Introduction

This handbook serves as a source of information about the Combined Master of Science in Dietetics and Dietetic Internship (MS/DI) Program, as well as the policies and procedures governing the program. These policies supplement those found in the Texas State University System (TSUS) Rules and Regulations (Sections VI and VII) and the Sam Houston State University (SHSU) Handbook (http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf) and Academic Policies (http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html). Students enrolled in the Combined MS/DI program are to abide by all TSUS, SHSU, and Combined MS/DI policies.

The purpose of the handbook and policies are to maintain the standards of the profession, as well as the reputation of the SHSU Combined MS/DI Program. Referenced links may be changed periodically. Students are responsible for checking the TSUS or SHSU websites for updated information or inform the DI program director when information is unavailable.

Disclaimer: This Handbook fully replaces previous editions of the Handbook. Students are accountable for familiarizing themselves with its contents and for compliance of the policies and procedures contained within.
Accreditation

The Sam Houston State University Combined Master of Science in Dietetics and Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. (800) 877-1600 ext. 5400.

Website: [http://www.eatrightpro.org/resources/acend](http://www.eatrightpro.org/resources/acend)
The mission of the Combined Master of Science in Dietetics and Dietetic Internship Program at Sam Houston State University is to prepare graduate students for evidence-based entry-level dietetics practice to demonstrate knowledge, skills, and values necessary to enhance the health and wellness and quality of life of individuals in the community, the nation, and the world. As a program within the Family and Consumer Sciences (FACS) Department of SHSU, our core values relate to both our institutional, college and departmental missions. The mission of the SHSU Combined MS/DI Program encompasses the value of our institutional mission, which is that “Sam Houston State University provides high quality education, scholarship, and service to qualified students for the benefit of regional, state, national and international constituencies.”

The mission of the College of Health Sciences in which the FACS Department is housed is to “provide accessible student-centered education in the health professions for a diverse population of traditional and non-traditional students, advance health science knowledge and evidence-based practice through scholarship, and promote stewardship of individual and population health and quality of life in Texas, the nation and the world through evidence-based practices.” The college seeks to become an acknowledged leader in educating health science professionals and prepares graduates to succeed in their chosen health profession through mastery of the appropriate knowledge and skills, a well-developed sense of professionalism, and a strong commitment to promoting health and providing quality care.

The FACS Department’s mission is “the Department of Family and Consumer Sciences is dedicated to providing students with intellectual and professional skills relating to family and individual needs. The curriculum aims to provide students with the breadth and depth of competencies needed within the various professional fields associated with the department as they enter a global marketplace.”
Goals & Objectives

Program Goal 1: To prepare graduates who are competent to practice as entry-level dietitians upon program completion.

Program Goal 1 Objectives*

| 1 | At least 80% of program graduates will complete the program/degree requirements within 24 months. |
| 2 | Seventy percent (70%) of program graduates are expected to be employed in nutrition and dietetics or related fields within 12 months of graduation. |
| 3 | Ninety percent (90%) of program graduates are expected to take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. |
| 4 | Over a five-year period, at least 80% of graduates will pass the CDR credentialing exam for dietitian nutritionist within one year following first attempt. |
| 5 | During the first year of employment, 85% or more of graduates will be ranked by employers as satisfactory or more than satisfactory with the entry-level preparation of graduates. |
| 6 | Eighty percent (80%) or more of employed graduates will rate themselves as prepared or well prepared for their first dietetics related position. |

Program Goal 2: To prepare dietetic professionals who will develop and implement evidence based nutrition to enhance the health and wellness and quality of life of individuals in the community, the nation, and the world.

Program Goal 2 Objectives*

| 1 | At least 80% of graduates will agree or strongly agree they use evidence based nutrition to improve the health and wellness of individuals. |
| 2 | Ninety percent (90%) of employers will indicate that graduates can work through nutrition-related problems and ideas (e.g. can think critically) with a rating of satisfactory or more than satisfactory. |

*Program outcomes data are available upon request.
Becoming an RDN

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Educational and Professional Requirements to become a Registered Dietitian Nutritionist (RDN) include:

1. Completion of a minimum of a bachelor’s degree at a U.S. regionally accredited university or college and course work accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

2. Receipt of a verification statement from such an accredited program.

3. Completion of an ACEND-accredited supervised practice program consisting of a minimum of 1200 hours of supervised practice.

4. Passage of a national examination administered by the Commission on Dietetic Registration (CDR).
   For more information regarding the examination, refer to CDR’s website at www.cdrnet.org.

SHSU’s Combined MS/DI Program assists qualified students with completion of step 3. Upon successful completion of the program, graduates will receive a verification statement indicating eligibility to sit for the Registration Examination for Dietitians administered by the CDR.

For more information on becoming a Registered Dietitian Nutritionist, go to: http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr
Forty-six states have enacted legislation regulating the practice of dietetics. State licensure and state certification are entirely separate and distinct from registration or certification by the Commission on Dietetic Registration. Information on state licensure and certification is available at http://www.cdrnet.org/state-licensure.
## Cost of Program

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<tr>
<th>Item</th>
<th>Estimated Cost</th>
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<tbody>
<tr>
<td>SHSU Dietetic Internship Application fee (non-refundable)</td>
<td>$50</td>
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<tr>
<td>Graduate Application fee (non-refundable)</td>
<td>$45</td>
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<tr>
<td>Tuition and Fees (fees are subject to change)</td>
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<td>Texas Resident: $16,767.75</td>
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<tr>
<td>Non-Resident: $20,439.75</td>
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<tr>
<td>Internship Fee ($100 per FACS 5079 course)</td>
<td>$300</td>
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<tr>
<td>Background Check</td>
<td>$200</td>
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<tr>
<td>Drug Screen</td>
<td>$75</td>
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<td>Immunizations (if applicable)</td>
<td>$0 and up</td>
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<tr>
<td>TB Test</td>
<td>$10</td>
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<tr>
<td>AHA Basic Life Support (BLS) for Healthcare Providers</td>
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<tr>
<td>ServSafe Manager Certification</td>
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<tr>
<td>HIPAA Training</td>
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<tr>
<td>Medical Terminology Course</td>
<td>$75</td>
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<tr>
<td>AND Student Membership</td>
<td>$58/year</td>
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<tr>
<td>RDN Review Course</td>
<td>$500</td>
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<tr>
<td>Professional Meetings</td>
<td>$100 and up</td>
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<td>Travel (variable depending on rotation site and living arrangements)</td>
<td>$100 and up/month</td>
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<td>Housing (highly variable)</td>
<td>$500 and up/month</td>
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<tr>
<td>Books (variable depending on courses)</td>
<td>$500 and up</td>
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<tr>
<td>Program Polo Shirt</td>
<td>$20</td>
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<tr>
<td>Lab Coat with Program Logo</td>
<td>$25</td>
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<tr>
<td>Black Foodservice Shoes</td>
<td>$100</td>
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<tr>
<td>Auto Insurance (variable depending on policy)</td>
<td>$50 and up/month</td>
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<tr>
<td>Health Insurance (variable depending on policy)</td>
<td>$100 and up/month</td>
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<tr>
<td>SHSU Parking Permit</td>
<td>$180/year</td>
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The Financial Aid & Scholarships office provides assistance for students who need loans, grants and work-study to pay for tuition and other college expenses. It also provides one-on-one financial aid counseling and information about obtaining scholarships and other financial assistance. To apply for financial aid, you must annually file a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

Financial Aid website: http://www.shsu.edu/~fao_www/
The Scholarship Team in the Financial Aid & Scholarships Office coordinates and administers Sam Houston State University scholarship programs for all student classification levels. SHSU utilizes a streamlined application, Scholarships4Kats. Applying on SHSU’s Scholarships4Kats allows a student to become an applicant for any campus scholarship for which he/she is eligible. Students who do not have a complete application in Scholarships4Kats are not eligible. **Priority deadline is November 1.**


The Office of Graduate Studies offers scholarships for high-quality students in SHSU graduate programs. There are three application deadlines (August 1, December 1, and May 1). Each award recipient receives $1000. Students may apply each semester during their course of graduate study and may receive the award more than once.

Please see link for [scholarship form](http://www.shsu.edu/dept/financial-aid/scholarships/index.html).

Students may also apply for outside scholarships on an individual basis. Examples include:
- Texas Academy of Nutrition and Dietetics: [http://www.eatrighttexas.org/students/tandf-student-scholarships/](http://www.eatrighttexas.org/students/tandf-student-scholarships/)
Graduate Assistantship

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Graduate students in the program may be eligible for a graduate assistantship. The number of available assistantships is based on department need and funding.

**What is a Graduate Assistant?**
A Graduate Assistant in the Department of Family & Consumer Sciences might be engaged in assignments such as providing laboratory assistance, attending or helping to prepare lectures, grading papers, keeping class records, conducting discussion groups, or engaging in research projects.

**Time Commitment**
Graduate Assistants must work ten clock hours of duty each week.

**Remuneration**
A stipend is paid in accordance with University faculty/staff payment schedule.

**Appointment**
Graduate Assistants are appointed for one academic year, i.e., two semesters, and may have the position renewed. In some circumstances, Graduate Assistants may be limited to a single semester. Retention of the position, Graduate Assistant, is at all times conditional upon the continued good standing of the student in graduate studies (not less than a 3.0 minimum overall grade point average) and upon satisfactory performance of work assignments for which the stipend is provided.

