



2022-2023 Diet To Lifestyle Dietetic
Internship Handbook

The Dietetic Internship Program at Diet To Lifestyle LLC has been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0040 ext. 5400.

Mission

The mission of the Diet To Lifestyle Dietetic Internship Program is to prepare dietetic interns to become skilled registered dietitian nutritionists for leadership roles in the field of nutrition and dietetics and to enhance knowledge and skills in clinical judgement to improve health outcomes in various communities.

Program Goals

Goal 1 – Interns will be prepared to successfully complete the Commission on Dietetic Registration (CDR) credentialing exam to become entry-level registered dietitian nutritionists (RDN).

- Objective 1.1 – At least 80% of interns complete program requirements within 42 months (150% of planned program length)
- Objective 1.2 – Of graduates who seek employment, at least 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 1.3 – At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion.
- Objective 1.4 – The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Objective 1.5 - At least 75% of employers that complete the graduate survey will indicate graduates are prepared for entry-level practice rating at least a 3 (on a 4-point scale)

Goal 2 – Graduates will be prepared to be highly competent leaders in the field of nutrition and dietetics. (Medical Nutrition Therapy, Entrepreneurship, and Community)

- Objective 2.1 – 50% of graduates will hold leadership roles in the field of nutrition and dietetics within 6 years of credentialing.
- Objective 2.2 – At least 10% of graduates will become entrepreneurs in the field of dietetics within 5 years.

DIET TO LIFESTYLE DIETETIC INTERNSHIP POLICY MANUAL

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Section: Program Schedule	Policy # DI 100
Subject: Rotation hours	Date Issued: 11/21
	Date Revised:

1. Full-time interns are scheduled approximately 24-32 hours per week for rotation experiences. Part-time interns are scheduled approximately 16-24 hours per week. All interns are expected to work the same hours that the dietitian /preceptor is scheduled to work. In some cases, this may be longer than an 8-hour day. Additionally, there are 2 ½ -3 hours of class per week.
2. Interns will follow a rotation schedule provided by the program director. However, hours designated by the facility may be subjected to change by the preceptor for that rotation.
3. Interns must complete all scheduled rotations and should not make medical or other personal appointments during rotation or class time, if possible. If it is necessary to schedule an appointment during the rotation or class hours, accommodating this change should be made with the preceptor in advance and the notify the program director.
4. Daily, interns must document all supervised practice, didactic, simulation, case study and role-playing hours electronically on the student tracking system. Preceptors will have the ability to verify and approve hours recorded.

Section: Program Schedule	Policy # DI 101
Subject: Weekends/evening hours	Date Issued: 11/21
	Date Revised:

1. Interns may be required to work some weekends or evenings during rotations or staff relief. Preceptors will make effort to notify the intern at least two (2) weeks in advance if they will be scheduled to work on a weekend or evening, but occasionally early notification is not possible. Activities that may require weekend/evening work may include, but is not limited to assisting with health fairs, banquets, parties, teaching didactic classes.
2. Interns who miss a day due to illness or other reasons may be scheduled to make up thistime on a weekend. This will depend on the facility and rotation as directed by the program director and approved by the appropriate preceptor.
3. Interns who have special requests for time off during the weekend or evening that involve a possible need to adjust rotation schedules should notify the program director at least two months in advance.

Section: Attendance	Policy # DI 200
Subject: Tardiness/Absence	Date Issued: 11/21
	Date Revised:

1. Interns are expected to participate and be on time for all rotation experiences, outside meetings, and didactic classes. No unexcused absences or tardiness will be tolerated in any professional course or practice hours.
2. When interns have a meeting with the program director that may cause them to report late to a rotation, the preceptor/faculty should be informed of such ahead of time. Meeting with the program director should not interfere will coursework schedule.

3. If an intern has car trouble or any other personal incident that may cause a delay in reporting on time, he/she should notify both the program director and the preceptor for that rotation or professor. The program director requests that this notification be sent both via phone to the office number and by text or email immediately.
4. Being habitually late (more than 2 consecutive instances) to classes and/or rotations may result in being placed on probation.
5. The program director, professor, and preceptor should be notified in writing in advance of other excused absences such as approved university sponsored events, legal obligations, and religious observances.
6. Any known absences, should be communicated in writing to the program director and professor by the first week of classes/rotations.
7. Personal activities such as vacations, weddings, work, childcare, and pet care are not considered excused absences and should be scheduled to avoid any conflict with course work and rotations.

1. Interns are given a rotation schedule and a class schedule at the beginning and mid-year. Interns are expected to attend all scheduled rotation hours, didactic classes, and required meetings. Interns are scheduled for approximately 34-36 hours for full-time and 16-24 hours for part-time per week in supervised practice (rotations) but are expected to work the hours that the dietitian/preceptor is working, which may be more than an eight-hour day on some occasions. Rotation hours are listed on the facility information sheets for each rotation and are subject to change.

2. Interns are required to attend all didactic classes scheduled. Didactic classes are usually scheduled during normal working hours. Sometimes interns are scheduled to attend the Greater Atlanta Dietetic Association or other professional meetings in lieu of class and some of these meetings may include evening hours. Interns should not make doctor's appointments during class time, if possible.

3. An intern who cannot attend a class due to illness must inform the program director prior to class. If a preceptor request that an intern participate in an activity that occurs during class time (i.e. out of town trip to attend a food show or special meeting) then the intern must obtain permission in advance to be excused from class. Permission may or may not be given depending on the nature of the request. Any intern missing more than two didactic classes during each semester of the program will be required to make up the class by completing an assignment related to the topic which was covered on the day of the absence.

4. Supervised practice hours missed due to illness, weather, traveling problems, or other reasons, can be made up on weekends, breaks, or at the end of the internship. Some preceptors do not work weekends and it may not be possible to arrange a time to make up a day missed. Sometimes a preceptor is ill or has an unexpected change in plans and cannot accommodate an intern on the scheduled date. Since some rotation experiences are unique, every effort will be made to reschedule the experience if possible. The preceptor has the option to give an outside assignment and /or excuse the intern and not require all hours missed to be made up "in person." Any such change in the intern's schedule must be discussed with the Program director.

5. Funeral leave: Should a death occur within your immediate family; funeral leave will be arranged as necessary. The Program director will work with the intern to reschedule experiences missed.

6. Job Interviews: Each intern will be allowed one day of staff experience time to use for out-of-town job interviews. The interview day must be scheduled in advance and at the discretion of the rotation / facility so that services are not jeopardized. Time off for in-town interviews may be scheduled with the consent of the rotation/ facility and Program director. An eight (8) hour day will not be allowed for one in-town interview.

It is the intern's responsibility to notify both the program director and the preceptor supervising the rotation of all unplanned absences and tardiness within 24 hours of the occurrence

Section: Attendance	Policy # DI 201
Subject: Leave of Absence	Date Issued: 11/21
TOC	Date Revised:

1. Any intern who desires a leave of absence from the internship must submit the request in writing to the Executive Committee. A request must include the following to the Executive Committee:
 - a. Reason for requesting the leave of absence.
 - b. Anticipated dates of absence.
 - c. Plan for making up the course work and rotations. This plan must be worked out with the program director prior to submitting the request to the Executive Committee.

2. A leave of absence will be granted for a period of no more than six (6) weeks. The rotation hours missed will be made up during vacation time and weekends. If the intern is unable to attend didactic classes during this time, she/he will still be responsible for learning the subject matter. Didactic classes are not always recorded. She/he will be given assignments/projects to assist in learning the material missed and will have access to any video/written/electronic information distributed. If the intern requires more than eight (8) weeks leave, she/he may be required withdraw from the program and may reapply the following year.

- 3.. The Executive Committee will review the written request for a leave of absence and interview the intern if necessary, before notifying the intern (verbally and in writing) of their decision to grant the request.

Section: Attendance	Policy # DI 202
Subject: Inclement Weather	Date Issued: 11/21
TOC	Date Revised:

1. Students are not required to report to rotations when the rotation county schools are closed due to inclement weather specifically, impassable roads or treacherous road conditions. Diet To Lifestyle LLC is not liable for students who choose to attend rotations in inclement weather. Hours missed due to inclement weather will be made up at the discretion of the program director and at the convenience of rotation sites and preceptors.

2. Interns must contact their preceptor to request dismissal for that day.

3. If the intern is dismissed or excused from the rotation, she/he should also inform the program director.

Section: Attendance	Policy #DI 203
Subject: Holidays and Vacations	Date Issued: 11/21
TOC	Date Revised:

1. Interns enrolled in GSU master's program will follow GSU vacation periods throughout the program. Interns who already hold a master's degree will receive approximately 25 days of vacation during the year: one week for Thanksgiving break, two weeks during the winter break, and up four approved personal days may be scheduled throughout the year. Vacation periods would be ideal

times for doctor appointments, dental appointments, and prospective job interviews. Same applies for full-time or part-time interns.

