

Texas Tech University
Dietetic Internship Program

Policies & Procedures Handbook

**With verbiage for substantive program change
to add graduate degree for DI Verification**

Texas Tech Dietetic Internship

I acknowledge reading read the policies and procedures (01 through 33) of the Dietetic Internship Program. I also verify that I accessed the Student Affairs Handbook: Code of Student Conduct <https://www.depts.ttu.edu/dos/handbook/> and read statement entitled Code of Student Conduct (page 91) with particular note taken related to academic integrity. I have been given the opportunity to clarify questions related to my responsibilities during the dietetic internship. I agree to meet the conditions as described in the policies and procedures manual.

Dietetic Intern

Date_____

I have a personal health insurance beyond the medical service fee required by the university.

Dietetic Intern

Date_____

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Program Description Section

Introductions

The Texas Tech University (TTU) Dietetic Internship (DI) is designed to meet the competencies for entry-level dietetics practice and prepare interns for the Registration Examination for Dietitians. The program has a Medical Nutrition Therapy concentration and provides interns with a minimum of 1000 hours of supervised practice hours in a wide variety of settings.

The TTU Dietetic Internship has one non-remote site in Lubbock, with remote sites in Amarillo, Midland/Odessa area, and San Angelo. All sites are located in Texas. Through D&D Digital and the DICAS application process, interns are matched to a specific site for supervised practice rotations. In addition, a practicum enrichment day time (PED Time) is held by Zoom about every 4-5 weeks during supervised practice rotations. Currently there are 10 interns for Lubbock, four intern in Amarillo, four interns in Midland/Odessa and four in San Angelo.

All interns must enroll for NS 5334, Applied Medical Nutrition Therapy, which is held in the spring before supervised practice rotation begin (this class will be held by Zoom, weekly). A face to face Orientation will occur in mid-May in Lubbock for approximately five days. Supervised practice will begin in late May-early June and will continue through late November.

Mission Statements and Program Information

The University, the College of Human Sciences and the Department of Nutritional Sciences Management (which sponsors the Dietetic Internship Program) are committed to excellence in professional education of the dietetic intern. The mission statements and goals will reflect this commitment.

Texas Tech University Mission Statement:

- As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation and world.

Texas Tech University College of Human Sciences Mission Statement:

- The College of Human Sciences provides multidisciplinary education, research, and service focused on individuals, families, and their environments for the purpose of improving and enhancing the human condition.

Texas Tech University Nutritional Sciences Department Mission Statement:

- The Department of Nutritional Sciences endeavors to advance the field of nutritional sciences and equip individuals towards making a positive contribution to society as a whole through quality education, research and service.

Texas Tech University Dietetic Internship Mission Statement:

- The Mission of the Texas Tech University Dietetic Internship is to provide diverse and innovative, supervised experiences that will prepare graduates to perform as entry-level Registered Dietitian/Nutritionists and contribute to the profession, and society as a whole through quality education utilizing evidence based practice and research for the purpose of enhancing the nutritional needs of society.

Programs Goals and Objectives

Goal 1. Graduates will be prepared to be competent entry level Registered Dietitian Nutritionist who will utilize evidence based practice.

Objectives:

- At least 80 % of program graduate complete program/degree requirements within 36 months (150% of the program length) 3.3.b.1
- Of program graduates who seek employment, at least 85% of the program graduates are employed in nutrition and dietetics or related fields within 12 months of graduation. 3.3.b.2
- At least 90% of program graduate take the CDR credentialing exam within 12 months of program completion. 3.3b.3a
- The program's one –year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionist is at least 80%. 3.3b.3b
- When surveyed, at least 80% of responses from program graduates will agree that supervised practice rotation sites were adequate to prepare them for entry level practice with various diseases/conditions.

Goal 2. Graduates will be prepared to work in diverse areas of dietetics through a variety of supervised practice experiences who will meet the employment needs of the diverse West Texas area.

Objectives:

- When surveyed, at least 80% of responses from program graduates will agree that supervised practice rotations sites were adequate to prepare them for entry level practice with various disease/conditions.
- At least 50% of program graduates are employed in the West Texas area within nine months of completion of the dietetic internship.
- When surveyed, at least 80% of employers will agree that program graduates are competent for entry level work as a RDN. 3.3.4

Dietetic Intern Curriculum

Learning Outcomes n successful completion of the program, the intern will have met the following Core Knowledge and Competencies for entry-level practice as a registered dietitian nutritionist identified in the 2017 ACEND Accreditation Standards For Nutrition and Dietetics Internship Programs.

Refer to Curriculum Map for didactic and supervised-practice courses aligned with competencies and learning outcomes.

Plan of Action for Assessment of Program of Mission and Goals

Program improvements will be based on the analysis of data collected for all of the outcome measures. Depending on the outcome measure, these evaluations will be on-going or on an annual basis. The program director will assume leadership in these reviews and take appropriate steps for continuous program improvements in consultation with the Nutritional Sciences faculty, preceptors of the program, Chairperson of the department and other constituencies, such as an external Advisory Committee. Discussions related to program evaluation are regularly conducted during faculty meetings, program planning activities with the preceptors before the rotations, on-going communications between the program director, preceptors, and interns. The director will appoint and convene the Advisory Committee consisting DI Director, Assistant DI Director, at least one faculty member representative, and a minimum of four preceptors representing all 4 supervised practice sites and the group will convene yearly, with a Zoom section for members not in Lubbock.

Outcome measures under Goal one will be used to evaluate the quality and scope of the supervised experiences offered by the program and the extent to which the expected competencies of the program are achieved. The supervised experiences should meet the needs of the students, the ACEND requirements, the trends in dietetics, and the mission of the program, department, college, and university. Outcome measures under Goal two will assess employment, preparation of graduates for employment and assessing if employers feel program graduates are prepared as entry level practitioners.

The assessment data will be utilized to identify the strengths of the program, which will assist with recruitment efforts and the promotion of the program. The data will also identify areas of weaknesses which may require corrective action. Ultimately, steps can be taken by the program director to enhance the quality and effectiveness of the curriculum and supervised experiences offered by the program. While quantitative data will offer a measure of program effectiveness, qualitative data from surveys and feedback from students, alumni, preceptors and employers will provide vital information on possible options for program improvement.

DIETETIC INTERN FINANCIAL RESPONSIBILITY

Policy:

The dietetic intern will be responsible (unless exempt through financial assistance) for all required graduate school fees, book and supply costs, travel costs and living costs, as well as professional, health and personal expenses incurred during the dietetic internship/master's degree program.

Procedures:

The dietetic intern can expect to be financially responsible for expenses in the following categories as well as any other required by the University:

Estimates of the expenses are included on the DI website and will be updated annually.

A. **Graduate School expenses**, including:

- Resident or non-resident tuition fees
- General property deposit
- Student service fees
- Medical service fee (student health services only)
- University Center fee
- ID card fee
- Books and supplies, as required
- General use fee
- Course fee
- Information technology fee
- International education fee

B. **Internship Program expenses**, including:

- Reliable transportation (includes car insurance as required by state regulations)
- Additional non-local affiliation gasoline expenses
- Material and supplies cost for affiliation learning activities
- Liability insurance- through a company contracted by the University
- Criminal Background check (typically this is paid by the University)
- Drug Screen Testing (may be paid by the site or may be paid for by intern-depends on site)
- Medical insurance (university student or family or other policy) beyond medical service fee
- Internship handbook and notebooks
- Reference materials, copying expenses
- These expenses are updated annually on the DI website

C. **Professional expenses**, including:

- Associate membership- The Academy of Nutrition and Dietetics
- Membership fees, if applicable- North Region and/or West Academy of Nutrition and Dietetics.
- Attendance to professional meetings and workshops (including registration fees, travel, and hotel expenses). **Attendance is required** to the state conference meeting (in person or virtual).

D. **Personal expenses**, including:

- Housing
- Meals
- Personal items
- Professional dress, lab coat (if required by the facility), shoes, as indicated in *Policy #09 Dress and Appearance*

E. **Graduation and Registration expenses**, including:

- Graduation fee, if applicable
- Exit exam, taken on BlackBoard and if taken at a testing site, there will be a fee
- AND membership dues
- CDR registration exam fee

Dietetic Internship Preceptors

Preceptors in the Texas State University Dietetic Internship occupy a variety of roles within the fields of nutrition and dietetics. Most are Registered Dietitians working in the clinical, food service, retail, and community environments. Some preceptors are not registered dietitians, but rather professionals with diverse backgrounds who work in the area of food and nutrition. All preceptors complete an orientation before beginning their work with Texas State interns, are required to demonstrate continued competence in their role, and are offered opportunities for continuing education in dietetics.

Both administrators of the DI have an MS degree and are employed full time by Texas Tech University. Allison Kerin, MS, RDN, LD was named Director of the Dietetic Internship beginning 9/1/2021. She has been in the role of Assistant DI Director since September 2018. She has worked as a practitioner for 18 years prior to this current role, as a clinical dietitian in a hospital setting, moving into a clinical management role and later added patient food services to her responsibilities. She has also directed the employee wellness program at the Texas Tech University Health Sciences Center prior to joining the faculty at TTU.

In preparation for retirement, Shelley Fillipp, MS, RDN, LD who has been Director of the Dietetic Internship at Texas Tech University, beginning in this position in August 2007, was moved to the role of Assistant Director as of 9/1/2021. She has a diverse background in many areas of practice with 29 years of experience including food service, consulting and outpatient counseling.

Dietetic Internship Faculty

Director Hannah Thornton, MS, RD, LD (Director since June 2016) Ms. Thornton is currently a Senior Lecturer in the Nutrition and Foods Program of the School of Family and Consumer Sciences. She earned a Bachelor of Arts in Biology at Smith College in Northampton, MA, a Master of Science in Biology at Florida International University in Miami, FL, and completed a Master of Science in Nutrition as well as the Dietetic Internship at Texas State. Her research has included an exploration of nutrient intakes in WIC-enrolled children and food security on college campuses. Her teaching includes introductory nutrition courses, Nutrition Assessment, Biochemical Nutrition, and Nutrition and Genetics. In the classroom, she emphasizes multiculturalism and active learning. In 2016, she received a Presidential Distinction Award for Excellence in Teaching, and was named runner up for Texas State's Award for Excellence in Online Teaching. In addition to her work at Texas State, she maintains a private dietetics practice specializing in pregnancy and pediatric nutrition.