For more information about the stipend and the application process, contact Dr. Reichelt at 936-294-4129 or sreichelt@shsu.edu.
Working during your supervised practice experience is not recommended. It can be difficult to keep up with the workload, especially towards the end of the semester. The only employment recommended is working as a graduate assistant in the FACS Department and only if the workload will not interfere with your graduate coursework and supervised practice experience.
The Combined MS/DI Program will consider students who have:

1. Minimum 3.0 undergraduate GPA or ≥ 3.0 in last 60 hours based on a 4.0 system.

2. GRE: A minimum of 290 (quantitative + verbal) is required. GRE must be completed within the last 5 years.

3. Didactic Program in Dietetics (DPD) verification statement from an ACEND accredited DPD program and a bachelor’s degree from a U.S. regionally accredited college or university.
   a. If a Declaration of Intent to Complete an ACEND-accredited DPD program is provided during the application process, a DPD verification statement must be submitted before beginning the program.
   b. Students who have completed the DPD five or more years prior to the internship start date are required to update their core knowledge with at least two additional upper level dietetics courses prior to potential admission to the program. Courses must be completed through an ACEND accredited nutrition and dietetics program. One course must be in the subject area of Medical Nutrition Therapy. The student should contact the program director to discuss additional coursework.

4. TOEFL (only applicable to international students): 550 paper-based or 79 iBT or 6.5 IELTS
Program slots will be filled through participation in the spring computer matching process via the D&D Digital Online Dietetics Internship Matching Service (https://www.dnddigital.com) and DICAS (https://portal.dicas.org). The prospective student applicant is responsible for any fees associated with D&D Digital and DICAS.

Information on computer matching policy and procedures can be found by visiting: http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425

Step 1: Submission of the online centralized internship application (DICAS)
- The recommendation letters must be from 1) dietetic academic professor, 2) work or volunteer supervisor, and 3) final reference is applicant’s choice.
- Applicants must include GRE scores on DICAS application.
- The fees to applicants for use of DICAS will be $45 to submit the first application and $20 for each additional application.

Step 2: Register with D&D Digital for computer matching. Registration fee is $55.

Step 3: Pay the $50 SHSU Dietetic Internship (DI) Application Fee

Deadline for completing DICAS, registering for computer match in D&D Digital, and paying the SHSU DI Application Fee is February 15.
Applications of qualified candidates will be reviewed by the DI selection committee which is comprised of the DI Program Director, FACS Graduate Director, FACS faculty, and/or preceptors. The DI selection committee selects students on a competitive basis, based on the contents of their application. The following selection criteria are considered and listed in order of importance below:

1. **Academics**: A strong applicant is one who has done well in both professional nutrition courses and general science courses with a minimum GPA of 3.0. Particular attention is paid to upper division nutrition (advanced nutrition, medical nutrition therapy, and nutrition across the lifespan) and science (anatomy, physiology, and biochemistry) courses.

2. **GRE Score**: A minimum score of 290 is required. A higher score can help offset a lower GPA.

3. **Personal Statement**: DICAS requires that potential applicants write a personal statement. A strong response indicates a student’s passion for community nutrition and research with specific examples. The student should highlight their strengths, leadership skills, ability to work with others, time management, ability to problem solve and think critically.

4. **Letters of Recommendation**: DICAS requires three letters of recommendation. Letters of recommendation should be from those who can comment on strengths, achievements and those qualities that will make the applicant successful in our program. The SHSU Dietetic Internship requires at least one letter from an academic reference (professor) and one from a work or volunteer supervisor. The third letter can be either an academic reference or supervisor.

5. **Work and Volunteer Experience**: Work experience related to nutrition or foodservice is a plus, but not mandatory. Valued work experience is that which gives a student responsibility, time management, problem solving, ability to work with others and leadership skills.

6. **Awards, Scholarship, and Service**: Extracurricular activities that demonstrate individual strengths, especially those that highlight time management skills, ability to problem solve and collaborate with others are desired.
Applicants will be notified of their acceptance status online by D&D Digital Systems on match day. Applicants who have been "matched" to the SHSU Combined MS/DI Program must send an email to the DI Director to confirm acceptance or rejection of appointment within 24 hours of match notification.

If selected into the SHSU Combined MS/DI Program, admission is conditional and final approval will be dependent on the following:

1. An original signed Didactic Program in Dietetics (DPD) verification statement from an ACEND accredited DPD prior to the start of the program. Students will not be allowed to begin their supervised practice rotations until the Verification Statement is on file.

2. Acceptance into the Master of Science in Dietetics degree program.
If the SHSU Combined MS/DI Program has open slots following first round match, students will follow the guidelines posted on D&D Digital and on the SHSU Dietetics website.

SHSU website: http://www.shsu.edu/academics/health-sciences/family-and-consumer-sciences/graduate/msdi/application-process.html

Only students matched to the Combined MS/DI Program will complete the graduate school application for the Master of Science in Dietetics degree.


SHSU Graduate School website: [http://www.shsu.edu/dept/graduate-admissions/index.html](http://www.shsu.edu/dept/graduate-admissions/index.html)

The following documents must be submitted to the Office of Graduate Admissions by May 1 for applicants matched in April and August 1 for applicants matched after April:

1. Graduate Admissions Application (submitted through ApplyTexas)
2. $45 Application Fee
3. Official transcript from baccalaureate degree granting institution, including the transcript that shows the date the undergraduate degree was conferred*
4. Official GRE scores

*Please note that if you are not graduating until after June 1, you must still submit all required documents including an official transcript. However, you may be admitted conditionally until your transcript with degree conferral is received.
In accordance with Academic Policy Statement 801007, graduate courses completed at other accredited colleges and universities may be applied as transfer credit toward a graduate degree at Sam Houston State University at the discretion of each graduate program and the college in which it is housed.

Transfer credit is not automatically conferred and must be requested by the graduate advisor. Only courses with an earned grade of “B” or better may be used as transfer credit. Transferred courses must adhere to the six year time frame for Master's degrees and the eight year time frame for doctoral degrees. If courses are older than the allowed time frame, written justification must be provided by the graduate advisor with approval by the academic dean and the Dean of Graduate Studies for courses to be transferred.

The maximum number of hours that may be transferred into the MS in Dietetics program is 9 hours. Students are encouraged to contact the appropriate graduate advisor for information concerning transfer credit allowed for a specific degree.

More information can be found at: http://catalog.shsu.edu/graduate/academic-policies-procedures/degree-requirements-academic-guidelines/#transfer-credit
The Combined MS/DI Program is offered on a full-time basis requiring 17 months to complete. The 36 hour Master of Science in Dietetics curriculum is a non-thesis program completed in four semesters. The supervised practice hours are planned to be completed throughout the entire graduate program with expected graduation with the Master's degree in the fall of academic year two. The program concentration is **Community Research and Wellness**. Supervised practice and didactic learning activities are provided to support supervised practice for various conditions for numerous populations and diverse cultures. The supervised practice experience is part of the graduate coursework and requires a minimum of 1200 hours of supervised practice experience in the following areas:

- **Professionalization Seminar** (25 hours): In this experience, which consists of a series of sessions, activities, and communication exchanges, the program director oversees students throughout their entire supervised practice so that students develop and bring professional attitude, behavior, ethics, and values into their roles as professional RDNs.

- **Medical Nutrition Therapy** (450 hours): As an introduction to clinical care, the student will learn about the role of a registered dietitian in a hospital and/or medical center. Emphasis will be placed on various medical conditions but not limited to cardiology, diabetes, gastroenterology, renal, oncology, surgery, and nutrition support/critical care. The student will be able to complete the nutrition care process, including appropriate chart documentation and implementation of nutrition intervention in an acute care setting.

- **Food Service Management** (150 hours): This experience will provide the student with exposure to all aspects of the food service operation including daily procedures as well as the managerial functions of the Food Service Director in a hospital food service setting and school food service setting. The student will operate in all areas of foodservice including menu planning, ordering, receiving, storage, delivery, production and patient satisfaction.

- **Community Nutrition** (425 hours): In this rotation, the student will develop skills in providing nutrition services in the community setting to various populations and diverse cultures. Emphasis will be on nutrition education and communication skills. Students will be able to recognize the nutritional needs of the population being served and be able to construct appropriate educational presentations and written materials to inform the target audience about nutrition.

- **Research** (150 hours): In this experience, the student will create and implement a research project focusing on the health and wellness of the community from a nutrition perspective. The rotation culminates with the student completing a written report for publication and presenting their findings to the class.

Students must complete the MS in Dietetics degree requirements and required supervised practice hours to receive their verification statement to sit for the Registration Examination of Dietitians from the Commission on Dietetic Registration.
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<td>FACS Dietetic Internship Practicum</td>
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<td>O</td>
<td>FACS Consumer &amp; Food Technology</td>
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<td>C  FACS Research Problems</td>
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<td>FACS Seminar in Recent Developments in FACS</td>
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*O = Online, C = On-Campus, P = Practicum (on-campus meetings required + practicum hours off campus). Subject to change.

**Students will select four graduate courses with approval by the Graduate Advisor.

Course descriptions can be found in the current Graduate Catalog: [http://catalog.shsu.edu/graduate/college-departments/health-sciences/family-consumer-science/dietetics-ms/](http://catalog.shsu.edu/graduate/college-departments/health-sciences/family-consumer-science/dietetics-ms/)
During the final semester of completing required coursework for a Master's degree in Dietetics, each student is required to pass a written comprehensive exam. Comprehensive exams are an opportunity for the student to apply the information learned throughout their coursework. Students will be expected to demonstrate their ability to analyze, synthesize, and interpret content covered by clearly and succinctly answering the questions, utilizing supporting data from books, research articles and materials read in class. However, students will not be able to use any outside (print or online) sources or notes during the exam. Specific questions included in your exam will be written and graded by faculty who have taught the courses throughout the degree program.