2. Interns who miss a week or more of rotation time due to illness or for another pre-approved reason maybe able to make this time up during the first vacation time that presents itself, (i.e., winter break or on weekend) as pre-approved by the appropriate preceptor.

3. Supervised practice schedules are made in early December so any specific request for vacations other than the regularly scheduled ones must be made in writing and given to the program director by the end of December.

4. During the year, interns may or may not be scheduled for supervised practice on some federal holidays such as Columbus Day, Veterans Day, or MLK Day. Interns should check with the preceptor and program director prior to making plans for any holiday other than Thanksgiving and winter break.

Section: Attendance	Policy # DI 204
Subject: Injury and Illness	Date Issued: 11/21
TOC	Date Revised:

1. Students are responsible for their safety to and from rotation sites and must take all precautionary measures to assure safety. Students are liable for all medical or health care (emergency or otherwise) while at DTL LLC or at other rotation sites. Each facility has a policy for injury or illness on the job. The dietetic interns are required to immediately notify the preceptor/faculty if injury or illness occurs, and the preceptor/faculty will then guide the intern through the proper protocol. The dietetic intern must also notify the program director of the incident.

Section: Communication	Policy # DI 300
Subject: Cell Phone/Handheld Electronics Use	Date Issued: 11/21
TOC	Date Revised:

1. Interns will adhere to the cell phone policy of each rotation/facility. In general, personal cell phone use in any patient care area is prohibited.

2. Personal “smartphones”/handheld electronic devices such as an iPhone, Blackberry or Android should only be used to access information if a computer is not readily available in the facility. You may use such a tool to access electronic applications/or the internet as appropriate to the situation such as looking up a medication or accessing a nutrient data file, with permission from your preceptor.

3. Cell phones should be turned “off” or placed to silent mode while in the facility. You may check for messages and return calls during your lunch break if it is necessary. Personal outgoing, incoming calls, social media or texting are not allowed while “on duty” during the rotations. Interns should inform the preceptor if expecting an important call. (i.e.: confirming a job interview or enrichments or unexpected crisis with family member etc.) Cell phones should be off or in silent mode during any didactic class or meeting, including off site tours.

4. Cell phones may not get a signal within some practice rotations, so the preceptor’s office number should be given as an emergency contact number.

5. Checking and posting to social media such as accessing Facebook, Instagram, Snap Chat and

Twitter while “on duty” is **prohibited**.

6. Interns are required to adhere to facility and university policies regarding patient confidentiality and professional ethics when making any reference to internship activities if communicating with others via electronics or other modes.

Section: Communication	Policy # DI 301
Subject: Electronic Mail and Internet use	Date Issued: 11/21
TOC	Date Revised:

1. During orientation, the program director will go over Diet To Lifestyle Dietetic Internship policies that address the use of electronic mail, computer equipment and Internet Services. These policies apply to electronic mail use, computer use and Internet use at other facilities as well, unless given other specific policies by the facility and university.

2. An intern who is found to have visited Internet sites having sexually explicit materials or posting on social media will be placed on probation for the first offense, then dismissed from the program if a second incidence occurs.

3. Students will need to have an email account for communication with the program director and access to our network programs, including Internet access. Students will also have a GSU Students will need to be able to access email **daily**.

Section: Communication	Policy # DI 302
Subject: Copier, Fax and Printer	Date Issued: 11/21
	Date Revised:

1. A copier is available at Diet To Lifestyle LLC internship or coursework related use or at your rotation site, with permission from the preceptor.

2. A online fax machine is also available and interns may use this for rotation, coursework and business related activity. The **fax # is 866-732-4010**. It is recommended to include your name on the cover for an incoming fax. Outgoing faxes will need to be emailed to the program director to send.

3. A color printer at Diet To Lifestyle LLC can be used for flyers and internship related purposes.

Section: Communication	Policy # DI 303
Subject: Grievance Procedures	Date Issued: 11/21
TOC	Date Revised:

Students are asked to try to resolve any problems on their own by discussing the issue with the person directly involved. Any problems that the student cannot resolve should be brought to the attention of the program director. Interns and preceptors may direct minor internship-related concerns to the program director. The program director will communicate with the individual to develop an action plan to resolve issues if needed. There will be no retaliation from program director for reports of grievances. Preceptors can provide input to the program at any time. If the problem cannot be resolved between the program director and the student, the student should notify the Executive Committee.

Intern Grievances Regarding a Preceptor and/or Rotation Significant concerns from interns with a

specific preceptor will be addressed promptly. Interns are directed to take the following actions:

1. Discuss the concern with the preceptor in question. If unable to resolve,
2. Submit the concern in writing to the Program director. If unable to resolve,
3. Submit the concern in writing to the Executive Committee.

Section: Intern Access	Policy # DI 400
Subject: Files/Records	Date Issued: 11/21
TOC	Date Revised:

1. Interns can review their personal records by making an appointment with the program director in advance. Interns are not allowed to take records from the office. All records may be reviewed except for recommendations unless the intern had not waived his/her rights to do so previously.

a. Intern evaluations will be kept on file in the student tracking system for three years following graduation. Other documents including the intern's application, undergraduate transcripts, references, medical information, criminal background check etc. will be kept on file for 7 years.

b. According to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) requirements, verification statements and master's degree indicating the intern successfully completed both programs will be kept permanently on file electronically and within Diet To Lifestyle LLC. GSU will also have an electronic and physical file kept permanently at GSU nutrition department.

c. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (also referred to as the "Buckley Amendment"), an intern may examine his/her permanent record maintained by the institution to assure the accuracy of its contents. This act also provides that no personally identifiable information will be released to any party no authorized to have access to such information without the written consent of the intern.

Section: Intern Access	Policy # DI 401
Subject: Privacy and Release of Intern Information	Date Issued: 11/21
TOC	Date Revised:

1. During orientation the intern will be given a "Permission for Release of Information" form to sign. This form will give the program director or other designated employee (Administrative assistant in the absence of the Program director) permission to release information from the

student's files for the purpose of, graduate school references, references for scholarships/awards, verification for licensure, student status confirmation for insurance or loan deferments, or any other area related to documentation of the intern's performance or attendance during the internship year.

2. If the intern selects not to give permission for a "blanket" release of information then he/she must submit in writing the specific request each time he/she requires the program to release any information related to his/her participation in the program.

3. All intern information will be protected for privacy and will not be used for any purpose that has not been stated above in the "blanket" permission for release information or the specific individual release information.

Section: Intern Access	Policy # DI 402
Subject: Support Services	Date Issued: 11/21
TOC	Date Revised:

Diet To Lifestyle Dietetic Internship will provide the following support services:

1. Liability insurance (in the amount of \$2,000,000 per occurrence, \$5,000,000 aggregate) to provide evidence of such insurance upon request of supervised practice facilities.
2. A copy, fax, and color printer located at the Peachtree City, GA office location.
3. Exams, quizzes, practice questions, and more to prepare graduates for the CDR credentialing exam.
4. CPR certification (for fee), support services, counseling, testing, supervised practice tutorial support, and financial aid resources.
5. Photo identification badge to be worn at all supervised practice sites.
6. Business-related resources.
7. GSU Counseling center free of charge for any career, educational, personal, or relationship concerns.
8. GSU referral services for interns with special needs.
9. GSU crisis intervention is available for interns in immediate distress.
10. GSU student health clinic for primary and urgent care services and include immunizations, physicals, laboratory tests, dispensed medications and more.
11. GSU University Library and the College of Law Library for extensive information resources, assistance with research and provides state-of-the art technology.
12. GSU writing studio to help with writing.
13. GSU Nutrition Student Network for nutrition students.

Section: Dress Code	Policy # DI 500
Subject: Identification and Proper Attire	Date Issued: 11/21
TOC	Date Revised:

1. Interns will receive a photo identification badge from Diet To Lifestyle Dietetic Internship which is always to be worn during rotations. Other facilities may issue another ID badge. Interns will be instructed on the need for an additional ID badge per facility policy.

2. The ID badges must be surrendered upon termination or completion of the program.

3. During some food service experiences, interns may be required to wear a white shirt/blouse and dark (navy or black) pants.

4. Interns are often required to wear white lab coats in many of the rotations. Lab coats are easily obtained in uniform shops which are plentiful in the area. A specific length is not required but the lab coat should cover most of the hip region and should not be tight.

