



Graduate Dietetic Internship Student Handbook 2015-2016

**Davis College of Agriculture, Natural Resources and Design
Division of Animal and Nutritional Sciences**

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Program Information

Accreditation Status

The WVU Dietetic Internship is currently granted continued accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext. 5400.

Program Description

The WVU Graduate Dietetic Internship (GDI) is a two-year combined Master's Degree/Dietetic Internship, with a focus in community nutrition. The program provides the 1,200 hours of supervised practice experience that is required to be eligible to take the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR). The combined program offers interns the opportunity to complete a Master of Science degree in addition to the required supervised practice component. There is a thesis as well as a non-thesis option/track for completion of the Master's degree.

Enrollment

Enrollment is limited to students who have completed at least a bachelor's degree as well as the Accreditation Council for Education in Nutrition and Dietetics (ACEND) coursework requirements. Additionally, prospective interns must have matched with the WVU GDI in the Academy of Nutrition and Dietetics computer match for dietetic internships. Interns **must** also have concurrent admission to the WVU Graduate School, Division of Animal and Nutritional Sciences.

Admissions Policies

Admission requirements and procedures: Consideration of applicants by the Internship Selection Committee and Graduate Review Committee will be in compliance with these and other University, state, and federal regulations. The WVU GDI internship shall protect student civil rights and comply with WVU's Equal Opportunity programs. The application of each student will be considered individually. Admission to West Virginia University is based on academic preparation and ability. Only those students likely to succeed in our programs are admitted. Admission decisions are made without regard to race, color, sex, religion, creed, national origin, marital status, disabilities, age or (in the case of U.S. Citizens and permanent residents) financial need. The University policy of Equal Opportunity states that..."In all areas of graduate education pertaining to academic rights and responsibilities, there shall be no discrimination on the basis of race, color, creed, gender, national origin, political persuasion, sexual preference, marital status, handicap, or age."

Social Justice:

West Virginia University is committed to social justice. Your instructor concurs with that commitment and expects to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with Disability Services (293-6700)

Prior Learning:

The WVU GDI does not grant credit or supervised practice hours for prior learning.

M.S. Nutrition and Food Sciences Options:

Program Requirements-Thesis option: The thesis option will require 30 credit hours, 24 hours of regular course work plus 6 hours credit for a thesis. The core curriculum for the thesis masters is detailed below. A student must maintain a grade point average of 3.0 or better to remain in good standing. All additional course requirements will be determined by the student in consultation with the major advisor and graduate committee members and presented in the student’s Plan of Study. **NOTE:** No more than 40 percent of course work at the 400 level may be applied to a Master’s degree; 60 percent must be 500+ level. Transfer credit is counted as 500 level.

Core Curriculum	Hrs
Statistics – 511/512.....6	(or now with SPH BIOS 601 &602 in Fall, BIOS 603 in Spring)
Seminar.....2	
Total	8

Program Requirements-Non-Thesis option: The non-thesis option will require 36 hours of course work. A student must maintain a grade point average of 3.0 or better to remain in good standing. There core curriculum for the non-thesis masters is detailed below. Additional courses to meet the degree requirements will be determined by the student in consultation with the major advisor and the graduate committee members and presented in the student’s Plan of Study. **NOTE:** No more than 40 percent of course work at the 400 level may be applied to a Master’s degree; 60 percent must be 500+ level. Transfer credit is counted as 500 level.

Core Curriculum	Hrs
Statistics-511/512.....6	6
Biochemistry and/or Physiology	6
Nutrition and/or Food Science & Technology..	6
Current literature/issues.....	3
Seminar.....	1
Total	22

Two Year Schedule:

1st year: Fall/Spring semesters: Complete Graduate study requirements

2nd year: Summer/Fall/Spring semester: Complete Supervised Practice rotations

Graduate Student Deadlines

Note: It is the responsibility of the student to be aware of all set deadlines and to make sure they are met. Specific dates can be acquired from Room 1004 Agricultural Sciences Building, (304) 293-2291.

Requirements for Graduate Students

- **Graduate Committee:** Shortly after entering graduate school you choose the members of your graduate committee. The committee is typically composed of 3 faculty members. The majority of these must hold regular graduate faculty status (refer to the following list of graduate faculty). Your thesis adviser will serve as committee chair. Your committee must approve your plan of study, and you will defend to members of your committee. A substitution can be made at the time of defense for one of your committee members in the event that he/she is unavailable; however, no more than one of your committee members may be substituted.
- **Plan of Study:** Binding agreement between you and your committee members. This plan is required and specifies your intended course of study, total credit hours, proposed research topic, and members of your graduate committee. It should be completed and submitted for approval by the end of the first semester for M.S. students. (<http://grad.davis.wvu.edu/student-plans-of-study>)
- **Shuttle Sheet:** Required form that indicates tentative clearance of you for graduation by checking courses listed and total hours for accuracy. This sheet should be completed two weeks prior to final examination (defense) date for M.S. students.
- **Thesis:** Depending on the intended degree, a thesis may be required for your Master's Degree. A thesis is a report of the designated research project that is usually composed of an introduction, literature review, methodology, results, and conclusions (3 to 4 chapters), which must be approved by your committee members. (<http://thesis.wvu.edu/>)
- **Defense:** Prior to graduation and official submission of your thesis you must defend your research to the members of your committee. This will consist of presenting your research process and findings for examination and answering questions about your project. Committee members must sign the approval page to be included in your thesis.
- **Electronic Thesis Submission:** All thesis's are required to be officially submitted electronically following your successful defense. (<http://thesis.wvu.edu/>)
- **Application for Graduation:** This application is available to you in the Associate Dean's office, and should be completed at registration or shortly thereafter. **Note:** *Upon completion of the DI program requirements, the program director will issue the student a verification statement.*

Verification Statement of Program Completion

The verification statement of program completion which is needed to be eligible to take the Dietetic Registration Examination will not be issued until all program requirements have been met. These requirements include:

- Successful completion of all internship rotations and requirements.
- Successful completion of all graduate coursework and requirements.

- Successful defense of thesis research (thesis option) or successful defense of problem statement (non-thesis option).
- Electronic submission of the thesis document (thesis option) and payment of associated fee.
- Submission of the Application for Graduation.

