY 12208 (518) 292-8624, or via email at accessibility_services@sage.edu.

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POLICY ON ACADEMIC HONESTY

Russell Sage College maintains the highest standards of academic integrity and ethical conduct in all aspects of academic work, including the use of artificial intelligence (AI) tools and resources. Since academic honesty is a foundation of teaching, learning, and scholarship, academic dishonesty in any of its forms, including cheating, plagiarism, misuse of RSC resources, improper use of artificial intelligence, and failure to comply with guidelines for the conduct of human research, will not be tolerated. A full statement of the policy on Academic Integrity can be found as an appendix to the Student Conduct Code on the Russell Sage College website. A hard copy can be requested from the Dean of Students in Albany Kahl Campus Center 145 (518) 292-1753 or in Troy McKinstry Student Center (518) 244-2207.

For guidance in proper referencing of sources, as well as how to avoid plagiarism, reach out to your instructor or your academic advisor, consult the most recent editions of the following works, which are available in the reference section of the libraries on the Troy and Albany campus, or visit Solutions for help on either campus.

- Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, New York, Modern Language Association.
- Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Chicago, University of Chicago Press.
<https://researchguides.library.wisc.edu/c.php?g=177820&p=1167371>
- American Psychological Association. *Publication Manual for the American Psychological Association*, Washington, D.C., American Psychological Association. <http://apastyle.apa.org/>

In this course, certain assignments may permit or direct you to use artificial intelligence (AI) tools such as ChatGPT for specific purposes and with specific directions. On those assignments, you may use such tools. You are expected to include a disclosure statement at the end of assignments describing which AI tool you used and how you used it. For example, "ChatGPT was used to draft about 50 percent of this assignment and to provide revision assistance. AI-produced content was edited for accuracy and style." On all other assignments, you are not permitted to turn in any work that is created, completely or partially, by ChatGPT or another AI tool. If you use these tools in an unauthorized manner, you may be asked to resubmit the assignment, receive a "0" or an F on the assignment, or receive a failing grade for the course. There may also be additional student conduct ramifications following a formal charge of academic misconduct.

RELIGIOUS OBSERVANCE

Russell Sage College recognizes the value of participation in and observance of religious obligations and practices by individual students. No student will be penalized because a religious observance prevents participation in any course requirement. An opportunity will be provided for each student to make any requirement missed for an absence due to religious observance. A student who intends to be absent from classes for religious observance must notify each instructor in advance and make arrangements to cover missed course materials and to complete the course requirement(s) missed. The College reserves the right to confirm the existence of the observance through an interfaith calendar.

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E-MAIL POLICY FOR RUSSELL SAGE COLLEGE

Sage considers Sage Gmail (username@sage.edu) the exclusive vehicle for official college e-mail communication. As such, username@sage.edu will be considered the official email address for writing and forwarding electronic correspondence. All users are expected to regularly check their Sage email account (on Gmail) and to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's email system to notify and correspond with members of their classes. It is recommended that students frequently access their College assigned email account for information. Any electronic business conducted with the College must be done via a sage.edu account.

CREDIT HOUR POLICY AT SAGE

All courses offered at Russell Sage College—graduate, undergraduate, and professional—comply with the definition of the credit hour and the policies established by the New York State Commissioner of Education and the US Department of Education regardless of delivery modality. A contact hour is described as the interaction between faculty and students via lecture, discussion, research, project/problem, debate, etc. For lecture class formats, one credit requires a minimum of 12.5 faculty contact hours (750 minutes) and a minimum of 30 hours of out-of-class student work over the course of a 15 week semester. For example, a three-credit course is thus equal to a minimum of 37.5 faculty contact hours (2,250 minutes) with the expectation of a minimum of 90 hours of student out-of-class work time.

GRADING POLICY

Written coursework that does not conform to the fundamentals of good English usage will be returned to the student for revision or adversely graded at the discretion of the instructor.

At the end of each term, the standing of a student in each of his/her courses is reported by the instructor to the Registrar and is entered on the student's permanent record. Standing is expressed according to proficiency using a grading system with plus and minus designations, which is also used to determine quality points for calculating grade point averages. At Sage Graduate Schools, the grades of A+ and D are NOT used. Sage uses the following grading systems:

Sage Graduate Schools Grades

- A = Distinguished Work
- B = Average Work
- C = Below Average Work
- F = Failure

STUDENT RESPONSIBILITY

The ultimate responsibility for fulfilling graduation requirements rests with the individual student. At the time of admission, in consultation with his/her advisor, each student reviews his/her academic program to make certain that requirements for the degree are being met satisfactorily. In addition to the requirements listed here, programs may have additional requirements. Each student is responsible for communicating with program advisors to ensure

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that all prerequisite and required coursework and associated activities such as internships, theses, and portfolios are identified, scheduled, and completed. Any requests for exceptions not specifically addressed by stated policies and procedures can be made to the appropriate graduate school dean.