5. Street clothes need to look professional. Blue jeans, shorts, running clothes, or casual wear such as Capri or cargo pants or tight knit pants are NOT allowed in rotations, didactic classes, or in the facilities even when not on duty. Skirt/dress length should be **no higher than three inches above the knee**. Slits that go above the knee are not permitted. Shirts/blouses and skirts/pants must overlap, and no midsection of the body should be exposed. Interns are not allowed to wear “scrubs” at any of the facilities unless required by the facility.

6. Interns are expected to present an appropriate, well-groomed appearance always. Any intern who arrives at a rotation in inappropriate dress or poorly groomed may be sent home to change and will be required to make up the missed time.

7. Wrist watches, engagement and wedding rings, small class rings, and modest pierced earrings are the only pieces of jewelry that should be worn during rotations.

8. Hair length and style must be appropriate when on duty. Hair nets hats or bonnets are always required in food production areas and are usually provided by the facility. Long hair should be restrained with a clip if worn below the shoulder.

9. Women: Perfume, cologne, and false fingernails are not acceptable while on duty. Combs, headbands, or barrettes worn in the hair should be conservative. Modest amounts of makeup are allowed. Shirts/tops should not be low-cut or tight fitting as these are distracting and do not project a professional image.

Men: Neatly trimmed mustaches are acceptable. Cologne or aftershave should not be used. Appropriate street clothes for men include dress slacks or nice khaki pants, dress shirt, polo type shirt (no T-shirts or jeans) and socks (mandatory) A tie is optional and not expected except for certain occasions.

10. SHOES: Closed toe, closed heel shoes such as flat pumps, loafers, or oxford-type shoes with

nonskid soles are appropriate. **When working in the food service rotations your shoes must have “slip resistant” on the shoe sole.** Black is preferred.

11. NO canvas type tennis/running shoes are allowed unless doing a specific exercise segment during a rotation is expected.

Section: Completion Requirements	Policy # DI 600
Subject: Credentialing Process	Date Issued: 11/21
TOC	Date Revised:

Students are required to go through a sequential five-step process to become a Registered Dietitian. Those steps are:

1. Complete a bachelor’s degree and receive a verification statement from an Accreditation Council for Education in Nutrition and Dietetics (ACEND)-accredited program (**Didactic Program in Dietetics**) Note, effective January 1, 2024, a graduate degree will be required to be eligible to take the Commission on Dietetic Registration Exam.
2. Complete an ACEND-accredited supervised practice **dietetic internship program** or **Individual Supervised Practice Pathway** of at least 1200 hours. Supervised practice/experiential learning can also be combined with the coursework in options such as: **Coordinated Program, Future Graduate Program,** and **International Dietitian Education Program.**
3. Pass the Commission on Dietetic Registration’s dietetic **registration exam**
4. Gain **licensure** in your state of practice. In the State of Georgia, and in many other states, you must hold a valid license issued by the Georgia Board of Examiners of Licensed dietitians in order to practice dietetics. For more information on Licensure for Registered Dietitians in the State of Georgia, visit <http://sos.georgia.gov/plb/dietitians/>.
5. Maintain **continuing education.**

The completion of this program fulfills the first and second step in the process. This gives the student the competence and eligibility to take the national Dietetic Registration Exam.

Section: Completion Requirements	Policy # DI 601
Subject: Graduation Requirements	Date Issued: 11/21
TOC	Date Revised:

1. Student will receive an evaluation upon completion of each rotation completed by the preceptor. Each rotation will have verbal evaluations throughout and a written evaluation upon completion. The evaluation will be assessed based on the level of competency expected of the student for that rotation. If a student has 3 or more “needs improvement” OR “not met” on the evaluation form, this indicates the rotation was not successfully completed. Additional actions will be taken at the discretion of the program director and rotation preceptor.

2. The student is expected to complete one oral case study, one oral presentation on a topic of the student’s choice and several additional presentations during the year. There will be multiple projects to complete throughout the program rotations and didactic classes, including a practice RD exam, midterm exam, final exam and medical terminology test.

3. The student must pass all rotation evaluations and meet competencies requirements as well as receive an average grade of 80% or better on all graded material as well as successfully complete

the GSU master's degree program to receive the verification statement.

4. The maximum time allowed for completing program requirements is 42 months for full-time students (150% of the program length) and 72 months for part-time students (150% of the program length).

Section: Completion Requirements	Policy # DI 602
Subject: Verification Statements	Date Issued: 11/21
TOC	Date Revised:

1. Interns who successfully complete all program requirements will receive 5 copies of the official Verification Statement once graduate degree is successfully completed.

2. The Commission on Dietetic Registration documentation will also be sent electronically the week following graduation indicating program completion. This will allow the graduate to be eligible to write the Dietetic Registration Examination.

3. Standards for eligibility to write the Registration Examination for Dietitians are determined by the Commission on Dietetic Registration (CDR), the credentialing agency for The Academy of Nutrition and Dietetics. Requirements include successful completion of graduate degree, successful completion of 1486 supervised practice hours, and confirmation of graduate and practice requirements by final transcripts and verification statement.

4. The Program director will provide information on how to apply for state licensure and will assist in this process by completing any documents required beyond the Verification Statement. No Verification Statement or other form(s) will be signed by the Director PRIOR to the final day of the program.

5. If for any reason the intern graduate cannot attend the last day of the program the Verification Statements and other documents will be sent via secured carrier to mailing address after final transcripts, all evaluations are obtained, and program completion has been verified and documented.

Section: Executive Committee	Policy # DI 700
Subject: Executive Committee responsibilities	Date Issued: 11/21
TOC	Date Revised:

1. The Executive Committee is also the Advisory Board for the internship. Georgia State University administration will also be included in this section. The committee's main areas of concentration are policies and procedures, philosophy and goals, intern selection, clinical and academic probation, evaluation tools, brochures, application procedures, self-study, reviews complaints for the program and provides guidance for growth, distribution of time during rotations and special education/training topics for preceptors.

a. The Internship Director and Georgia State University will review and update the current policies each spring/summer. The committee may suggest any revision and /or new policy. This can be done electronically as well as in person.

b. The Committee and Georgia State University may participate in revising the program mission statement, goals and learning outcomes as needed.

c. The Committee and Georgia State University may have input as to information presented on the Diet To Lifestyle Dietetic Internship website and any other recruitment tools.

d. The Committee and Georgia State University may approve any changes in application and selection procedures.

e. The Committee and Georgia State University will serve as an advisory board to the program director in writing the five-year Program Assessment Review and the seven-year Self-study. The committee and Georgia State University will meet with the Site Visit team during the seven-year Site Visit.

f. The Committee and Georgia State University will give input to the Internship Director regarding changes in rotations and major schedule changes.

g. The Committee and Georgia State University will give input into selection of facilities, preceptors, guest speakers and other activities when items related to program operation are brought before the group.

2. The Executive Committee and Georgia State University serves as the selection committee (with other selected preceptors as application numbers require) to review applications and determine the list of applicants to be submitted for computer matching.

3. The Executive Committee and Georgia State University serves as the governing board in matters of disciplinary action involving interns who may be in jeopardy of dismissal.

a. The Committee and Georgia State University will be informed if an intern is placed on probation.

b. The Committee and Georgia State University will also review and grant a Leave of Absence to an

intern who requests this if deemed appropriate.

4. The Executive Committee and Georgia State University will meet at least once a year unless special circumstances require additional called meetings.

The 2021-2022 Advisory Board for Diet To Lifestyle Dietetic Internship is

Jessica Todd, MS, RDN, LD- GSU CP Director and clinical assistant professor,

Kate Wiley, MIM, RD, LD- GSU CP coordinator and clinical instructor,

Nina Hall, PhD, RDN, LD- Dietitian at Nina's Nutritional Values,

Ashley Ramgeet, RDN, LD-Pediatric Renal Dietitian at Davita,

Dipti Patel, PharmD, BCPS- Southern Regional Medical Center Pharmacist,

Charita Griskell, MS, RDN, LD, CNSC- Cancer Treatment Centers of America,

Andre R. Holmes, MD- Pulmonologist at Southern Regional Medical Center.

