CSUN® | DIETETIC INTERNSHIP

DIETETIC INTERNSHIP

HANDBOOK

California State University, Northridge

Department of Family and Consumer Sciences

Revised October 2022

* Things are continuously changing due to the current situation, and this is a tentative DI Handbook.

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Program Introduction

This handbook is for the graduate student enrolled in the Dietetic Internship (DI) program, within the Department of Family and Consumer Sciences (FCS), College of Health and Human Development, California State University, Northridge (CSUN). The DI is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE) of The Academy of Nutrition and Dietetics (A.N.D.), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-5400.

Preparation for the profession of dietetics is based on a combination of didactic knowledge and specialized training. The purpose of the specialized training is to transfer academic knowledge to professional practice. As a specialist in nutrition, food science and foodservice management, the registered dietitian nutritionist offers expertise to individuals and groups desiring to maintain, improve or restore health. These services are provided in a variety of settings ranging from hospitals and other institutions, to community programs and outpatient clinics, private practice, corporate food science and food service operations.

The DI at CSUN follows completion of the ACEND Approved Didactic Program in Dietetics and a baccalaureate degree. The DI provides the opportunity to acquire the skills and knowledge necessary to pass the Commission on Dietetic Registration (CDR) Examination for Registered Dietitian- Nutritionists and to function as an entry level registered dietitian nutritionist. Although the program provides the opportunity to acquire the skills and knowledge, it is up to the intern to make use of the opportunities in the classroom and the specialized training in order to pass the examination.

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. For more information https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend

Program Description

The CSUN DI (and NEVHC WIC combined) program is a full time postbaccalaureate program that admits only individuals who have completed the Didactic Program in Dietetics requirements and have at least a bachelor's degree. It provides a total of 1216 hours of a combination of supervised practice experiences and alternate hours. Students applying to the CSUN DI will either be considered for the Masters in Human Nutrition, Dietetic Internship option (MS DI) combined program or DI Certificate program. Students considered for the MS DI combined program will need to meet the master's degree and DI requirements in order to receive a DI verification statement. The program has been designed to have the students complete the MS DI Combined program in 24 months. The students considered for the DI Certificate program will have completed or will complete a an Master's degree prior to starting the DI program. degree prior to starting the DI program. The DI Certificate has been designed to have interns complete this program within twelve months. Approximately 12-14 interns will be accepted each year. Depending on CDC and university guidelines (based on the current situation), if necessary, the CSUN DI will be following ACEND Board Approval of temporary reduction in the required number of supervised practice hours. The CSUN DI program has two concentration areas, Nutrition Therapy (NT) concentration and Community (COM) WIC concentration. Students in the NT concentration will be scheduled to rotate additional hours at their clinical site, and students in the COM WIC concentration will be scheduled to rotate additional hours at their community sites including a scheduled rotation with LA County Department of Public Health. Note that these additional hours at the specified sites are built into the 1216 required hours. The students in the COM WIC concentration must be employed by a California WIC program at the time of application, and are required to work each Saturday and maintain continued employment in good standing at a WIC agency throughout the Dietetic Internship Program. The general breakdown of hours for all interns are 552 hours in the nutrition therapy or community nutrition, 424 hours in the community nutrition or nutrition therapy and 240 hours in the foodservice management rotation.

All interns will attend consortium classes each Monday. This seminar mainly consists of attending Monday Greater Los Angeles Dietetic Internship Consortium (GLADIC) classes. Attendance at the GLADIC classes is mandatory. You are required to attend all GLADIC classes, if for any reason you may need to be excused from a class, a 5-6 page research paper will be assigned. Details of the paper will be provided in the FCS 573 syllabus. These classes are always on Mondays and may be 4-8 hours long during the day. These Monday consortium classes will be part of the DI graduate seminar class (FCS 573) along with other specific graduate classes. In addition, the interns will take an online medical Spanish course, a Motivational Interviewing Training, Breastfeeding Training, and JEDI (Justice, Equity, Diversity and Inclusion) Training.

The DI Certificate will be completed within 2 semesters (~12 months), and MS DI Combined will be completed within 2 years (~24 months). Scheduled supervised practice experiences are 3-4 days per week, Tuesday through Friday. All interns will begin in August of each year and end in May. DI Orientations for all will be scheduled during August of each year prior to start of semester/rotations. (COM WIC concentration interns will begin their WIC computer training June 1st). ALL Interns must plan on being available during the entire months of June and July for possible additional trainings. Community WIC concentration interns must be available starting June 1st. Orientation hours are not part of the DI supervised hours; however they are mandatory. There will be some trainings for all during the summer, online and/or in person, through proper approvals and county guidelines.

Note: We ask that you do not work during your Dietetic Internship Program during scheduled rotations. If you must work for financial reasons, you must notify the DI Director and Coordinator, and you are recommended to work no more than 8 hours a week. Just a reminder, your Dietetic Internship Program must take priority, you will not be able to use work as an excuse for skipping rotation hours and/or internship related projects and/or events that may be asked of you to participate in during the program. *You may be asked to rotate or participate on a Saturday or Sunday, at least 2 weeks in advance.

Note: COM WIC concentration Interns are required to work each Saturday, and maintain continued employment in good standing at a WIC agency. Interns will be paid for Saturday work, please see WIC handbook for details.

Program Mission and Goals

Our Mission is to prepare high quality and culturally sensitive entry-level registered dietitian nutritionists to meet our community needs by promoting optimal nutrition, health and well-being.

Our program will enhance the profession of dietetics and ultimately the health status of the community by training dietitians who can combine academic theory, research application, practical experience, critical thinking and problem solving skills in all areas of dietetics and serve ethnically diverse populations.