Faculty BJ Friedman, PhD, RD (Director Emerita, internship faculty since 1997) Dr. Friedman is a Professor Emerita in the Nutrition and Foods Program of the School of Family and Consumer Sciences. She earned her bachelor's degree from Illinois State University and master's and PhD from the University of Texas at Austin. She completed her supervised practice at Elkhart General Hospital in Elkhart, Indiana. She served as Chair of the Department of Family and Consumer Sciences from 1992-2006, and traveled to Budapest, Hungary as a Fulbright Scholar in the spring of 2007. Dr. Friedman's research agenda has focused on child nutrition, especially related to prevention of childhood obesity. She is co-founder of the Best Food for Families, Infants, and Toddlers program, a community focused intervention project to prevent childhood obesity. Recent Best Food FITS activities include a restaurant intervention to improve children's menus, and projects to improve the food environments of child care centers and family homes. Dr. Friedman's primary teaching focus is Medical Nutrition Therapy. She teaches the Advanced Medical Nutrition Therapy class. She has recently started a private practice specializing in helping clients choose healthy and delicious foods for wellness and treatment of nutrition related diseases.

Sylvia Crixell, PhD, RD (Internship faculty since 1997) Dr. Crixell is a professor of nutrition in the School of Family and Consumer Sciences. She received her PhD from the University of Texas at Austin in biological sciences and nutrition and she completed her supervised practice at the University of Central Arkansas. Dr. Crixell's research focuses on community health promotion and child nutrition. From 2003-2007 in collaboration with colleagues, she directed ¡A tu Salud! a USDA-funded wellness program for Latina families, serving 500 women and their children in San Marcos, Texas. In 2010,

in collaboration with Dr. BJ Friedman, Dr. Crixell founded Best Food for Families, Infants, and Toddlers (Best Food FITS), a community program dedicated to combatting child obesity. Currently, Dr. Crixell directs the nutrition education component of WellCats, the free employee wellness program at Texas State University and has ongoing research projects involving the Texas Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Dr. Crixell teaches Seminar in Nutrition in the Lifespan for the internship. In this service-learning class, she draws on her current research endeavors to create applied, evidence-based projects for her students

Application and Admission Section

APPLICATION, ADMISSION AND APPOINTMENT POLICY

Each applicant must meet or exceed the minimum Standards of Education requirements as established by The Academy of Nutrition and Dietetics as well as the academic requirements as defined by the Texas Tech University Graduate School. The Dietetic Internship Director will provide a complete application list of submission materials to those requesting them. Each applicant must be eligible for graduate school admission while being considered for appointment to the dietetic internship program. All required application materials must be received by the Dietetic Internship Director by the pre-established deadline date to be considered. Each applicant who meets all academic and admission requirements will be evaluated competitively for possible appointment as defined by the dietetic intern selection process.

Currently the TTU Dietetic Internship Program does not grant credit for prior learning experiences.

Texas Tech University is an equal opportunity/affirmative action institution with regard to employment and admission.

Procedures

A. Prospective applicants should request entry criteria, brochure, and instructions for both the dietetic internship program and graduate school from the Dietetic Internship Director and the Director of Graduate Admissions, respectively. Both are also available on the respective websites: <https://www.depts.ttu.edu/hs/intern/index.php>

<https://www.depts.ttu.edu/gradschool/>

- B. To be admitted to the combined Dietetic Internship/Master's Degree Program, applicants, including foreign students, must have:
 - 1. Completed The Academy of Nutrition and Dietetics DPD Academic Requirements.
 - 2. Completed a baccalaureate degree with a suggested minimum overall grade point average of 3.0. (preferred)
 - 3. Completed the Graduate Record Exam.Applications not meeting these minimum requirements may be considered on an individual basis. The process is competitive beyond meeting the minimum requirements.
- C. The applicant must submit the following forms to the Dietetic Internship Centralized Application System (DICAS) (on-line application site). All submitted electronically.
 - 1. Standardized dietetic internship application
 - 2. A personal statement which includes: statement of professional goals, reason for choosing this program, statement of benefits to student of dietetic work-related experience(s), other college or community service experiences, and a statement of personal qualities that will contribute to professional performance.
 - 3. Grade verification of current official transcripts from each college or university attended.
 - 4. Signed statement of intention to complete or completion of the DPD academic requirements.
 - 5. GRE score verification.
 - 6. Three prescribed evaluation forms and accompanying letters as pertinent completed by at least two college instructors from the major concentration, and one additional from any other instructor or a work/service-related professional who are qualified to evaluate the applicant's performance, ability and professional potential.
 - 7. Uploaded video answering specific questions that is uploaded with DICAS application. (see TTU

website for the questions to respond to)

1. Uploaded video answering specific questions that is uploaded with DICAS application. (see TTU website for the questions to respond to)

D. When the applicant packets are reviewed and the appointment selections completed, the Dietetic Internship Director will determine that the applications are compatible with the graduate school and internship requirements.

E. Appointment to the dietetic internship program is by computer match. Applicants will follow the procedure established by D&D Digital Systems. D&D will notify applicants, who are eligible for appointment, of their status; notification will be on or before the prescribed date. **Of special note: Applicants can apply to just one specific site or to all sites, remote or non-remote. D&D will identify which site an applicant is placed for rotations.**

F. Acceptance of the appointment by the student must be in accordance with the procedure established and published by D&D Digital Systems.

G. Application materials, including transcripts will not be returned to non-appointed students.

H. Appointed students will receive email communications and forms with health information of immunity status as well as TB test and flu shot that must be completed prior to the NS 5334, Applied MNT, in January of each year. These must be completed and returned to the Dietetic Internship Director prior to the beginning of the internship program.

I. Prior to beginning the Dietetic Internship, the appointed student must have forwarded to the Dietetic Internship Director a final official transcript if this was not included in the original application and an original DPD verification statement.

DIETETIC INTERN SELECTION

Purpose:

To establish a consistent and objective procedure for the selection of dietetic interns, from a pool of qualified applicants.

Policy:

The selection committee of the Internship Program will select up to twenty two (22) appointments from the applicants who meet qualifications for graduate school and dietetic internship program admissions and whose complete application is submitted prior to the pre-established deadline. Applicants will be matched in April for both the Lubbock, Amarillo, Midland/Odessa and San Angelo sites. Texas Tech is open to all persons regardless of race, color, religion, sex, age, national origin, lifestyle, or disability who are otherwise eligible for admissions as students. All applicants must have good command of the English language.

Procedures:

- A. Texas Tech University participates in the Dietetic Internship Centralized Application System (DICAS) for processing of applications. The Dietetic Internship Director will check each application for completeness and eligibility according to published requirements. Incomplete and ineligible files will not be made available for review.
- B. The Dietetic Internship Director will either give reviewer's access to DICAS or send them PDF files for review to the members of the Selection Committee. A Selection Committee meeting will convene for the review of all qualified applicants. Rating sheets will be available for each applicant.
- C. The Selection Committee will be composed of the Dietetic Internship Director, any additional departmental faculty who wish to volunteer and at least four preceptors who wish to participate.
- D. Each member must review all eligible applications to ensure fairness and submit a completed rating sheet as the file is reviewed.
- E. The Dietetic Internship Director will complete a rating sheet including scores for objective data (GPA, GRE, references scores) for each eligible applicant.
- F. In addition to the objective criteria, points will be given for subjective criteria including:
 - Extracurricular activities
 - Academic honors
 - Work experience
 - Personal statement

Video with Questions to Answer

- G. Selection Committee members review the applicant's packets and give scores for personal statement and video. These scores are added to the rubric with scores for other area.
- H. During the selection committee meeting applicants will be evaluated by each member, and qualifications discussed. The director summarizes the tally and generates the rank order of candidates for appointment based on the average scores. A holistic approach of the student's application packet will be used in the evaluation and in making final selections. Rankings of the students will be discussed and any issues of concern will be addressed before finalizing the selection of candidates.
- I. The applications for these prospective students will be verified for Graduate Admission status as outlined in Policy #02 – Application, Admission and Appointment
- J. The Director submits ranking for the computer matching to D&D Digital Systems.
- K. Openings after the computer matching will be posted by D&D Digital Systems or announced by the Director to other DPD program directors. The Director will consider new applicants who meet the eligibility criteria as previously described. Decisions on new applicants will be made in consultation with the Selection Committee by the Dietetic Internship Director.

DIETETIC INTERN SUPPORT

Policy:

To assure that all dietetic internship students who rotate locally or in remote areas are supported by the Dietetic Internship Director, Assistant Dietetic Internship Director and Texas Tech University.

Procedures:

The Dietetic Intern will be supported by the Dietetic Internship Director to promote success of each student.

- A. Group support will be provided through:
 - Monthly didactic days, also known as practicum enrichment days (PED). Attendance is required for all dietetic interns. PED days support students through enrichment activities such as guest speakers and provide networking opportunities.
 - Online degree classes provided through Texas Tech University
- B. Individual support will be provided through:
 - Site visits: Each dietetic Intern will be visited at their selected area during:
 - i. Orientation
 - ii. A minimum of 4 times at various rotation sites throughout the year
 - iii. Graduation/Celebration
 - Student journaling and Electronic Internship Evaluation used by both preceptors and interns can help identify interns that potentially need further guidance and support
 - Student may receive support through electronic access to dietetic internship director. Students may email, phone, text any concerns to the director for additional support.

Program Components and Completion Section

SELECTION AND EVALUATION OF SITES FOR SUPERVISED EXPERIENCES

Purpose:

To define the process to identify, coordinate, and evaluate sites offering supervised experiences for the Dietetic Internship Program at Texas Tech University.