Pending New Member-

Micki Lozano, RD, LD- Hospital Nutrition Business Manager for Mead Johnson Nutrition

Section: Executive Committee	Policy # DI 701
Subject: Executive Committee membership	Date Issued: 11/21
TOC	Date Revised:

1. The committee may be composed of members representing each of the following:
 - a. Diet To Lifestyle Dietetic Internship, other dietitians in the metro Atlanta, Georgia State University, and/or local County Public Health Nutrition Services.
 - b. The current Greater Atlanta Dietetic Association board member.
 - c. One to two members from the community or preceptors (can be non-dietitians) at large will also serve on the committee on a yearly basis. These members will be nominated and elected by the committee members.
2. The Program director is responsible for setting the agenda, keeping the minutes and other records and overseeing the meeting. Program director is not a voting member.
3. A quorum of at least 75% of the voting members is required for issues requiring resolution by voting.

Section: Expenses	Policy # DI 800
Subject: Tuition	Date Issued: 11/21
TOC	Date Revised:

1. A 10% tuition (non-refundable) deposit is due upon acceptance of program.
2. Diet To Lifestyle Dietetic Internship Tuition is due the first seven days of the program start. Tuition may be paid by any of the options listed.
 - a. Paid in full within seven days of the start of the program via check, cashier's check, credit card (processing fee will be added).
 - b. Paid in two (2) installments
 - i. First installment equals half of the tuition paid within the seven days of the start of the program.
 - ii. Second installment equals the remaining half paid on or before June 1. If not paid in full by June 1, rotations will be paused until paid in full.
 - iii. A one hundred (100) dollar processing fee will be assessed for each installment for a total of two hundred (200) dollars to utilize the installment payment plan.
 - iv. All fees are required to be paid in full within six weeks before graduation.

- c. Apply for a student loan and if approved, student loan company will distribute the tuition funds to Diet To Lifestyle Dietetic Internship based on the individuals loan status.
3. If a payment is not received by the end of the first seven days of the start of the program, the student will not be scheduled to continue the program. Any further delay in payment may lead to dismissal of the student from the program.
 4. Verification Statement regarding the completion of the internship program will not be issued until outstanding balance is paid in full.
 5. Intern may choose to prepay for tuition by making monthly payments by the 15th of each month prior to the start of the internship. There are no additional fees for prepayments. The remaining balance is due in full within the first seven days of the start of the internship or into two installment payments with additional \$100 for each installment.
 6. Interns will be given an invoice indicating that they paid either full or half tuition at the beginning of the program. This invoice will also serve as a document indicating that full tuition will be paid regardless of whether the intern completes the program or not.
 4. Upon final payment, interns will receive a copy of the invoice indicating that the total tuition was paid in full.
 5. Tuition increases for the following year will be made prior to June 15. Tuition increases are reflected on the web site and submitted to the A.N.D. Applicant Guide in the summer will indicate the planned tuition for the upcoming program year.
 6. Tuition is non-refundable if the intern is dismissed from the program due to inappropriate behavior or failed rotations. Any tuition paid will not be refunded and the unpaid balance is due within 30 days of dismissal.

Section: Expenses	Policy # DI 801
Subject: Refunds	Date Issued: 11/21
TOC	Date Revised: :

1. Any intern who officially withdraws from the program with a clear record and within the time specified may receive a refund from Diet To Lifestyle Dietetic Internship as indicated below. The refund amount is based on full tuition being paid.

<u>After Program Begins</u>	<u>Refund Percent</u>
Not more than one week	80%
Not more than two weeks	60%
Not more than three weeks	40%
Not more than four weeks	20%
More than four weeks	0%

Section: Expenses	Policy # DI 802
Subject: Travel	Date Issued: 11/21
TOC	Date Revised:

1. All interns are responsible and liable for any traveling they do to and from internship affiliations orduring any internship related functions/activities.

2. Interns are responsible for their own gas, transportation, car insurance, etc., when traveling. The internship/facilities can in no way be responsible or liable for any transportation needs or problems with transportation incurred during the internship. Public transportation is not reliable and may not always available in the Atlanta area.

Section: Expenses	Policy # DI 803
Subject: Supplies and other Costs	Date Issued: 11/21
TOC	Date Revised:

1. Interns are responsible for their own living expenses. An estimated budget will be provided to interns during the summer prior to beginning the program so that estimated cost can be anticipated.

The following are expenses that each intern will be responsible for prior to beginning the program and throughout the program:

- Health Insurance
- Lab coat
- Nonskid shoes for working in food service department
- Housing
- Meals
- Transportation
- Computer and Printer and Ink
- Student Membership dues to the Academy of Nutrition and Dietetics and to the GreaterAtlanta Dietetic Association
- Supplies for posters, projects, didactic classes, and cooking demos can be requested with program director. Interns should check with preceptor for clarification before making purchases andnot assume reimbursement will be available.

2. Additional costs may include, but not limited to registration fees for attending state dietetic association meetings, other conferences, workshops additional rotation expenses.

Section: Memberships /Professional Organizations	Policy # DI 900
Subject: Student memberships –Academy of Nutrition and Dietetics	Date Issued: 11/21
TOC	Date Revised:

1. Interns enrolled in an accredited dietetic internship are eligible for affiliate membership in the Academy of Nutrition and Dietetics. An affiliate member may attend meetings and participate in continuing education programs sponsored by the Academy of Nutrition and Dietetics. Membership dues for this classification entitles the intern to receive the professional journal of the Academy and allow them access to the Evidence Analysis Library. Interns are required to join as students for the duration of MS/DI program.

2. Interns will be given the opportunity to attend at least one state association’s annual meeting (GA). Interns who would like to attend the annual fall Food and Nutrition Conference and Exhibits (FNCE) should submit this request in writing to the Program director in the summer prior to the program’s orientation. If possible, the internship will allow the intern to exchange one week of “emphasis week” for a week off for attending FNCE. The intern is responsible for all expenses associated with FNCE attendance. A one-page reflection paper will be due upon return.

3. Interns who have successfully completed the internship program are eligible for active membership in The Academy of Nutrition and Dietetics. Membership dues for the first year are half the regular active member dues fee. Intern graduates are strongly encouraged to continue to be a member of the Academy and also to become active in the local and state affiliate of this professional organization.

Section: Memberships /Professional Organizations	Policy # DI 901
Subject: Student memberships –Greater Atlanta Dietetic Association (GADA)	Date Issued: 11/21
TOC	Date Revised:

1. Interns will be required to join The Greater Atlanta Dietetic Association (GADA) and attend at least two (2) scheduled meetings during the internship.

2. There is a minimal charge for student membership in GADA and as a member interns will receive the newsletter and membership directory. Interns may be required to pay for any meals associated with meetings if indicated by the association.

Section: Memberships /Professional Organizations and Certifications	Policy # DI 902
Subject: Other student memberships and meeting opportunities	Date Issued: 11/21
TOC	Date Revised:

1. Interns who desire to join other professional organizations such as A.S.P.E.N. at a student rate

may obtain a letter or have the Program director sign a required form, to indicate that he/she is indeed a student.

Section: Program Requirements	Policy # DI 1000
Subject: Documents needed prior to Orientation week	Date Issued: 11/21
TOC2	Date Revised:

1. Insurance Requirements:

- a. Diet To Lifestyle Dietetic Internship will purchase and maintain professional liability insurance coverage for the duration of the internship program. Liability insurance must be in the amount of 2 million dollars occurrence / 5 million dollars aggregate. Proof of insurance will be kept on file.
- b. If an intern is injured on the premises, the intern will not be covered under Diet To Lifestyle LLC workman’s compensation. Interns may choose to purchase Workers’ Compensation insurance but are not required to do so.
- c. Interns are required to have health insurance. A copy of a health insurance card will be on file by the first seven days of the start of the program. Website (www.ehealthinsurance.com) gives information regarding companies with short term individual health insurance programs. Interns may be able to be under a parent’s health insurance policy until the age of 26. Interns should contact the Program director prior to beginning the program if a student status letter is needed by an insurance company.

2. Criminal Background: A criminal background check is required of all interns prior to the start of the internship program in January. All background checks must be marked “eligible” in order for the applicant to start the internship program. If ineligible, applicant may re-apply in one year. Ten percent tuition deposit minus \$250 for background check and other processing fees will be refunded.

Interns may be required to complete paperwork allowing other facilities to administer facility specific their own criminal background checks. Fingerprint may be required by other facilities. Interns are responsible for additional costs associated with background check or fingerprint required by other facility.

3. Drug Screening: The interns are required to complete a drug screen prior to the start of the internship in January. All screens will be completed through Advantage Students. Interns who do not pass the drug screen will be dismissed from the internship program and the 10% deposit for tuition will not be refunded for such case. Throughout the program, the internship follows the Diet To Lifestyle Dietetic Internship policy for Drug and Alcohol. Diet To Lifestyle Dietetic Internship has established this policy to provide a safe, drug free work environment and to support federal initiatives for a drug free workplace.