The examination question will be graded by the faculty member that taught the course. Each question will be graded high pass, pass or fail. Results of the exam will be sent to the student within 3 weeks of the completion of the examination. If a student fails any question, a re-examination in an oral or written format will be required.

Students must pass the comprehensive exam to earn the Master of Science in Dietetics degree.
The Combined MS/DI Program is currently located in the Margaret Lea Houston Building on the SHSU main campus at 1700 University Avenue, Huntsville, Texas 77341. The telephone number for the FACS Department Office is 936-294-1250.

Directions to Margaret Lea Houston Building: [http://www.shsu.edu/map/gmap_data/info.php?loc=18](http://www.shsu.edu/map/gmap_data/info.php?loc=18)

Campus Map: [http://www.shsu.edu/map/campus_map.pdf](http://www.shsu.edu/map/campus_map.pdf)

The SHSU FACS Department is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Faculty maintain weekly office hours and post this information outside their office.
The program director will communicate with students during the FACS 5079 course offered during fall and spring semesters. During semester breaks and over the summer, information about the program, meetings, opportunities and resources is shared on the Dietetic Interns Organization page on the SHSU Blackboard site accessed via the SHSU Blackboard portal page, “SHSU Online”.

Students are urged to check their University e-mail accounts daily to stay abreast of announcements. When communicating with SHSU faculty, students must use their SHSU e-mail account rather than a personal e-mail account. Any email communication is expected to polite and respectful.

Most course-related questions can be answered by reading the syllabus. For questions not answered in the syllabus, follow the syllabus guidelines for contacting faculty.

Allow a minimum of 48 hours for faculty to respond during the work week and longer on the weekend. Faculty work during semester dates. During semester breaks, faculty are not expected to respond to email. Email messages during this time may not get a response until faculty return from the break.

If a faculty member has provided you with their personal phone number, do not call or text outside of work hours or on weekends (unless the faculty member has directed you otherwise).
Scholarship applications and employers often request that the student include reference(s) from faculty.

Prior to listing faculty as a reference, students must contact the faculty member to inquire if they would agree to serve as a student reference. Faculty may ask students for additional information, such as a resume, that will assist them in completion of references from potential employers and scholarship applications.
SHSU is committed to assuring equal opportunity to all persons. Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the bases of race and color, as well as national origin, sex, and religion. Sam Houston State University, in accordance with applicable federal and state law (including Title VII) and institutional values, prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran’s status, sexual orientation, or gender identity. All personnel actions, including recruitment, employment, training, upgrading, promotion, demotion, termination, and salary administration are reviewed to ensure Equal Employment Opportunity (EEO) compliance.


Students who believe that he or she has been subjected to any type of discrimination are encouraged to report such incidents to the Assistant Dean of Students for Parent Relations and Special Projects or the Associate Vice President for Human Resources and Risk Management. No person is required to report discrimination to the alleged offender. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know. A person who makes a complaint should be advised that principles of fairness and due process may require disclosure to the alleged harasser, who shall be warned against retaliation upon pain of disciplinary action in accordance with this policy.

The Associate Vice President for Human Resources and Risk Management office is located on the fourth floor of the College of Humanities and Social Science Building at 1901 Avenue I, Suite 410, Huntsville, TX 77340. The Assistant Dean of Students for Parent Relations and Special Projects office is located on the second floor of the Lowman Student Center at 1802 Avenue I, Suite 215, Huntsville, TX 77340.
It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Director of the Office of Services for Students with Disabilities, Lee Drain North Annex, or by calling 936.294.3512, TDD 936.294.3786.

NOTE: No accommodation can be made until the student registers with the Office of Services for Students with Disabilities (SSD).

More information can be found at: http://www.shsu.edu/dept/disability/
Students are expected to review and follow the policies and procedures found in the SHSU Graduate Catalog: [http://catalog.shsu.edu/graduate/academic-policies-procedures/](http://catalog.shsu.edu/graduate/academic-policies-procedures/).
Students are expected to review and follow the policies and procedures found in the SHSU Student Guidelines: [http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf](http://www.shsu.edu/dept/dean-of-students/documents/2016-2018%20Student%20Guidelines.pdf)
Students are expected to review and follow the policies and procedures, including Academic Dishonesty, found in the SHSU Academic Policies: http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html
Insurance Requirements

Student Health Insurance: Students are required to have medical insurance coverage or subscribe to the medical insurance program offered by Sam Houston State University Health Center (http://shsu.myahpcare.com/) while in the program. Documentation of health insurance coverage is required prior to beginning the program.

Professional Liability Insurance: At this time, professional liability insurance for dietetic students is provided by SHSU for all dietetics students. Certification of Insurance will be provided upon request to the DI Director.

Auto Insurance: Students in the DI program will need access to a reliable automobile. Students must carry sufficient automobile insurance coverage for collision and liability and hold a valid driver’s license.
Students are responsible for providing his/her transportation to and from the supervised practice sites and responsible for payment of any parking fees incurred while at the facility. Students are required to carry adequate liability insurance covering themselves and any other students they might carry in their vehicle. Students must provide a copy of their driver's license and automobile insurance prior to beginning the program.

Students must have reliable transportation for travel to sites located in, but not limited to: Huntsville, Bryan/College Station, Montgomery, Conroe, Trinity, Tomball, The Woodlands, Livingston, Houston, and the Greater Houston Area. Rotation sites are normally within 2 hours of Huntsville and mileage will vary depending on the location.
Students are responsible for their safety as they travel to and from assigned rotations, classes, and other internship required travel. SHSU and the Combined MS/DI Program is not liable for the safety of the students when traveling in their own vehicle or the vehicle of other students or preceptors. Students should check weather and road conditions and travel only when safe to do so. Students are required to communicate with preceptors and the DI Director in the event that weather or road conditions prevent them from attending their assigned rotation site or class.

Some safety suggestions when traveling to facilities in unfamiliar areas are as follows:

- Plan the route to the facility carefully. If unsure of route and do not have directions, call the facility and ask for information about routes and parking. If possible, drive to the facility before the rotation begins to ensure that the route planned is appropriate. Finally use the directions provided in the handbook.
- Stay on major surface streets or freeways.
- Have a full tank of gas.
- Lock car doors.
- Keep purses and other valuables (i.e. computers) out of sight and off of car seats.
- Park in well-lighted areas.
- If at the facility after dark, be careful. Most facilities have an escort service to and from the parking lot after dark. Do not feel self-conscious about using it.

SHSU implements a campus alert system called KatSafe to notify students of any safety threats or severe weather emergencies. To register for this free service, go to: http://www.shsu.edu/katsafe/event-preparation/katsafe-communications-instructions
SHSU Main Campus. Official parking registration is required for students who plan to park their vehicle on campus. Information regarding the parking permit for the main campus is available at http://www.shsu.edu/dept/public-safety/parktrans/.

Persons without SHSU parking permits will be responsible for obtaining a parking pass and all costs associated with parking on campus. Persons who have not previously arranged for a parking pass and who park on campus may receive a parking ticket and will be responsible for its associated costs.

Supervised Practice Sites. Students will be advised on where to park when attending supervised practice sites. Students are to park ONLY in designated student parking areas.
Injury or Illness

Friday, June 23, 2017  10:40 AM

Students that are injured or become ill while in a facility during a scheduled experience will follow the protocol for that facility. In the event of a major injury or illness, the DI Director shall be contacted. Students are required to have their own health insurance so they have medical coverage if injured while at a rotation site. Students are responsible for all healthcare costs associated with any supervised practice experience related injury or illness they sustain while enrolled in the program.

SHSU is not liable for injuries or illness that arise from the student spending time at rotation sites or from the student traveling to/from rotation site. Time missed due to injury or illness must be rescheduled.
Required Documentation

Supervised practice site requirements may necessitate that the DI Director complete and submit immunization, background information, etc. on students several weeks prior to the beginning of each semester. Any healthcare requirements that will expire during the semester must also be completed prior to the beginning of the semester.

Students are responsible for submitting all required documentation to the DI Director. Documents not submitted by the student will be considered missing. Students not in compliance with submission of required documentation by the deadline may not be allowed to attend their designated supervised practice site. This may prolong the time the student spends in the program or the student may not be able to finish the program.
Students are expected to be in good health and free of communicable disease upon entry and throughout supervised practice experiences. Students should understand that there are health risks involved in the pursuit of any of the health career programs at Sam Houston State University and they may come in contact with clients who have contagious or communicable diseases.

Students will complete the Health Certificate form.
Students are required to submit proof of immunizations prior to starting supervised practice experiences. Students unable to submit documentation of immunizations will be required to obtain vaccine titers and submit proof of immunity prior to starting supervised practice experiences.

The cost of obtaining the required immunizations is the responsibility of the student. SHSU students are eligible for free or reduced cost services, including most immunizations and TB screening at the SHSU Student Health Center. Occasionally, rotation sites may require additional tests or screening in addition to the requirements of the internship. The student is responsible to cover these additional costs unless the rotation site offers to cover the cost for the student.