2015-2016 Graduate Costs of Attendance (*Approximates*)

Expense	In-state	Out-of-state
Tuition & Fees	\$7,026.00	\$19,320.00
Books & Supplies	\$994.00	\$994.00
Room & Board	\$7,812.00	\$7,812.00
Transportation	\$1,468.00	\$1,468.00
Personal	\$990.00	\$990.00
Total	\$18,290.00	\$30,584.00

Note: These estimates include living costs, as well as direct educational costs. Included in these figures are tuition and fees, books and supplies, room and board, transportation, and person expenses, all for a 9-month period. Each year the Financial Aid Office updates each component to reflect changes in the Consumer Price Index of the U.S. Department of Labor and the local “marketplace.” Fees per credit hour for Graduate Studies are subject to change without notice. Amounts are subject to changes approved by the WV Higher Education Policy Commission. Costs are subject to change.

2015-2016 Dietetic Internship Costs (*Approximates*)

Expense	Cost to Intern
D & D Digital Matching	\$50.00
DICAS	\$40.00/1st site, \$20/site after that
WVU Graduate School Application Fee	\$60.00
Background check, federal and state	\$58.00
Lab coat	\$50.00
SafeServ text and examination fee	\$161.00
AND/OR Food Handler’s Permit (Health Dept.)	\$86.00
AND Student Member Fee	\$50.00
Physical Exam, vaccinations/titers, TB test (estimated)	\$275.00
Travel to supervised practice sites (estimated)	\$1,00.00
Housing at remote sites (estimated)	\$1,00.00
Orientation fee, Monongalia General Hospital	\$5.00
Processing Fee for Dietetic Registration Examination	\$200.00

Financial Aid

Interns are also admitted into the WVU Graduate Program as regular status graduate students may qualify for financial aid and student loan deferments. For any inquiries concerning financial aid status, contact the WVU Financial Aid Office (<http://finaid.wvu.edu/>).

Interns are eligible to apply for graduate assistantships through the Division of Animal and Nutritional Sciences at West Virginia University. If interested in applying for these scholarships, information can be obtained from the Program Director. (See Appendix I.)

Part-time work may be difficult to schedule given the expectations of the internship. The schedule of any outside jobs must be flexible enough to accommodate the schedule of facilities to which interns are assigned or course work in which they are enrolled. Internship requirements and expectations supersede any work obligations. For example, being late or not showing up for a rotation because you had to work, is not an acceptable excuse.

WVU Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which states (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. For more information on WVU's policy, visit the FERPA website at <http://ferpa.wvu.edu/>.

WVU Refund Policy

The refund policy for students who withdraw is outlined at the Office of Student Accounts website (http://studentaccounts.wvu.edu/refunds/reduction_schedule). Refunds range from 100% to 50% depending on the date of withdrawal. Students who withdraw and who are scheduled to receive a refund of tuition and fees and/or University housing costs, may have all or part of their refund used to reimburse the financial aid programs from which funds were disbursed. No refunds are given after the 6th week of class.

Program Mission

Mission Statement of the WVU Dietetic Internship Program

The mission of the Dietetic Internship program is to provide the graduate with the skills and knowledge to be a competent Registered Dietitian through quality experiences that enhance professional excellence. The completion of a graduate degree along with the experiential component provides a foundation for future advances in dietetic practice. Equally important, successful completion of the program prepares the graduate to sit for the registration examination.

The mission of the DI is consistent with the missions of the University, the Davis College, and the Division of Animal and Nutritional Sciences; to provide a high quality, student-centered educational experience and to bring the resources of the University to all segments of society through providing high quality programs of instruction.

WVU GDI Program Goals and Outcome Measures

Program Goal 1: West Virginia University internship program graduates will have acquired the necessary skills for dietetics practice at the entry level

Program Objectives for Goal 1:

- a) Over a five-year period, 80% of the DI graduates will successfully complete the registration examination on the first try.***
- b) Over a five-year period, 70% of the graduates who seek employment will be employed in dietetics-related positions within three months of completing the program.***
- c) During the first year of employment, program graduates will be ranked by at least 75% of their employers as above average in professional knowledge and skills as compared to other entry-level dietitians.**
- d) When surveyed, 90% of employed graduates will rate themselves as prepared or well prepared for their first position**

Program Goal 2: The West Virginia University internship program will prepare graduates with skills as life-long learners, fluent communicators of dietetic verbiage, and advocates of nutrition-related research.

Program Objectives for Goal 2:

- a) 90% of the students admitted to the DI will complete the program within 3 years of beginning the program. (The DI is designed to be completed in 2 years; 3 years is 150% of the planned time.)***
- b) Interns admitted to the program will rate as “satisfactory” or better for scores on advising and counseling provided by the faculty**
- c) When surveyed, 100% of graduates who are registered will have submitted a learning plan with the CDR within 12 months of program completion.**

GDI Core Competencies

The GDI adheres to the AND Standards of Education through the core competency standards for entry-level dietitians in accordance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Competencies/Learning Outcomes for DI Programs

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

Upon completion of the DI, graduates are able to:

- CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. (Note: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.)
- CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice
- CRD 1.3 Justify programs, products, services and care using appropriate evidence or data
- CRD 1.4 Evaluate emerging research for application in dietetics practice.
- CRD 1.5 Conduct research projects using appropriate research methods, ethical procedures and data analysis.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Upon completion of the DI, graduates are able to:

- CRD 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 Dietetics Practice and Code of Ethics for the Profession of Dietetics
- CRD 2.2 Demonstrate professional writing skills in preparing professional communications (Note: Examples include research manuscripts, project proposals, education materials, policies and procedures)
- CRD 2.3 Design, implement and evaluate presentations to a target audience (Note: A quality presentation considers life experiences, cultural diversity and educational background of the target audience.)
- CRD 2.4 Use effective education and counseling skills to facilitate behavior change.
- CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings
- CRD 2.6 Assign patient care activities to DTRs and/or support personnel as appropriate (Note: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.)
- CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRD 2.8 Apply leadership skills to achieve desired outcomes
- CRD 2.9 Participate in professional and community organizations

- CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services (Note: Other health professional include physicians, nurses, pharmacists, etc.)
- CRD 2.11 Demonstrate professional attributes within various organizational cultures (Note: Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.)
- CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
- CRD 2.13 Demonstrate negotiation skills (Note: Demonstrating negotiating skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties.)