4. Medical prescreening and immunizations: Diet To Lifestyle Dietetic Internship requires routine health screening at the beginning of the program. Interns are responsible for scheduling pre-screening and immunization exams with their provider prior to the first day of the start of the program. All medical pre-screenings must be completed one week prior to orientation.

Interns are required to submit any immunization records to the program early in December. Proof of COVID vaccine, two (2) MMR, chickenpox, and Hepatitis B vaccinations are

required.

Influenza vaccination (flu shot) is required by DTLDI and most of the outside facilities. Interns may obtain their flushot at any drug store (i.e. CVS or Walgreens) or with their family doctor, which may be covered under health insurance.

5. Official Final Transcripts and Didactic Program in Dietetics (DPD) Verification form:

Interns are required to submit a final official transcript from their undergraduate and/or graduate university that includes the date of graduation and degree conferred by the first day of the start of the program. If the final transcript is not available due to a December graduation, the intern will submit a letter from the university's registrar indicating the intern did graduate. The intern must provide the DPD Verification Statement obtained from the Didactic Program Director to the Program director by the first day of the start of the program. Final transcript and DPD Verification Statement will be kept on file.

6. Cardiopulmonary Resuscitation (CPR) Certification: Interns are required to have proof of AHA (American Heart Association) Adult CPR Certification. It must be Basic Life Skills (BLS) for Healthcare Providers. A copy of your CPR card will be kept on file.

7. Policy Signature page: The policy signature page must be on file by the first day of the start of the program. This will ensure that the intern has read, understands, and agrees to abide by all of the internship policies.

Section: Program Requirements	Policy # DI 1001
Subject: Responsibilities to facilities, clients, and self	Date Issued: 11/21
TOC2	Date Revised:

1. Interns will demonstrate responsibility to each facility/ organization affiliated with the program by:
 - a. Respect the philosophy of the organization.
 - b. Abide by policies and procedures of the organization.
 - c. Maintain open communication with the preceptor(s).

2. Interns will demonstrate responsibility to each client /patient by:
 - a. Keep client information confidential.
 - b. Show respect for clients and family members by addressing them by their last names and speaking in a clear, audible tone.

3. Interns will demonstrate responsibility to other health care professionals /other workers by:
 - a. Address individuals with appropriate titles.
 - b. Maintain open communications and contribute information that might be important concerning client's care.

4. Interns will demonstrate responsibility to the profession and to oneself by:

- a. Prepare adequately for each rotation and actively participate as a member of the healthcare team/staff.
- b. Display professional behavior at all times by maintaining an erect posture, having a professional and friendly attitude, not chewing gum, and abiding by dress code.
- c. Maintain sound nutrition, exercise, sleep and mental health behaviors so that good health can be enjoyed throughout the program.

5. Several of the facilities will have the intern sign a “confidentiality statement” or “code of conduct” prior to beginning the rotation. Some facilities require additional orientation via either online training or on site and interns will be informed in advance or scheduled accordingly if necessary.

Section: Program Requirements	Policy # DI 1002
Subject: Performance and Progress requirements	Date Issued: 11/21
TOC2	Date Revised:

1. Learning outcomes are assessed when the preceptors are evaluating interns, each evaluation will have the competencies that should be met for that supervised practice site.
2. Each site will provide each student with an evaluation at the end of the rotation. The interns will submit the evaluation to the program director and the program director will record the competencies met and unmet.
3. The program director will also give and grade exams, quizzes, and class discussions. There will also be practice RD exams during the program as well. The interns will need to maintain an 80% of all exams, quizzes, and class discussions, but if there is a lack of understanding, then the program director will provide one-on-one sessions to advance that knowledge, competency or skill that is lacking. Any questions missed on the exams, quizzes, or class discussions will be thoroughly explained. The interns will retake the exams and quizzes after one-on-one discussions to ensure their understanding.
4. The program director will record the educational experience evaluations and if there is a discrepancy from what is on paper and how the intern tests, then the program director will have a discussion with the preceptor and discuss other ways for interns to have better learning outcomes.
5. All information will be documented and will be analyzed and compared to make sure the learning outcomes have improved.
6. The program will also make sure there are a variety of supervised practice sites and the program director will make sure the intern will have several opportunities to meet each competency when the schedule is created.

Section: Program Requirements	Policy # DI 1003
Subject: Rotation requirements	Date Issued: 11/21
TOC2	Date Revised:

1. Interns must satisfactorily complete all assignments in every rotation (supervised practice experiences). Evaluations in the clinical, food management and community nutrition areas will reflect the intern's overall performance and are based upon preparation, skill, knowledge, attitude, ethics and attendance.

2. Interns are given an evaluation at the end of each rotation. If an intern receives 3 or more Unsatisfactory or 6 or more Need Improvement on an evaluation will be considered as failing the

rotation and he/she may be required to repeat all or part of the rotation later. (See policy 1.c below regarding repeating the rotation)

3. Failure to successfully complete the rotation will be determined by the preceptor at the affiliation.
 - d. If the intern has not satisfactorily completed the objectives or not submitting all the assignments, he/she is required to redo an assignment in order to pass the rotation.
 - e. If the intern fails the rotation due to a poor attitude and/or exhibits unethical behavior, then the intern will be put on probation and will repeat the rotation in the same or similar setting as arranged by the instructor and Program director.
 - f. If an intern is in danger of failing a rotation, the dietitian may contact the Program director to discuss the action to be taken. The program director will be present at the actual evaluation whenever possible.
 - g. When an intern fails a rotation and is put on probation the case is brought to the attention of the Executive Committee. Interns may be able to make up rotations failed during staff relief or vacation time at the director's discretion. It may be necessary for an intern to remain in the area beyond the scheduled program completion date to repeat a rotation. Interns remain on probation until they are able to make up the rotation satisfactorily.
 - h. If an intern fails a repeated rotation or fails another rotation, she/he is subject to dismissal pending review of the Executive Committee.

Interns must understand that improper or unethical behavior* and inability or unwillingness to complete assignments in a satisfactory length of time or manner constitute reasons for probation or dismissal from the program. (*Refer to the Academy of Nutrition and Dietetics Code of Ethics.)

Section: Program Requirements	Policy # DI 1004
Subject: Probation	Date Issued: 11/21
TOC2	Date Revised:

1. An intern is placed on probation when a rotation is failed. **An intern is subject to dismissal with two (2) probations pending review of the Executive Committee.**
2. Appeals: An intern may appeal an evaluation. The steps to appeal an evaluation are:
 - a. The intern should discuss the problem or issue with the preceptor. The preceptor and intern will make recommendations to resolve the problem or issue.
 - b. If the intern feels the issue is still not resolved, and if the intern is not comfortable discussing the situation with the preceptor, or if the issue involves the preceptor, the intern may discuss the problem or issue with program director.

- c. If the issue continues to remain unresolved, the intern may present the concern to the Executive Committee. The decision of the Executive Committee will be final.
 - d. The intern must sign all evaluations. If the intern disagrees with the evaluation, sign the evaluation placing an asterisk by their signature and writing “contested” or “do not agree.”
3. Interns will be provided a written official notice once placed on probation. The official notice will include steps to successfully pass a failed rotation. Intern placed on probation for reasons other than failing a rotation, will receive an official written notice including steps required to be removed from probation.

Section: Program Requirements	Policy # DI 1005
Subject: Dismissal	Date Issued: 11/21
TOC2	Date Revised:

1. An intern may be dismissed from the program pending a review and vote by the Executive Committee. Reasons for dismissal from the program include:

- a. Failure to pass two or more rotations.
- b. Failure to pass one rotation twice (i.e. if failed the first time, repeated and failed again).
- c. Improper or unethical behavior (Refer to the Academy of Nutrition and Dietetics Code of Ethics).
- d. Inability or unwillingness to complete assignments in a satisfactory length of time or manner.
- e. Failure to show growth and progression (i.e., exhibiting the same weaknesses) during various phases of the internship.
- f. Failure to comply with facility policies that automatically result in dismissal of an employee (i.e.criminal activity such carrying a weapon or physically harming someone).

2. An intern is placed on probation when the intern has been asked to leave the facility before the rotation is completed. The Executive Committee will meet to determine the necessary steps the intern must perform to continue in the internship program. Following the discussion of the Executive Committee, the program director and a member of the Executive Committee will discuss the decision of the Executive Committee including setting a time frame for completion of the rotation and/or internship program.Failure to comply with these will result in automatic dismissal from the program.