Policy:

All potential and current sites for supervised experiences will be evaluated by the Dietetic Internship Director based on the needs and competencies of the program.

Procedures:

- A. Negotiations for new sites will be initiated by either party (facility or internship director)

- B. The discussions will involve telephone conversations, written communications and personal communications with the potential preceptors and administrators.
- C. These communications will include potential activities and experiences to be provided for the dietetic interns. The director will communicate the expectations, performance evaluations and competencies for the rotations.
- D. Dietetic interns will always work under the supervision of a Registered Dietitian or qualified health, nutritionist, food service manager. Qualifications of the preceptor will be documented by the director using a short resume.
- E. The dietetic interns will not be allowed to fill in or replace vacancies of employees at the facility or assume staff relief responsibilities, other than assuming tasks that fulfill the competencies assigned for the rotation.
- F. Once mutually agreed that the facility can offer quality supervised experiences, the director will initiate the agreement process.
- G. Sites and facilities offering supervised experiences will be evaluated continuously and annually by the director of the internship utilizing preceptor evaluations, intern reflections and any additional feedback from dietetic interns.
- H. Sites and facilities offering supervised experiences will evaluate each of the interns participating in the rotation, the experiences offered and will complete an end of the year survey to assess adequacy and satisfaction with the program.
- I. Preceptors and the director will maintain open communication to assure mutual fulfillment of the expectations. The director will visit sites as needed or requested.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING TESTS

Policy:

The program is responsible for completing criminal background checks on each dietetic intern prior to Supervised practice. The program works with sites that require drug screening testing prior to rotations and informs interns of need for drug testing.

Procedures:

- A. Names and personal data needed to complete criminal background checks are submitted to the NS Department Business Manager. This person submits and completes criminal background checks for each intern. A summary report for each intern is returned to the DI Director noting a clear background check and documents proof. Each intern receives this individual report to have in their personal file if needed for documentation at a site. The department covers the cost of the criminal background check.
- B. All sites are aware that each intern has a completed background check. Some sites may also conduct their own criminal background check, typically two weeks prior to supervised practice. These sites incur the expense for the additional criminal background check.
- C. Some sites require a drug screening prior to supervised practice rotations. These sites reach out to the interns that will rotate at their site and give the directions and process to have the drug screening test completed. The sites typically incur the expense of the drug screening test but a few may expect the intern to pay for the cost of the test.

SCHEDULING AND PROGRAM CALENDAR

Purpose:

To define the process for determining the program calendar and for scheduling the dietetic interns.

Policy:

The dietetic internship/Master of Science degree program will be scheduled in accordance with the Texas Tech University academic calendar, including fall, spring, and first and second summer sessions. The practicum will be scheduled in accordance with education standards and within facility constraints.

Procedures:

- A. All Dietetic Interns will enroll in NS 5334 Applied Medical Nutrition Therapy, spring semester before the initiation of the supervised practice. Students are also required to enroll in NS 5601 Dietetic Internship during the summer and fall semesters while in supervised practice. Interns will also enroll in NS 5313, Clinical Applications in Nutrition in either fall as part of their internship rotations. Interns are also required to enroll for NS 5330, Introduction to Nutrition Research, preferably before supervised practice begins.
- B. The Dietetic Interns will complete one week of orientation before the rotations begin.
- C. The supervised practice is optimally planned for 26 weeks in length.
- D. The following days are usually recognized holidays for students while in the dietetic internship rotations:
 - a. July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving Day
- E. The assigned rotation schedule will be distributed to each student during orientation. Individual rotation sequences will be assigned as fairly as possible depending upon facility constraints and student needs.
- F. Changes will be made as required by facility or intern needs as they occur. Every effort will be made to ensure that the required learning objectives will be available to each intern.

INTERN PERFORMANCE EVALUATION

Policy:

The dietetic intern's performance will be evaluated continuously within the supervised practice experiences and class during the internship phase of the program to determine progress toward entry-level professional competency and the development of professional characteristics. Intern Evaluation will be submitted electronically via Qualtrics.

Procedures:

- A. **Supervised practice**
 - 1. The dietetic intern will review the expected activities, experiences and competencies of each rotation prior to reporting for duty.
 - 2. The dietetic intern should request guidance and direction from the preceptor dietitian/staff in the supervised practice, as necessary.
 - 3. The preceptor dietitian/staff and dietetic intern will use the specific rotation objective/evaluation and professional evaluation forms as the base for their assessment of abilities, competencies and professionalism of the student.
 - 4. The dietetic intern will receive on-going evaluation to determine the intern's progress toward the competencies and the professional performance. The preceptor dietitian/staff and dietetic intern should jointly discuss the student's performance. The director will be informed of the intern's progress and of any concerns regarding the intern performance. Meetings will be held as needed to address problems.
 - 5. During the last working day of the rotation, the dietitian preceptor/staff will complete and discuss with the dietetic intern the performance evaluation specific for the supervised experience. The final evaluation forms should include comments for improvement and/or change where appropriate. This is an electronic evaluation form that should be verbally discussed with intern in addition to submitting it for the DI Director to review. This information will be used by the Dietetic Internship Director to guide both the student and preceptor(s) as necessary to ensure adequate professional growth and development by the intern.
- B. **Mid-Internship Evaluation**
 - 1. The DI Director reviews summarized tallied scores for all areas on the Qualtrics electronic form. At this point, an average mean score of a 3/competent in all areas may not be met.

An overall look at progress is assessed and if intern does not appear to be making progress, a plan of action to improve performance is discussed with both DI Director and intern. Both parties sign the plan of work to improve performance and this paperwork is kept in the intern's file. This may include additional rotation hours or if it is professional behaviors that need improvement then that area will be focus of improvement at upcoming rotation sites.

- i. If intern is unwilling to work on areas of improvement, they can choose to withdraw from the dietetic internship.

C. End-of-Internship Evaluation

1. The DI Director reviews summarized tallied scores for all areas on the Qualtrics electronic form. To successfully graduate from the TTU dietetic internship, an intern is expected to reach a mean score of a 3/competent in all areas. If this is not achieved, there are two options:
 - i. Not receive a verification of successful completion of the dietetic internship or
 - ii. Plan for more rotation hours or assignments until intern is scored as competent in all areas.

D. Dietetic Internship course experiences

1. The dietetic intern will review the course objectives and requirements during the first class of the semester.
2. The dietetic intern will fulfill examination and assignment requests and receive appropriate feedback regarding course progress.
3. The student will receive a final grade (Pass/Fail) for each F&N 5601 course. Depending upon the course structure and established procedure, the student will be given periodic feedback as to grade status. NS 5313, Clinical Nutrition Applications also counts toward internship practice. This course is a letter grade that includes an average of the oral and written case study grades.

PROGRESS CONFERENCES BETWEEN DIETETIC INTERN AND DIETETIC INTERNSHIP DIRECTOR

Policy:

The dietetic intern's progress will be formally acknowledged at least once approximately mid-way through rotations and at the completion of the program. Meetings will be scheduled between the intern and the program director.

Procedures:

- A. The dietetic intern and the Dietetic Internship Director will have reviewed the evaluation forms at the completion of each rotation.
- B. A meeting time will be scheduled. These may be face to face or by Zoom.
- C. The dietetic intern will have the opportunity to assess his/her progress in the program and to present this evaluation to the director; suggestions for program improvement will be solicited.
- D. The director will offer guidance toward a realistic evaluation as necessary.
- E. Brief notes will be made of the conference content and filed in the intern's folder.

PROGRAM RETENTION, REMEDIATION/DISCIPLINARY/TERMINATION PROCEDURES

Purpose:

To define the conditions and processes for retention/ remediation discipline/ termination from the Dietetic Internship Program and/or the Texas Tech University Graduate School.

Policy:

Each intern must maintain or exceed a minimum of a B (3.0) grade average for continuation in graduate school. Ineligibility to continue in graduate school automatically renders the student ineligible to continue in the dietetic internship program.

Additionally, the dietetic intern must fulfill all of the defined competencies/learning experiences of each rotation to continue in the internship program. Ineligibility to continue in the internship program will not automatically render the student ineligible to continue in graduate school, provided an acceptable grade average of 3.0 is

maintained. A dietetic intern may be dismissed from the program when there is evidence of her/his inability to function as a dietetic intern. An intern may withdraw from the internship at any time. Effort is made to work with each intern to identify ways to improve performance and success and program completion.

Procedures:

A. Graduate Student Status Policy

1. The dietetic intern will enroll for all of the required courses each semester unless he/she has successfully completed the course during a previous semester at Texas Tech University within the prescribed time period or has discussed a plan to complete the course in a subsequent semester with the Director.
2. The dietetic intern will maintain an overall 3.0 to continue in graduate school. The student will be allowed one semester on probation to regain a 3.0 average.

B. Dietetic Internship Program Status Policy

1. The dietetic intern will successfully fulfill each objective/learning experience defined in the rotation competencies. (Modeled on the Role Delineation for entry-level practitioners).
2. The dietetic intern will abide by the Code of Ethics for the Profession and the Standards of Practice of The Academy of Nutrition and Dietetics.
3. The dietetic intern will be required to eliminate all critical areas of incomplete learning as a result of absence/or inadequacy. This may be achieved through extended or additional time in the rotation or alternate assignments, as appropriate.
4. Use of the "DI Warning Form" is used for documentation of counseling sessions with the intern.
5. Continuance in the Dietetic Internship Program will be contingent upon good standing in the Graduate School.
6. The dietetic intern must be able to eliminate all deficiencies within the limits of scheduled holidays and/or vacation/semester breaks prior to the entry of the next class unless physically impossible. Arrangements will be made for completion needs. Make-up time and any additional required time is dependent upon preceptor availability and facility constraints. If extended time or alternate assignments are not viable options the student may be subject to termination from the program. Critical deficiencies requiring extended time for alleviation before progressing to the next advanced rotation will of necessity be scheduled as quickly as possible; if a delay of program is a consequence of this interruption, the student will be required to accept the outcome. Every reasonable effort will be made by the University faculty and facility preceptor to ensure the student an opportunity to complete the program.
7. Continuation in graduate school is not contingent on continuation in the dietetic internship program if the intern maintains a 3.0 average.