COPYRIGHT ISSUES

The U.S. Copyright laws, 17 U.S.C. 102(a)(1982) give protection to authors of works, whether or not actually published. If a work is copyrighted, it ordinarily cannot be reproduced without the permission of the copyright holder, which may include paying a royalty or purchasing the work.

The “fair use” exception allows for limited copying of copyrighted works without incurring penalties for violation of the law. “Fair use” clearly allows, for example, the making of a single copy of an article for one’s personal use, or to place on reserve in the Library. Beyond this example, fair use has been determined on a case-by-case basis.

Factors included in the law when considering whether a “fair use” exception is present include:

- 1) the purpose and character of use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- 2) the nature of the copyrighted work;
- 3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 4) the effect of the use upon the potential market for or value of the copyrighted work. (17 U.S.C. sec. 107)

When the copyright law was last amended, in 1976, considerable discussion was held in Congress about the role of photocopying, particularly of book chapters, articles, etc., for classroom use. During the hearings for the law, an Agreement on Guidelines for Classroom Copying was made part of the legislative history of the bill [91975 U.S. Code

Cong. and Ad. News 5682, discussed in *Basic Books, Inc., v. Kinko’s Graphics Corp.*, 758 F. Supp. 1522 (S.D.N.Y. 1991)]. The guidelines emphasize that copying for classroom use must be spontaneous, brief, and limited and that each copy must include a copyright notice. The Agreement went on to give examples of each of these characteristics. Spontaneous means that the decision to copy a work is made too late to obtain the necessary permission. Brief means an article of less than 2500 words, or an excerpt of not more than 1000 words or 10 percent of the article, whichever is less. Limited in effect means that there are no more than 9 instances of multiple copying for one course during one class term; limited to one course (i.e., one time) only; and not more than one piece of work per author.

Other restrictions include: copying cannot create, replace, or substitute for an anthology; cannot substitute for the purchase of books, reprints, or periodicals; and students cannot be charged more than the actual cost of the photocopying.

New areas of copyright law concern the copying of computer software; the use of copyrighted materials (text, graphs, images, etc.) for multimedia classroom presentations; and downloading

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and uploading material on the Internet. Similar principles seem to be applying to these new uses for copyrighted materials.

While most of the litigation around the copyrighted law has concerned for-profit operations like Kinko's, lack of profit, or no charge to students, is not enough to exempt a potential violator. The law provides for statutory damages, regardless of actual proven monetary losses, of up to \$20,000 per infringement, plus attorney's fees.

The safest rule of thumb is that if you are unsure whether making more than one copy of a copyrighted work is a violation of the law, it probably is!

TITLE IX, SEXUAL OFFENSE, AND HARASSMENT AND DISCRIMINATION POLICIES & PROCEDURES FOR STUDENTS AND EMPLOYEES

Russell Sage College takes very seriously its obligations and its commitment to provide a safe and secure environment for our students and other members of the college community. To that end, Sage is actively engaged in educating students about interpersonal and sexual violence, preventing its occurrence whenever possible and remedying its effects.

For more information about Sage's ongoing effort to prevent sexual and interpersonal violence, contact titleix@sage.edu.

Russell Sage College is an institutional member of the Student Conduct Institute. All training materials created by the Student Conduct Institute for member institutions to train Title IX Coordinators, investigators, decision-makers and any person who facilitates an informal resolution process in Title IX compliance and practices can be found on their [Posted Training page](#).

Reporting: Acts of discrimination & harassment, including sex/gender based offenses (sexual harassment, sexual assault, dating violence, domestic violence, and stalking) can be reported using the [Online Reporting Form](#) or by contacting the Title IX Coordinator – Amanda Bastiani at bastia@sage.edu, titleix@sage.edu, (518) 244-4809. Reports may also be made in person by scheduling an appointment with the Title IX Coordinator or by mail: Attention: Amanda Bastiani, Russell Sage College, 65 1st Street, Troy, NY 12180.