The goals of the program are:

1. To prepare registered dietitian nutritionists to work in all areas of dietetics.

2. To prepare graduates who are trained in Spanish language and cultural sensitivity.

3. To prepare graduates who are qualified to participate in the collection, analysis and interpretation of research.

The mission statement of the program and the values of the university are consistent with The Academy of Nutrition and Dietetics Model for Dietetics Practice. This model emphasizes that the core of the profession is nutrition and dietetics for individuals, groups and communities. The ability to effectively communicate and collaborate with others enables dietetics practitioners to provide these services. Our program provides graduate education in nutrition and food science as well as opportunities for communication and collaboration in the classroom and at supervised practice sites. A variety of supervised practice sites gives interns experience in providing food and nutrition services to individuals, groups and communities thus further developing technical skills, interpersonal skills and the ability to problem-solve, to think creatively and to make decisions which are driven by research.

Program Affiliates

Our affiliations include local hospitals, county programs, WIC programs, hospital foodservice, school districts, outpatient clinics and programs, and wellness programs.

For information regarding rotation sites, please contact DI Director.

Sometimes a rotation site could be 20-25 miles from an intern's home. The daily schedule at the practice sites may vary. It is important to start early at some rotation sites and start late at other rotation sites, so the intern must be able to adjust to a flexible schedule.

Some of the rotation sites may be used for special interest. The DI Director will meet with individually with every intern to discuss option and areas of interest. Requirements for placement vary at each site. Some rotation sites require an additional interview. Interns will be placed at a facility pursuant to facility requirements. For example, if a hospital requires an intern to have one year prior clinical work experience, an intern who meets that requirement will be placed at that facility. Intern placement may be based on residence if they meet the facilities' requirements. The DI Director, if possible, will attempt to place the intern at a facility location in close proximity to their residence. There are specific rotation sites for Community emphasis interns. Rotation may change at the last minute due to unplanned circumstances, such as a shortage of dietitians at a facility or budget cuts.

Entrance Requirements

All Students must submit a Dietetic Internship Program application through DICAS, and all students must participate in the Spring Computer Matching (D&D Digital). In addition to the DICAS application and participation in the Computer Matching, students must submit the required supplemental materials to the DI program, and students must also apply to the CSUN graduate program by February 15th. List of supplemental materials can be found on the DI webpage.

All applicants interested in applying to the DI must file a separate application for graduate school at California State University, Northridge (CSUN) through **CSUApply, which is a $70 fee**. After completing the CSUApply application, all applicants must also apply to the FCS Department for Master in Human Nutrition through **ApplyWeb, which is a $30 fee**. These applications must be completed and submitted by February 15th.

Information about entrance requirements for the graduate program is available at http://www.csun.edu/health-human-development/family-consumer-sciences/graduate-admission-human-nutrition

Additional information about the DI application is available at http://www.csun.edu/hhd/fcs/di/

Applicants to the DI program who are unable to pass or unwilling to pay for a background check, drug screen or fingerprinting should not apply to this program as contracts/memorandum of agreements with supervised practice sites require these tests which are obtained at student expense.

An intern who is not able to pass the required background check, drug screen or fingerprinting will be dismissed from the DI program and tuition may be only partially refunded, if at all. Procedures for withdrawal and the refund schedule are published each semester in the CSUN Schedule of Classes.

CSUN DI COVID 19 requirements: The CSUN DI is following all CDC, State and County guidelines. Intern must sign Release of Liability COVID Form found in DI handbook, intern must be fully vaccinated, and intern maybe required to complete COVID 19 training.

DI Program Completion Requirements

The DI program is completed approx. over two semesters for the DI Certificate program and completed over four semesters for the MS DI Combined program, and is rigorous.

Interns are expected to:

1. Complete graduate courses. A "B" average must be maintained with a minimum "B" grade earned in each graduate course. A grade of "B-"or lower in any of the required below graduate courses taken will be cause for suspension or dismissal from the program. The intern's coursework and schedule are determined by DI Director with concurrence of the intern.
   A description of graduate courses can be found at the Family and Consumer Sciences (FCS) Department web site: http://www.csun.edu/hhd/fcs or the online catalog.

2. Complete 1,216 hours of supervised practice in assigned facilities and/or programs, and alternative hours. The supervised practice includes 552 hours in the nutrition therapy or community nutrition, 424 hours in the community nutrition or nutrition therapy and 240 hours in the foodservice management rotation. The rotations are taken for a grade. The DI program needs to be completed within 150% time. This means that DI requirements must be completed within 15 months for DI Certificate program and within 36 months for MS DI Combined program. In addition, for each area of supervised practice you will be required to enroll in a course for a grade. These courses include FCS 570 (Nutrition Therapy), FCS 571 (Food Service), and FCS 572 (Community Nutrition). Depending on CDC and university guidelines (based on the current situation), if necessary, the CSUN DI will be following ACEND Board Approval of temporary reduction in the required number of supervised practice hours.

3. Complete a medical Spanish training or a conversational Spanish course.

4. Complete Motivational Interviewing Training, Breastfeeding Training, and JEDI (Justice, Equity, Diversity and Inclusion) Training.

5. Meet all program competencies and student learning outcomes.

6. Remain in good standing with the University and comply with all rules and regulations as written in the University Catalog and this Handbook.

After completing the above, the intern will **be eligible to schedule and write** the Commission on Dietetic Registration (CDR) Examination for Registered Dietitian- Nutritionists.

The current CSUN DI Certificate Program is accredited as a non-degree DI, however the program requires that students take 33 graduate units credits in order to receive a DI verification statement. These units can be applied to the MS in Human Nutrition degree. Courses include all of the following: FCS 573, FCS 570, FCS 571, FCS 572, FCS 606, FCS 607, FCS 681, FCS 682, and medical Spanish online training. Students that have completed a prior MS in HN may be able to substitute 2 classes. This needs to be discussed and approved by Graduate Coordinator and DI Director.