C. Immediate Dismissal Procedure

1. In the event of behavioral misconduct, unethical behavior or unsatisfactory attendance, dismissal may occur with no previous notice.
2. Dietetic Interns are held to the standards set forth in the TTU Student Handbook (<http://www.depts.ttu.edu/dos/handbook/>)
3. Inability to perform effectively after a probation period may also be cause for dismissal from the program.
4. The Dietetic Internship Director will notify the intern verbally and in writing of dismissal upon receipt of documentation of due cause for dismissal.
5. A letter stating the reason for an effective date of the dismissal will be given or sent to the intern by the director of the dietetic internship.
6. A copy of the letter will be forwarded to the Chair of the Nutritional Sciences department and another will be placed in the intern's file.
7. The intern may present a written and/or verbal appeal of the dismissal to the Chair of the Nutritional Sciences department within five working days of notification of dismissal.
8. The Chair of the Nutritional Sciences department will consider the appeal and respond in writing within five working days. Decision of the Nutritional Sciences Chair is final.
9. Tuition and fees are non-refundable.

D. Intern-initiated Withdrawal

1. The dietetic intern will submit a letter stating the reason for withdrawal.
2. The dietetic intern will schedule a meeting with the Internship Director and Chair of NS to discuss withdrawal from the program.
3. The Internship Director will provide a written response to the withdrawal.
4. All fees are forfeited upon withdrawal from the internship program.

REQUIREMENTS FOR COMPLETION OF THE INTERNSHIP PROGRAM AND ELIGIBILITY FOR THE REGISTRATION EXAMINATION

Policy:

The dietetic intern will be expected to demonstrate entry-level competency in dietetics by fulfilling activities designed to achieve program performance requirements and competencies. Individuals completing requirements of the program shall be placed on the list of eligibility to take the registration exam.

Procedures:

- A. The dietetic intern will fulfill all learning outcomes/core competencies of the Dietetic Internship Program. Completion of a graduate degree is required as part of program requirements. The dietetic intern will be required to rectify any critical areas of incomplete learning as a result of absence. To successfully graduate from the TTU dietetic internship, an intern is expected to reach a mean score of a 3/competent in all areas. Interns will complete all case studies and chart reviews with a score mean score of 3/competent.
- B. The dietetic intern will participate with the preceptor dietitian in the self-evaluation process throughout and at the completion of each rotation. Strengths and areas for improvement will be identified, with subsequent opportunities given for improvement. The dietetic intern must meet all critical requirements in each rotation. Critical requirements will include competencies not fulfilled elsewhere or skills that are deemed essential for entry-level practice. Opportunities to achieve the objective(s), either through extended time in a rotation or alternate assignments, will be planned as necessary to achieve the established competencies.
- C. If extended time is required in a rotation, the Dietetic Internship Director will either adjust the schedule where possible or make arrangements for additional supervised practice during semester break periods or beyond the prescheduled completion date of the program. Critical incidents requiring a satisfactory level of performance before progressing to the next dependent rotation will of necessity be scheduled immediately. Special counseling with the intern will accompany less than satisfactory performance.
- D. As necessary, an intern on an individual basis will meet with the Dietetic Internship Director, as outlined in Policy 12, section A, Intern Performance Evaluation, to review overall progress in the program and to ensure ample opportunity for the student to progress and perform adequately.
- E. At the end of the dietetic internship, the dietetic intern will be required to pass a practice RDN exit exam with a score of 70 or above. This exam will be available on Blackboard and intern can take this exam within the last month of rotations. Interns with low scores will be counseled and allowed to retake the exam after a review period.
- F. Graduate Degree is required before DI Verification is received. The graduate degree can be in any area of study. This will be confirmed by reviewing transcripts showing graduate degree and date this was accomplished.
- G. Dietetic intern must complete all program requirements within 150% of program length (27 months) or will forfeit their verification statement.
- H. Upon successful fulfillment of all competencies and requirements of the program and proof of a graduate degree shown on a transcript, the intern will receive a certificate of completion from the internship. A DI verification statement will be issued, and the DI Director will submit the required paperwork CDR to as meeting eligibility requirements for the registration examination in dietetics.
- I. DI verification records will be stored electronically in a shared M drive. Copies will be available to former students upon request.

DIETETIC INTERN RECORDS ACCESSIBILITY AND CONFIDENTIALITY

Purpose:

To establish a process for maintaining dietetic intern records ensuring student accessibility and confidentiality.

Policy:

A file will be maintained on each dietetic intern in the Dietetic Internship Director's office. The dietetic intern, upon written request, will be permitted to review his/her file.

Procedures:

- A. A file record will be established for each dietetic intern which will contain application materials, which were submitted by the student, performance evaluations, and conference statements. Admission recommendations sent on behalf of the student will not be available for student perusal, unless the student has reserved the right to see those references with a signature on the references forms.
- B. Upon completion of the dietetic internship phase of the program, a summary file for each student will be established and maintained as a permanent file. This file will contain a summary performance statement, current address and any pertinent correspondence. All other materials accumulated during the program not being maintained for statistical or research compilation will be destroyed by the Internship Director within 12 months after completion of the internship program.
- C. All dietetic intern files will be kept in the Dietetic Internship Director's office. Only the Internship Director, or the NS Chair will have access to these files.
- D. The dietetic intern will be required to submit a written request to the Internship Director to review his/her personal file. Upon receiving a request, the Dietetic Internship Director will arrange a mutually agreeable time for the review within three (3) working days. The dietetic intern will review the file in the presence of the Internship Director or designee.
- E. All evaluations will have been reviewed by the student before they are filed.
- F. Materials on non-appointed dietetic intern applicants may be destroyed within 30 days after the internship program for which the student applied is filled.

Policies and Procedures Section

SUPERVISED PRACTICE HOURS DOCUMENTATION

Policy:

The dietetic intern's supervised practice hours will be tracked to ensure that dietetic intern has met the minimum requirements as set for by ACEND of at least 1000 hours of supervised practice experiences with a minimum of 700 hours in professional work settings; a maximum of 300 hours can be in alternate supervised experiences such as simulation, case studies and in alternate supervised experiences.

Procedures:

- A. Preceptor Tracking Responsibilities
 1. Preceptors are to plan 40 hours per week of supervised practice activities.
 2. The electronic Intern evaluation contains a section for the preceptor to note any missed Time, whether several hours or days during the time the intern spent with a preceptor and site. The intern evaluation is submitted electronically for DI Director and Assistant DI Director to review.
- B. DI Director and Assistant DI Director
 1. A master template is used to track hours of each intern. The template includes supervised Practice hours and columns for alternate supervised practice, simulation, case studies, And other activities that are approved for alternate experiences. This is available on the Shared drive so that it can be accessed by DI Director and Assistant Director
 2. Hours accrued are reviewed by DI administration to ensure minimum standards are met
 3. Status of each intern's hours are communicated with each intern as supervised practice Progresses to ensure standards are met at end of supervised practice.

HEALTH INSURANCE AND PROFESSIONAL LIABILITY INSURANCE

Policy:

The dietetic intern will be responsible for being enrolled in a health care insurance plan. Acceptable coverage may be through a family policy or an individual plan of the student's choice. A student health plan is also available on campus. Liability insurance is available with a company contracted by Texas Tech University.

Procedures:

The dietetic intern can expect to be financially responsible for expenses in the following categories as well as any other required by the University.

- A. **Health Insurance:** Neither the University nor the practicum sites are responsible for providing treatment for injury or illness associated.
 - 1. If the dietetic intern does not have health insurance, he/she will be expected to review the options during orientation and to select and enroll in a plan of choice. The plan is to be effective at the beginning of the program.
 - 2. Texas Tech University operates a Student Wellness Center located on campus. This Center provides a walk-in type ambulatory service, which supplies medical care of the scope which might be expected of a family physician's office. The student is eligible for these services through the medical service fee. Treatment is confined to the clinic as physicians do not make dormitory or house calls. In-patient medical care is not provided by the Student Wellness Center. Where hospitalization is required, one of several community general hospitals is utilized. A medical care policy should be selected to cover any required referral services or charge service not covered by the student health services.
 - 3. The dietetic intern will assume financial responsibility for the required health insurance plans.
- B. **Professional Liability Insurance**

Texas Tech University will provide each intern with a liability insurance plan for the duration of his or her rotations. The DI Director works with the business manager in securing coverage every year with the contracting office.

LIABILITY FOR SAFETY IN TRAVEL TO AND FROM ASSIGNED SUPERVISED PRACTICE AND FOR REQUIREMENTS OF AUTOMOBILE INSURANCE

Purpose:

To define the scope of responsibility of the dietetic intern in driving to and from assigned facilities and to define the requirements for automobile insurance.

Policy:

As a professional in training the dietetic intern will be responsible for providing his/her own transportation to and from the assigned facilities and graduate classes. Automobile insurance, which is the responsibility of the student, will exceed or meet the minimum standard required by the State of Texas.

Procedures:

- A. **Automobile Insurance Policy**
 - 1. The dietetic intern is required to determine if his/her automobile insurance is adequate under the State of Texas law.
 - 2. If not, the dietetic intern will be required to initiate whatever action is required to become compliant.
- B. **Transportation Policy**
 - 1. The dietetic intern, as part of the professional development process, will be required to report for classes and assigned experiences unless classes or facility supervised practice are canceled by University Administration. If the dietetic intern chooses not to report when there has been no official cancellation, he/she is subject to counseling related to professional standards of performance and/or disciplinary action for repeated

transgressions.

CLASS AND SUPERVISED PRACTICE ATTENDANCE

Policy:

Attendance by the dietetic intern is required at all scheduled DI classes. (Practicum enrichment and development, PED Time) and for *supervised practice**. A rotation schedule will be distributed at the beginning of the internship and PED Days will be noted as well. Attendance to PED Days is required. Supervised practice will be scheduled for approximately 40 hours each week, which will be scheduled in conjunction with the affiliated site's needs.