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

Upon completion of the DI, graduates are able to:

- CRD 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
- CRD 3.1.a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.
- CRD 3.1.b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
- CRD 3.1.c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
- CRD 3.1.d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.
- CRD 3.1.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
- CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats (Note: Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.)
- CRD 3.3: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management (Note: Students/interns should consider health messages and interventions that integrate the consumer's desire for taste, convenience and economy with the need for nutrition, food safety.)
- CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends
- CRD 3.5 Coordinate procurement, production, distribution and service of goods and services (Note: Students/Interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.)
- CRD 3.6 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

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

Upon completion of the DI, graduates are able to:

CRD 4.1 Participate in management of human resources

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

CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives

CRD 4.4 Conduct clinical and customer service quality management activities

CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data

CRD 4.6 Analyze quality, financial or productivity data and develop a plan for intervention

CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment

CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRD 4.9 Analyze financial data to assess utilization of resources

CRD 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies

CRD 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

WVU Dietetic Internship Director Responsibilities

1. Maintain all aspects of the Dietetic Internship Program
2. Serves as liaison with the Academy of Nutrition and Dietetics for the faculty, providing updates as they occur on information or changes that might affect the faculty, students, and/or DI Program.
3. Maintains a current copy of the Standards of Education from the Academy of Nutrition and Dietetics.
4. Strives to attend, network and recruit at the annual AND meeting.
5. Maintains records on students' performance on Registration Exam and students' position acceptance.
6. Serves as communicator with the program's constituents.
7. Maintains records of evaluations from DI's affiliations.
8. Plan and conduct orientation for the internship.
9. Obtain input from preceptors and rotation sites to ensure a high quality program.
10. Complete an exit interview with all dietetic interns.
11. Complete a verification form of successful completion of the Dietetic Internship program.
12. Provide assistance as necessary for the dietetic intern and or preceptor to maintain a high quality dietetic internship program.
13. Perform other related duties as required to ensure the success of the dietetic internship.
14. Prepares annual reports for the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Rotation Site/Preceptor Responsibilities

1. Provide supervised training according to curricula provided by the WVU DI Director as determined in collaboration with each facility.
2. Provide workspace for dietetic interns as available.
3. Provide qualified professional(s) to supervise dietetic interns during the rotation.
4. Evaluate the interns' competencies in the required learning experiences with the assistance of the Dietetic Internship Director.
5. Assist with the overall internship evaluation to maintain and improve the quality of the WVU Dietetic Internship Program.

Dietetic Intern Responsibilities

1. Pay all required WVU fees for graduate study and the dietetic internship.
2. Read and comply with all GDI Policies and Procedures, Appendix II, pages 25-34.
3. Complete all rotations and competencies.
4. Attend all group meetings with GDI director.
5. Arrive on time to all rotations and complete all coursework, homework and assignments in a timely manner.
6. Maintain a professional attitude, behavior and dress during the internship.
7. Monongalia General Hospital interns must attend a mandatory orientation.

Notice of Opportunity and Procedure for Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued 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 interns.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaint may be obtained by contacting the Education and Accreditation Team at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 1-800-877-1600.

Expectations for Ethical Conduct

1. Interns must comply with the Code of Ethics and Standards of Professional Conduct as defined by the Academy of Nutrition and Dietetics in all aspects of the internship.
2. Interns must treat all people with dignity and respect and will not discriminate against any person(s) for any reason.
3. The interns will treat the preceptors, instructors, and professional staff with respect and courtesy. Disrespectful behavior is grounds for termination from the GDI program.
4. Stealing, lying, cheating or illegal activities will not be tolerated and are grounds for immediate termination.

Code of Ethics for the Profession of Dietetics

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The House of Delegates adopted the first code of ethics in October 1982; enforcement began in 1985. The code applied to members of the Academy of Nutrition and Dietetics only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners. The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

PREAMBLE

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetic practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals.

The Ethics Code applies in its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of the Academy of Nutrition and Dietetics who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of the Academy of Nutrition and Dietetics. All of the aforementioned are referred to in the Code as "dietetics practitioners."

By accepting membership in the Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, members of the Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by AND and its credentialing agency, CDR.
3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.

4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).
12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.
19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of the Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

(Information taken from Journal of the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues, *Journal of the American Dietetic Association*, August 2009, p 1461-1467.)

Housing Arrangements

Interns are responsible for their own living arrangements and expenses. A wide variety of housing possibilities are available in the Morgantown, Westover and Sabraton area, with prices dependent on specific type of arrangement and location. While a limited number of dormitory rooms may be available to interns, most choose to live off campus. The WVU Off-Campus Housing office maintains lists of apartments and houses available for rent in the Morgantown area.

<http://www.studentlife.wvu.edu/OffCampusHousing/>

Supervised Practice

The WVU GDI begins in May of the 2nd year and ends in March of the following year. Four rotations comprise the bulk of the experiences, which make up this program: Clinical/Medical Nutrition Therapy Nutrition, Community/Public Health Nutrition, Food Service Management, and Business/Entrepreneur.

1. Interns are expected to exhibit professionalism in their quality of work and timeliness in reporting to work, assignments, work ethics, and completion of tasks.
2. The interns will work a schedule which best facilitates learning. Professional performance is expected at all times including weekends, early and late hours. The intern **must confirm their work schedule with the preceptor before making weekend plans, scheduling work hours, vacations, weddings, etc.**
3. An internship workday is generally defined as 8 ½ hours. A full time worksheet for the intern is approximately 40 hours per week (based on the preceptor's schedule). **The intern is expected to work the same hours as their assigned preceptor.**
4. **It is the responsibility of the intern to call each assigned rotation site the week before to confirm their time to report to work for the first day, assignments due and directions.** This call must be made at the beginning of the week.
5. Interns must contact their preceptors if calling in sick or if a late arrival is anticipated.
6. It is the interns' responsibility to learn the policies of each facility, such as dress code, length of lunch and work hours, patient confidentiality, etc.
7. Some overtime may be necessary for an intern to complete a work assignment per facility and/or the rotation. **Interns must complete many projects and assignments on their own time.**
8. For excessive overtime: If excessive overtime is frequent for the preceptor, the intern may be scheduled to work overtime for only part of that time to experience the full day of the dietitian.
9. Interns must not be scheduled routinely to replace staff, unless it is required to complete the competency requirements.