The DI Director may be required to submit proof of immunizations and tuberculosis (TB) screening to authorized parties of supervised practice sites. Supervised practice sites may deny requests for student placement if the student does not meet the immunization requirements. This may prohibit students from completing the program and lead to dismissal from the program.
Measles, Mumps, Rubella (MMR)

Measles
- Persons born on or after January 1, 1957 must provide proof of two doses administered on or after their first birthday. The vaccines must be given at least 30 days apart.
- Titer test (lab report must be submitted). If required, the titer may be obtained 28 days or later, after the last dose of the series.

Mumps
- One dose of vaccine administered on or after first birthday; or immunity to mumps by presenting a physician-validated history of the disease
- Titer test (lab report must be submitted). If required, the titer may be obtained 28 days or later, after the last dose of the series.

Rubella
- One dose of rubella vaccine administered on or after the first birthday.
- Titer test (lab report must be submitted). If required, the titer may be obtained 28 days or later, after the last dose of the series.

Hepatitis B
- Series of three injections given in the following schedule:
  - First injection
  - Second injection – one month after the initial injection
  - Third injection – four months after the second injection
- Hepatitis B surface antibody titer (lab report must be submitted). The titer may be obtained 28 days or later, after the last dose of the series.

Varicella (chickenpox)
- Series of two vaccinations: Each injection should be one month apart
- Titer test (lab report must be submitted). If required, the titer may be obtained 28 days or later, after the last dose of the series.
- Doctor’s note stating you had chicken pox will not be accepted.

Tetanus, Diphtheria, Pertussis (Tdap)
- At this time, Tdap is recommended for only one lifetime dose per person. Td is then given every 10 years routinely, and every five years if an individual has a wound that may be contaminated with soil. Per the CDC, Jan. 14, 2011, Tdap vaccination can be given regardless of the time of the interval since the last Td immunization.

Influenza
- Students are required to get this immunization as soon as it is available in the fall semester. SHSU Health Center offers free flu shots to students.
Students must submit evidence of current Tuberculosis (TB) skin test (PPD). While in the program, students are required to complete and provide documentation of TB skin testing on an annual basis. Students are responsible for meeting this requirement and may not receive notification from the DI Director. Any student not meeting this requirement will not be allowed to participate in supervised practice experiences.

Students must revisit the healthcare provider’s office or clinic who administered the TB skin test 48-72 hours after placement of the PPD.

Students who have a history of a positive PPD test must provide a negative chest x-ray (CXR). Students will be required to get a CXR annually after a positive PPD test.

The cost of obtaining the TB test is the responsibility of the student. Occasionally, rotation sites may require additional TB tests in addition to the requirements of the internship. The student is responsible to cover these additional costs unless the rotation site offers to cover the cost for the student.
Students may be assigned to facilities that require drug testing. The student is responsible for making arrangements and for payment of any drug testing that the supervised practice site may require.
Many of the supervised practice facilities require background checks. Students will be responsible for the cost of this check unless the facility assumes the cost.
BLS for Healthcare Providers
- Students must submit proof of successful completion of the American Heart Association (AHA) Basic Life Support BLS for Healthcare Providers course.
- Link: [http://cpr.heart.org/AHAEC/CPRAndECC/Training/HealthcareProfessional/BasicLifeSupportBLS/UCM_473189_Basic-Life-Support-BLS.jsp](http://cpr.heart.org/AHAEC/CPRAndECC/Training/HealthcareProfessional/BasicLifeSupportBLS/UCM_473189_Basic-Life-Support-BLS.jsp)

ServSafe Manager Certification
- Students must complete the ServSafe Manager course prior to the start of the program. The certification is valid for 5 years. If the certification will expire during the course of the program, the student will need to successfully renew their certification.
- ServSafe Website: [https://www.servsafe.com](https://www.servsafe.com)

AND Student Membership
- All students are required to be a member of the Academy of Nutrition and Dietetics while in the program. The state affiliation is Texas. Proof of student membership will be required prior to the start of the program for the current year and after renewal for the second year.
- Website: [http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member](http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member)

Medical Terminology Course
- All students must complete a medical terminology course (or equivalent work) prior to starting the program.
- Equivalent Work: Various job/volunteer experiences could count as equivalent work. This means you are "fluent" in medical terminology outside of taking a course in it. To get credit for work experience, the student must submit a document to the DI Director discussing how medical terminology was used in a job/volunteer experience, the amount of time spent utilizing medical terminology, and how proficient the student is in this area. The student must also submit contact information for verification of documentation.
The professional attitude, dress and ethics of students are most significant in interrelationship with patients, peers, Registered Dietitians, and most allied personnel. Also, patient and medical team relationships have been established and are based upon utmost confidence. Students will have access to confidential information about patients or clients. It is the student's responsibility to reveal no information except in the performance of professional duties.

1. All information regarding a patient is confidential. Do not discuss specifics regarding any patient with others than those directly involved in teaching or patient care.
2. Never discuss a patient in public, such as elevators, hallways, cafeteria, or any other place within hearing of others. Discussions about patients will be limited to closed meetings and classrooms without visitors.
3. When in foodservice do not discuss specifics regarding an employee with anyone outside of the management office.
4. When meeting patients, clients, supervisors, employees, etc. always introduce yourself as a student dietitian. Explain your role in the facility. Remember to introduce anyone you have with you such as staff RDN or instructor.

Students in the program are required to maintain strict patient confidentiality at all times. Students must complete the required HIPAA training course prior to the start of the program and sign a confidentiality agreement. The student may also be required to sign additional confidentiality agreements of supervised practice sites.

HIPAA Training: [https://www.hipaatraining.com/hipaa-training-for-healthcare-providers](https://www.hipaatraining.com/hipaa-training-for-healthcare-providers)

Any violation of confidentiality will result in student misconduct. See Supervised Practice Misconduct Policy for more information.
SHSU Combined MS/DI students completing supervised practice will not be used to replace employees in any facility. The educational training given to the student during supervised practice rotations is for the benefit of the student, who works under the close supervision of the preceptor and does not replace regular employees. However, as a part of the supervised practice culmination activities may include activities labeled as ‘staff relief’, serving in a role as directed and supervised by their preceptor to demonstrate competency as an entry-level dietitian, but this is not replacing current employees. The student is aware that he/she is not entitled to wages for the time spent in training nor to a job at the conclusion of the program.
In the event that a student or preceptor has a complaint regarding the program, the intern or preceptor may report the complaint. Under no circumstances will the filing of a complaint result in retaliation by the party being grieved against or his/her Department.

**Academic Grievance**
If the student has a dispute over course grades, class absences or tardiness, suspension/dismissal for academic deficiency, alleged unprofessional conduct, or academic dishonesty, the student will follow the policy regarding academic appeals [http://www.shsu.edu/dotAsset/bb0d849d-6af2-4128-a9fa-f8e989138491.pdf](http://www.shsu.edu/dotAsset/bb0d849d-6af2-4128-a9fa-f8e989138491.pdf).

**Complaint Against Preceptor**
If the student feels that a supervised practice evaluation (written or verbal) or criticism is unfair and not justified, the student must first speak with the preceptor to try and work out the issue. If the issue cannot be resolved, the student must submit the complaint in writing to the DI Director. The written complaint must present the problem/situation in its entirety and include any relevant documentation. The DI Director will meet (face-to-face, phone, or through other technology) separately with the student and preceptor to discuss the situation. The DI Director will present their decision. If the student does not feel the situation is resolved after the DI Director renders their decision, a meeting will be arranged with the FCS Department Chair to devise a plan for resolution.

**Complaint Against Student**
If the preceptor feels has a complaint regarding a student, the preceptor must first speak with the student to try and work out the issue. If the issue cannot be resolved, the preceptor must submit the complaint in writing to the DI Director. The written complaint must present the problem/situation in its entirety and include any relevant documentation. The DI Director will meet (face-to-face, phone, or through other technology) separately with the preceptor and student to discuss the situation. The DI Director will present their decision. If the preceptor does not feel the situation is resolved after the DI Director renders their decision, a meeting will be arranged with the FCS Department Chair to devise a plan for resolution.

**Complaint Against DI Director**
If the student or preceptor has a complaint against the DI Director, they must first speak with the DI Director to try and resolve the problem. If a problem is not resolved, the student or preceptor will contact the FCS Department Chair to devise a plan for resolution.

**Filing Complaints with ACEND:** After all avenues with SHSU and the Combined MS/DI Program have been exhausted and the student does not consider the complaint to be satisfactorily resolved, the student may submit their complaint or grievance in writing to ACEND. ACEND will review complaints that relate to a program's compliance with ACEND accreditation standards. The Commission is interested in sustained quality and continuous improvement of dietetics education programs, but does not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. More information can be found on the ACEND website: [http://www.eatrightpro.org/resources/acend](http://www.eatrightpro.org/resources/acend)
The SHSU Combined MS/DI Program has no policy for assessing prior learning or competence. No credit or supervised practice hours for prior learning will be granted.
All students will become competent in the ACEND competencies and learning outcomes for entry-level dietitians and will receive regular reports of their performance and progress. Interns are formally assessed during graduate academic coursework and on each rotation. Students will be regularly informed regarding their progress in the program using competency performance measures from the curriculum, professional behavior measures, research paper grading, and performance on other Seminar assignments. Preceptors monitor and assess the student’s day to day activities, including review and evaluation of daily tasks and assignments. An assessment rubric is used for evaluating student’s activities and a formal evaluation form is used to verify that the student has completed all required rotations and ACEND competencies successfully. Preceptors discuss each evaluation with the student, and a signature is required for both the preceptor and student. Evaluations include competencies as well as professional attitudes, work ethic, and ability to utilize critical thinking.
Academics

Per the SHSU Graduate School Policy, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate coursework attempted. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. For more information: http://catalog.shsu.edu/graduate/academic-policies-procedures/degree-requirements-academic-guidelines/#probation-suspension

Supervised Practice

Throughout the program, program faculty, preceptors and students will assess the intern’s progress towards ACEND supervised practice competencies. The DI Director will assist the preceptor in the formulation of a written remediation plan for the student in the following circumstances:

1. If the nutrition faculty or preceptor notices a student is struggling and/or not meeting minimum ACEND competencies. Students must receive a minimum competency rating of Proficient or Competent on each activity.