**supervised practice* consists of those educational and skill development experiences as planned and implemented during the practicum at the affiliated sites.

Procedures:

- A. A yearly rotation schedule will be established and distributed to the affiliated sites prior to the beginning of the internship program and given to each dietetic intern during orientation at the beginning of the spring semester. Changes will be made as necessary for program continuity. It will be the responsibility of the Internship Director to notify the facility dietitians/ staff and interns of necessary changes.
- B. Additional special mandatory classes may merit scheduling on occasion, but will be held to a minimum. Prior notification will be given to the faculty/dietitians staff and interns as early as possible.
- C. The dietetic intern will be in attendance and on time for class and supervised practice unless there is an emergency or pre-arrangements have been made with the internship director or with the class or practicum instructor. Emergency circumstances should be reported to the Internship Director and preceptor as quickly as possible.
- D. **Consistent incidences of tardiness or absences will result in counseling** of the intern by the appropriate instructor or preceptor dietitian and will be reported to the Internship Director. Further counseling or disciplinary action will be initiated by the Internship Director as necessitated by continuing problems which will coincide with *Policy #23 – Disciplinary Termination Procedures*.
- E. Interns may maintain outside employment, but they must not work more than 16 hour in a week. If outside employment is affecting the completion of course work or performance in rotations, the intern will be removed from rotations until required course work is caught up or until the outside work hours are brought to 16 or below. The intern can resume rotations at this point, but the missed time will have to be made up, thus resulting in potentially extending the internship.

MEDICAL OR EMERGENCY LEAVE

Policy:

A total of five days will be allowed for illness or emergency leave during the internship program. Depending upon the critical nature of the learning experience missed and the length of leave, it may be necessary for the dietetic intern to make-up the time absent to fulfill the required competencies.

Procedures:

- A. Illness
 1. When ill, the intern should contact the preceptor at the assigned facility within the first (1) hour of assigned duty. The DI Director can be notified by e-mail. The preceptor should be contacted by both an e-mail, phone call, and/or text message.
 2. When the illness occurs on a PED day, the student should contact the Dietetic Internship Director.
 3. When absent more than three days, the intern will be required to present a statement from a local personal physician or from the student health service.
 4. Absence in excess of ten (10) days will necessitate counseling and may result in withdrawal from the program.
 5. Depending upon the critical nature of the scheduled experiences missed, it may be necessary for the student to fulfill unmet competencies. A consultation will be held by the Internship Director with the facility preceptor and/or the affiliation director to determine

the intern's status.

B. Medical treatment

1. Injury sustained while attending class, in performing laboratory or research activities or while affiliating in a non-medical facility should be treated at student health or at the intern's personal physician's office.
2. When applicable, related injuries sustained while on duty at a medical facility may be treated by the personnel physician on duty.
3. Appointments for non-work related medical consultation/care should be scheduled so as not to interfere or interrupt class or duty time. If the dietetic intern is unable to arrange this, the Internship Director and facility preceptor dietitian or class instructor should be consulted before hand for the most convenient schedule time. In all cases, the intern should notify the Dietetic Internship Director and preceptor dietitian of scheduled appointments prior to the day of the appointment. The dietetic intern may be requested to fulfill unmet competencies/class material.

C. Emergency Leave

1. Requests for excused absences of reasonable length due to illness or a death or life-threatening illness within the immediate family will be honored. The time arrangements must be requested through the Internship Director, her designee, or the Chair of NS department in the absence of the Internship Director.
2. Depending upon the critical nature of the scheduled experience/classes missed, it may be necessary for the student to fulfill unmet competencies. A consultation will be held by the Internship Director with the facility preceptor and/or the affiliation director or class instructor to determine the student's status.
3. Every effort will be made to ensure fairness in each incident. Guidelines of the Academy of Nutrition & Dietetics will apply as appropriate.

VACATION AND HOLIDAYS

Policy:

The dietetic intern **follows the pre-planned rotation schedule** for the entire planned dietetic internship. There are some planned breaks and holidays

Procedures:

- A. Official holidays are defined by the university administration but these may not always be observed in internship rotations.
- B. The following days are usually recognized holidays for students while in the dietetic internship rotations and there are not graduate classes on these days:
 - July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving Day
- C. The schedule for the practicum experiences are planned by the program Director to fulfill the required contact hours of supervised experiences (~1000 hours). Travel and living plans, etc. should be made accordingly. There will be no exceptions to these established times except for emergencies.
- D. Within reason, the dietetic intern is expected to achieve all pre-established learning goals in each of the affiliation rotations regardless of scheduled holidays. Priorities will be determined and exceptions, when necessary, will be at the discretion of the Facility Preceptor. The Dietetic Internship Director should be consulted, as appropriate, in the decision-making process.
- E. On these occasions when it has been determined that a dietetic intern will be required to spend additional time in a given rotation to satisfactorily achieve the predetermined competencies, the rotation schedule may be altered or the intern may have to add additional time to the pre-planned rotation schedule.

DRESS AND APPEARANCE POLICY

Policy:

The dietetic intern will be required to dress and groom appropriately while on duty at all facilities, for scheduled observations and for professional meetings.

Procedures:

A. For women:

1. A clean and pressed white lab coat will be worn over conservative business-style clothes while at some hospitals, clinics, and nursing homes.
2. Conservative business-style clothing is appropriate attire while engaged in some community experiences, such as, teaching assignments, facility visits, etc. The preceptor dietitian will advise as to appropriate attire for a given situation.
3. Conservative business-style attire includes clean and **pressed** simple design dress, blouse or sweater and skirt, or slacks. Denim slacks or skirts are not acceptable unless authorized by a specific site and typically on a specific day. A combination of leotards or tights and long sweaters/blouses is not acceptable at most sites. Some long tunic shirts with non-see through leggings may be appropriate. Pants below the waist with short tops are not appropriate. In addition to tailored shirts or blouses, tailored knit sweaters and sweater sets are appropriate business casual choices. Cotton, silk, and blends are appropriate. Velvets and shimmery fabrics suitable for parties are not appropriate. For shirts and sweaters, cleavage is not appropriate. Long boots may be allowed at some sites if worn with the appropriate clothing (see preceptor directory-each site will define their guidelines).
4. Hemlines, other than for slacks, must be no more than two inches above the knee and no more than eight inches below the knee.
5. Some sites will require the intern to wear scrubs of a specific color per facility policy. Preceptor directory will indicate clothing needs. The intern is expected to cover the expense of purchasing required scrubs.
6. All clothing will be modest. Sheer and clinging materials are not appropriate. Shoes should be conservative and substantial to afford a degree of comfort and safety. In some areas, especially the dialysis unit and food production or service areas, shoes must be of the type to entirely enclose the foot of a substantial material, such as leather, and of a low or mid heel height to ensure health protection and safety.
7. Hair should be clean and groomed. Styles should be neat and conservative. The preferred hair restraint (of each individual facility) must be worn in the prescribed areas.
8. Fingernail polish will not be worn while in food production and service areas. **No artificial nails are allowed in any rotation.** (Shellac nails are considered artificial nails) Non-slip shoes are needed for food management rotations.
9. Jewelry such as a watch, engagement and wedding rings and simple earrings, are appropriate. Necklaces, etc. are allowed as long as intern is not in a rotation where they could be a hazard, such as in food management, food preparation.
10. Keep make-up conservative and natural in appearance

B. For men:

1. A clean and pressed white lab coat will be worn over conservative business-style clothes while at some hospitals, clinics, and nursing homes.
2. Conservative business-style clothing is appropriate attire while engaged in some community experiences, such as, teaching assignments, facility visits, etc. The preceptor dietitian will advise as to appropriate attire for a given situation.
3. Conservative business-style attire includes clean and pressed simple design slacks, nice polo style or a button-down style shirt. Ties are optional. Denim slacks are not acceptable.
4. Some sites will require intern to wear scrubs of a specific color per facility policy. Preceptor directory will indicate clothing needs. The intern is expected to cover the expense of purchasing required scrubs
5. All clothing will be modest. Sheer materials are not appropriate.
6. Shoes should be conservative and substantial to afford a degree of comfort and safety. In some areas, especially the dialysis unit and food production or service areas, shoes must be of the type to entirely enclose the foot to ensure health protection and safety.

7. Socks are required at all times while on duty.
 8. Non-slip shoes are needed for food management rotations.
 9. Hair should be clean and groomed. Styles should be neat and conservative. The preferred hair restraint (of each individual facility) must be worn in the prescribed areas.
 10. Fingernail polish will not be worn while in food production and service areas.
 11. Jewelry allowed includes a watch, wedding ring and simple tie clip.
- C. **Information for both sexes:**
1. Piercings- eyebrow or nose piercings must be removed. Sites may be more lenient with ear piercings.
 2. Tattoos: Most sites prefer that tattoos not be showing so to be safe, just make sure they are covered at all sites. Dress appropriately to cover them. Sometimes a watch can be used to cover one. Some will want bandages over them and there is also good tattoo cover up available.
 3. A prescribed nametag will be worn at all times on the staff coat; and, as appropriately requested by the preceptor dietitian, while wearing business clothing.
 4. Business-style clothing defining a professional appearance will be worn when attending professional meetings.
 5. In the unusual event that the dress and appearance regulations of a facility need to exceed those outlined in this policy, the facility requirement supersedes these. It is the responsibility of the dietetic intern to be aware of the facility dress code. He/she may request a copy from the preceptor as necessary.

INTERN PARTICIPATION IN PROFESSIONAL MEETINGS, CONFERENCES AND SEMINARS

Policy:

The dietetic intern will be encouraged to attend professional meetings, related conferences and seminars when compatible with the clinical learning experiences and class instruction. The student will be required to become a student member of The Academy of Nutrition and the local academy of nutrition and Dietetics where they live and complete rotations.