For more information:

<https://www.sage.edu/student-life/cultural-enrichment-diversity/title-ix/policies-procedures/>

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RUSSELL SAGE COLLEGE GRADUATE SCHOOLS CHARACTERISTICS OF GRADUATE STUDY

The Sage Graduate Schools Curriculum Committee requires that graduate courses exhibit the following characteristics categorized by content, role of the instructor, and role of the student.

Content

- An emphasis on theory and the translation of theory into practice.
- A greater reliance on the development of critical evaluation skills through analysis of research literature.
- The range of content covered addresses the depth and complexity of recent developments in the field at a substantial, professional level.

Role of the Instructor

- The role of the instructor goes beyond that of a conveyor of information.
- The instructor of a graduate course develops a learning environment that allows students to construct their own knowledge and understanding.
- Graduate courses rely on interactive, collaborative problem solving to a greater extent, allowing students the opportunity to integrate and apply what is learned to relevant and current situations.

Role of the Student

- Graduate students are expected to assume responsibility for their own learning.
- Graduate students are presumed to have knowledge based in the discipline that prepares them for independent pursuit of knowledge, expertise and skills.
- Graduate students are expected to be proficient in written and spoken communication.

Class Attendance

Prompt attendance at all academic appointments (classes, lectures, conferences, and examinations) is an essential part of the educational plan for degree programs and is expected of students. In the event of a class absence, it is the student's responsibility to contact the instructor directly, by phone or e-mail. The responsibility for work missed because of absence rests entirely upon the student.

Link: <https://grad-catalog.sage.edu/characteristics-of-graduate-study>

**RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP PROGRAM
SOCIAL MEDIA ETIQUETTE POLICY**

In order to safeguard against potential Health Insurance Portability and Accountability Act (HIPAA) violations and the privacy and legal concerns with social media, no intern shall post information regarding their supervised practice facilities on any social media sites. This includes, but is not limited to: tagging yourself at a specific location, identifying facility names or patient information, on any social media sites (Twitter, Facebook, LinkedIn, etc.). Posting anything about your supervised practice site or place of employment puts you at risk, and you may innocently disclose sensitive information that infringes upon a patient's privacy and puts you in danger of serious consequences. Any and all patient information is private, regardless of the way, shape or form it is shared.

SAGE GRADUATE SCHOOLS (RUSSELL SAGE COLLEGE) GRIEVANCES AND APPEALS

Students who wish to request reconsideration of academic decisions made with regard to their progress and performance in the academic program may appeal to the Academic Standards Subcommittee of the Russell Sage Graduate Schools Curriculum Committee. Students should first seek resolution through the course instructor, program director, and/or department chair before seeking resolution outside the program. Students who wish to appeal to the Academic Standards Subcommittee must write to the appropriate graduate school dean, explaining the nature and rationale for the request. This appeal should be received no later than 30 days from the beginning of the next academic semester that follows the semester in which the academic decision was made that is being appealed. Any appeal related to an academic decision in the spring or summer semester must be received within 30 days of the fall semester. The student's program director and the dean each make a recommendation to the Academic Standards Subcommittee, which then makes a determination regarding the student's request. The appropriate graduate school dean communicates the determination to the student.

The Russell Sage Graduate Schools Grievance Appeals Panel reviews student grievances which have been acted upon by the Academic Standards Committee of the Russell Sage Graduate Schools Curriculum Committee. The Grievance Appeals Panel will consider student grievances concerning only academic matters that include the degree process such as final grades or program status. For academic dishonesty or other student conduct issues, please see the Student Handbook and specifically Student Code of Conduct within the handbook for more information.

The request for an appeal must be made in writing to the appropriate graduate school Dean, Andrea Rehn (rehna@sage.edu) within thirty days of the student's receipt of the determination of the Academic Standards Subcommittee. The letter requesting an appeal must state the basis of the grievance and the facts that support it. It should include a summary of steps already taken (or why steps were omitted). The student/appellant must state why the resolution is unfair or unsatisfactory and what the desired remedy is. The Dean will transmit the appeal to the Russell Sage Graduate Schools Curriculum Committee (SGSCC) Chairperson to determine whether or not the appeal will be accepted for review. If the appeal involves a student from the program in which the Chair of the SGSCC serves, a member of the SGSCC who is not affiliated with the appellant's program will determine whether or not the appeal will be accepted for review. The Chair of the SGSCC will designate the SGSCC member who will make the determination. If an appeal is accepted for review, a Grievance Appeals Panel will be formed to hear the case within 20 business days of receipt of the student's request.