The students in the MS DI Combined program will begin their M.S. in HN courses the first year of the DI Program. In addition, interns will meet with DI Director and/or DI Coordinator bi weekly though out the Fall and Spring semester to begin their program development, research, business plan, and peer mentoring in year one. Completion of all required courses: FCS 570, FCS 571, FCS 572, FCS 573, FCS 681, FCS 682, FCS 606, FCS 607, FCS 601, FCS 609, FCS 505, EPC 600, and medical Spanish online training. Each student will need to complete FCS 697 (comprehensive) or FCS 698 (Thesis /Project).
For MS DI Combined program, the interns must have completed the MS HN requirements in addition to the DI requirements to be verified to sit for the exam. (The verification statement will be issued once all MS HN and DI combined requirements are met)

For a description of the M.S. degree and other important information, interns will need to read the CSUN catalog, the Schedule of Classes and the FCS Graduate Handbook which are available in the university bookstore and the FCS Department office.

DI Program Admission & Verification Requirement

	MS DI Combined Program	DI CERTIFICATE
PROGRAM STRUCTURE AND LENGTH	Cohort, fall start 2-year program/24 months	Cohort, fall start 10-12 months
WHERE TO SUBMIT APPLICATION	1. Cal State Apply https://www2.calstate.edu/apply (choose MS HN) 1. ApplyWeb (CollegeNet) https://www.applyweb.com/applyweb/ 2. DICAS https://portal.dicas.org/ 3. D&D Digital www.dnddigital.com	1. Cal State Apply https://www2.calstate.edu/apply (choose DI Certificate) 2. DICAS https://portal.dicas.org/ 3. D&D Digital www.dnddigital.com
APPLICATION DEADLINE	February 15 for Fall	February 15 for Fall
WHERE TO FIND APPLICATION INFORMATION	CSUN Catalog + department website	CSUN Catalog + department website
APPLICATION DOCUMENTS TO MS HN	1. Copy of unofficial transcripts: Please highlight the prerequisite courses on each unofficial transcript to show the prerequisites have been completed. 2. Resume 3. Letters of Recommendation: three letters of recommendation are required for admission. At least one of the letters must be from an instructor in the student's undergraduate program, preferably in a science-based discipline. Letters should be addressed to the Graduate Program Coordinator. 4. Personal statement: personal statement addressing several short prompts 5. Writing sample	Students applying to the DI Certificate may be current MS students or have a completed a Master's degree program. They do need to apply to the university as indicated in the section above.
ADMISSIONS REQUIREMENTS AND APPLICATION DOCUMENTS TO DI (DICAS)	1. Personal statement 2. Transcripts indicating a bachelor's degree 3. Verification Statement from an AND approved/accredited Didactic Program in Dietetics (DPD) or a Declaration of Intent to complete the DPD 4. Three (3) letters of recommendation (one must be from an employer/supervisor and one must be from a full-time Nutrition/Dietetics Faculty) 5. Leadership and work experience 6. Upload as supplemental documents: a. Signed DI professional program contract form found on the CSUN DI website b. Authorization for Packet Review c. Recency of Education d. Proof of Letter of Acceptance to CSUN Graduate program* (or a letter indicating that you have applied to the CSUN graduate program.)	1. Personal statement 2. Transcripts indicating a bachelor's degree 3. Verification Statement from an AND approved/accredited Didactic Program in Dietetics (DPD) or a Declaration of Intent to complete the DPD 4. Three (3) letters of recommendation (one must be from an employer/supervisor and one must be from a full-time Nutrition/Dietetics Faculty) 5. Leadership and work experience 6. Upload as supplemental documents: a. Signed DI professional program contract form found on the CSUN DI website b. Authorization for Packet Review c. Recency of Education d. Proof of Letter of Acceptance to CSUN Graduate program* (or a letter indicating that you have

		applied to the CSUN graduate program.)

APPLICATION REVIEW AND SELECTION CRITERIA	• MS HN Admission Committee
	  ○ The committee determines acceptance into MS HN (holistic approach)
	• DI Admission Committee
	  ○ Application review
	  ○ DI Interview
	  ○ Applicant evaluated based on the following:
	  ▪ Personal statement
	  ▪ GPA
	  ▪ Work experience
	  ▪ Leadership/honors
	  ▪ Letters of recommendation
		• DI Admission Committee
		  ○ Application review
		  ○ DI Interview
		  ○ Applicant evaluated based on the following:
		  ▪ Personal statement
		  ▪ GPA
		  ▪ Work experience
		  ▪ Leadership/honors
		  ▪ Letters of recommendation
		  ▪ NEVHC WIC COM – WIC experience is preferred