Supervised Practice Sites and Practice Component

Name of Facility/Affiliation	Component
WVU Davis College, Animal and Nutritional Sciences	Research
WV Child Nutrition Center	Community/Public Health Nutrition
WVU Extension Service for Monongalia County	Community/Public Health Nutrition
WVU Extension Services	Community/Public Health Nutrition
The Special Supplemental Nutrition Program for Women, Infants and Children (WIC)	Community/Public Health Nutrition
Rural Health Program	Community/Public Health Nutrition
Louis A. Johnson VA Medical Center Homeless Vets	Community/Public Health Nutrition
WVU Sports Nutrition	Community/Public Health Nutrition Business/Entrepreneur
Center for Excellence in Disabilities	Clinical/Medical Nutrition Therapy
Mon General Hospital	Clinical/Medical Nutrition Therapy
Health South Rehabilitation Hospital	Clinical/Medical Nutrition Therapy
Charleston Area Medical Center	Clinical/Medical Nutrition Therapy
WVU Dining Services	Food Service Management
WV Child Nutrition Center	Food Service Management
Louis A. Johnson VA Medical Center	Food Service Management

**New Supervised Practice sites are always being considered and recruited*

WVU DI Preceptor Contact Information – 2011-2012

<p>Anna Davis, RD, LD, Nutrition Services Health South Mountainview Rehab. Hospital 1150 Van Voorhis Road Morgantown, WV 26505 Anna.Davis@healthsouth.com 598-1100</p>	<p>Pam Hamilton, MS, RD, LD Coordinator and Associate Professor of Food Service Fairmont State University Fairmont, WV 26554 phamilton@fairmontstate.edu 304-367-4297</p>	<p>Peg Andrews, MS, RD, LD Nutrition Services CAMC Memorial Hospital 3200 MacCorkle Ave. SE Charleston, WV 25304 Peg.andrews@camc.org 304-388-3416</p>
<p>Hannah Fincham, MPA WVU Extension Agent Mon. Co. Families and Health 26 Commerce Dr. Morgantown, WV 26501 Hannah.Fincham@mail.wvu.edu 304-291-7201</p>	<p>Elaine Bowen, EdD, CFCS, LD Extension Specialist – Health Promotion WVU Extension Service 604 Knapp Hall P.O. Box 6031 Morgantown, WV 26506-6031 Elaine.Bowen@mail.wvu.edu 304-293-8584</p>	<p>Nettie Puglisi, MS, RD, LD, CSSD WVU Dining Services G104 Bennett Tower Morgantown, WV 26506 Nettie.Freshour@mail.wvu.edu 304-293-2096 ext 16513</p>
<p>Monica Andis RD, LD Center for Excellence in Disabilities 959 Hartman Run Road Morgantown, WV 26505 mandis@hsc.wvu.edu 293-4692 Ext. 1148</p>	<p>Anne MacBride, RD, LD Director Nutrition Services, WIC 1000 Elmer W. Prince Dr. Morgantown, WV 26505 Anne.M.MacBride@wv.gov 304-598-5188</p>	<p>Brenda Fisher, RD, LD Nutrition Services, WIC 1000 Elmer W. Prince Dr. Morgantown, WV 26505 Brenda.L.Fisher@wv.gov 304-598-5184</p>
<p>Ali Kahn, MD (Rural Health Rotation) 2 Hartman Plaza Buckhannon, WV 26201 alikhhan65@hotmail.com 304-471-3400</p>	<p>Laura Nihan, PhD, RD, LD Chief, NFS 1 Medical Center Dr. Clarksburg, WV 26301 Laura.Nihan@va.gov 304-626-7730</p>	<p>Kara Gilreath, RD, LD 1 Medical Center Dr. Clarksburg, WV 26301 Kara.Gilreath@va.gov 304-623-3461 ext 3217</p>

**Preceptor contact information may not be accurate depending upon the current year*

Division of Animal & Nutritional Sciences Faculty Members:

- | | |
|--------------------------------------|--|
| • Kimberly Barnes, PhD | Biochemistry |
| • Kenneth Blemings, PhD | Biochemistry |
| • Scott Bowdridge, PhD | Animal Science - Immunology |
| • Robert A. Dailey, PhD | Reproductive Physiology |
| • Eugene Felton, PhD | Ruminant Nutrition |
| • Ms. Megan Govindan, MS, RD, LD | Human Nutrition and Foods (DPD Director) |
| • Adam M. Burda, MS, RDN, LD | Human Nutrition and Foods (GDI Director) |
| • E. Keith Inskeep, PhD | Reproductive Physiology |
| • Jacek Jaczynski, PhD | Food Science and Technology |
| • Jeryl Jones, PhD | Veterinary Radiology |
| • P. Brett Kenney, PhD | Food Science and Technology - Muscle |
| • Hillar Klandorf, PhD | Physiology, Nutrition – Aviary |
| • Marlon Knight, PhD | Animal Science – Beef Cattle |
| • K. Marie Krause, PhD | Nutrition – Ruminant |
| • Kristen Matak, PhD | Human Nutrition and Foods – Food Science |
| • Margaret Minch, DVM | Veterinary Medicine |
| • Joseph Moritz, PhD | Poultry Nutrition |
| • Melissa Olfert, DrPH, MS, RD, LD | Human Nutrition and Foods – Lifestyle Intervention |
| • Crystal Smith | Equine Teaching Faculty |
| • Janet Tou, PhD | Human Nutrition and Foods |
| • Matthew Wilson, PhD | Reproductive Physiology |
| • Jianbo Yao, PhD | Biotechnology – Genomics |
| • Melissa Ventura-Marra, PhD, RD, LD | Human Nutrition and Foods |
| • Joseph McFadden, PhD | Biochemistry and Dairy Science |
| • Robert Taylor, PhD | Animal and Nutrition Science (Division Director) |
| • Susan Partington, PhD, RD | Human Nutrition and Foods |

Contact information for faculty in the Division of Animal & Nutritional Sciences can be found:

WVU Directory: < <http://directory.wvu.edu/>>

<http://ans.wvu.edu/faculty___staff>

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Office: G038 Agricultural Sciences Building – Evansdale Campus

P. Brett Kenny, PhD

Professor

Email: bkenney@mail.wvu.edu

Phone: (304) 293-1896

Office: G-140-G Agricultural Sciences Building – Evansdale Campus

Additional Information

All correspondence between faculty, staff and students will be done through your **WVU MIX accounts**. Should you not know your mix e-mail account, please contact the OIT Help Desk at (304) 293-4444.

It is **imperative** that we have your correct mailing address. If you have moved over the summer or are new to the Morgantown area, please provide the GDI director with your correct contact information.

New student ID: WVU will provide you with a 9 digit ID number that begins with 700 or 701. Please check the STAR system if you have not already to retrieve your number. **You will need this to access your MIX accounts and to correspond with the University.** This number is used as your identification at WVU.