PLEASE NOTE: Matters of academic dishonesty (plagiarism, cheating, etc.) will be conducted through the process outlined in the Student Code of Conduct within the Student Handbook.

**ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND
DIETETICS (ACEND)
COMPLAINT POLICIES AND PROCEDURES**

To file a complaint with or about ACEND visit:

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

“ACEND®” has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits.

1. Any individual, for example, student, faculty, nutrition and dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.
2. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
3. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the chair's review that no further action will be taken.
4. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
5. At the same time as the complainant is notified, the complaint is forwarded to the program electronically with a read receipt request. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence via email.
6. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies submitted electronically no more than 30 calendar days from receipt of the notification, as documented by the record of read receipt.
7. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
8. The ACEND staff identifies a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.

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9. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
10. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
11. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
12. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program at the program's expense. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
13. The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires, if applicable.
14. The program has the right to request the ACEND board to reconsider a decision to withdraw accreditation. (See the ACEND® Policy & Procedure Manual)

**RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP PROGRAM
ACADEMIC AND PROFESSIONAL POLICY STANDARDS
TO INCLUDE DISCIPLINARY AND TERMINATION PROCEDURES**

Effective: 8/2016

Revised by: DI Director Michelle Guy, MS, RDN, CDN

Revision Dates: 8/2016, 8/2017, 6/2020, 6/2021, 6/2022, 3/2023

Policy:

All interns must agree to and maintain the following:

- An average of B or above (GPA of 3.0 or above on a 4.0 scale)
- Completion of program within 150% of planned program length
- No more than two Incomplete or RP grades on the transcript
- A ratio of Attempted to Completed credits, excluding credits in the current semester, of .75 or better
- An acceptable level of professional behavior
- Abide by all program policies and procedures as documented in the college and program handbook

The dietetic intern is subject to suspension or dismissal from the program at the discretion of the DI Director for lack of adherence to the academic standards listed above.

Failure of Dietetic Internship Supervised Practice (Practicum) Course(s) and/or Related Coursework

1. If a grade of “F” is obtained in Dietetic Internship Practicum (NTR 530-532) the intern will be suspended from the program for a year. NTR 530-532 are sequential practicums; failure of any practicum course makes you ineligible to continue onto the next practicum course until the failed practicum course is completed successfully. Interns must achieve a minimum grade of a “B-” upon retaking any practicum course. NTR 530-532 may only be repeated once. A second unsuccessful course attempt will result in dismissal from the program. The intern will also be dismissed from the program if a grade of “F” is obtained in two practicum courses.
2. If a grade of “F” is obtained in NTR-525 and/or NTR-555 the student will be placed on probation and must repeat the course the following semester and achieve a minimum grade of a “B-”. NTR-525 and NTR-555 may only be repeated once. A second unsuccessful course attempt will result in dismissal from the program.
3. Failure of a rotation based on the preceptor's assessment will result in remediation or failure of the associated practicum course. A meeting will be held with the program director, preceptor and intern to determine whether additional time and/or remedial work is needed in order to attain competence in specified areas.
4. Should the program director grant the intern remediation in place of suspension (DI Practicum Courses (NTR 530, 531, 532)): the intern must redo any unsatisfactory practicum course assignments specified by the program director. The highest achievable grade for assignments that have been resubmitted is a “B” (85%).

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Completion of Supervised Practice Portion of Dietetic Internship (Acute Care, Community and Food Service Management Rotations)

Interns must achieve at least a rating of competent on all final evaluations of intern performance where competency requirements are assessed. Interns who do not successfully meet the required competencies must either repeat an activity or supervised practice experience (in whole or in part as determined by the program director and preceptor) until competency is attained for all CRDNs being evaluated.

An intern will only be granted the opportunity to complete a supervised practice rotation a maximum of two times. If an intern is unsuccessful in attaining competence after the second rotation attempt they will be dismissed from the program.

Professional Behavior (Academic & Supervised Practice)

Interns who demonstrate unprofessional behavior will be subject to failure of a practicum course, leading to suspension or dismissal upon review from DI Director, Nutrition Science Department Chair and preceptors.

Unprofessional behavior includes but is not limited to the following:

- Violation of RSC, DI or supervised practice facility policies and procedures
- Any actions deemed to be insubordination by program director or preceptors
- Misconduct including but not limited to plagiarism, misbehavior, repeat tardiness and/or absence etc.

**RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP PROGRAM
ACADEMIC AND PROFESSIONAL STANDARDS STATEMENT**

Instructions: Complete and Return to Dietetic Internship Director

To: Dietetic Internship Director:

Didactic Coursework:

I _____ am aware of the criteria I must meet in order to maintain my status as a dietetic intern and to be able to be eligible for continuation in the supervised practice component of the program. I understand I must achieve an average of B or above (GPA of 3.0 or above on a 4.0 scale) in all program related courses (NTR 530, 531, 532, 525 & 555). I understand I must successfully complete all practicum assignments and hours, oral presentations, and final comprehensive exam while demonstrating effective professional behavior; including interpersonal communication skills and judgment, necessary for the application of didactic educational experiences and professional practice.

Competency achievement:

I must meet competence or above on all competencies being assessed by the end of my supervised practice experience and program.

Should I achieve an overall average grade of B- or lower (<3.0) in the dietetic internship program, I will be subject to probation, suspension or dismissal from the program. I agree to maintain the standards outlined above and understand that failure to meet these standards may result in my dismissal from the professional program.

I understand I must be continually enrolled in the program. In the event that a leave of absence is required, this must be requested by the intern and approved by the program director to maintain a place in the program and eventually be eligible to receive a Verification Statement.

I understand that upon completion of the dietetic internship I am expected to successfully pass the registration examination for dietitians and serve as a preceptor once dietetics employment is secured. I have read and agree to the Russell Sage College Dietetic Internship Academic Standards Policy.

Signature _____ Date _____

APPENDIX B
PROFESSIONAL RESPONSIBILITIES

Disclaimer: All information is subject to revision and/or alteration at any time and per RSC Policy updates

OSHA REGULATIONS

DEFINITIONS

Blood Borne Pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Other Potentially Infectious Materials (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, amniotic fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures and HIV or HBV contaminating culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

Right to Know – employees (interns) have the right to know about all types of chemical hazards. Information concerning chemical hazards is transmitted by container labeling, material safety data sheets (MSDS), and employee training.

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INFECTION CONTROL
Universal Blood and Body Fluid Precautions
(Universal Precautions)

General Information

The following information is a summary of key points for the Infection Control of Universal Blood and Body Fluid Precautions (UP). Detailed guidelines vary by facility.

Consult a Mentor as needed.

1. Universal precautions are designed to protect the healthcare worker from exposure to potentially infectious agents through the use of barriers such as gloves, gowns, masks, and protective eyewear. The universal blood body fluid precautions are used with all patients and patient care equipment. Traditional isolation precautions are still used, but are only implemented when the patient is known or suspected of have a specific communicable disease
2. All health care workers must routinely use the appropriate barrier(s) (i.e. gowns, gloves, masks, eye protection) to prevent skin and mucous membrane exposure when in direct contact with blood or body fluids.
3. Unsterile latex or vinyl examination gloves are not the most common barrier worn for touching blood and body fluids, mucous membranes or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves must be changed after contact with each patient followed by hand washing. **NOTE:** Sterile gloves are worn for procedures involving contact with normally sterile areas of the body.
4. Masks and protective eyewear or face shields must be worn during procedures that are likely to generate droplets or aerosolization of blood in order to prevent exposure to mucous membranes of the mouth, nose and eyes.
5. Moisture resistant gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
6. Never recap used needles. Always discard into locked sharps containers. Never bend or break needles by hand.
7. Discard all sharps (razor/scalpel blades, suture needles and syringes) into locked sharps containers.
8. Emergency mouth-to-mouth resuscitation devices should be readily available in all areas where resuscitation is predictable.
9. Gloves must be worn when cleaning up all blood spills. Rubber utility work gloves are available for all cleaning procedures.
10. Any health care worker who has contact with blood or sharps in their day-to-day activities should consider receiving the Hepatitis B Vaccine. Contact the Employee Health Clinic for more information.

Link:

<https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standard-precautions.html>

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INFECTION CONTROL – GENERAL CONSIDERATIONS

The following information is a summary of key points for the Infection Control of Universal Blood and Body Fluid Precautions (UP). Detailed guidelines vary by facility. Consult a Mentor as needed.