3. A written dismissal document including date and reason for dismissal will be signed by the program director and intern. The original document will be placed in the intern's file. A copy of the dismissal document will be given to the intern. Dismissed interns are not eligible to reapply to the DTL Internship Program.

Section: Program Requirements	Policy # DI 1006
Subject: Equitable Treatment	Date Issued: 11/21
TOC2	Date Revised:

Diet To Lifestyle Dietetic Internship is an equal opportunity educational program. Faculty, staff, preceptors are admitted, employed, and treated without regard to race, sex, color, age, religion, national origin, sexual orientation, or disability. Diet To Lifestyle Dietetic Internship complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans Readjustment Assistance Act, as well as other applicable federal, state and local laws.

Georgia State University has developed and/or adopted these policies as well. See GSU Department of Nutrition Graduate Handbook for more information.

Preceptors from each facility have a copy Diet To Lifestyle Dietetic Internship Policies and agree to comply with these as well.

Section: Program Requirements	Policy # DI 1007
Subject: Special accommodations	Date Issued: 11/21
TOC2	Date Revised:

1. The DTLDI Dietetic Internship is in compliance with the Americans with Disabilities Act of 1990, and therefore the program is required to make **reasonable accommodations** in order for any intern with a qualifying disability to fully participate in the program. Interns must notify the program of any special need for assistance in writing a minimum of 60 days prior to the start date.

2. The program director will meet with appropriate facility representatives to investigate requested accommodations. The intern will be notified prior to the start of the internship program if reasonable accommodation cannot be made by the facility.

- a. The intern will have remedial access at DTLDI such as extra one on one tutorial support from the program director or other preceptors. Tutorial support will include breaking down tasks, focus on repetition, providing extra practice quizzes and tests, and using different teaching methods.

3. Physical demands described below are representative of those that must be met by an intern to successfully perform the essential functions of an intern. Reasonable accommodation may be made to enable the intern with disabilities to perform the essential functions.

- a. The intern is required to have the ability to effectively use the English language to present information and respond to groups such as medical staff, healthcare professionals, managers, clients, customers, and the public.

- b. The intern is required to have the ability to read, analyze, and interpret general business periodicals, professional journals, and other general documents in the electronic and written format. The intern is required to have the ability to write reports and business correspondence.

- c. The interns are required to possess necessary skills to effectively operate a standard computer, including basic use of Microsoft applications such as Excel, Word, and PowerPoint.

- d. The intern is required to be able to stand, walk, and/or sit for long periods of time. The intern may occasionally lift and/or move object up to 25 pounds.

4. Religious or Moral Obligations (accommodation of)

The internship shall, to the extent reasonably feasible, accommodate an intern's request to be excused from participating in an aspect of a patient's care or treatment in situations where the prescribed care or treatment presents a conflict with the intern's moral or religious beliefs. Should a conflict occur, it is the responsibility of the intern to notify the Program director of his/her concerns. The intern must request in writing that he/she be excused from participating in the activity in question. The Program director will discuss the request with the preceptor(s) to determine whether an alternate activity is appropriate to meet the rotation objectives.

Section: Program Requirements	Policy # DI 1008
Subject: Retention and Remediation	Date Issued: 11/21
TOC2	Date Revised:

1. The program will follow the intern's performance based on quizzes, exams, presentations, coursework from GSU, early communication with intern and preceptor in the first week of the rotation, and evaluations from preceptors.
2. The program director will continuously monitor interns as they are completing the program for every rotation to make sure there are no difficulties.
3. Interns must receive passing evaluation scores on all required ACEND DI Competencies. Efforts will be made by preceptors and the DI Directors to assist, encourage, and support an intern to improve their skills, knowledge, and performance to achieve this minimum accepted level. Interns are expected to let the program director and preceptors know if they are having difficulty in their rotation. If an intern is having difficulty in a rotation and/or is danger of failing a rotation, the program director should be made aware by the preceptor as immediately and counseling will be provided for the intern.
4. If an evaluation indicates an intern may not be successful at a rotation or if a rotation is not successfully completed, the intern will be on probationary status. An individualized improvement plan will be developed by the preceptor/s and DI Director and the intern may:
 - Be assigned additional assignments by the rotation preceptor and/or DI Director.
 - Repeat portions of the failed rotation, or possibly the rotation in its entirety at the same rotation site or an equivalent site.
 - Rotations can be repeated during vacation/weekends/holidays.
 - The preceptor and the DI Director must approve the schedule for a repeat rotation.
5. If the intern is having difficulty at the rotation, the intern will have the opportunity to sit with the program director to go over what is difficult. The preceptors are aware to notify the program director immediately if the intern seems to have difficulty during the rotation to prevent the student from falling behind.
6. The intern coursework provided by GSU will be closely monitored by GSU faculty advisors. The GSU advisors will notify the program director early of any difficulties in the intern's coursework. The interns will be required to submit GSU coursework to the program director to ensure the student is turning in assignments on time.
7. The program director will continuously find various teaching methods, extra practice material, and extra time at a rotation site to help strengthen their weaknesses.
8. If the previous attempts fail and the intern shows no improvement, then the student will have a discussion the program director on other career options.

9. Copies of written probationary status letters and individualized improvement plans will be stored in the intern files. If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination from the program.

10. If for some reason the intern is no longer interested in nutrition and has minimal chances of success, then the program director will meet with the intern to discuss their passion and find other career paths that will fit them best. This will also be discussed with the GSU advisor and GSU career center to collectively find a solution. The advisory board will be notified and involved as well.

Section: Program Requirements	Policy # DI 1009
Subject: Prior Learning Assessment	Date Issued: 11/21
TOC2	Date Revised: 4/22

1. A non-degree option will be offered in the form of prior learning assessment through the Diet To Lifestyle Dietetic Internship for nutrition graduate degree hours only if the student already holds a DPD verification statement and Master's degree in any field. No PLA will be awarded for supervised practice hours.
2. The DPD verification statement must be no older than 5 years or meet one of the criteria in DI 1100 or courses through GSU may be required prior to starting the DI program.
3. Graduates of accredited didactic programs who currently hold a DPD verification statement and a master's degree in nutrition or other related fields may be granted coursework exemption status for up to 36 credit hours.
4. Graduates that hold a master's degree and DPD verification statement must submit an application request for coursework exemption outlined in application section DI 1102.
5. The program director, GSU faculty, and members of the advisory board will evaluate the request for exempt status on a case-by-case basis. The advisory board may request other supporting documents to fulfill this request.

Section: Requirements to Apply to Program	Policy # DI 1100
Subject: Recency of Education	Date Issued: 11/21
TOC2	Date Revised:

The DTL Dietetic Internship will not review an application from a student whose verification statement from an accredited program is greater than 5 years old unless one of the following criteria is met:

a. The student has successfully completed or is currently enrolled in a medical nutrition therapy, nutrition and metabolism or nutrition assessment course from an accredited program (either graduate or undergraduate level is acceptable) in the past three (3) years. The student must submit an official transcript indicating the grade received for the course. If currently enrolled, documentation of academic standing by the instructor must be submitted along with the application.

b. The student has continued to or is currently working in the field of dietetics (6 months or longer) or has written documentation that professional currency has been maintained through alternative means such as in job related practice or participation in professional continuing education activities.

c. Within the past years, the student has successfully completed graduate degree or is expected to complete graduate degree before or during the internship.

Section: Requirements To Apply to Program	Policy # DI 1101
Subject: Didactic Program Verification	Date Issued: 11/21
TOC2	Date Revised:

1. Applications will be reviewed through GSU if the intern does not currently hold a master's degree.
2. The internship will not review an application of anyone unless he/she will have completed a master's degree and has a DPD verification statement.

Section: Requirements To Apply to Program	Policy # DI 1102
Subject: Application Procedure	Date Issued: 11/21
TOC2	Date Revised: 4/22

Diet To Lifestyle Dietetic Internship program values diversity. Our definition of diversity recognizes and respects dietetic intern and applicant differences in culture, ethnicity, age, gender, race, creed, religion, sexual orientation, physical ability, politics, and socioeconomic characteristics. Throughout the recruitment and admissions process, we will employ every means to eliminate discrimination on the basis of race, color, disability, religion, national origin, sex, sexual orientation or preference, gender identity and expression, age or status, such as disabled veteran. In accordance with Georgia State University and Diet To Lifestyle LLC, Diet To Lifestyle Dietetic Internship complies with all federal laws, executive orders and regulations regarding affirmative action and equal opportunity, as well as all civil rights laws of the state of Georgia.

All prospective interns are encouraged to apply to the program.