2. If the student does not receive a “Pass” on the ACEND end-of-rotation evaluation.

   The remediation plan could include additional tutorials, readings, projects, supervised practice experience, or other activities within a defined period of time (usually one to two weeks - more if circumstances warrant it).

3. If performance improves to an acceptable level (rating of Proficient or Competent) during the agreed upon time allotment as signed by the involved parties, the student will be allowed to continue in the program.

4. If there is no or insufficient improvement in performance in the designated time period as signed by the involved parties, a review of the remedial action will occur. The review will be conducted by the FCS Department Chair, DI Director, one program faculty, preceptor, and student. If program dismissal or withdrawal becomes necessary, the DI Director will counsel the student regarding other potential career paths that are appropriate to their ability.
Disciplinary/Termination Procedures

The SHSU Combined MS/DI Program follows the following policy and procedures for disciplinary/termination of students in the program:

- **Academic Probation and Suspension:** [http://catalog.shsu.edu/graduate/academic-policies-procedures/degree-requirements-academic-guidelines/#probation-suspension](http://catalog.shsu.edu/graduate/academic-policies-procedures/degree-requirements-academic-guidelines/#probation-suspension). Students terminated from graduate school will be immediately dismissed from the DI program.

- **Academic Dishonesty:** [http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf](http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf)

The DI Director, in collaboration with preceptors and FACS graduate director, will make every effort to assist students that are struggling with meeting the requirements of the Combined MS/DI program. Every semester the DI Director will review the student’s academic and supervised practice progress.
Students will receive a verification statement indicating eligibility to sit for the Registration Examination for Dietitians after achieving all of the following:

1. Completion of the M.S. in Dietetics degree including passage of a comprehensive exam.
2. Completion of a minimum of 1200 hours of supervised rotation experience.
3. Completion of all rotation evaluations and forms, including rotation hours log, conditions and populations weekly log, and end-of-rotation evaluations.
4. Receive a final rating of 4 (proficient) or 5 (competent) on each learning activity used to evaluate competencies.
5. Pass each rotation of the supervised practice experience.
7. Attendance of all seminars, workshops, meetings, and conferences as required by the DI Director.
8. Completion of a two-day or longer on-site RDN Examination Review Course. Students must provide proof of registration (receipt for payment of course) and attendance (copy of course syllabus’ first 5 pages) to DI Director. Fulfilling this requirement does not guarantee that the Registration Examination for Dietitians will be passed.
9. Passage of an exit examination (mock RDN exam) at a level of 80% or higher.
10. Completion of exit survey.

Program Length of Time

The maximum amount of time allowed for program completion is 36 months.
Verification Statement

Wednesday, June 21, 2017       11:56 AM

All students who satisfactorily complete the requirements of the dietetic internship and graduate degree with an official transcript listing degree and date earned will receive verification statements. The verification statement indicates eligibility to sit for the Registration Examination for Dietitians by the CDR.
Withdrawal/Refund Tuition & Fees

For information on the withdrawal and refund policy at SHSU, please visit:
http://catalog.shsu.edu/graduate/financial-information/refund-information/#tuition-fees-refund-policy
Academic Calendar
The SHSU Combined MS/DI Program follows the academic calendar (http://www.shsu.edu/~reg_www/academic_calendar/). In the event that the student has not completed one or more of their rotations during the school semester, the student may be asked to schedule supervised practice hours or redo assignments over the break between semesters.

Class/Course Schedule
Students follow the degree plan in the graduate catalog under which they entered the program. Classes are normally held on one weekday and students are expected to on campus the entire day. Attendance at all classes is required.

Supervised Practice Schedule
The DI Director will provide the student with their supervised practice schedule prior to or at the beginning of each semester. Students are responsible for reviewing all schedules and placement details. Student schedule is based on facility availability and may change at any time. Students are expected to be in their assigned facility 3 days a week for 24 scheduled hours per week and 4 days a week for 32 scheduled hours per week. Students must remain at their assigned facility for a minimum of 4 hours each day.
Vacations and Holidays

Vacations: Two vacation days are scheduled in each semester: Labor Day and Thanksgiving Day in the fall and Martin Luther King Day and Good Friday in the Spring.

Holidays: There are some holidays that the University follows that may indeed not be holidays at your placement site. You will need to check with your individual placement facility to determine if you are expected to come in to work. This is especially important in the inpatient setting since hospitals operate 24 hours a day, seven days a week and typically do not release students for holidays. However, it is the rare event that you would be expected to work on a weekend, unless you are making up days, or there is some extraordinary opportunity such as a conference the site is hosting, FNCE, etc.
Supervised Practice
A leave of absence may be granted by the director of the program for a specific period of time if deemed necessary for medical or personal reasons. Such student will be permitted to resume work upon satisfactory resolution of the issue necessitating the leave of absence without repetition of work provided resumption occurs within one academic year from the date the leave of absence begins.
Absence Policy

Friday, June 23, 2017   10:39 AM

Students are responsible for attending all scheduled lectures, classes, supervised practice experiences and other assigned activities. Absences are obstructive to the learning process and are strongly discouraged.

Absences for Class
For SHSU classes, students will abide by the absence policy found in the course syllabus.

Absences for Supervised Practice
Students will refer to the absence policy in the FACS 5079 Dietetic Internship Practicum course syllabus.

Absences for Inclement Weather
SHSU classes are rarely closed due to inclement weather; however, notification is through local radio stations and KatSafe. During rotation experiences, contact preceptor for policies applicable to that rotation site. Students are advised that they are not to travel if they feel the roads are unsafe. Students are required to make up time missed due to inclement weather conditions.
SHSU follows the policies of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under the terms of the Family Educational Rights and Privacy Act, Sam Houston State University has established the following as directory information: (1) Name, (2) Local/Home Address/Email Address, (3) Major/Minor, (4) Local/Home Telephone Numbers, (6) Degrees, Diplomas, Certificates and Date of Award, (7) Honors and Awards, (8) Classification, (9) Extracurricular Activities, (10) Birth Date and Place of Birth, (11) Names and Addresses of Parents/Legal Guardian, (12) Weight, Height and Related Information of Athletic Team Member.

A student may restrict the release of directory information by submitting the Buckley Amendment Form to the Registrar’s Office located on the 3rd floor of the Estill Building. Notification must be given prior to the twelfth class day of the fall and spring semesters and the fourth class day of each summer term.

The FERPA campus official at Sam Houston State University is the Registrar. If you have any questions concerning FERPA or what information can or cannot be released, please contact the Registrar’s Office. If we cannot answer your question, we will consult the Department of Education. Information regarding FERPA is provided at: [http://www.shsu.edu/dept/registrar/students/privacy-rights/](http://www.shsu.edu/dept/registrar/students/privacy-rights/)
Students may have student records on file in more than one place within SHSU. Records for all students in the Combined MS/DI Program are kept locked in a file cabinet in the FACS Department office and/or the DI Director’s office. The registrar’s office will also have records on file.
SHSU provides a variety of services to assist students:

- Counseling Center: [http://www.shsu.edu/dept/counseling/](http://www.shsu.edu/dept/counseling/)
- Testing Center: [http://www.shsu.edu/centers/testing-center/](http://www.shsu.edu/centers/testing-center/)
- Writing Center: [http://www.shsu.edu/centers/academic-success-center/writing/index.html](http://www.shsu.edu/centers/academic-success-center/writing/index.html)
- Housing: [http://www.shsu.edu/dept/residence-life/](http://www.shsu.edu/dept/residence-life/)
- Campus Dining: [http://shsu.campusdish.com](http://shsu.campusdish.com)
- Newton Gresham Library: [http://library.shsu.edu](http://library.shsu.edu)
- Recreational Sports: [http://www.shsu.edu/dept/recreational-sports/](http://www.shsu.edu/dept/recreational-sports/)

Additional support services and information can be found at: [http://catalog.shsu.edu/graduate/support-services/](http://catalog.shsu.edu/graduate/support-services/)
Students will be expected as members of the university community to abide by the SHSU Code of Student Conduct and Discipline found in the most recent issue of Student Guidelines: 
Students are expected to follow the rules and regulations of their rotation site. Students may be terminated from a supervised practice facility upon documented evidence of misconduct. Procedures are as follows:

1. Notification of violation of the established rules and regulations of a practicum facility will be sent to the DI Director.
2. The student and preceptor will discuss the problems.
3. Failure to resolve the problem will lead to termination of the placement.
The SHSU Combined MS/DI Program promotes the use of electronic books and mobile applications during the learning process. Students are expected to demonstrate professionalism in the use of these devices in the classroom and clinical setting.

When students are participating in supervised practice experiences, cellphones/mobile devices may ONLY be used for reasonable educational or patient care purposes and ONLY in appropriate, nonpublic areas (i.e. conference room, private charting area, etc.). Students are not to use cellphones or mobile devices in any patient care areas or other areas identified by the clinical agency or faculty.