Procedures:

- A. As a part of meeting core competencies, **the interns will be required to attend either the state or national FNCE meeting**. Registration fee for this meeting is paid for by TTU, all other expenses incurred are paid for by the dietetic intern.
- B. The dietetic intern should receive notifications of the local academy of nutrition & dietetics meetings from the preceptors. Changes to meetings are usually announced at the meetings, via newsletters or e-mail. The dietetic intern will initiate membership with the appropriate local group.
- C. The dietetic intern will be responsible for notifying the Dietetic Internship Director in writing no less than two weeks in advance of a non-university program that he/she wishes to attend.
- D. After receiving the written request for educational events, the Dietetic Internship Director will confirm the intern's program status prior to granting approval. Every attempt will be made to permit participation as requested. Criteria for approved released time will be frequency of request, length of event, length of rotation and fair opportunity for all students.
- E. The Dietetic Internship Director has the sole responsibility for authorizing attendance at non-local meetings; all expenses must be paid by the intern. Partial support may be available upon formal request from the NS Graduate Student Research Fund when a student is presenting an oral or poster presentation at a state or national meeting.
- F. Request for attendance at locally or university sponsored meetings should be arranged with the preceptor dietitian, approval will depend on the rotation and the intern's progress within the rotation. The dietetic intern should notify the Internship Director before attending the meeting.
- G. It will be the responsibility of the dietetic intern to initiate discussion with the preceptor dietitian and/or class instructor to complete critical learning experiences that have been missed. Proposed arrangements should be submitted by the intern to the Internship Director for consensus.
- H. Upon request, the dietetic intern will submit an oral/written report on the program. The oral report may be at a regularly scheduled or specially arranged class period or scheduled conference.

USE OF CELL PHONES AND SMART WATCHES DURING SUPERVISED PRACTICE ROTATIONS

Policy:

To define appropriate use of cell phone and smart watches as a dietetic intern in rotations.

Procedures:

- A. Intern is to follow the cell phone policy for each facility where they are rotating.
 - Some sites do allow interns to use phone for communication during the day with the preceptor as to locating each other, etc. If allowed – it is the responsibility of the intern to investigate with each preceptor if the preceptor wants to use this form of communication and any specific parameters or conditions which apply to the communication.
- B. Intern is **NOT** to use cell phone during rotation time for personal use unless they are on a designated break.
 - If an intern is expecting an urgent or important phone call, they are to let the preceptor know and make arrangements for how this will be handled.
 - Intern is **NOT** to be utilizing social networking on their cell phone, i.e. Texting friends or Facebook during rotation day unless it is authorized and on approved break time.
- C. If an intern fails to follow this policy, possible consequences are left to the preceptor. Some possible consequences include:
 - Confiscation of intern's cell phone until the end of the rotation day.
 - If preceptor deems the infraction is at a high level, they may send the intern home for the rest of the day, with the intern having to make up missed time.
 - The DI Director is notified of intern's failure to comply with the cell phone policy.
 - If failure to follow this policy occurs, the preceptor(s) and DI Director will concur to plan further consequences.
- D. Use of apple and other smart watches:
 - An intern must have their alerts turned off or in airplane mode on their smart watch while in rotations.
 - Failure to follow this policy will result in intern being asked to remove their smart watch while at a site and not use during rest of rotation time.

INTERN EVALUATION OF COURSE INSTRUCTORS AND SITE PRECEPTORS

Policy:

The dietetic intern evaluates, through the use of pre-established electronic forms, the faculty who teach the courses and the dietitians/staff who mentor the supervised practice.

Procedures:

- A. Course instructor
 1. The dietetic intern will complete the electronic evaluation form on the F&N 5601 instructor during the last class weeks of the spring and summer semester.
 2. College feedback data to the instructor will serve as information for course improvement and modification.
- B. Preceptor/dietitian
 3. The dietetic intern will complete the Qualtrics evaluation form on each preceptor dietitian/staff near the end or shortly after rotation is completed with a preceptor.
 4. A summary of these forms will be compiled by the Dietetic Internship Director and made available to the preceptor dietitian/staff. Areas identified as needing immediate attention will be discussed with the facility director and/or preceptor.
 5. Summary evaluation data from these forms will become the basis for strengthening and improving the supervised practice.

DIETETIC INTERNSHIP ADVISORY COMMITTEE

Purpose:

To assure that the Dietetic Internship Program is professionally relevant and responsive to consumer needs and nutritional care demands.

Policy:

The Dietetic Internship program will have an advisory committee that can advise on overall philosophy, educational trends, opportunities for cooperative efforts, consumer needs and health care trends. Advice shall also be sought out on an individual basis from relevant individuals or groups outside the program.

Procedures:

- A. The functions and responsibilities of the Dietetic Internship Advisory Committee may include the following:
 1. Program development to meet changing trends and requirements for educational programs.
 2. Review and development of the educational philosophy underlying the program.
 3. Identification and solicitation of outside funding sources for program development including scholarship funds.
 4. Review and development of program policies in accord with the Standards of Education established by Commission on Accreditation for Dietetics Education.
 5. Review of program publicity/public relation materials and public relations efforts.
 6. As necessary, development of cooperative interaction with other university and adjacent facility, medical and allied health, training programs.
 7. As necessary, identification of potential clinical experience sites.
 8. Review and development of any other areas for which the Dietetic Internship Director, NS Chair, or Dean of Human Sciences may request the assistance of the committee.
- B. The advisory committee shall be composed of the DI Director, Assistant DI Director, at least one faculty member representative, and a minimum of four preceptors representing all 4 supervised practice sites for an annual review of the program and ACEND standards.
- C. The Dietetic Internship Director will serve as chairman having a vote along with each member.
- D. The Dean of Human Sciences and the Chair of the NS department will serve ex officio.
- E. Members will serve at the request of the Dietetic Internship Director. Every effort will be made to ensure fairness of opportunity for service by eligible persons.
- F. Additional appointments of persons with special qualifications may be made as the scope, focus and possible contribution of the committee expands and/or specializes.
- G. Meetings will be held as necessary or on annual basis.
- H. Written minutes will be kept on meetings. These will be circulated to each committee member. A file copy will be available to appropriate personnel upon request.

FACULTY/STAFF PARTICIPATION IN THE DIETETIC INTERNSHIP PROGRAM PLANNING

Purpose:

To facilitate program planning and evaluation and faculty/staff communication.

Policy:

The Standards from the Accreditation Council for Education in Nutrition and Education (ACEND) directs that the faculty/staff participate in planning, implementing, and evaluating the learning experiences for dietetic interns.

Procedures:

- A. The Internship Director will confer with the faculty/staff on an individual or small group basis to plan the supervised practice for their areas of responsibility.
- B. The Internship Director will confer with the faculty/staff on an individual or group basis to discuss all program planning. The Dietetic Internship Director will be responsible for follow up on recommendations.

DIETETIC INTERNSHIP CONTINUOUS PROGRAM EVALUATION/IMPROVEMENT

Purpose:

To establish a process for evaluation/documentation of strengths and area so improvement of the program identified through the program evaluation process.

Policy:

The Dietetic Internship program will be evaluated continuously and annually. Dietetic interns, preceptor dietitians/staff, class instructors, DI Advisory Committee and appropriate others who participate in the program will be involved in the evaluation process.

Procedures:

Program improvements will be based on the analysis of data collected for all of the outcome measures. Depending on the outcome measure, these evaluations will be on-going or on an annual basis. The program director will assume leadership in these reviews and take appropriate steps for continuous program improvements in consultation with the Nutritional Sciences faculty, preceptors of the program, Chairperson of the department and other constituencies, such as the DI Advisory Committee. Discussions related to program evaluation are regularly conducted during faculty meetings, program planning activities with the preceptors before the rotations, annual meeting with the preceptors, on-going communications between the program director, preceptors, and interns. The director will appoint and convene the DI Advisory Committee for an annual review of the Continuous Program Improvement Plan.

Data used in the Continuous Program Improvement Plan:

- Preceptor Evaluations completed by each intern at the end of rotation time with a preceptor, submitted electronically
- Intern Exit Survey
- Employer Survey
- Pearson VUE Data for CDR Exam
- Intern Reflections
- Data gathered from meetings and phone calls with interns and preceptors with DI Director and Assistant DI Director

The Dietetic Internship director will summarize the results of these evaluations. Strengths and areas for improvement will be identified for future planning. As appropriate summaries will be shared with the NS department chair and DI Advisory Committee members.

- A. As appropriate, summaries will be shared with the NS department chair and Dietetic Advisory Committee members. Content may be a matter for discussion at respective meetings.
- B. An evaluation by employers of program graduates may be conducted by the Dietetic Internship director approximately one-two years after the student is employed.

AFFILIATION AGREEMENTS

Purpose:

To define the negotiation and approval process for agreements between Texas Tech University and the facilities providing experiences for the dietetic interns.

Policy:

Affiliation agreements will be signed between Texas Tech University and facilities for the training of graduate dietetic internship students when the rotations extend over five days. Under some circumstances a memo of understanding is sufficient for short rotations.

Procedures:

- A. Negotiations between the facility and TTU are initiated by either party. If a new site is added, the Dean of the College of Human Sciences is informed of the intended new agreement to ensure that the office is aware of all proposed affiliation agreements.
- B. Standard agreement developed by the Office of Contracting is given to the Facility for review and signature. The General Council Office at TTU is consulted if changes from the standard written agreement are requested by the facility.
- C. The Office of Contracting takes care of acquiring signatures between involved parties. Once the contract is officially executed it is given a contract number and forwarded to the designated person at the facility and Department of Nutritional Sciences to maintain in appropriate electronic files. The DI Director is responsible for maintaining a spread sheet with sites, contract number and expiration date of agreements.

PRIVACY OF INFORMATION AND DIETETIC INTERNS

Policy:

Information regarding a dietetic intern will not be released from Texas Tech University without written permission of that intern. Procedures will be followed to ensure personal identifying information will be shared with sites as needed in a secure manner. Electronic technology (such as Blackboard) is set to ensure and protect privacy as well by using login and passwords. This policy applied to Lubbock and remote sites.