1. Prospective students interested in the Diet To Lifestyle Dietetic Internship without a master's degree will first need to apply and get accepted into the GSU master of science in Health Sciences program. The GSU advisor will advise students on choosing a thesis or non-thesis option. Once accepted to GSU, the Diet To Lifestyle Dietetic Internship Program Director will review the list of applicants and will accept the top applicants into the DI Program.

1. Complete Georgia State University (GSU) Online Application

(<https://lewis.gsu.edu/nutrition/nutrition-academics-admissions/master-of-science-in-health-sciences-program-admissions/>) and \$50.00 application fee (on-line preferred).

The online application includes:

- Application for graduate study at Georgia State
- Statement of Professional Goals (two typed pages maximum)
- Two letters of Recommendation (one from a professor and one from an employer/supervisor) using the GSU Nutrition Recommendation Form
- Resume or CV outlining work, volunteer, and professional organization experience
- Residency form SUPPLEMENTAL INFORMATION (collect and submit items 2-4 in a single packet to the address provided at the bottom of the page)

2. Official transcripts from each college and/or university attended, except from Georgia State University. Transcripts are required regardless of length of stay or whether the grades are listed on another school's transcript.

- If you are enrolled in another graduate program at Georgia State University, you may complete a Request for Transfer of Records in your current colleges graduate admissions office. If you have attended Georgia State University in an undergraduate status, all transcripts, except Georgia State's, must be sent; these transcripts are not available for our use. NOTE: Grade Point Average >3.0. is required for all coursework completed prior to the application.

- Didactic Program in Dietetics (DPD) verification statement or transcripts demonstrating completion of all prerequisites
- Minimum overall GPA from B.S. and all prerequisites of 3.0 completed prior to the application.

2. Prior Learning Assessment applicants (Non-degree) who already hold a master's degree and DPD verification statement must apply through the online [Dietetic Internship Centralized Application System](#) (DICAS). Students applying for an internship at DTLDI may apply online July 1st. The application must be completed by 11:59 p.m. CST on September 25th.

There is a \$50 fee to use DICAS for the first DI program application and \$25 for each additional DI program application. Applicants who apply to internships using DICAS will be asked to complete a personal statement in 1,000 words or less that answer the following questions:

1. Why do you want to enter the dietetics profession?
2. What are some experiences that have helped to prepare you for your career?
3. What are your short-term and long-term goals?
4. What are your strengths and weaknesses or areas needing improvement?

Official transcripts from all colleges and universities attended should be sent to: DICAS Online
P.O. Box 9118
Watertown, MA
02471

3. Degree and non-degree applicants must register online at www.dnndigital.com for computer matching by 11:59 p.m. CST on Sept. 25th. A \$55 service is applied which the applicant may pay with a credit card. If you have questions regarding the computer matching process, contact D&D Digital at (515)-292-0490.
4. An \$80 application processing fee for all prospective interns is required and should be mailed to Nutrition Services, Diet To Lifestyle Dietetic Internship, 145 Governors Square Suite A, Peachtree City, GA 30269.
5. All selected applicants will be contacted for an interview in Late October. Interviews are done in person zoom, or phone.
6. Degree and non-degree applicants interested in applying for a part-time internship at Diet To Lifestyle Dietetic Internship must complete the application process as if applying for full-time internship (refer to the process outlined above). In addition, applicant must send a separate letter to the program director to explain how he/she can devote at least 16 - 20 hours per week between Monday and Friday for the internship. A letter from the immediate work supervisor must be sent to the Internship acknowledging support of the applicant's planned time away from work to devote to the internship.

Section: Requirements To Apply to Program	Policy # DI 1103
Subject: Selection Criteria	Date Issued: 11/21
TOC2	Date Revised:

The application screening process include five main areas of focus: grades, nutrition experience hours, foodservice experience hours, leadership roles, and type degree awarded (bachelor's or master's degree). The top 50 candidates will be selected for interview. To break some the ties, one scored point can be added based on candidate worked >20 hours while in school full-time, finishing master's degree, has excellent letter of reference, outstanding personal statement, or minority to the dietetic profession. Candidates with top score after the interview will be submitted for computer matching.

Section: Sexual Harassment	Policy # DI 1200
Subject: Reporting Sexual harassment	Date Issued: 11/21
TOC2	Date Revised:

1. It is the policy of DTLDI to provide a work environment for all its associates/interns that is free from sexual harassment. It is the intern's responsibility to notify the program director and/or preceptor if a problem of this type arises.

2. Sexual Assault/ Sexual Offenses:

Any intern who encounters a sexual assault either in a facility or "off duty" should report the incidence to the local law enforcement agency (local county police, etc.) The intern should go to the emergency room to be examined. A counselor from the Rape Crisis Center will be available to help.

Section: Sexual Harassment	Policy # DI 1201
Subject: Conducting Sexual harassment or other criminal activity	Date Issued: 11/21
TOC2	Date Revised:

1. An intern suspected of criminal activity, including allegation of sexual assault, will be reported to the police agency. Intern will be placed on suspension pending further review by the Executive Committee.

Section: Program Completion Obligation	Policy # DI 1300
Subject: Teach out Obligation to intern	Date Issued: 11/21
TOC2	Date Revised:

1. The internship begins in January and will end 2.3 years after the start for students enrolled in GSU master's program and end in 10 months after the start of the program for interns enrolled in the prior learning assessment option. If the program does not achieve full accreditation or voluntarily withdraws from accreditation, the class of interns who are accepted in Fall match prior to the start of the internship in January, will be allowed to complete the program during that academic year.

2. Faculty from GSU, preceptors that have signed a current MOU with the program, advising from GSU and the program director, physical facilities, testing resources, and support services will continue to be available to the interns enrolled and will not be impacted. None of the resources will be impacted by the program closure.

3. Those enrolled in the internship will have an opportunity to obtain similar experiences in rotations at alternate facilities if any of the facilities cancel their agreements or for some reason must cancel rotations prior to the completion of the program.

4. Enrolled interns will not incur additional charges due to the teach-out-plan.

5. Each class will have a list of graduate's names and dates graduated. The verification statements and final degree transcripts from GSU or other University from prior learning will be stored indefinitely with Diet To Lifestyle LLC, electronically and paper form, locked in a file cabinet. ACEND will be notified and updated if any contact information of Diet To Lifestyle LLC changes. A second permanent set of verification statements will be stored at Georgia State University in the nutrition department, electronically and paper form, locked in file cabinet.

6. All prospective students that contact the program directly in any form will be required to leave an email, phone number and address. These prospective students will be contacted by all three contact methods as well as the information will be posted via the program website as well and GSU website. The program website will remain active for 3 years after program closure and then the program site will be redirected to Diet To Lifestyle LLC website and will continue to have updated contact information, prospective employment, eligibility to sit for the exam and how to qualify for internships. Enrolled interns will have communication during the interview process about the teach out plan and will sign an acknowledgement form during orientation. If the program were to close, there will be an immediate in person meeting with all enrolled interns, program director, GSU faculty, program advisors, and preceptors to inform them of the closure and what the procedure would be for that. The interns will receive at least 10 copies of their verification statements once program is completed and will be notified that the verification statements will be stored permanently at Diet To Lifestyle LLC and GSU after program closure and the contact information will be updated on the website.

Section: Program Completion Obligation	Policy # DI 1301
Subject: Voluntary Withdrawal	Date Issued: 11/21
TOC2	Date Revised:

1. The responsibility for initiating a withdrawal from the internship program resides with the intern. Any intern choosing to withdraw from the internship must submit a written notice to the Program

director. Interns may or may not be eligible for tuition refund, depending on date of withdrawal.