Students should explore other WVU resources implemented to ensure the success of the students. The Office of Student Life, a division of Student Affairs, serves students by providing an umbrella of programs. For example, the units of Student Advocacy Center, Student Legal Services, and the Office of International Students and Scholars. The University also supports the Carruth Center for Counseling and Psychological Services as well as Student Health that is designed to service students' needs. Information

for all of these services and other WVU resources can be found on WVU's website and your MIX homepage (www.wvu.edu; mix.wvu.edu).

Local Bus Routes

WVU Students ride free with a student ID. You can find local bus routes at the following website: <http://www.busride.org/Routes.htm>

Academic Calendar Information found at: <http://calendar.wvu.edu/listview.php>

Appendices:

- I. Graduate Assistantship Information
- II. WVU GDI Policies and Procedures
- III. Supplemental Material
- IV. Fingerprinting & Background Check

Appendix I: Graduate Assistantship Information

Graduate Assistantships

There are several opportunities for financial assistance and employment for students who attend graduate school in the Davis College. Students may be employed by the college or in the industries in which they hope to find permanent employment once they graduate. Valuable knowledge and experience can be gained by taking advantage of these opportunities. Also, tuition waivers are available to those students who qualify. West Virginia University annually awards about 1700 graduate assistantships, and about 200 fellowships. All graduate assistants and fellows are required to be full-time (nine hours or more) graduate students in fall and spring semesters, six hours in the summer. It is important to note that graduate assistants are expected to perform duties satisfactorily, as specified by the graduate professor to which they are assigned, unlike fellowships, which require no service in return.

Graduate Teaching Assistant: A person who holds a graduate teaching assistantship is obligated to the extent of teaching two three-hour courses per semester, or for the equivalent in laboratory classes, or for other forms of departmental assistance, except research assistance, not exceeding an average of 20 hours per week.

Graduate Research Assistant: A graduate research assistant is a graduate student whose duties consist of assisting in the research of a faculty member with an obligation of 20 hours per week in any semester. Graduate Research Assistants' research may or may not correspond to the research conducted for their thesis or dissertation. The Division and the faculty advisor determine the graduate student's assignments.

For more information:

Animal and Nutritional Sciences

Dr. Robert Taylor, PhD
Division Director
(304) 293-1983
Bob.taylor@mail.wvu.edu

GTA Rights and Responsibilities

(Information taken from

http://grad.wvu.edu/academics/catalog_handbook/faq_and_definitions/ga_and_gta_faq)

- ❖ **How will I know if I have been awarded an assistantship? How will I know what my job as a graduate assistant is?**
 - Upon initial appointment, and prior to subsequent appointments, each graduate assistant must be provided with a letter of appointment which describes and clearly defines his/her work assignment, term of appointment, and expectations of the position.
- ❖ **As a graduate assistant, am I required to be a full-time student? Can I be a graduate assistant if I am not enrolled into a program?**
 - No one may be offered an assistantship unless he/she is a full-time graduate student and until he/she has been accepted into a graduate or professional program. Non-degree students may not hold a graduate teaching assistantship.

- ❖ **How much time per week will my duties as a graduate assistant involve?**
 - The maximum work assignment associated with the assistantship, including any preparation time, should not exceed an average of 20 hours per week for the semester.
- ❖ **As a graduate assistant, will I receive a waiver of my tuition and fees? What are the time limits for receiving a waiver?**
 - All graduate assistants are provided with a full waiver of tuition and mandatory fees – a fee waiver period for a master’s student is up to 3 years while that for doctoral students continuing beyond the master’s is up to 5 years. Exceptions to these time limits may be requested from the Office of Graduate Education. All students must pay the university fee, which includes the PRT, Health and Counseling Services, Mountainlair, radio station, Daily Athenaeum, athletics, and the Technology and Library fees
- ❖ **As a graduate assistant, am I provided healthcare?**
 - West Virginia University continues its commitment to graduate education by providing healthcare to its graduate students through Aetna Healthcare. Graduate Assistants are automatically enrolled through payroll. The policy brochure is available in the Office of Graduate Education and Life or online (<http://grad.wvu.edu/r/download/71032>).

Terms of Employment

- ❖ **What kinds of tasks would not be appropriate to my position as a graduate assistant?**
 - Graduate assistants should not be assigned clerical duties or other duties generally considered to be “hourly-rate activity.” Such assignments are reserved for student assistants who are treated as employees. A graduate assistantship must provide for the enhancement of student’s professional skills and knowledge.
- ❖ **When do I need to attend the WVU GTA Professional Development Workshop?**
 - All graduate teaching assistants, except those at the Health Sciences Center, are required to attend the WVU GTA Professional Development Workshop in the first fall semester of their appointment. While attendance at this workshop is mandatory for all newly appointed GTAs, experienced GTAs and those from the Health Sciences are encouraged to participate.
- ❖ **What are the usual terms of service for graduate assistants receiving a stipend?**
 - Stipends for graduate assistantships are generally stated in terms of nine- or twelve-month appointments and require service to the institution. The term of service normally runs from August 15 to May 15 for nine-month appointments or from August 15 to December 31 for the fall semester or January 1 to May 15 for spring semester. The total hours of work, as well as the particular days of service (e.g., weekends and/or holidays) required, must be made clear to the student by the appropriate graduate department at the time of assigning the assistantship.
- ❖ **May I have more than one assistantship at a time?**
 - Students may not hold more than the total equivalent of one assistantship. This rule applies even if the appointment comes from several sources (e.g., graduate teaching assistantship, graduate research assistantship, graduate administrative assistantship, graduate residence hall assistantship, and/or teaching fellow).
- ❖ **May I seek additional employment outside my assistantship?**
 - Any graduate student who has a full-time assistantship may seek additional employment in addition to their assistantship. However, the graduate assistant should not be employed for more than 100 hours per regular semester beyond the assistantship by the home unit or by another unit without seeking permission from the Assistant Vice President for Graduate Education. In cases where a unit wishes to hire a graduate assistant in an hourly position for

more than 100 hours beyond the assistantship during the semester, permission must be sought from the student's home academic unit and the Office of Graduate Education and Life. This request should signify why it is critical to hire this particular student and how the assignment will reinforce the student's academic program.