Students are not to text, make phone calls, take pictures, or any other activity that could be perceived as non-patient care activities during supervised practice experiences. Non-patient care use (i.e. calling or texting family, etc.) of mobile devices may only be performed during preceptor-assigned break periods (i.e. lunch). Students violating this policy may be cited for misconduct and subject to the policies and procedures for Supervised Practice Conduct.
The SHSU Combined MS/DI Program supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy located at: http://www.shsu.edu/intranet/policies/university_advancement/documents/Social_Media_Policy.pdf

This policy applies to dietetic students who engage in internet conversations for school related purposes or school-related activities such as interactions in or about supervised practice and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

**Definition**

Social media are defined as any instrument for communication that is intended to be distributed through social interaction, created using easily accessible publishing techniques. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and Myspace, Instagram, Pinterest and etc.

Consistent with the Confidentiality Statement that was signed at the beginning of the program, it is the responsibility of the student to refrain from any of the following:

1. Using language that is libelous, defamatory, or disparaging.
2. Violating another’s copyright or other intellectual property rights.
3. Condoning or promoting illegal activity.
4. Using any obscene or other speech that is not protected by the First Amendment of the U.S. Constitution.
5. Offering unauthorized advice or tips including healthcare advice.
6. Using patients’ names (any identifier including initials, hospital name, etc.), medical diagnoses, and personal health information in any way which is a direct violation of the Health Insurance Portability and Accountability Act (HIPPA).
7. Disclosing confidential information about SHSU and Combined MS/DI Program, its employees, or its students.
8. Stating personal opinions as being endorsed by the SHSU Combined MS/DI Program.

If the student identifies as a SHSU Combined MS/DI Program student online, it should be clear that any views you express are not necessarily those of the institution. In the event that opposing views arise on a social media feed, exercise professional judgment.
Students are representatives of SHSU and the dietetic profession and create an important impression by their appearance. Work clothes should be conservative and present a professional image.

1. Nametags are to be worn during all supervised experiences. Some facilities may provide additional nametags during supervised practical experience.
2. Students will be expected to follow the institutional policies and procedures of each facility. Check with your preceptor for the appropriate dress.
3. Closed toe shoes are required during rotations. The soles should be non-skid and be well fitted and comfortable. No boots or athletic shoes unless specified by the facility. Socks or nylons should be worn in all facilities. Always check with your preceptor for appropriate shoes.
4. Students may be required to wear some form of hair covering while performing duties in a foodservice area. Long hair should be pinned or tied up off shoulders, prior to covering with a hairnet, scarf or hat. Long, uncontrolled hair may be a safety and/or sanitation hazard in food service facilities. In all professional activities, hair should be clean and neat.
5. Fingernails should be clean, neatly trimmed, and not excessively long. Only clear or light colored nail polish should be worn.
6. Jewelry should be conservative and limited to wristwatch, small pierced earrings and a wedding ring, if applicable.
7. Chewing gum should be avoided in all places.
All students will receive a photo identification card. This identification card is to be worn at all times during supervised rotation experiences and university-related activities unless the facility provides the student with their own identification card.
Polo Shirt
The community uniform consists of a polo shirt that will be ordered by the student from a vendor designated by the SHSU Combined MS/DI Program. The SHSU Combined MS/DI Program logo will be embroidered on the left breast pocket. The shirt must be buttoned-up with a minimum of 2 buttons and tucked into the pants.

Pants
Students will are professional khaki pants. Capri, low-rise, 5-pocket, and cargo pants are not allowed. If a belt must be worn, it should be brown in color with no additional adornments.

Shoes
Students must wear non-porous (no cloth/fabric) closed-toed, closed-heeled tan, brown, or white shoes with white or tan dress socks. Plain and clean boots may be worn but may not have an excess of 1 inch on the heel. Pants are not to be tucked into the student’s boots. Clogs, sandals, flip-flops, and other open-back or open-toe shoes are not to be worn. If a khaki skirt is worn, you must wear nude or tan pantyhose.
Uniform Requirements

1. Students are expected to wear their hair in a neat, well-groomed style. Long hair must be worn secured and out of the face. Plain hair pins or cloth headbands may be worn. Headbands (if worn) must be cloth style in white, blue, or same as hair color. Students are not allowed to wear plastic headbands as these can be broken and used as a weapon. Bows and similar hair accessories are not allowed. Men with mustaches or beards are expected to have facial hair neatly trimmed at all times, so that a HEPA mask can be worn in the clinical area.

2. Students are expected to demonstrate a conservative appearance in the supervised practice area. Do not wear perfume, cologne, or other strong scents, including strong deodorants. Make-up and hair color should be conservative. Artificial eyelashes may not be worn to any clinical agency. Personal hygiene should be of the highest quality so that one does not smell of smoke, body odor, bad breath, etc.

3. Jewelry should be limited to a single pair of small, simple post earrings and wedding band(s) when in direct patient care. Large dangling earrings, multiple pairs of earrings, or jewelry adorning body piercings other than the ears are not permitted. The earrings are to be worn only in the lower part of the ear lobe. No facial piercings including, nose, lip and eyebrows will be permitted during clinical experiences. Elaborate rings are not permitted in clinical areas. Bracelets and necklaces are not allowed in the clinical area.

4. Fingernail polish may not be worn in the supervised practice area. Fingernail length should be appropriate for the performance of safe, hygienic care. Due to the possibility of infection, acrylic, silk, gel or other types of supplemental nails are not permitted in direct patient care areas.

5. The SHSU Combined MS/DI student badge is to be worn on the uniform. Badges must not have any embellishments or adornments. Badge holders must be clipped onto the collar with picture visible. No lanyards can be used. The only exception is if the facility requires the student to use a facility-required name tag.

6. Students are not to wear the uniform or any student identifying insignia (patch or name tag) except during SHSU-designated learning experiences or traveling to and from the supervised rotation experiences. Uniforms are known to hold bacteria and other microbes and should not be worn in any establishment serving or selling food or beverages (restaurants, grocery stores, etc.). Uniforms are not to be worn where the public may question the professionalism of the wearer (such as a bar or nightclub). Uniforms are solely meant to be worn in the care of patients, families, and groups within the context of learning experiences.

7. Preceptors retain the authority to dismiss from supervised practice experience any student who does not conform appropriately to the uniform code.

8. Rotation attire: Varies with clinical agencies. Students should follow preceptor directions and should dress professionally. No jeans, tee shirts, shorts, Capri-pants, low-rise pants, sandals, or flip-flops are permitted. Skirts or dresses should be a modest length and should not cling. Female students should not have plunging necklines at any time.

9. When giving presentations in class, proper business attire is required.

10. Some clinical or foodservice experiences may require modifications in the uniform policy. The preceptor will advise students of these modifications prior to that experience.

11. Tattoos must be completely covered.

12. Hijabs that are worn in the supervised practice setting should be black with no additional adornments or patterns.
Students are an integral part of the Family and Consumer Sciences Department during their supervised practice experiences and their appearance, words and behavior will reflect upon that department as well as SHSU. The rules for verbal communication listed below should be adhered to in all professional situations.

1. Introduce yourself by first and last name to patients and employees and state that you are a student intern.
2. Always address or refer to any staff dietitian, supervisory personnel, or dietetic student as Miss, Mrs., and Mr. while in the facility.
3. When visiting patients always address them as Miss, Mrs., or Mr. except in the case of pediatric patients who can be addressed by their first name.
4. In the work environment, men and women are peers - chivalry is not only unnecessary, but could be dangerous if perceived incorrectly.
5. Always introduce a lower-ranking person to a higher-ranking person. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees.
6. A poor handshake is often associated with negative character traits. A firm handshake made with direct eye contact is the most positive impression you can leave.
7. Men and women alike should always extend a hand when greeting someone in the workplace.
8. Make eye contact as it shows that you are interested in what they have to say. To maintain eye contact and still seem natural, direct your gaze below the other person’s eyebrows or at the bridge of their nose. Also, mirror their expressions: If they smile, you smile. This creates a sense of empathy.
9. Face the other person directly to show you are open and friendly. Stand tall with good posture signals that you are strong and self-assured. Mind your hands: keep them comfortably at your sides.
10. Despite temporary placement & student status, regard yourself as a professional and a member of the staff. Prepare yourself to expect & accept that problems and frustrations will occur. When problems occur, be patient and pleasant; cope with problems with an attitude toward solution and negotiation.
Students may not accept gifts or gratuities from institutions or patients/clients for services provided during their supervised practice experiences.
Community Organization
During the program, students are required to join and attend student organization meetings, such as SHSU Food Pantry or SHSDA (SHSU student dietetic association).

Professional Organization
Students are required to be student members of the Academy of Nutrition and Dietetics. During the program, students are expected to attend two professional nutrition/dietetics meetings, such as Texas FNCE or a meeting sponsored by an area dietetic association or health care facility.
Students must complete an on-site RDN review course. Students are responsible for the cost of the program. It is the responsibility of the students to study for the exam throughout the program in preparation for the CDR exam. Ideally, students should study one to two hours per week outside of supervised practice.
Student input regarding the preceptors, the facilities and the SHSU Combined MS/DI Program in general is strongly encouraged.

**Faculty and Course Evaluation**
At the end of each semester, students are given the opportunity to evaluate the course and course faculty. Anonymous evaluation summaries are returned to faculty after the semester ends.

**Facility and Preceptor Evaluation**
At the end of each supervised practice rotation, students are given the opportunity to evaluate the facility and preceptor. These evaluations are used to make rotation changes if necessary.