“Hospitals should do the sick no harm” (Florence Nightingale, 1856)

1. The infection control program is implemented for the development of systems within a healthcare facility in order to provide a high level of patient care through the surveillance, prevention and control of nosocomial (hospital acquired) infections.
2. Hand washing is the single most effective way of preventing the spread of infection to both patients and employees.
3. Each facility has an Infection Control Policy Manual, which contains infection control policies and procedures. These provide guidelines and standards to prevent infections to both employees and patients/residents. Consult a mentor as needed for a specific facility’s policy.
4. The two main goals of the Infection Control Program are to
 - 1) Prevent patients from acquiring infections while they are hospitalized (nosocomial), and
 - 2) Prevent employees from being unnecessarily exposed to communicable or infectious diseases.
5. All employees must have documented an infection control in-service annually. Education is an important aspect in preventing infections.
6. The employee’s understanding of the infection control program is one of the key elements to controlling and reducing infections
7. All needle sticks or cuts from contaminated sources should be reported by completing the facility’s Incident Report form. Splashing of body fluids into eyes, mouth or onto non-intact skin should also be reported on the Incident Form. When the source (the patient) is known, ALWAYS identify them on the Incident Form.
8. Employee Health Clinic is responsible for all follow-ups related to contaminated needles sticks and bloody mucous membrane exposures. Notify your mentor for immediate treatment procedures.

Link:

<https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standard-precautions.html>

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LONG TERM CARE FACILITIES - RESIDENT RIGHTS CENTERS for MEDICARE and MEDICAID SERVICES

As a nursing home resident, you have the right to:

- Be treated with dignity, respect and consideration at all times;
- Participate in activities
- Be free from discrimination
- Be free from abuse and neglect
- Be free from physical and/or chemical restraints
- Make complaints without fear of punishment
- Get proper medical care
- Get information on services and fees
- Manage your money
- Get proper privacy, property, and living arrangements
- Spend time with visitors
- Get social services
- Leave the nursing home
- Have protection against unfair transfer or discharge
- Form or participate in resident groups
- Have your family and friends involved in your care
- Have your representative notified when:
 - You're involved in an accident and are injured and/or need to see a doctor. Your physical, mental, or psychosocial status starts to get worse.
 - You have a life threatening condition.
 - You have medical complications.
 - Your treatment needs to change significantly.
 - The nursing home decides to transfer or discharge you from the nursing home.

Link: https://downloads.cms.gov/medicare/Your_Resident_Rights_and_Protections_section.pdf

HOSPITALS - PATIENT'S BILL OF RIGHTS

As a patient in a hospital in New York State, you have the right, consistent with law, to:

1. Understand and use these rights. If for any reason you do not understand or you need help, the hospital MUST provide assistance, including an interpreter.
2. Receive treatment without discrimination as to race, color, religion, sex, gender identity, national origin, disability, sexual orientation, age or source of payment.
3. Receive considerate and respectful care in a clean and safe environment free of unnecessary restraints.
4. Receive emergency care if you need it.
5. Be informed of the name and position of the doctor who will be in charge of your care in the hospital.
6. Know the names, positions and functions of any hospital staff involved in your care and refuse their treatment, examination or observation.
7. Identify a caregiver who will be included in your discharge planning and sharing of post-discharge care information or instruction.
8. Receive complete information about your diagnosis, treatment and prognosis.
9. Receive all the information that you need to give informed consent for any proposed procedure or treatment. This information shall include the possible risks and benefits of the procedure or treatment.
10. Receive all the information you need to give informed consent for an order not to resuscitate. You also have the right to designate an individual to give this consent for you if you are too ill to do so. If you would like additional information, please ask for a copy of the pamphlet "Deciding About Health Care - A Guide for Patients and Families."
11. Refuse treatment and be told what effect this may have on your health.
12. Refuse to take part in research. In deciding whether or not to participate, you have the right to a full explanation.
13. Privacy while in the hospital and confidentiality of all information and records regarding your care.
14. Participate in all decisions about your treatment and discharge from the hospital. The hospital must provide you with a written discharge plan and written description of how you can appeal your discharge.
15. Review your medical record without charge and, obtain a copy of your medical record for which the hospital can charge a reasonable fee. You cannot be denied a copy solely because you cannot afford to pay.
16. Receive an itemized bill and explanation of all charges.
17. View a list of the hospital's standard charges for items and services and the health plans the hospital participates with.
18. Challenge an unexpected bill through the Independent Dispute Resolution process.
19. Complain without fear of reprisals about the care and services you are receiving and to have the hospital respond to you and if you request it, a written response. If you are not satisfied with the hospital's response, you can complain to the New York State Health Department. The hospital must provide you with the State Health Department telephone number.