REQUIRED HOURS FOR PROGRAM COMPLETTION	**NT Concentration – 1216 Hours** Supervised practice = sp Alternate hours = alt **NT ~17.25 weeks [552 hours]** MNT rotation [**288 hours** = 208 sp (8.6 weeks/26 days) & 80 alt hours*] Staff relief [**96 hours** (4 weeks)] Research project [**64 hours**] Spanish Practicum [**64 hours**] Peer Mentoring Program [**24 hours**] Professional organization [**16 hours**] **COM ~13.25 weeks [424 hours]** WIC [**144 hours** = 120 sp & 24 alt hours*] Special interest [**64 hours**] COM Outpatient/C4C [**96 hours**] Program development [**120 hours** = 104 sp & 16 alt hours*] **Foodservice [240 hours]** 25 days = 10 weeks [**240 hours** = 200 sp & 40 alt hours*] Hospital/acute School Foodservice *Case studies, role play, simulation **COM Concentration – 1216 Hours** Supervised practice = sp Alternate hours = alt **COM ~17.25 weeks [552 hours]** WIC [**144 hours** = 120 sp (5 weeks/15 days) & 24 alt hours*] COM Outpatient/C4C [**96 hours**] LA County Dept of Health Services [**96 hours**] Special interest [**64 hours**]	**NT Concentration – 1216 Hours** Supervised practice = sp Alternate hours = alt **NT ~17.25 weeks [552 hours]** MNT rotation [**288 hours** = 208 sp (8.6 weeks/26 days) & 80 alt hours*] Staff relief [**96 hours** (4 weeks)] Research project [**64 hours**] Spanish Practicum [**64 hours**] Peer Mentoring Program [**24 hours**] Professional organization [**16 hours**] **COM ~13.25 weeks [424 hours]** WIC [**144 hours** = 120 sp & 24 alt hours*] Special interest [**64 hours**] COM Outpatient/C4C [**96 hours**] Program development [**120 hours** = 104 sp & 16 alt hours*] **Foodservice [240 hours]** 25 days = 10 weeks [**240 hours** = 200 sp & 40 alt hours*] Hospital/acute School Foodservice *Case studies, role play, simulation **COM Concentration – 1216 Hours** Supervised practice = sp Alternate hours = alt **COM ~17.25 weeks [552 hours]** WIC [**144 hours** = 120 sp (5 weeks/15 days) & 24 alt hours*] COM Outpatient/C4C [**96 hours**] LA County Dept of Health Services [**96 hours**] Special interest [**64 hours**]

	Peer Mentoring Program [**24 hours**] Research project [**64 hours**] Spanish practicum [**64 hours**] **NT ~13.25 weeks [424 hours]** MNT rotation [**240 hours** = 160 sp (6.6 weeks/20 days) & 80 alt hours*] Staff relief [**48 hours**] Professional organization [**16 hours**] Program development project [**120 hours** = 104 sp & 16 alt hours*] **Foodservice [240 hours]** 25 days = 10 weeks [**240 hours** = 200 sp & 40 alt hours*] Hospital/acute School Foodservice *Case studies, role play, simulation	Peer Mentoring Program [**24 hours**] Research project [**64 hours**] Spanish practicum [**64 hours**] **NT ~13.25 weeks [424 hours]** MNT rotation [**240 hours** = 160 sp (6.6 weeks/20 days) & 80 alt hours*] Staff relief [**48 hours**] Professional organization [**16 hours**] Program development project [**120 hours** = 104 sp & 16 alt hours*] **Foodservice [240 hours]** 25 days = 10 weeks [**240 hours** = 200 sp & 40 alt hours*] Hospital/acute School Foodservice *Case studies, role play, simulation
PROGRAM VERIFICATION	• Completion of 1216 hours of supervised practice • Completion of all required and equivalent courses are: FCS 570, FCS 571, FCS 572, FCS 573, FCS 681, FCS 682, FCS 606, FCS 607, FCS 601, FCS 609, FCS 505, and EPC 600. Each student will need to complete FCS 697 (comprehensive) or FCS 698 (Thesis /Project), and medical Spanish class. A "B" average must be maintained in all classes. ***As a combined Master of Science (M.S.) in Human Nutrition and DI, both the degree requirements and DI requirements must be met in order for the student to receive a DI verification statement.*** • Cultural sensitivity training • Meeting all program competencies and student learning outcomes. Upon completion of all program requirements, the graduate intern will be issued a verification statement and will be eligible to sit for the registration exam for dietitians.	• Completion of 1216 hours of supervised practice • Completion of all required and equivalent courses are: FCS 570, FCS 571, FCS 572, FCS 573, FCS 681, FCS 682, FCS 606, and FCS 607 and medical Spanish class. A "B" average must be maintained in all classes. ***33 graduate units may be applied towards the Master of Science (M.S.) in Human Nutrition, but the M.S. degree is not a requirement to receive the DI Certificate and DI verification statement; however, you must hold a Master's degree to write the RD exam.*** • Cultural sensitivity training • Meeting all program competencies and student learning outcomes. Upon completion of all program requirements, the graduate intern will be issued a verification statement and will be eligible to sit for the registration exam for dietitians.

Note: Depending on CDC and university guidelines (based on the current situation), if necessary, the CSUN DI will be following ACEND Board Approval of temporary reduction in the required number of supervised practice hours.

DI Program Admission Rubric

CSUN NEVHC WIC Dietetic Internship Program
DIETETIC INTERNSHIP PROGRAM - CRITERIA FOR SELECTION

The rating is based on the information in the application packet submitted by each of the applicants.

☐ **Supplemental Packet** (Applicant must have submitted the following)

- ☐ Authorize to review packet
- ☐ DI Professional Contract
- ☐ Application to CSUN and/or Masters In Human Nutrition
- ☐ Graduate Student at CSUN
- ☐ Recency of education (If Applicable)

Category
Letter of application/Personal Statement: Ability to spell correctly, sentences are grammatically sound, Demonstrates unity and cohesion of thought, clarity and conciseness. Demonstrates interest in the DI program, shows leadership ability as well as ability to be self-directed, Demonstrates positive attitude toward the profession; shows enthusiasm, personable, creative, adaptability, specifies mechanisms by which goals will be accomplished including how they have overcome barriers and challenges in the past.
Academic Achievement
Letters of recommendation (3 points each): one must be from an employer/supervisor and one must be from a full-time Nutrition/Dietetics Faculty, and one other faculty
Work Experience **For NT concentration:** Previous work experience in dietetics or related field setting. Clinical setting preferred. **For COM concentration:** The interns employed by a California WIC program at the time of application and maintain continued employment in good standing at a WIC agency preferred. (One letter of recommendation must be from a WIC supervisor.) Note: If there spots are available, other applicants will be considered.
Leadership/professional participation /Awards ▪ Membership in dietetics related group or participation professional/ leadership activity ▪ Officer or leadership position
Awards/Scholarships ▪ Awards (Honor Society, student of year, scholarships). Do not count Dean's list
Other Research, publications, etc. _____

The highest possible score for each applicant is 200 from the rater of the Selection Committee. The application packet score (100 points) in combination with the interview score (100 points) will give a score of 200 possible points. Students with a packet score of 80 or above will be called for an interview with the DI Advisory Committee. Final selection for regular appointments will be made on the top twenty-five to thirty applicants.