Procedures:

- A. The intern will submit a request in writing to the Internship Director. This request will state the information to be given and the parties to which the information will be given (i.e., written references, copies of service evaluations, etc.)
 - a. The information will be released only with the written request.
 - b. The information may be released directly to the intern or to the third party receiving the information. This stipulation should be included in the request.
- B. The dietetic intern will sign a consent form for release of her/his official transcripts or verification statements from their DPD, in the event of a program audit by the Commission on Dietetic Registration
- C. If sites need personal identifying information, such as social security number, these will only be shared in a secure fashion and never sent via email to the requesting site.
- D. Technology such as Blackboard is secured with user name and passwords to protect privacy of all students in all sites.

PRIVACY OF INFORMATION AND SUPERVISED PRACTICE

Policy:

Information of a private or confidential nature should not be discussed outside the facility other than with authorized university faculty representatives of the internship program. Information of a critical or sensitive nature of one facility should not be discussed with the employees of another institution.

Procedures:

- A. The dietetic intern will discuss his/her intention with the preceptor dietitian before examining records in the facility.
- B. The dietetic intern will seek the counsel of the preceptor dietitian, facility director or Internship Director for judgment on any information not clearly defined.
- C. The dietetic intern will not repeat identified confidential information from departmental records, personnel files or patient charts unless discussing these records with preceptor dietitian or designee as part of the learning experience.
- D. Information used in a case study or problem-solving situation shared in class as a learning experience will preserve the anonymity of the principle character(s).
- E. Pertinent information shared with the Internship Director as beneficial in guidance or evaluation will be maintained in a confidential manner.
- F. The dietetic interns may share learning experience information, not implicated as confidential, with each other.

GRIEVANCE PROCEDURES FOR DIETETIC INTERNS

TTU Dietetic Internship

- A. In the case of grievances which may arise in facilities or with preceptors outside the university, the intern should first discuss the problem with the preceptor and DI Director. If the problem is not satisfactorily solved, the intern should then make a written appeal to the preceptor and provide a copy of the appeal to the DI Director. The DI Director will work with the intern and the preceptor to address/resolve the grievance. Records of all written appeals, and their resolutions, will be maintained by the program for seven years.
- B. In the case of grievances concerning, or which cannot be discussed with the DI Director, students may consult the Department of Nutritional Sciences Chair. Contact information for the Chair is below:
Dr. Nik Dhurandhar
Chair, Nutritional Sciences
Nikhil.dhurandhar@ttu.edu
College of Human Sciences, Suite 401
806-742-5270

Texas Tech University

- A. A mechanism has been established for hearing and resolving grievances alleged by a dietetic intern.
- B. *Grievances** related to the program administration by an intern or group of interns should be pursued as outlined in the procedure.
- C. Complaints of alleged discrimination with reference to recruitment/selection practices and/or participation in learning experiences based on race, color, religion, sex, age, or national origin may need to be processed through the formal discrimination complaint process as established by law and following the Student Grievance Procedures in the Student Affairs Handbook, Part IV, see: <http://www.depts.ttu.edu/studentresolutioncenter/publications/Student%20Handbook%202011-2012.pdf>
- D. Following the dietetic internship phase of the program, complaints related to student grade appeal should be pursued as outlined in the Texas Tech University Operating Policy and Procedure (OP 34.03, <http://www.depts.ttu.edu/opmanual/contents.php#34>). Any other unresolved complaint should be discussed with the Department Chair of the NS department. It will be the responsibility of the Chair to assure resolution of the discrepancy.

**Grievance*: a reasonable and definable dissatisfaction with some specific aspect of the student's application to

or the dietetic intern's participation in the Dietetic Internship/Master of Science Degree Program or with an administrative decision affecting the intern.

Procedures:

- A. As the initial step, the dietetic intern(s) will verbalize the specific complaint to the class instructor or preceptor dietitian. All persons involved will discuss the problem and work toward a mutually agreeable solution.
- B. If the dissatisfaction continues unresolved, the dietetic intern(s) will make an appointment with the Internship Director to discuss the complaint. They will discuss the discrepancy to determine an agreeable solution. At the discretion of the Internship Director, the second party to the situation may be contacted for discussion. A second discussion will then be scheduled between the Internship Director and student(s) to resolve the issue.
- C. If an agreement is not reached within these exchanges, the intern(s) at the request of the Internship Director, will submit in writing within five (5) working days a statement of the problem describing all aspects of the situation. The burden of proof of the basis for the complaint rests with the student(s).
- D. Upon receipt of the written grievance, the Internship Director will arrange a discussion session between both/all parties of the disputes to be negotiated by the Internship Director to resolve the conflict. This discussion will be scheduled as quickly as possible upon receipt of the written statement. The agreed upon solution or decision will be formulated, typed and attached to the original complaint. Copies will be given to all parties. The original will be filed in the Internship Director's office.
- E. If the proposed solution or decision continues to be unacceptable to the intern(s) an appeal can be initiated in writing with the appropriate grievance board.
- F. The members of the Affiliation Related Grievance Board will be,
As chairperson:
 1. Chair, NS department (TTU)As participating members:
 1. The Internship Director
 2. A dietitian by the implicated facility and selected at their discretion. This dietitian should not have been named in the complaint. In a one-dietitian facility, the institution can appoint a person of their choice to the committee. Rationale for the choice must be compatible with the nature of the complaint.
 3. A dietetic intern chosen by the grieved student or internship class, as appropriate.
- G. The appeal process shall be as follows:
 1. A memo clearly and precisely stating the original grievance and objections to all prior offered solutions shall be prepared, typewritten, and submitted by the intern(s) to the appropriate grievance board.
 2. The Grievance Board Chairperson will review and collect all information deemed necessary and relevant.
 3. A Grievance Board meeting will be expeditiously scheduled by the chairperson to discuss the grievance with the parties involved.
 4. The Grievance Board will meet a second time to evaluate the information presented and any additional relevant information to formulate and state the decision including appropriate action to resolve the discrepancy.
 5. The decision of the Grievance Board shall be submitted to the Dean of Human Sciences for review and approval. The Dean will inform, in writing, all parties of the decision.
- H. Alleged grievances involving the Dietetic Internship Director should be discussed directly with the Chair of the NS department if an initial discussion with the Internship Director does not resolve the complaint. The Chair will set a mutually agreeable meeting date to discuss and resolve the discrepancy. If an agreement is not reached within these exchanges, the intern will be requested to submit in writing, within five (5) working days, a statement of the problem and the discussion history. The Chair will select two additional faculty/facility dietitians, as appropriate, to serve as a Grievance Board. The intern(s) may name a representative to this committee. After fact finding, the Chair will call for a board meeting. The board will meet a first time to discuss the grievance and then a second meeting will be scheduled to consider all relevant findings and to make recommendations. This document will be referred to the Dean of Human Sciences for review and approval. The Dean will inform all parties of the decision in writing.

STUDENT GRADE APPEAL

Purpose:

The purpose of this Operating Policy/Procedure (TTU OP34.03) is to ensure understanding of the policy and procedures involved with the handling of student grade appeals.

Policy:

- A. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A grade can be formally appealed only when there is demonstrable evidence that prejudice, or arbitrary or capricious action on the part of the instructor, has influenced the grade.
- B. Only letter grades used in calculating the grade point average may be appealed. The indications of "plus" or "minus" may not be appealed.
- C. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade.
- D. Only final course grades may be formally appealed to the responsible dean. If a student is suspected of cheating on a final exam, the faculty member should withhold the grade until resolution of the matter is finalized. Procedures listed in the *Code of Student Conduct* should be followed. If guilt is admitted by the student or determined by the instructor, after contacting the student, the offending student may be given a failing grade on the assignment or in the course.
- E. Due process will be followed in all formal grade appeal procedures.
- F. A grade appeal may result in review of any or all aspects of a student's performance in a course.
- G. The processing of formal grade appeals is the responsibility of the college which administers the course (Agriculture and Natural Resources, Architecture, Arts and Sciences, Business administration, Education, Engineering, Human Sciences, and Law). The decision on a grade is the responsibility of the dean of the college which administers the course. For students in the Graduate School, that dean's decision will be forwarded to the Dean of the Graduate School for final disposition.

Procedures:

- A. A student who believes that a received grade is incorrect should first discuss the grade with the instructor who assigned it.
- B. The student who is not satisfied with the outcome of this effort may contact the chairperson of the department or division in which the course was offered. (In the case of a cross-listed course, the chairperson of the department or division in which the instructor holds academic appointment, should be chosen.) This contact, like that with the instructor, is normally informal, and the department or division chairperson may take what action is deemed advisable in attempting to resolve the issue. All parties concerned should make every effort to resolve the issue without going beyond this level.
- C. If the student is still not satisfied following these meetings and discussions, and if the dispute is over a final course grade, then a formal grade appeal may be made to the office of the dean of the college administering the course. This appeal must be filed with the office of the dean using the *University Grade Appeals Form* within 45 days of the start of the next long semester after the term in which the grade was received. The appeal must include supporting information. After it is filed, it will be copied in triplicates, and copies will be sent to the student, the instructor, and the chairperson of the department or division involved.
- D. The dean of the college will request written information about the case from the instructor involved and will present the grade appeal and this information to the college grade appeals board, whose constitution is described below. This information will also be copied in triplicates and sent to the student, the instructor, and the chairperson of the department or division involved. The appeals board will examine the evidence and hold what hearings and meetings it deems necessary in order to make a recommendation in the case. Due process for all parties to the dispute will be followed in these proceedings. It is not necessary for the parties to appear unless requested by the appeals board, but parties have the right to appear if they wish to do so. The appeals board will give the dean a written recommendation as to whether the grade should be changed, and, if so, to what other grade, and will make any other recommendations that it deems advisable in the disposition of each specific case. Board members who voted in favor of the board's decision must sign the recommendation; dissenting members may sign it if they wish.