**Program Evaluation**
Graduating students are given an opportunity to evaluate the entire program during the last two weeks of their last semester. Students are encouraged to give constructive input to improve the program.
Application for Degree
On or before the 12th class day of the last semester, graduating students must apply for graduation following the Registrar's guidelines and due dates: http://www.shsu.edu/dept/registrar/graduation/apply-to-graduate/application-for-degree.html

Official Transcript with Degree Conferral
At the end of the last semester, students must request an official transcript with degree conferral be sent to the DJ Director after graduation: http://www.shsu.edu/dept/registrar/transcripts-and-student-records/transcripts.html
Within the last two weeks of the program, the DI Director will meet with all graduating students to review and complete the student exit packet from the Commission on Dietetic Registration (CDR). Attending this meeting is mandatory for each graduating student.

CDR Graduating Student Instructions: [https://www.cdrnet.org/program-director/graduating-student-information](https://www.cdrnet.org/program-director/graduating-student-information)

Students will complete an online exit survey over their experience in the SHSU Combined MS/DI Program.
Through didactic and supervised practice in the Combined MS/DI Program at SHSU, opportunities will be provided for students to accomplish the following Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2017 competencies:

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

| CRDN 1.1 | Select indicators of program quality and/or customer service and measure achievement of |
| CRDN 1.2 | Apply evidence-based guidelines, systematic reviews and scientific literature. |
| CRDN 1.3 | Justify programs, products, services and care using appropriate evidence or data. |
| CRDN 1.4 | Evaluate emerging research for application in nutrition and dietetics practice. |
| CRDN 1.5 | Conduct projects using appropriate research methods, ethical procedures and data analysis. |
| CRDN 1.6 | Incorporate critical-thinking skills in overall practice. |

### Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

| 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 Nutrition and Dietetics Practice 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 | Assign duties to NDTRs and/or support personnel as appropriate. |
| CRDN 2.6 | Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. |
| CRDN 2.7 | Apply leadership skills to achieve desired outcomes. |
| CRDN 2.8 | Demonstrate negotiation skills. |
| CRDN 2.9 | Participate in professional and community organizations. |
| CRDN 2.10 | Demonstrate professional attributes in all areas of practice. |
| CRDN 2.11 | Show cultural competence/sensitivity in interactions with clients, colleagues and staff. |
| CRDN 2.12 | Perform self-assessment and develop goals for self-improvement throughout the program. |
| CRDN 2.13 | Prepare a plan for professional development according to Commission on Dietetic |
| CRDN 2.14 | Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. |
| CRDN 2.15 | Practice and/or role play mentoring and precepting others. |

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

| CRDN 3.1 | Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings. |
| CRDN 3.2 | Conduct a nutrition focused physical exams. |
| CRDN 3.3 | Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. |
| CRDN 3.4 | Design, implement and evaluate presentations to a target audience. |
| CRDN 3.5 | Develop nutrition education materials that are culturally and age appropriate and designed |
for the literacy level of the audience.

<table>
<thead>
<tr>
<th>CRDN 3.6</th>
<th>Use effective education and counseling skills to facilitate behavior change.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 3.7</td>
<td>Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.</td>
</tr>
<tr>
<td>CRDN 3.8</td>
<td>Deliver respectful, science-based answers to client questions concerning emerging trends.</td>
</tr>
<tr>
<td>CRDN 3.9</td>
<td>Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.</td>
</tr>
<tr>
<td>CRDN 3.10</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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.**

<table>
<thead>
<tr>
<th>CRDN 4.1</th>
<th>Participate in management of human resources.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 4.2</td>
<td>Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.</td>
</tr>
<tr>
<td>CRDN 4.3</td>
<td>Conduct clinical and customer service quality management activities.</td>
</tr>
<tr>
<td>CRDN 4.4</td>
<td>Apply current nutrition informatics to develop, store, retrieve and disseminate information.</td>
</tr>
<tr>
<td>CRDN 4.5</td>
<td>Analyze quality, financial and productivity data for use in planning.</td>
</tr>
<tr>
<td>CRDN 4.6</td>
<td>Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.</td>
</tr>
<tr>
<td>CRDN 4.7</td>
<td>Conduct feasibility studies for products, programs or services with consideration of costs.</td>
</tr>
<tr>
<td>CRDN 4.8</td>
<td>Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.</td>
</tr>
<tr>
<td>CRDN 4.9</td>
<td>Explain 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.</td>
</tr>
<tr>
<td>CRDN 4.10</td>
<td>Analyze risk in nutrition and dietetics practice.</td>
</tr>
</tbody>
</table>

**Concentration Area: Community Research and Wellness**

<table>
<thead>
<tr>
<th>CRD 5.1</th>
<th>Develop a wellness-related research proposal with a business plan targeting employees, students, or other community groups.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 5.2</td>
<td>Formulate a marketing plan/strategy for stakeholders’ involvement, participation, recruitment of participants, and identify distribution channels and appropriate promotional efforts.</td>
</tr>
<tr>
<td>CRD 5.3</td>
<td>Execute one aspect of the plan through application/intervention and measure its effectiveness. Provide recommendations for improvement of the plan. (Perform).</td>
</tr>
<tr>
<td>CRD 5.4</td>
<td>Dissemination of the results for the overall wellness project in a variety of forum, including local dietetic association and produce a manuscript for a nutrition-related journal.</td>
</tr>
</tbody>
</table>
Role of DI Director, Faculty and/or Preceptors

1. To establish, clarify, and guide the student in achieving AND competencies and student goals.
2. To aid the student's learning process by helping him/her recall information and knowledge from previous course work.
3. To direct the student's attention to focus on priorities.
4. To identify factors that will contribute to effective oral and written communication skills.
5. To provide opportunities for the student to apply knowledge and practice dietetics in the areas of foodservice management, research, community and clinical.
6. To identify motivational possibilities.
7. To use evaluation feedback to help students improve their skills.
8. To assist the student in facilitating the transfer of knowledge and skills to new problems and situations.
A. Maintain all aspects of the Combined MS and Dietetic Internship Program

1. Provision or delegation of responsibilities to assure year-round coverage of director responsibilities in the absence of the director or in cases where the director's full-time appointment does not cover all 12 months. If the director assigns some responsibilities to other individuals, the director must ensure that all program director responsibilities are accomplished throughout the year.

2. Development of policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled interns.

3. Student recruitment, advisement, evaluation, and counseling.

4. Maintenance of program accreditation, including:
   a. Timely submission of fees, reports and requests for major program changes;
   b. Maintenance of the program's student records, including student advising plans and verification statements;
   c. Maintenance of complaints about the program received from students or others, including disposition of the complaint;
   d. On-going review of program's curriculum to meet the accreditation standards;
   e. Communication and coordination with program faculty, preceptors and others involved with the program;
   f. Facilitation of processes for continuous program evaluation and student learning outcomes assessment and
   g. Timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration (CDR) credentialing exam.

5. Direct, organize, and supervise operational activities of the Sam Houston Combined MS and Dietetic Internship Program.

6. Manage dietetic internship budget/funds.

7. Utilize new improvements and/or technology to improve the dietetic internship program.

8. Complete exit interviews with all students.

9. Obtain input from preceptors and rotation sites to ensure a high quality program.

10. Attend advisory committee meetings. The DI Director will be a part of and report to all stakeholders to provide updates and evaluations on the internship such as written summaries and analyses of outcome measures.

11. Verify student completion of supervised practice experiences for ACEND and CDR.

12. Meet with Department Chair and other faculty to discuss recommendations to improve the dietetic internship program. Review curriculum and content and the appropriateness of the program entrance criteria; review and follow-up on results of surveys, evaluations, exit interviews and feedback from students and employers.

13. Perform other related duties as required to ensure the success of the dietetic internship.

B. Coordinate and supervise all aspects of the educational activities of the students in the Sam Houston State University Combined MS and Dietetic Internship Program.

1. Plan and conduct orientation for the dietetic internship.

2. Determine the rotation schedule and sequence based on the facilities and preceptors, and in accordance with the policies and procedures for the program.

3. Participate in the evaluation of the practice and academic achievements of the students.

4. Act as a liaison with the rotation site preceptors and the students to maintain high quality of supervised practice experience content.

5. Maintain/keep updated liability (malpractice) insurance provided by SHSU throughout the program.

6. The FACS faculty and facility staff provides a resource network for each other, the student and the Combined MS and DI Program. The DI Director, faculty, and/or preceptors may counsel students regarding program and career planning, clinical education, and professional matters.
1. Preceptors must be credentialed and licensed as appropriate to meet state and federal regulations for the area in which they are supervising interns.
2. Provide supervised training according to curricula provided by the SHSU DI Director as determined in collaboration with each facility.
3. Provide workspace for student(s) as available.
4. Provide qualified professional(s) to supervise student(s) during the rotation.
5. Evaluate the student competencies in the required learning experiences with the assistance of the Dietetic Internship Director.
6. Assist with the overall internship evaluation to maintain and improve the quality of the SHSU Dietetic Internship Program.
7. Do not use students to replace employees.
Student Responsibilities

1. To perform certain tasks such as conduct in-services or quality improvement, which the preceptor may be having difficulty completing during the usual schedule.
2. To act as an extension of the dietitian to give better supervision of employees.
3. To help define what the preceptor does through questions and explanations.
4. To help solve problems creatively when assigned to a particular problem to research and resolve.
5. To bring new knowledge and perspectives to the assigned facility.
6. To help update staff on the latest information in dietetic practice.