Policy on Remuneration for Graduate Assistants

- ❖ **How are the minimum salaries for graduate assistants set?**
 - Graduate assistant salaries must meet or exceed the University minimum on a 9-month equated basis as set by the Office of Academic Affairs, with the minimum salary for doctoral students set higher than the minimum for master's level students.
- ❖ **What requirements are used to establish graduate teaching assistant salary ranges?**
 - Academic and other units are required to establish discipline-based salary ranges by student level (i.e., master's, doctoral, first-professional) for graduate assistants funded in their units.
- ❖ **What criteria must international graduate teaching assistants meet to qualify for a Certificate of Eligibility?**
 - International students must meet financial support criteria from an assistantship and/or other sources in order to qualify for a Certificate of Eligibility (I-20 or IAP-66) and, subsequently, a student visa.

Appendix II: WVU GDI Policies and Procedures

West Virginia University Graduate Dietetic Internship Policy and Procedures

Orientation

POLICY	To ease the transition of the new Interns to supervised practice sites and the program, the interns are oriented to each area.
PROCEDURES	<ol style="list-style-type: none">1. Interns are notified by email no later than August 1, 2015 regarding the starting date, time and location.2. Interns are oriented to the department and program during the first week of the program. Program information will be available on the WVU GDI data portal for off-site access. Interns will receive a minimal number of hard copy materials during orientation.3. Interns are oriented to supervised practice sites on the first day of rotation.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Didactic Knowledge Assessments

POLICY	Assessments of undergraduate didactic knowledge will be administered beginning in the summer prior to the first program year. Interns must score at least 80% on all didactic knowledge assessments before they will be issued a verification statement.
PROCEDURES	<ol style="list-style-type: none">1. Assessments covering didactic knowledge (medical nutrition therapy, medical terminology, community nutrition, lifecycle nutrition, food service, nutritional biochemistry and food service management) will be administered online through the Ecampus Learning Academy beginning in the summer prior to the first program year.2. Assessments will be repeated after each supervised practice component is completed to assess learning outcomes.3. If an intern is unable to earn an 80% or better on each of these assessments after 3 attempts deficiencies will be addressed with remedial work, and the assessments will be re-administered.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Supervised Practice Placement

POLICY	The Graduate Dietetic Internship makes use of many sites for supervised practice experiences. The GDI Director cannot guarantee that each intern will receive a placement of her/his preference.
PROCEDURES	<ol style="list-style-type: none">1. The detailed schedule of assigned supervised practice experiences will be distributed prior to the begin of the internship.2. This schedule may be subject to change based on the needs of site preceptors and clients, to accommodate required classes or scheduling of other supervised practice experiences. Interns will be notified of any changes made to the schedule during the year.3. Site placements will be made by the Graduate Dietetic Internship Director considering the learning needs of the dietetic intern, site availability to take a student at a given time, scheduling of other supervised practice experiences and scores on didactic knowledge assessments.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Intern Supervised Practice Evaluation

POLICY	The Intern is given both written and verbal evaluations throughout the program. It is the Intern's responsibility to be familiar with all evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria for each evaluation. All evaluations are to be completed by the Preceptor and the Intern by the specified date.
PROCEDURES	<ol style="list-style-type: none">1. All interns will be evaluated at the mid-point and at the end of each rotation by their preceptors.2. Evaluations will be completed online using the LiveText online system3. Preceptors at each affiliation are responsible for completing the evaluations and reviewing them with the intern. The GDI Director will be present at evaluations as requested per facility.4. The GDI Director will review all evaluations the interns receive.5. If an intern does not complete part or all of a rotation, receives a poor evaluation (needs more time or needs to improve), or fails the rotation per preceptors evaluation and comments, a meeting will be arranged to determine a plan of action or termination from the GDI.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Intern Files

POLICY	Intern information will be kept private. At all times, the advising file and the verification statements are held in strict confidence, share only on a confirmed need-to-know basis.
PROCEDURES	<ol style="list-style-type: none">1. While students are enrolled in the GDI, their advising file is housed in the ANS Division Director's office, with an official file held in the Office of the Associate Dean for Academic Affairs in the Davis College.2. Following graduation, the permanent transcript is retained in the Office of Admission and Records.3. After signing the verification statements, the GDI Director places the form in the permanent file held in the Associate Dean's Office.4. A student may access his/her own file during their dietetic internship and for one year after their program completion, in the presence of the Dietetic Internship Director.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Holidays and Recesses

POLICY	The GDI will comply with the University calendar regarding holidays and recesses.
PROCEDURES	<ol style="list-style-type: none">1. The Intern is entitled to the following holidays:<ol style="list-style-type: none">a. Labor Dayb. Martin Luther King's Birthdayc. Memorial Dayd. July 4e. Thanksgiving Day (during recess)f. Christmas Day (during recess)g. New Year's Day (during recess)2. Recesses according to the WVU calendar are:<ol style="list-style-type: none">a. Thanksgiving Recess – 1 weekb. Recess between terms – 2 weeksc. Spring Recess – 1 weekd. Good Friday Recess – 1 day3. The GDI Director may choose to schedule practice time during the Thanksgiving Recess, between terms and spring recesses if necessary. The practice site supervisor must also agree to provide practice experiences during the recesses.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Absence Due to Bereavement

POLICY	The Intern is excused for three (3) regularly scheduled program days when there is a death in his/her immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild or spouse's parent). The Internship Director reserves the right to request valid proof of death and relationship of immediate family member. Any request for additional days of absence must be approved by the GDI Director.
PROCEDURES	<ol style="list-style-type: none">1. The intern immediately contacts the GDI Director when there is a death of an immediate family member.2. The Internship Director informs the preceptor and adjusts the Intern's schedule as needed.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Absence Due to Illness

POLICY	The Intern is allowed up to 24 hours of excused absences due to illness. An absence of three (3) or more consecutive days needs to be documented by a physician. The Intern may miss a maximum of eight hours from any rotation. If more than eight hours are missed, the intern will make up the missed time. If more than 20 work-hours are missed overall, the intern will be required to make up the time before program completion.
PROCEDURES	<ol style="list-style-type: none">1. The intern immediately contacts the GDI Director when the intern is unable to make it to a rotation site due to illness.2. The Internship Director informs the preceptor and adjusts the Intern's schedule as needed.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Dress Code