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20. Authorize those family members and other adults who will be given priority to visit consistent with your ability to receive visitors.
21. Make known your wishes in regard to anatomical gifts. Persons sixteen years of age or older may document their consent to donate their organs, eyes and/or tissues, upon their death, by enrolling in the NYS Donate Life Registry or by documenting their authorization for organ and/or tissue donation in writing in a number of ways (such as a health care proxy, will, donor card, or other signed paper). The health care proxy is available from the hospital.

Link: <https://www.health.ny.gov/publications/1500/>

CONFIDENTIALITY OF HIV RELATED INFORMATION

Public health law – Article 27-F Part 63

Sub-Chapter G in 10 NYCRR

“This information has been disclosed to you from confidential records which are protected by state law. State law prohibits you from making any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by law. Any unauthorized further disclosure in violation of state law may result in a fine or jail sentence or both. A general authorization for the release of medical or other information is not sufficient authorization for further disclosure. Disclosure of confidential HIV information that occurs as the result of a general authorization for the release of medical or other information will be in violation of the state law and may result in a fine or a jail sentence or both.”

Link:

<https://regs.health.ny.gov/volume-1a-title-10/1878016220/part-63-hiv-aids-testing-reporting-and-confidentiality-hiv-related>

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GENERAL INCIDENT REPORTING SYSTEM

Definition

An *Incident* is any unexpected event, including yet not limited to an injury or illness while in a facility for supervised practice, involving a patient, visitor, employee, physician, volunteer, student or piece of equipment.

Purpose

- Rapid identification of all situations with liability potential so they can be investigated immediately and action can be taken to reduce losses and prevent a recurrence.
- Identification of situations, which present a risk to patients or staff so that corrective action can be taken to prevent injuries.
- Review of all incidents for problems or opportunities to improve care/service so action can be taken to correct the problem or improve the care/service.
- Identification of educational topics to promote facility-wide safety and reduce liability and losses.

Procedures

- Refer to the facility's Incident Reporting Policy for details.
- Complete an incident report when an unexpected event is identified.
- The person discovering the incident completes the form no later than the end of that shift.
- Notify your preceptor of all incidents and give them the completed incident report.
- If unsure if an event is an "incident," ask your preceptor.
- New York State requires that certain types of incidents with injury be reported to the Department of Health. The details of this process and what types of incidents are reported will be provided to those interns involved in identifying State reportable incidents.
- If you become ill or have an accident at a facility, they are required to provide immediate medical care. However, depending on the nature of the situation, you may be billed for services rendered.

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GENERAL SAFETY PRECAUTIONS

Intern will:

- Report all conditions considered unsafe to the Mentor/Department Head if they cannot correct the problem themselves.
- Use caution when operating or closing doors to avoid injury to others close by.
- Make a practice of picking up any waste, refuse, fruit skins, or other items that may cause someone to slip, fall or trip.
- Do not place disposable items or equipment in the laundry.
- Remove or turn down nails which stick out wherever found, especially in crating or containers.
- Be sure to keep supplies and materials properly labeled and stacked or arranged securely in bins or racks
- Use ladders to reach overhead work. Chairs, boxes, tables, shelves, or other makeshift supports may result in a serious fall.
- Do not remove guards from electric or other power drive equipment while in operation. Do not operate without guards. If repairs have to be made, guards must be replaced before the equipment is used again.
- Do not attempt to touch or operate electrical equipment unless trained in its operation.
- Walk going up or down stairs, not run, and use handrails.
- When lifting a heavy object, be sure to have good footing, bend at the knees to grasp the weight, keep the center of gravity of the object close to the body, get a firm hold, and keep arms and back as straight as possible.
- Make sure that wet or slippery floors are properly designated.

**RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP PROGRAM
PROFESSIONAL IMAGE STANDARDS**

POLICY: All dietetic interns are to wear professional attire during all internship planned experiences.

PURPOSE: To properly represent the DI and affiliate Nutrition Departments as professional health care workers; to comply with standards of professional responsibility in the day-to-day work environment; and to promote self-development.