DI Certificate Calendar / Schedule

The CSUN DI Program starts August of each year, with some trainings in June/July. Orientation/bootcamp is scheduled for the month of August. The first rotation will start beginning of September. The program ends on the fourth week of May. There will be a two week vacation which is usually scheduled for the end of December and/or beginning of January. A sample rotation schedule is below. Dates will vary based on the intern rotations and intern concentrations. Please refer to hours of rotation and weeks of rotation. Community Concentration interns must be available for WIC training starting June 1st.

THIS IS A SAMPLE DI SCHEDULE

June/July/August	**WIC Training (COM Concentration ONLY)**
Aug – Sept	**Orientation to DI**
Sept – Oct	**Foodservice rotation**
Oct-Dec	**Nutrition Therapy rotation**
Dec-Jan	**Vacation 2 weeks (dates will vary)**
Feb-May	**Community Rotation**

Most rotations are scheduled for Tuesday-Friday (3 or 4 days per week depending on the DI Concentration and site requirements).

Weekly Intern Schedule Sample

Mondays	FCS 573, Seminar in Dietetics Attending Consortium class One graduate course taken in the evening
Tuesdays- Friday	Supervised Practice (FCS 570, FCS 571 and/or FCS 572)
Tuesday or Thursday	One graduate course taken during the week day
Saturday	Work Saturday WIC Clinic (COM Concentration ONLY)

Fall semester:
FCS 681, FCS 606, FCS 573, FCS 572, FCS 571 and/or FCS 570

Spring semester:
FCS 682, FCS 607, FCS 573, FCS 570, FCS 571 and/or 572

Spanish training classes will be taken online.

MS DI Combined Calendar/Schedule

Year one interns will be taking master courses. In addition, interns will meet with DI Director and/or DI Coordinator bi weekly though out the Fall and Spring semester to begin their program development, research, business plan and peer mentoring in year one. In year two, interns will be scheduled for the Dietetic Internship rotations. In year two, orientation/bootcamp is scheduled for the month of August. The first rotation will start beginning of September. The program ends on the fourth week of May of year two. There will be a two week vacation which is usually scheduled for the end of December and/or beginning of January. A sample rotation schedule is below. Dates will vary based on the intern rotations and intern concentrations. Please refer to hours of rotation and weeks of rotation. **Community Concentration interns must be available for WIC training in YEAR ONE starting August.**

THIS IS A SAMPLE DI Rotation SCHEDULE for Year two of DI Program

Aug – Sept	**Orientation to DI**
Sept – Oct	**Foodservice rotation**
Oct-Dec	**Nutrition Therapy rotation**
Dec-Jan	**Vacation 2 weeks (dates will vary)**
Feb-May	**Community Rotation**

Most rotations are scheduled for Tuesday-Friday (3 or 4 days per week depending on the DI Concentration and site requirements).

Year Two Weekly Intern Schedule Sample

Mondays	FCS 573, Seminar in Dietetics Attending Consortium class One graduate course taken in the evening
Tuesdays- Friday	Supervised Practice (FCS 570, FCS 571 and/or FCS 572)
Saturday	Work Saturday WIC Clinic (COM Concentration ONLY)

Year One:
Fall semester:
FCS 505, FCS 609, FCS 681, FCS 606, & Special DI Projects (*begin working on program development, business plan, research project, and peer mentoring*)
Spring semester:
FCS 601, FCS 607, FCS 682, EPC 600, & Special DI Projects (*continue working on program development, business plan, research project, and peer mentoring*)

Year Two:
Fall semester:
FCS 570, FCS 571, FCS 572, FCS 573

Spring Semester:
FCS 570, FCS 571*, FCS 573, FCS 697C Directed Comprehensive Studies or FCS 698C Thesis/Project

Spanish training will be taken online before start of rotations.
***Optional depending on Interns rotation or schedule.**

Rotation Schedule Policy
The intern will meet with the DI Director prior to start of the DI to discuss all rotations.
The intern will be required to contact the preceptor four to eight weeks prior to the start of any rotation. The intern may need to complete an orientation specific to the rotation site. Each intern may also be required to conduct additional background checks or tests. The intern is then urged to research and read about the site prior to the start of rotation. There are FACT SHEETS specific to each rotation. The intern should, in addition, familiarize him/her/them with an overview of the facility by reviewing the rotation's website and other outlets as deemed appropriate. The intern is responsible for obtaining all information necessary prior to starting their rotation. Interns doing supervised practice must not be used to replace employees.

Special Interest Rotation
During the initial meeting with the DI Director, the intern will be asked to think about an area of interest. The intern will have the option to choose from one of the special interest areas with which the DI is contracted. The intern will then contact the site 4 weeks prior to start date to determine if additional background checks or information are necessary. Some sites may take 4 weeks to clear an intern. Please plan ahead. Interns not following the policy may not be allowed to rotate through their first choice.
The intern will then need to come up with goals and objectives for this rotation. They will need to determine which Student Learning Outcomes will be met at the rotation site. The intern will need to develop an evaluation form for this rotation similar to the ones used at CSUN DI. The intern will submit a copy of their SMART goals, and evaluation form to the preceptor on the first day of rotation.
At the end of the rotation the following needs to be submitted to the DI Director:
Evaluation of intern by preceptor (intern has developed this)
Goals of the rotation
Self-Evaluation
Rotation/preceptor evaluation form
Critical Incident and log of activities form
Any projects or assignments completed at the rotation site

Spanish Classes
For this year we will use Skelly Publishing
Continuing education and practice resources for RDs
www.skellypublishing.com
1.888.Skelly1

There will be additional information during orientation and Sheila Kelly will be available for questions.