POLICY	To promote a professional image, Dietetic Interns must adhere to the dress code policies and procedures during all dietetic internship rotations and when attending any professional meeting.
PROCEDURES	<ol style="list-style-type: none">1. The Dietetic Intern is responsible for obtaining information and adhering to the requirements of the dress code for each site to which they are assigned.2. All Dietetic Interns shall wear their name badge, supplied by WVU.3. Students must be clean, neat, and well-groomed. Clothes and lab coats must be pressed.4. Fingernails must be kept clean and at an appropriate length. During the food services management rotation, the intern is not allowed to wear nail polish of any kind.5. Hair must be neatly groomed and clean. Hair nets and/or caps shall be worn in all required areas of the assigned sites.6. Fragrances and strong perfumes/colognes are to be avoided.7. Shoes should be comfortable for walking, and must be closed heeled and toed. The following types of shoes are not allowed: clogs, sandals, “flip-flops”, gold or silver colored shoes. No gym shoes are allowed, except clean white leather athletic shoes which may be worn in the food service assignments in rotations if acceptable to the assigned site.8: <u>Women</u>: Professional dress (e.g. dress, skirt/pants with blouse or sweater) with a clean white lab coat, if required. No sundresses, very short skirts, t-shirts, shorts, sweatshirts or sweatpants, jeans, bare midriffs, or athletic wear. Hose or socks must be worn at all times, no bare legs or feet are allowed. Excessive make-up and large, dangling, or excessive jewelry is not allowed.9. <u>Men</u>: Collared shirts, slacks, socks and dark shoes. A clean white lab coat if required by the site should be worn. No t-shirts, jeans, shorts, sweatpants, sweatshirts, or athletic wear.10. Studs from tongue, nose, etc. shall be removed as required by the assigned sites dress code policy. They may not be worn during food service assignments in rotations.11. It is the responsibility of the Dietetic Intern to adhere to all the site required policies regarding dress and appearance, and ask for clarification if necessary. Failure to adhere to the policy may result in being sent home for the day, and having to make-up that day of work.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Intern Grievance

POLICY	Resolution of disagreements between dietetic interns and preceptors are to be pursued in good faith at the highest levels of professionalism. The procedure set forth below is designed to guide this process in the most professional manner.
PROCEDURES	<ol style="list-style-type: none">1. The intern will make a good faith effort to resolve the matter with the preceptor involved.2. If the intern's efforts with the preceptor do not resolve the concern, and if the intern wishes to pursue resolution of the disagreement further, the intern can discuss the matter with the GDI Director.3. Any intern who has attempted informal resolution and remains dissatisfied may obtain a formal resolution of a grievance. The intern shall file a written grievance. This will be presented to the Director of the Division of Animal and Nutritional Sciences.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Physical Exam and Proof of Vaccination/Immunity

POLICY	All Dietetic Interns are required to show proof of adequate medical condition and vaccination records, proof of immunity or exposure to certain diseases to assure that the interns and all those they come in contact with are not at potential health risk.
PROCEDURES	<ol style="list-style-type: none">1. The Intern makes arrangements for two TB tests with a physician of their choice <u>at their own expense</u> not more than 3 months before the start of supervised practice experiences.2. The intern must present proof of MMR vaccination (or titers) before the start of supervised practice experiences.3. The intern must present proof of chicken pox vaccination (or exposure) before the start of supervised practice experiences.4. The intern must present proof of Hepatitis B vaccination or be in the process of completing Hepatitis B series vaccinations before the start of supervised practice experiences.5. The intern must present proof of current tetanus vaccination before the start of supervised practice experiences.6. Intern must provide proof of physician health screening prior to starting supervised practice experiences to document absence of communicable disease and to prove that the intern is in sound medical condition.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Disciplinary Actions & Termination

POLICY	The Intern is subject to disciplinary counseling by the GDI Director at any time during the program year when the intern does not abide by the WVU GDI policies and procedures. The disciplinary action is based upon the specific behavior. One serious offense is cause for immediate termination.
PROCEDURES	<ol style="list-style-type: none">1. If a Dietetic Interns' level of performance is determined deficient during a rotation (fails a rotation) during the GDI, a conference will be scheduled with the GDI Director as early as possible during the rotation. If the performance does not improve (fails the rotation) the intern will be terminated from the internship program.2. A disciplinary conference will be scheduled with the GDI Director for other causes including:<ol style="list-style-type: none">a. Being under the influence of either drugs or alcohol while on the job.b. Harassing, threatening, intimidating or assaulting (physically or verbally) any person while in the internship program.c. Theft of property from WVU or any affiliation.d. Failure to follow direction of an immediate supervisor/preceptor.e. Unexcused absences.f. Repeated absences or tardiness.g. Failure to perform assigned tasks. Not completing assignments.h. Misconduct, inappropriate behavior, arguing with the medical staff, supervisor, and/or preceptors.i. Failure to complete graduate course work or case studies.j. Disrespectful behavior towards preceptors, instructors, and/or professional staff.k. Stealing, lying, cheating or any other illegal activities.l. Not showing up for a scheduled rotation.3. Specific steps to ameliorate the identified problems within a designated period of time are necessary outcome of this conference. Performance will be reevaluated after expiration of the designated time period. Options include change of rotation sites (as available) and extending the rotation within a time limit.4. After each disciplinary conference, the GDI Director and Division Director meet with the intern to discuss the problem(s).

West Virginia University Graduate Dietetic Internship Policy and Procedures

Disciplinary Actions & Termination

5. The Internship Director and Division Director determine after each subsequent disciplinary whether the intern should be terminated from the Program.
6. The internship Director documents each meeting with the Intern and the final results of the meeting.
7. All documentation is kept in the Intern's file.
8. The decision to dismiss the intern from the Internship Program lies with the West Virginia University GDI Program Director and advisors.

West Virginia University Graduate Dietetic Internship Policy and Procedures

HIPAA Compliance

POLICY	Interns will comply with Health Insurance Portability and Accountability Act (HIPAA) regulations at each supervised practice site. These regulations stipulate facility policies regarding use of patient/resident personal information.
PROCEDURES	<ol style="list-style-type: none">1. Interns are required to comply with West Virginia University and all affiliation site policies regarding confidentiality of information in patient/employee records.2. It is the Interns' responsibility to learn the confidentiality policies at each rotation site.3. All interns will complete HIPAA training prior to beginning supervised practice experiences.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Student/Intern Insurance

POLICY	WVU GDI interns are covered for injury and liability in their academic activities on campus and supervised practice sites. Interns must provide proof of automobile and health insurance.
PROCEDURES	<ol style="list-style-type: none">1. The University maintains insurance policies against students' injuries on campus or in classrooms.2. Interns in the WVU GDI are covered against injury when they are in any setting which may take them away from the classroom as long as that activity is associated with class work.3. This is similarly true in the event of liability should an intern be involved in a situation in which he/she is making nutritional recommendations in a structured learning experience as part of the internship.4. To be covered thus, the intern must be registered for practicum (HNF 507) during summer sessions I-II and fall and spring sessions while engaged in the internship.5. The interns have the option of purchasing a personal insurance policy, which would provide coverage for injury incurred outside of work/class time and for sickness.6. It is the intern's responsibility to have car insurance. The University is not liable for safety in travel to and from assigned sites.7. It is the intern's responsibility to maintain health insurance coverage.