2. Interns who withdraw in good standing are eligible to reapply in the future.

Section: Selection of Facilities, Rotations, Preceptors and faculty	Policy # DI 1400
Subject: Facility, Rotation, faculty selection and evaluation	Date Issued: 11/21
TOC2	Date Revised:

1. Diet To Lifestyle Dietetic Internship will use the faculty at GSU to provide the online coursework for the MS in Health Sciences.
2. GSU Department of Nutrition requires the candidate to be a Registered Dietitian Nutritionist (RDN) with the ability to be licensed in Georgia. Additional qualifications required include an earned graduate degree in nutrition or closely related discipline with an emphasis in human health and a minimum of 2 years of experience working in a setting that utilizes counseling skills. Candidate should have experience utilizing the Nutrition Care Process, performing nutrition assessments, and precepting students. Evidence of teaching in a university setting and working with accredited programs in nutrition and dietetics is preferred. GSU Department of Nutrition conducts an annual review with all faculty and will ask clinical instructors at that time if their credentials are current. They will also obtain continuing education through attendance at local/regional/national conferences.
3. Diet To Lifestyle DI Program requires a preceptor resume and will contact the preceptors on a regular basis to determine if they have maintained their credentials in their field. Diet To Lifestyle DI Program will have the students evaluate each facility after they complete the rotation and the program director will analyze the evaluation results and will discuss with the preceptors annually. The program director will also do a site visit every 3 years or as needed.
 - a. Ability to adequately and appropriately provide experiences needed to achieve interncompetencies.
 - b. Presence of a preceptor qualified as per current ACEND accreditation standards.
 - c. Reasonable commuting distance from the DTLDI campus in Peachtree City, GA.
 - d. Ability to establish an Affiliation Agreement as described in this policy.
 - e. Supervised practice facilities, preceptors, and faculty are evaluated by interns after each rotationexperience.
 - f. The program director and GSU faculty reviews supervised practice facilities, preceptors, and faculty continually as they are used, but at minimum annually. The Program director reviews interns' evaluations of supervised practice facilities and preceptors as they are received throughout the year, periodically visits supervised practice facilities, identifies issues needing improvement, and takes appropriate steps to encourage the facility and preceptor to make improvements. If the Program director determines that the supervised practice facility and/or

preceptor is not capable of or not compliant with making improvements and/or is no longer able to adequately and appropriately provide experiences needed to achieve intern competencies, the program director will terminate the relationship with that supervised practice.

1. The intern will complete the **Preceptor/Rotation and Faculty Evaluation** at the end of each rotation and course.
2. The evaluation form has a rating score of 1-3 with 3 rated as strongly agree, 2 for agree, and 1 for disagree. An average score of “1.5” or higher for the rotation and of “1.5” for the preceptor/rotation should be achieved each year.
3. Rotations/preceptors achieving an average score of less than 1.5 will be evaluated closely to determine whether the rotation can be improved by altering either the preceptor or facility.

Section: Selection of Facilities, Rotations, Preceptors, and Faculty	Policy # DI 1401
Subject: Preceptor selection, training and evaluation	Date Issued: 11/21
TOC2	Date Revised:

The selection of preceptors is made based on individual’s credentials, expertise in a given area, and their willingness to accept interns for rotation. All preceptors will be required to read the preceptor handbook and all DTLDI facility preceptors will be required to complete the online dietetic preceptor training course. Preceptors are not given additional compensation for accepting and mentoring interns. The program depends on the generosity of the time and effort of the individual facility and preceptors.

- a. Preceptors are credentialed and licensed as appropriate to meet state and federal regulations for the area in which they are supervising interns.
- b. All preceptors will receive a preceptor handbook and DTLDI facility preceptors must complete the online dietetic preceptor training course at <https://acend-school.thinkific.com/courses/preceptor-training-course>
 1. Preceptor training at DTLDI will be conducted to those individuals supervising dietetic interns as well as the executive committee and other admiration involved in the internship.
 - a. This includes new and current dietitians, food service director, executive committee members, food service staff, pharmacy, select doctors, and GSU faculty.
 2. The training will cover ACEND standards and required knowledge and competencies.
 3. The training will be completed annually in the summer. The training can be completed at any time, especially if a preceptor needs clarification or there are new employees.
 4. There will be an evaluation form at the end of the training for feedback. There will also be a required signature stating the handbook and training was completed and understood.

5. Feedback from interns will be available during the training or it can be accessed via student tracking software.
- c. Interns doing supervised practice must not be used to replace employees.
- d. The intern will complete the **Preceptor/Rotation Evaluation** at the end of each rotation.
- e. The evaluation form has a rating score of 1-3 with 3 rated as strongly agree, 2 for agree, and 1 for disagree. An average score of “1.5” or higher for the rotation and of “1.5” for the preceptor should be achieved each year.
- f. Rotations achieving an average score of less than 1.5 will be evaluated closely to determine whether the rotation can be improved by altering either the preceptor or facility.

Section: Selection of Facilities, Rotations, Preceptors, and faculty	Policy # DI 1402
Subject: Affiliation Agreement requirements, maintenance, and storage	Date Issued: 11/21
TOC2	Date Revised:

Affiliation Agreements: Affiliation agreements are required with institutions, organizations, and/or agencies (i.e., facilities) where interns are placed for supervised practice that meet intern competencies and/or that involve the intern providing direct patient care and related tasks.

- a. Affiliation agreements are not required for elective rotations as elective rotations do not meet intern competencies. However, if an elective rotation involves the intern providing direct patient care, an affiliation agreement is required. Affiliation agreements are not required for short experiences of shadowing or observation.
- b. The process of establishing affiliation agreements begins well in advance of placing interns at a supervised practice facility to account for the time needed for review of the agreement by both parties.
- c. Affiliation agreements delineate the following...
1. Rights and responsibilities of both the DTL Dietetic Internship (sponsoring organization) and the supervised practice facility (affiliating institution, organization, and/or agency).
 2. Content and competencies covered in the supervised practice experience (or how this is agreed upon).
 3. Timing of and length of the supervised practice experience (or how this is agreed upon).
 4. Documentation (for example, proof of health insurance, proof of professional liability insurance, immunizations) that can be provided to the supervised practice facility upon request.

5. Teach Out Plan

6. Length of time the agreement is in effect.

7. Procedure for terminating the agreement.

d. Affiliation agreements are signed by the Diet To Lifestyle LLC CEO/Owner and the appropriate supervised practice facility administrator who has appropriate authority.

e. Affiliation agreements are finalized and signed prior to placing interns at the supervised practice facility.

f. Maintenance of affiliation agreements includes annual review by the Program director to ensure they have not expired, and the content is current.

g. Affiliation agreements are stored electronically by the program director as well as DTLDI administration and will be made available for review by ACEND program reviewers as requested. The DTLDI program has facility agreements with a variety of health care institutions and community agencies that provide quality learning experiences for the dietetic interns. The preceptors and rotations of each facility are evaluated annually by the interns and program director.

Section: Complaints	Policy # DI 1500
Subject: Complaints related to Supervised Practice	Date Issued: 11/21
TOC2	Date Revised:

1. If an intern or preceptor has a complaint regarding the dietetic internship, a required class or event of the internship, or DI program staff, the intern or preceptor may report the complaint to various people depending upon their comfort level regarding the complaint.
2. The person with the complaint must indicate action within 10 business days of the event.
3. If the intern or preceptor feels comfortable taking the complaint to the DI program director, the director will handle the complaint. If the complaint is regarding the DI program director and the intern does not feel comfortable disclosing the complaint to the DI program director, the complaint may be reported to the DI advisory board.
4. Interns and preceptors will not be retaliated against for reporting a complaint.
5. The DI program director and the advisory board shall follow DTLDI Diet To Lifestyle LLC policy in handling complaints against Diet To Lifestyle LLC staff.
6. The DI program will maintain a record of the intern complaints for 7 years and this includes the resolution of complaints.

Section: Complaints	Policy # DI 1501
Subject: Complaints against the DI program	Date Issued: 11/21
TOC2	Date Revised:

Interns have the ability to have their complaints resolved informally through Diet To Lifestyle LLC nutrition department by speaking with the DI Program Director and then the advisory board.

Section: Complaints	Policy # DI 1502
Subject: Opportunity for filing complaints with ACEND	Date Issued: 11/21
TOC2	Date Revised:

1. Any individual may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It only acts upon a signed allegation that the program may not be in compliance with the accreditation standards or policies.
2. The complaint must be signed by the complainant. Anonymous complaints are not considered. For further information refer to <http://www.eatrightacend.org/ACEND/>.

NOTE: All policies will be in effect from the first start date of the program until program completion. If the Program director or the Executive Committee determines that there is a need for a new policy or a revision of a current policy in order to maintain program standards, the interns will be notified of such change in writing. The new policy will take effect immediately upon notification.

**PLEASE PRINT and SIGN AND RETURN TO THE INTERNSHIP OFFICE BEFORE
DECEMBER 15TH**

I, _____, have read both the policies and general information for the Diet to Lifestyle Dietetic Internship outlined in this document.

_____ I have contacted the program if I need any **special accommodations** to facilitate my ability to function to the best of my ability in the program. **(Leave blank unless this is applicable)**

_____ I agree to abide by the policies throughout the internship. I understand that failing to abide by a policy may have consequences that could result in probation and/or dismissal.

Print name

Signature

Date

This form can be emailed to lamurapoore@dietslifestyle.com, faxed to 866-732-4010 or mailed to 145 Governors Square, Suite A, Peachtree City, GA 30269. Please put attention to Lamura Poore.