The Spanish course is entitled 'Connecting Successfully with Your Hispanic Clients: Cultural Competence and Basic Spanish Skills for Nutrition Professionals', which is offered through Skelly Publishing. To purchase it, please go to http://www.skellypublishing.com. At checkout, enter the coupon code CSUN, which will give you the discounted price of $80.99. The program contains a book and 2 CDs. In the back of the book are instructions for accessing the Skelly Publishing online testing site to complete the exam and receive your Certificate of Completion.

Other Assignments
Please refer to course syllabi for the following assignments:
Research assignment; Business Plan; Program Development assignment; peer mentoring assignment; Case Studies; Menu assignment; Public Policy assignment, etc.
Dietetic Interns wanting to complete thesis project may work with any FCS faculty for research hours. Research/data collection should begin in year one.

Estimated Costs of the Program

Estimated Costs for Interns		
Costs	7+ units/ Semester	Full Year
One-Time		
A.N.D. dues		$58
Professional Liability Insurance		~$30
COM Concentration Intern Training Fee (waived for WIC employees)		$750
University Related Expenses		
CSUN Graduate Application Fee		$70
FCS MS Human Nutrition Application Fee		$30
CSUN Graduate Tuition	$4,374	$8,748
*add $396 per unit for Nonresident & International students		
Books/Supplies	$759	$1,518
Parking Academic Year (optional)	$159.91	$319.82
Living On Campus Expenses		
Room and Board	$ 5,924	$ 11,848
Transportation	$ 567	$ 1,134
Miscellaneous	$ 1,069	$ 2,138
Health Insurance	variable	

Insurance and Other Costs

Students are required to purchase their own health insurance, auto insurance, & liability insurance throughout the program. Any additional trainings, background checks, fingerprinting, SCANS, CPR training, etc. will be the financial responsibility of the intern.

Interns are required to purchase all the materials/books and supplies necessary for the Spanish classes.

Interns are required to become student members of the Academy of Nutrition and Dietetics.

Program Calendar, Vacation, Holiday, and Absence Policies

Two semesters and a total of ten months are needed to complete the program for DI Certificate program, and four semesters and a total of 24 months are needed to complete the program for MS DI Combined program. The required graduate courses are not taught during the summer

Holiday and vacation breaks are published in the CSUN catalog and in the Schedule of Classes; however most dietetic interns will be required to rotate through December and January (i.e. during normal winter break). At least one month before the beginning of the DI, the DI Director will plan the rotation schedule with the intern. Interns with vacation requests should make them known to the DI Director at this time. Interns will be rotating during spring break. The DI will begin in August of each year. The month of August will be used for orientation to the DI program and some affiliate orientations/trainings maybe scheduled in June/July. The first rotation will start the last week of August or first week of September. Interns will have approximately a one, two-week vacation during the winter break. Community concentration interns must be available to begin their WIC computer training June 1st.

A verification statement from the DI requires the satisfactory completion of 1216 hours supervised practice experience in addition to the completion of all required courses and trainings. Any time missed from these hours must be immediately discussed with the DI Director and be made up in a manner that is satisfactory with the DI Director and the institution in which the missed time occurred.

If an intern is sick or will miss any scheduled supervised practice hours, they must contact their preceptor and DI Director immediately. The intern will discuss with their preceptor and DI Director the manner in which they will make up the missed supervised practice hours.

Repeated absences that are not resolved may result in dismissal from the program.

All interns will have the opportunity to attend professional meetings such as the annual meeting of the Academy of Nutrition and Dietetics, meetings of the state and district dietetic associations, and Marilyn Magaram Center Advisory Committee Meetings, events, lectures and symposia. Attendance at meetings will be scheduled in advance so that the rotation schedule is not affected.

Dress Code

Interns in the DI are expected to act and to dress in a manner appropriate for a professional dietitian. Business clothing and closed-toe shoes are required. Women may wear low-heeled shoes or dress flats. Men may wear neckties and dress shoes. No jeans, T-shirts, exercise shoes, shorts or tops exposing bare midriff are to be worn in supervised practice facilities. Laboratory coats are often required. Interns should check with the staff of each facility to ascertain the dress code for that operation. Name tags are to be worn at all times when in supervised practice facilities. A badge/name tag is provided; if one is not provided the intern may make one or order one through a stationery store. The name tag should indicate the interns name along with CSUN Dietetic Intern.

Liability

Liability for Safety in Travel
Interns are responsible for making all travel arrangements to and from rotation sites and to and from the university. Interns must have available a car as travel in the Southern California area can involve considerable distances. Interns must show proof of car insurance and should carefully check rates after consulting with a number of insurance companies. Proof of insurance will be collected on a semester basis by the DI Director.

Since the University is self-insured as a state institution, liability coverage is unavailable to interns. Interns are not employees of the university. The State of California requires all licensed drivers to be able to show proof of automobile insurance.

Professional Liability Insurance
Upon admission to the DI, interns must immediately purchase professional liability insurance. Proof of liability insurance is required before beginning any supervised practice. This insurance is available through Mercer and should be ordered online at www.proliability.com. Sign up as a student → Dietetic Practitioners →California →2,000,000/5,000,000 → for each year of the DI program. The yearly fee for this insurance is currently approximately $30 for 1 year. Note: MS DI Combined program interns must liability insurance for year one and year two of the DI Program.