- E. A college grade appeals board consisting of a voting chairperson, two other faculty members and two students will be appointed by the dean to consider all grade appeals occurring during the academic year. Any member of the board who feels that the professional or personal relationship with either party in a grade dispute would create a hindrance to objective judgment or a conflict of interest must be disqualified, and an employee for that appeal will be chosen by the dean.
- F. The dean of the college or a designee may attend meetings of the appeals board and presentations of evidence to it. The dean may request presentations of evidence, but must not be present during the board's deliberation of its final recommendation. In a case involving a law student, the grade appeal process is as specified in the above procedures. In a case involving a student in the Graduate School, the appeal is processed through the college administering the course with the grade decision being forwarded to the Dean of the Graduate School for final disposition.
- G. Taking into account the recommendation(s) of the appeals board, the dean of the college administering the course will make a decision on the grade appeal and send it in writing to the student, the instructor, the chairperson of the grade appeals board, and the Provost. If the student is in a different college from that of the appeal, the dean of the college administering the course will notify the student's dean.
- H. An appeal of the dean's decision may be made to the Provost, either by the student or by the instructor, but only on the basis that due process has not been followed.
- I. A copy of this OP will be provided to each student initiating a grade appeal.
- J. Correspondence or Extension Courses: The same procedure will be followed for correspondence or extension courses. The Associate Director of Continuing Education responsible for the course will handle the second level of appeal once the student has appealed the grade to the instructor. The Executive Director of Continuing Education will receive the appeal as does the dean of a college and will be responsible for appointing the division's grade appeals board.

SEXUAL Misconduct (TTU OP 40.03) edt

PURPOSE: Texas Tech University (TTU) is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Therefore, TTU prohibits discrimination based on sex and other types of sexual misconduct, including but not limited to sexual harassment, sexual assault, dating violence, and stalking. The purpose of this Operating Policy/Procedure (OP) is to (1) state TTU's requirements for reporting incidents of sexual misconduct; (2) state TTU's policy on sexual misconduct; (3) implement electronic reporting protocols for such incidents; (4) develop a comprehensive prevention and outreach program; (5) establish penalties for noncompliance with this OP; and (6) provide amnesty or immunities to students and employees who report incidents of sexual misconduct.

REVIEW: This OP will be reviewed in November of odd-numbered years by the TTU Title IX Coordinator, Dean of Students, and Assistant Vice President for Human Resources, in consultation with the System Offices of Equal Opportunity and General Counsel, with substantive revisions forwarded to the Associate Vice President for Administration and Chief of Staff to the President. Any substantive changes to this policy must be approved by the Board of Regents.

POLICY/PROCEDURE

1. Discrimination based on sex and other types of sexual misconduct (including the reporting and prevention of, and the grievance process and remedies for sexual misconduct) in the TTU community is governed by Texas Tech University System Regulation 07.06, which includes two distinct policies and procedures based on applicable federal and state law:
 - a. System Regulation 07.06.A Title IX Sexual Misconduct, and
 - b. System Regulation 07.06.B Non-Title IX Sexual Misconduct.

The Sexual Misconduct Policy Applicability Flowchart, attached to each policy, summarizes these policies' applicability and their respective procedures. Questions regarding the applicability of these policies should be

directed to the Title IX Coordinator or System Office of Equal Opportunity, whose contact information is provided in Section 2 of this OP.

DRUG-FREE SCHOOLS AND CAMPUS ACT

Purpose:

The purpose of this Operating Policy/Procedure (TTU OP10.04) <https://www.depts.ttu.edu/opmanual/OP10.04.pdf> is to ensure understanding and standardized procedures in compliance with the provisions of the Drug-Free Schools and Campuses Act as amended.

Policy/Procedure:

A. Authority:

1. The Texas Tech University (TTU) policy on drug and alcohol abuse prohibits the unlawful possession, use, or distribution of alcohol and illegal drugs by employees and students on TTU property or as a part of any officially sponsored TTU activity.
2. The Drug-Free Schools and Campuses Act as amended, Public Law 101-226, require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must adopt and implement a program designed to prevent the unlawful possession, use, or distribution of alcohol and illegal drugs by faculty, staff, and students. In addition to meeting the requirements of the federal law, TTU also intends that this policy be part of a positive effort in alleviating alcohol abuse and other drug-related problems among members of the campus community. Thus, the emphasis in program implementation will be on prevention, education, counseling, intervention, and treatment.
3. This policy is in addition to, and not in lieu of, any other TTU policy. TTU reserves the right to take disciplinary action against faculty and staff or students for violations under this or other applicable policies of the University.

B. Implementation: It is the policy of TTU to create an environment for employees and students that is free from illicit drugs and the abuse of alcohol. Accordingly, the University will provide programs designed to prevent the illegal possession, use, or distribution of alcohol and illegal drugs, as required by PL 101-226, for all faculty, staff, and students at the University.

1. The President of TTU shall designate the Special Assistant to the President to be responsible for the development and continuing implementation of these programs.
2. All documents on programs referenced herein are on file in the Office of the President. The programs will include, at a minimum, the following activities:
 - i. Distributing the Campus Safety brochure annually to each faculty, staff, and student that includes the following information:
 - Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of alcohol and illegal drugs by faculty, staff, and students on TTU property or as part of any officially sponsored TTU activity. The TTU statement of policy and programs and Campus Safety brochure will be distributed annually by the following:
 - a. Students- Dean of Students Office
 - b. Faculty/Staff- Personnel Department
 - The applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of alcohol and illegal drugs;
 - The health risks associated with the use of illegal drugs and the use of alcohol;
 - Drug and alcohol prevention, counseling, intervention, treatment, rehabilitation, or re-entry programs available to faculty, staff, and/or students.
 - ii. Conducting a biennial review of the TTU drug prevention program. This review shall be conducted by a committee appointed by the President of TTU from among nominees provided by the administration, Faculty Senate, Staff Senate, Personnel Department, and Student Government Association.

- iii. Reporting to the President on the effectiveness of the program, including a determination that the policy and applicable disciplinary sanctions are being followed. The report shall also include recommendations for corrective actions or additional activities to enhance the program's effectiveness.
- C. Penalties: Penalties for violation of this policy range from mandatory participation in University-approved drug and alcohol abuse counseling and rehabilitation programs to dismissal from the University.
 - 1. After consultation with appropriate personnel, supervisors may recommend an option of University-approved drug counseling and rehabilitation in lieu of or in addition to the specified sanctions in the applicable University manual. Each case will be determined separately.
 - 2. In addition to any penalty resulting from violation of this policy, the University may also refer any evidence of illegal activities by any faculty, staff, or student to the proper authorities for review and potential prosecution. Such referrals will be made through the Office of the President, Office of the Provost, Office of the General Counsel, Personnel Department and/or Student Judicial Programs.
 - 3. Procedures for addressing infractions include the following:
 - i. Faculty: If the offender is a faculty member, the supervisor (usually the department chair) shall initially recommend to the dean, and thereafter to the Provost, an appropriate sanction. When termination is recommended, the faculty member may appeal to the University Grievance Committee.
 - ii. Staff: If the offender is a staff member, procedures outlined in OP 70.10 and OP 70.31 shall be followed.
 - iii. Student: If the offender is a student, the disciplinary procedures outlined in the Code of Student Conduct shall be followed. If the student found in violation of this policy is also a student employee of the University, sanctions may include termination of employment.
 - 4. In any case, all due process procedures will be followed.
- D. Right to Change Policy: Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without the consent of faculty, staff, and students.

PROCESS FOR FILING COMPLAINTS WITH THE COMMISSION ON ACCREDITATION FOR DIETETIC EDUCATION

Policy:

Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards or policies. The Commission 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 admissions, appointment, promotion, or dismissal of faculty, staff or students.

Procedures:

A copy of the accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Education staff at the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)** at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 or by calling 1-800-872-5327. <https://www.eatrightpro.org/-/media/eatrightpro-files/acend/fees-and-policies/acend-policy-and-procedure-manual.pdf?la=en&hash=D3E5604925C2CB1B56FF6270556FDFB031E4F5C9> A copy is also available upon request from the Dietetic Internship Director.

Reference:

Existing statement of the Accreditation Council for Education in Nutrition and Dietetics.

PAYMENT, WITHDRAWAL, AND REFUND OF TUITION AND FEES

Purpose:

To define the process established by the University for the payment, withdrawal and refund of tuition and fees.

Policy:

The policy/procedure is published in the annual bulletin of Texas Tech University Graduate Catalogue which is updated and published annually for that respective academic year.

Procedures:

Dietetic Interns can access the catalog electronically for documentation of graduate school procedures and deadlines. <https://catalog.ttu.edu/index> It is available on request from the Graduate School in 327 G Administration Building. Failure to meet deadlines may result in penalties or cancellation from classes.

ACCESS TO STUDENT SUPPORT SERVICES

Dietetic intern will forfeit their verification statement after 22.5 months from the first day of their internship rotations if either the hour requirement and/or competencies are not met.

Purpose:

To identify programs and services available to the student through the office of Student Affairs.

Policy:

A description of campus services and a procedure for contacting the appropriate office is available to the student. Information may be obtained on-line at <https://www.depts.ttu.edu/studentaffairs/>

Procedures:

Dietetic Interns may obtain a copy of the current brochure which is available on request from the Office of the Vice President of Student Affairs in Room 162, Administration Building or via the University Website.

EQUAL OPPORTUNITY Policy and Affirmative Action Program

Policy:

The dietetic internship program shall adhere to the Texas Tech University Equal Opportunity Policy and Affirmative Action Program. <https://www.depts.ttu.edu/opmanual/OP40.01.php>

Procedures:

- A. The dietetic internship program shall practice Texas Tech's Equal Opportunity Employment Policy and Affirmative Action Program.

Review of Policy and Procedure Handbook

Responsibility of the Dietetic Internship Director. Update review will be every two years by May 1st. Estimated expenses will be reviewed and updated annually for inclusion in website and marketing materials.

Date Revised: November 8, 2021

Allison Kerin, MS, RDN, LD; Director, Dietetic Internship Program

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