PROCEDURE:

1. Dress code for interns is to match professional standards of the facilities responsible for planned experiences.
2. Dress code is business casual at most facilities. No denim, leggings, miniskirts, sweatshirts/sweatpants, plunging necklines (cleavage is unacceptable), halter tops, sandals/open toed shoes or sneakers. Avoid excessive jewelry (can pose a hazard). Please adhere to facility policy on piercing and tattoo policies. Nail polish and synthetic nails are often not accepted in food service operations.
3. A lab coat is to be worn at all times during planned clinical experiences, unless stated otherwise/not required by the supervised practice location.
4. An intern who arrives in non-professional attire for a planned experience receives a *Warning Notice* and is requested to change their attire prior to beginning the workday. This may require the intern to leave the facility.
5. Facility mentor is to issue a warning notice to the intern regarding lack of compliance with facility policy. Refer to the Warning Notice Policy in Appendix A for details.
6. Any time lost from the planned experience due to improper attire is to be made up at the convenience of the facility.
7. Interns who are to be involved in physical activity or casual work environment are to verify acceptable attire with the facility preceptor.

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APPENDIX C
RUSSELL SAGE COLLEGE DIETETIC INTERNSHIP PROGRAM
ACKNOWLEDGEMENT OF ORIENTATION TO POLICY AND PROCEDURES

Disclaimer: All information is subject to revision and/or alteration at any time and per RSC Policy updates

INTERN ORIENTATION ACKNOWLEDGEMENT

Policy: all interns shall be required to attend orientation on the subject matter listed below.

<ul style="list-style-type: none"> ● Equitable Treatment ● Accreditation Status ● Maximum Enrollment ● Program Overview ● RSC DI Mission, Goals, and Objectives ● DI Program Competencies ● Program Format ● Supervised Practice Hours and Schedule ● Program of Study & Program Completion Requirements ● Assessment of Prior Learning ● Attendance ● Absences & Leave of Absence ● Vacation & Holidays ● Maximum Amount of Time Allowed for Completing Program Requirements ● Supervised Practice Placements ● Rotation Changes ● Educational Purpose of the DI ● Unpaid Internship ● Intern Responsibilities And Expectations ● Professional Behavior ● Activities not to be completed during supervised practice ● Patient Protected Health Information (PHI) & Health Insurance Portability and Accountability Act (HIPAA) ● Professional Image Standards ● Identification (Id) ● Cell Phone Use ● Social Media Etiquette Policy ● Software/Hardware Requirements ● Academic Expectations ● Human Subjects Guidelines ● Immunization And Health Requirements ● Evaluation Procedures, Formal Assessment of Intern Learning, Remediation & Retention ● Intern Performance Monitoring, Early Detection of Academic Difficulty ● Supervised Practice Documentation ● Academic Advisement ● Communication ● Professional Communication and E-Mail Etiquette ● Internship Contact Information ● Tuition and Anticipated Costs ● Tuition ● Estimated Incidentals ● Incidentals Information 	<ul style="list-style-type: none"> ● Insurance Requirements ● Housing ● Transportation ● Drug Testing & Criminal Background Checks ● Student Support Services ● Financial Aid ● Library Services and Requirements ● Academic Computer Centers ● Career Planning ● Accessibility Services ● Sage Passport ● e-Value ● Online Identity Verification ● Protection of Privacy of Information ● Access to Personal Files ● Title Ix ● Access to Graduate Academic Policies ● Credentialing & Verification Statement Procedures ● CDR Graduate Degree Requirements ● New York State Certification of Nutritionists/Dietitians ● Conditions for Dismissal ● Dismissal and Withdrawal: Tuition Reimbursement ● Academic/Clinical Grievances and Petitions ● Academic and Professional Standards Statement ● ACEND Core Competency Requirements for Dietetic Interns ● Selection, Evaluation and Affiliation Agreement Requirements for Supervised Practice Sites ● Employment at Supervised Practice Facility ● Warning Notice Policy and Procedure ● College Policy Statements ● Characteristics of Graduate Courses ● Social Media Etiquette Policy ● RSC Grievances and Appeals ● ACEND Complaint Policies and Procedures ● Academic and Professional Policy Standards ● Academic and Professional Standards Statement ● OSHA Regulations and Definitions ● Universal Precautions ● Infection Control-General Considerations ● Long Term Care Facilities-Resident Rights ● Hospitals-Patient's Bill of Rights ● Confidentiality of HIV Related Information ● General Incident Reporting System ● General Safety Precautions ● Professional Image Standards
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This is to acknowledge that the above listed topics have been reviewed with the intern. The intern understands that they should first consult the DI handbook for further clarification. Either the DI Director or immediate mentor may be contacted with further questions.

Intern Signature/Date

Internship Director Signature/Date

Intern Name (print)

Internship Director Name (print)

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