Medical Insurance
Interns must also show evidence of medical insurance, either through a family medical plan or the health insurance program available to CSUN students at special rates. Student health insurance is available through Associated Students for services not provided by the Student Health Center (e.g. hospitalization, surgery and maternity care). For more information, visit CSUN's Klotz Student Health Center http://www.csun.edu/shc/

Physical Examination

Before beginning the DI, interns are required to have a physical examination competed either by their physician or by a physician at the Student Health Center. Student fees cover the costs of most services at the Student Health Center so often no additional fee is incurred. Physical examination forms are found in this Handbook. The purpose of the physical examination is to determine if the intern is free of communicable disease. Proof of a yearly physical must be provided to the DI Director and to all preceptors in hospitals, food service, and public health programs. Additional medical screening is required by all DI facilities; this includes yearly screening for tuberculosis. Some sites require additional health screening, such as titers for varicella, mumps, measles, rubella and hepatitis. Some sites require the intern to have the hepatitis vaccine, a series of three injections. Most tests are done at the intern's expense.

In addition to the physical examination, all new and transfer students born after 1957 and all students living in campus housing are required to show immunity to measles and rubella during their first semester at CSUN. This requirement can be met by presenting immunization records or receiving a free immunization at the Student Health Center. Any student who was immunized between 1957 and 1967 for measles or rubella may be at risk of contracting these diseases due to an ineffective vaccine administered during that period. Failure to either show proof of immunity or receive an immunization will jeopardize future registration at CSUN.

Injury and Illness Policy at Facility

In the event of a medical emergency during supervised practice, you should notify your preceptor who will arrange for necessary emergency health care. If you are unable to reach your preceptor, speak to another employee at the site. Except for emergency or first aid care, the facility is not required to provide any other health services. If additional services are provided, the intern is expected to pay for this service at the time of service. Interns should check the deductible on his/her medical insurance so the amount of out pocket expenses is known in advance. Should you become ill at your site, speak with your preceptor, make arrangements to leave and then call your personal physician. Please let the DI Program Director how you are doing.

Protection of Patients and Clients

Most supervised practice sites require interns to attend an orientation and have a background check prior to beginning a rotation. Some sites require an intern to attend fire class or have CPR training. Hours spent in attending orientation or obtaining fingerprinting or background checks is not part of the rotation hours. At the present time, some sites pay for the fingerprinting or background checks but often the intern must pay for this service. LifeScan is currently the company conducting the background checks and at present will only do a check for one site, thus multiple checks may be needed. For additional information see www.mybackgroundcheck.com Interns should expect that background checks will be done at his/her expense.

Student Services

CSUN has a variety of services designed to assist the student in succeeding at the University. These services include: The Career Center which guides career development and decision-making through counseling and educational programs; Student Development and International Programs which provide information on off-campus housing, commencement and overseas programs; Student Health Center which provides basic medical care for illnesses and injuries; Learning Resource Center which provides assistance in developing effective writing as well as information on email and other software used on campus; Students with Disabilities Resources which provide direct services as well as referral services; University Counseling and Testing Services which offer confidential counseling and psychological services; Financial Aid and Scholarship Office which provides information on financial aid and scholarships. CSUN provides free virus protection for all students and a CSUN email account. As the University uses the CSUN email account to provide important announcements, any student who chooses not to use the CSUN email account should go to the CSUN portal and have email referred from the CSUN account to the student's personal email account. A complete description of these and other services can be found on the university web site at www.csun.edu or in the university catalog under "student services". Interns will have access to tutorial support services such as associated students tickets, student's recreation center and other services can be found on the university web site at www.csun.edu/usu .

Equal Opportunity

CSUN does not discriminate on the basis of age, sex, religion, disability, race, color, national origin, marital status or sexual orientation. Procedures have been established by the University President for students who feel discriminated against on the basis of any of the above. Please see section on Evaluation and Grievance Procedures in this Handbook and also in the CSUN catalog.

Access to Personnel Files

The University maintains a personal file of each student in attendance. This file is considered to be confidential except for "directory information" as described in the Protection of Privacy section of this handbook. Students may access their files by using a PIN. In addition, students may also request access to their files by ordering a copy of their transcripts. Transcripts of courses taken at CSUN are issued only with the written request of the student concerned and must be accompanied with the appropriate payment. The FCS Department also maintains a file for each student. Interns may review their files at any time the Department office is open. The FCS Department is located in Sequoia Hall Room 141.

Protection of Privacy of Information

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted from this act (34 C.F.R. 99) and California Education Code Section 67100 et seq., set requirements designed to protect the privacy of students concerning their records maintained by the University. The University has authority under this Act to release "directory information" concerning students unless the University has received a prior written objection from the student specifying that the information not to be released. This notification must be made at each registration for that semester. Any questions regarding student prerogatives under the Act should be addressed to the Vice President for Student Affairs. "Directory information" includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. This information can be released at any time unless the University has received prior written notice as stated above.

Evaluation Procedures and Policies after Admission to the DI

Each intern will meet with their preceptor during and/or at the conclusion of each rotation to measure the intern's progress towards meeting the competencies and to identify strengths and weaknesses in on-the-job behavior. Prior to the meeting, the intern and the preceptor separately will complete the appropriate evaluation form and then use the evaluation form to jointly discuss the intern’s progress. There will be a midway and/or final evaluation, depending on the supervised practice. The original copy of the intern and the preceptor evaluation is given to the DI Director and/or DI Coordinator at the conclusion of each rotation.

Schedule for Preceptor/Dietetic Intern Evaluation:

Nutrition Therapy

- Intern should be evaluated midway and at the conclusion of the rotation.

Foodservice Management

- Intern should be evaluated midway and at the conclusion of the rotation.