Most supervised practice programs as well as SHSU Combined MS/DI Program rely heavily on preceptors to train and evaluate students in clinical, food service management and community rotations. Remember that the preceptors have their job to perform on a daily basis so they are not always available to the student. This means that the student may find it necessary to assume more responsibility for learning than has occurred in the past. Remember you are not an expert; the Dietitian/preceptor has been in practice and knows about practice in dietetics or their specific field.

Be sensitive to the needs of the staff at the facility. In other words, volunteer to do work which is beyond the scope of your assignment. Try to become part of the staff, not merely an observer. It is also your responsibility to make appointments with your preceptor and keep him/her informed of your progress and your needs. If you do not know what is expected of you, ask!

Do not expect to be an expert upon completion of your supervised experiences. But do realize you will be "practice-ready" as an entry-level dietitian.
Supervised practice opportunities are available in Huntsville and the surrounding areas. Students will be assigned to supervised practice experience rotation sites by the DI Director. Availability of appropriate rotation sites determines student placements and may vary from semester to semester. As possible, efforts will be made to assign students to supervised practice sites closer to their preferred location, as available.

At times, rotation site availability changes throughout the semester and is beyond the control of the SHSU Combined MS/DI Program. Therefore, the student may have to drive longer distances to their supervised practice rotation site than originally planned.
Rotation Information
Friday, June 23, 2017       11:00 AM

Students can find their rotation schedule and rotation information such as preceptor contact information and site requirements on the Blackboard course page during the fall and spring semesters and the Dietetic Intern organization page during winter break and summer.

Blackboard may be accessed at https://shsu.blackboard.com. The student’s username and password are provided by SHSU.
This document lists the submission requirements of assignments and evaluations. The student is responsible to prompt and direct their preceptors to evaluate the appropriate competencies.
Students will upload completed documents into their Practice Journal on a regular basis. The Practice Journal template will be provided by the DI Director. Students must use Microsoft OneNote for the Practice Journal.
Students must maintain a detailed journal including date, start/stop time, and details of the supervised practice experience. The hours recorded in the journal must match the hours recorded in the Rotation Hours Log. The journal must be kept with the student at all times. Students will be expected to present their log to the preceptor and/or program director at any time. Students will keep a copy of the log in the Practice Journal.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Hours</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/29/17</td>
<td>0800 - 0830</td>
<td>0.50</td>
<td>Met preceptor. Completed Rotation Schedule Form. Reviewed</td>
</tr>
<tr>
<td></td>
<td>0830 - 0900</td>
<td>0.50</td>
<td>Went over policies &amp; procedures.</td>
</tr>
<tr>
<td></td>
<td>0900 - 0915</td>
<td>0.25</td>
<td>Met nutrition staff.</td>
</tr>
<tr>
<td></td>
<td>0915 - 1000</td>
<td>0.75</td>
<td>Received tour of facility.</td>
</tr>
<tr>
<td>1000 - 1200</td>
<td>2.00</td>
<td>Observed preceptor conduct 2 nutrition assessments, write the ADIME notes, and 1 coumadin diet education. Took detailed notes.</td>
<td></td>
</tr>
<tr>
<td>1200 - 1230</td>
<td>0.00</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1230 - 1400</td>
<td>1.50</td>
<td>Completed a Meditech tutorial to become familiar with facility charting. Reviewed medical charts in Meditech and on the floor.</td>
<td></td>
</tr>
<tr>
<td>1400 - 1600</td>
<td>2.00</td>
<td>Observed preceptor conduct a type 2 diabetes diet education on a newly diagnosed diabetic.</td>
<td></td>
</tr>
<tr>
<td>1600 - 1630</td>
<td>0.50</td>
<td>Asked preceptor questions about charting procedures.</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours:** 8.00
<table>
<thead>
<tr>
<th>Description of Student’s Performance</th>
<th>Competency Rating</th>
<th>Preceptor Actions for Student Remediation for All Ratings Under 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of knowledge, professional behavior, ethics, and skills are indistinguishable from an entry-level practitioner when meeting requirements and expectations of the activities and assignments.</td>
<td>5  Exceptional</td>
<td></td>
</tr>
<tr>
<td>Meets all expectations and objectives of the activity or assignment by consistently demonstrating accurate application of knowledge, professional behavior, ethics, and skills.</td>
<td>4  Proficient</td>
<td></td>
</tr>
<tr>
<td>Meets most of the expectations and objectives of the activity and assignment by demonstrating accurate application of the core concepts, knowledge, professional behavior, ethics, and skills, but demonstrates some gaps in consistent application and requires additional instruction or practice.</td>
<td>3  Emergent</td>
<td>Build on existing application of knowledge, professional behavior, ethics, and skills by discussing the student’s correct applications, identifying gaps, and outlining the specific practice needed to meet consistent application requirements. Then provide the instruction and practice opportunity needed to meet these objectives. Notify the program director if the student fails to meet the activity or assignment objectives after a maximum of two repeated attempts.</td>
</tr>
<tr>
<td>fails to meet one or more requirements</td>
<td>2  Limited</td>
<td>Build on existing application of knowledge, professional behavior, ethics, and skills by discussing the student’s correct applications, identifying significant gaps in knowledge or application, explaining or demonstrating how this content applies throughout the activity or assignment, and outlining the specific practice needed to meet correct and consistent application requirements. Repeat the activity or assignment, or break it down into subtasks to provide step-by-step practice and reinforcement. Notify the program director if the student fails to show improvement after a modified series or two equivalent repetitions.</td>
</tr>
<tr>
<td>Does not meet the expectation or objectives of the activity or assignment. Demonstrates gaps in knowledge or application of core concepts, knowledge, professional behavior, ethics, or skills, requiring significant additional instruction or practice. Demonstrates some applicable knowledge or skills upon which improvement can be built.</td>
<td>1  Deficient</td>
<td>Notify the program director to determine plans to provide prerequisite knowledge, professional behavior, ethics, or skill; and develop remediation assignments.</td>
</tr>
<tr>
<td>Does not meet the expectations or objectives of the activity or assignment and does not demonstrate applicable knowledge, professional behavior, ethics, or skills upon which improvement can be built. Requires significant prerequisite instruction or practice.</td>
<td>0  Failed</td>
<td>Notify the program director to discuss the circumstances leading to the missed activity or assignment, and determine make-up activities or assignments.</td>
</tr>
</tbody>
</table>
At each rotation, you will need the following documents . . .

**First Day of Rotation**
- Goal Form (complete before day 1)
- Rotation Schedule Form

**Daily**
- Rotation Hours Verification Log
- Journal
- Conditions & Populations Weekly Log (one log each week, completed daily)

**Final Week of Rotation - To Preceptor**
- End of Rotation ACEND Competency Evaluation (found in Workbook)
- Professional Behavior Evaluation

**Final Week of Rotation - Student**
- Student Rotation Evaluation
- Conditions & Populations Summary (one for entire program)

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**Forms are due to the program director . . .**

**Within 24 hours of start date**
- Copy of Goal Form
- Copy of Rotation Schedule Form

**One week after completion (approximately every two weeks)**
- Original Copy of Rotation Hours Verification Log

**One week after end of rotation**
- Original Copy Conditions & Populations Weekly Log
- Original Copy End of Rotation ACEND Competency Evaluation
- Original Copy Professional Behavior Evaluation
- Original Copy Student Rotation Evaluation

**End of Professionalization, Community, MNT, FSM, and Research Concentration**
- Rotation Competency Log

**When Completed**
- Condition & Populations Summary
Rotation Schedule Form

You will NOT need to complete this form for the SHSU Health Center or SHSU Recreational Sports.
Conditions & Populations Weekly Log

This form is used during WIC community rotation, Worksite Wellness community rotation, and throughout the MNT rotation.

Conditions & Population Summary
Professional Behavior Evaluation

Friday, June 23, 2017 11:04 AM

Your preceptor completes this form in combination with the End of Rotation ACEND Competency Evaluation Form found in the corresponding Workbook.
Your preceptor does not review this form. It is for the program director only.
Total: 1200 Supervised-Practice Hours

Professionalization Seminar (25 hours)

Clinical (450 hours)
- Acute Care (322 hours) - 10 weeks, 32-33 hours/week
- Advanced Practice (64 hours) - 2 weeks, 32 hours/week
- Health Center (64 hours) - 2 weeks, 32 hours/week

Community (425 hours)
- Extension (48 hours) - 2 weeks, 24 hours/week
- Food Bank (72 hours) - 3 weeks, 24 hours/week
- Head Start (48 hours) - 2 weeks, 24 hours/week
- Recreational Sports (33 hours) - 1 week
- Senior Center (48 hours) - 2 weeks, 24 hours/week
- Wellness (128 hours) - 4 weeks, 32 hours/week
- WIC (48 hours) - 2 weeks, 24 hours/week

FSM (150 hours)
- Inpatient (75 hours) - 3 weeks, 25 hours/week
- School (75 hours) - 3 weeks, 25 hours/week

Research Concentration (150 hours)
- Faculty/Department Research Project (25 hours) - 1 week
- Personal Research Project (125 hours) - 5 weeks, 25 hours/week
Community Nutrition
Friday, June 23, 2017  11:07 AM

Community Nutrition  Targeted Communi...
Conditions of Participation

Wednesday, August 16, 2017  11:27 AM
Intern Responsibilities

Thursday, August 24, 2017  2:24 PM

Forms to Sign Page 103