West Virginia University Graduate Dietetic Internship Policy and Procedures

Academic and Thesis Advising

POLICY	Advising for dietetic interns begins immediately after enrollment. Over the next 2 years of the program, the intern will meet with his/her advisor on a regular basis to ensure timely completion of the program.
PROCEDURES	<ol style="list-style-type: none"><li data-bbox="509 562 1334 632">1. Upon enrollment every intern (thesis and non-thesis) will be assigned an advisor from the Human Nutrition and Foods Faculty.<li data-bbox="509 642 1334 747">2. Advisor assignment will be based on the research interest (thesis option) or practice interest (non-thesis option) of the intern and faculty availability.<li data-bbox="509 758 1334 905">3. The Internship Director will inform the Intern that an advisor has been assigned to them. The Intern will be given the advisor's contact information and instructed to call or email their advisor to discuss course selections for the Fall semester.<li data-bbox="509 915 1334 1050">4. During first year orientation, Interns will be introduced to all current research programs. At this time, Interns may request a change of advisor based on similar research interests and faculty availability.

Appendix III: Supplemental Material

WVU GDI Portfolio Guidelines

Development of an ePortfolio which is a Professional Portfolio is a required DI competency:

DI 2.13 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration.

The Commission on Dietetic Registration created the Professional Development Portfolio (PDP) as a tool for self-directed lifelong learning for dietetics professionals. The portfolio for the GDI will familiarize interns with a process similar to the one required for the PDP and provides practical application of the process they will use throughout their professional careers. The internship portfolio will familiarize you with the PDP process. Additionally, it documents the work you have done and the knowledge and skills you have acquired as an intern.

Step 1: Self-Reflection

Reflect on your supervised practice experiences and interests, strengths, and weaknesses. Establish short- and long-term goals

Step 2: Determine skills acquired and skills needed to achieve your goals

Skills Acquired:

- Write down a summary of each activity you participated in. Include the name of the activity, its purpose, and what your role was.
- Include all of the skills and attributes that were used and developed at that time.

Skills Needed:

- Based on interests, trends, strengths, and weaknesses from step one.
- A great way to “fill in the blanks” is to obtain various job descriptions for the position you would like to be in.

Step 3: Gather artifacts: work samples, certificates, letters, projects, photos

- Work Philosophy
- Career Goals
- Brief Biography
- Skills Area
- Resume
- Work Samples
- Class Assignments
- Letters of Recommendation
- Any Articles Written
- Certificates, Diplomas, Awards, Scholarships
- Member Affiliations
- Academic Plans of Study
- Dietetic Internship Plan

Step 4: Update resume and references

Statement of Originality and Confidentiality should be placed at the beginning of the portfolio on cover page states portfolio is your work and should not be copied.

Step 5: Assemble the portfolio

Content should include in order:

- Work Philosophy and Goals
- Brief Biography
- Resume
- Letters of Recommendation
- Create a tabbed section for work samples
- Pick 3 or 4 best samples for each tabbed section, put in sheet protector
- Create an overview card/page to introduce each sample
- Order by community, clinical, management, and food science or class categories
- Certificates, diplomas, degrees
- Community service samples
- Student and professional memberships
- Academic plan of study, internship plan, faculty/employer bios
- Include pictures of participation in events
- References

Organize your work into skill areas:

- Create tabs for each section
- Put all documents into sheet protectors
- Use templates for section dividers and overview pages or for mounting pictures, sample work, etc.
- Available online, often as letterhead templates
- Make your own

Appendix IV: Fingerprinting & Background Check

State and Federal Background Checks

All interns are required to have a state of residence and federal criminal record background check.

Additional Information may be found online:

http://www.fbi.gov/about-us/cjis/background-checks/background_checks

Out-of-State Interns: You must contact the local authorities in your home state to determine how to receive a state criminal background check and have the results sent directly to the GDI Director:

Finger Printing Instructions

- Will need a driver's license and SS card to complete
- <https://wv.l1enrollment.com/OpenNetworkPortal/spring/customer?execution=e1s36>
- click make a new appointment
- Find WV Employer Record Check
- No Facility Number
- WV State University
- Click ADD SERVICE
- WV Hard Card
- Continue, then fill out information that is needed.
 - Employer Name: West Virginia University
 - Occupation: Intern
 - Employer Address: Division of Animal & Nutritional Sciences
 - PO Box 6108
 - Morgantown, WV 26506-6108

WV Employer Record: \$28.85

WV Hard Card: \$8.85

FBI Background Application: \$18.00

FBI Finger Printing Application Form:

<https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>

WV Finger Printing FAQ:

https://wv.l1enrollment.com/OpenNetworkPortal/customer/documents/WV_FAQ.pdf

Signature Sheet

Intern's Agreement:

I have read the Handbook for the WVU Graduate Dietetic Internship, including the Internship Policies and Procedures, requirements for graduate student, and requirements for program completion. I fully understand their significance. After completion of the graduate internship program, I will make every effort to stay in touch with the Internship Director and provide updated forms of contact information, including but not limited to current personal email address, employment email address, personal cell phone number, employment office number. It is understood that any contact information obtained by the Director will be utilized for further accreditation purposes set forth by ACEND, and contact information will not be provided for solicitation to other agencies. In addition, I agree to satisfactorily complete the requirements and abide by the policies of both the University and sponsoring Facility as stated. Should I not meet these requirements, I will not receive the Verification Statement of Program Completion and will, therefore, be ineligible to take the Dietetic Registration Examination. Once I complete all requirements stated in the WVU GDI Handbook, I will receive my Verification Statement of Program Completion and be eligible to take the Dietetic Registration Examination. With my signature I attest that I am at least 18 years of age and competent to sign this agreement.

Intern Printed Name: _____ Date: _____

Intern Signature: _____ Date: _____

Internship Director Printed Name: _____ Date: _____

Internship Director Signature: _____ Date: _____

Please turn in to the Dietetic Internship Director.