Community

- WIC/LA Department of Public Health/Outpatient Counseling - Intern should be evaluated at the conclusion of each rotation.

During all the rotations listed below, an evaluation form (either final or midway/final) will be completed by the preceptor and submitted to the DI Director and/or DI Coordinator at the end of each rotation. Each of the following rotations have assessment/evaluation forms:

NT rotation (evaluation forms, verbal feedback, pretest, case study, timesheet, completed assignments)
WIC (evaluation forms, verbal feedback, timesheet, completed assignments)
Outpatient Rotation (evaluation forms, verbal feedback, pretest, case study, timesheet, completed assignments)
Hospital/Acute Foodservice (evaluation form, verbal feedback, pretest, timesheet, completed assignments)
School Foodservice (evaluation form, verbal feedback, pretest, timesheet, completed assignments)
Special interest (evaluation form prepared by each intern based on their goals/objectives, timesheet)

Research project (completed project, grade from instruction, sheet with hours completed)
Practicum Spanish (assessed throughout the internship, sheet with hours completed)
Program development (completed program development assignment, grade from instruction, sheet with hours completed)

In addition, each intern is required to complete a pretest, and a sheet with SMART goals prior to each rotation.

Interns are required to submit in addition to the above forms, an evaluation of the rotation experience on Qualtrics. Links will be provided on course syllabi.

One year and three years post graduation, each intern will be asked to complete an evaluation form. This will assist the program to assess the program.

Intern Retention

Interns having difficulties meeting competencies for Registered Dietitian Nutritionist/Student Learning Outcomes will be given individual guidance and assistance by the DI Director. However, if improvement is not shown and the intern demonstrates a lack of ability or commitment, he/she/them may be temporarily suspended from the program until a course of action is taken and improvement results. If an intern believes he/she/them has been dealt with unfairly, a conference should be arranged with the DI Director. If the intern is not satisfied with the outcome of the conference, the Chair of the Department of FCS may be consulted. Interns with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

Grievance Procedures

Procedures have been established by the University President in the event a student feels he/she/them has been discriminated on the basis of age, sex, disability, race, color, national origin, marital status or sexual orientation. Any student who desires to initiate a grievance against a faculty or staff member because of discrimination on the basis of age, sex, race, color, national origin, marital status or sexual orientation are advised to obtain written instructions for filing the grievance from the Office of the Special Assistant to the President on Equity and Diversity. A student who wishes to initiate a grievance against a faculty or staff member on the basis of disability are advised to obtain written instructions on filing the grievance from the Office of the Vice President for Student Affairs.

Academic grievances are handled by separate grievance procedures than those used for discrimination grievances. Grades assigned by faculty are assumed to be correct. A student who has a question about the appropriateness of an assigned grade should first attempt to resolve the matter informally with the faculty member involved. If this does not prove satisfactory, the student may then bring his/her case before the Academic Grievance and Grade Appeals Board. Information and forms for filing an academic grievance or grade appeal may be obtained from the Office of the Vice President for Student Affairs. A copy will be saved in the file for seven years.

Withdrawal from the Program or University and Refund Policy

When it is necessary for an intern to withdraw completely from the university, they must secure the appropriate approvals that are outlined in the university catalog under “withdrawal”. Refund information is published each semester in the Schedule of Classes. Refunds are allowed for a reduction in units or a complete withdrawal requested prior to the refund deadline which are published in the Schedule of Classes and at www.csun.edu. The last day to apply for a refund, which is very early in the semester, is printed in the Schedule of Classes. The time limits may be extended if illness, accident or compulsory military service presents the student from filing application within the prescribed time limits. The refund policy is based upon the date of withdrawal. After the sixth week in the semester there is no refund. Please consult with the DI Director and review the information in the Schedule of Classes if you need additional information.

Disciplinary and Termination Procedures

The University assumes that all students will exhibit behavior that is mature, responsible and law-abiding and that students will comply with University policies and procedures. The Student Conduct Code can be found in the CSUN catalog and the Schedule of Classes and at www.csun.edu

Interns are expected to maintain professional behavior. This includes maintaining confidentiality of sensitive information obtained at the supervised practice facilities, providing proof of insurance (automobile, health, liability), providing proof of freedom from communicable disease, adequately preparing for supervised practice and completing assignments and following the dress code. Failure to maintain professional behavior will result in disciplinary action. Students are subject to disciplinary action and dismissal if they fail to follow the Code of Ethics for the Profession of Dietetics.

Counseling and Disciplinary Procedures

Policies and procedures that protect your rights and represent current institutional practices are available in the Program Director's Office as well as in the FCS Department Office. You are expected to comply with University and Hospital policies and regulations as long as you are enrolled in the Dietetic Internship. If you violate a policy or regulation, disciplinary action up to and including termination of the program enrollment may be appropriate. Action, other than termination, is taken in an attempt to correct your conduct or performance and to help you meet the standards as required. Counseling and disciplinary action may take several forms. The appropriate form depends on the seriousness of the offense, the circumstance involved, your previous record, etc. Actions taken by the Site Coordinator, after consultation with the DI Program Director, take the following steps:

Step 1 – Oral Counseling

Oral counseling occurs when it is necessary to verbally inform you of inappropriate behavior or performance problems. A record of the date, time and place the verbal counseling occurred will be recorded and maintained in the DI Program Director's and Site Coordinator's office. This record will consist of a statement of the counseling given, including date, time and place, signature of the Site Coordinator and date of signing. Space will be allotted for your comments and signature. Your signature acknowledges receipt of the counseling, NOT necessarily agreement as to content. This serves as a notice of necessary corrective action, not necessarily a statement of discipline.

Oral counseling may occur for any of the following reasons:

Tardiness
Unexcused absence
Incomplete or late assignments
Inappropriate behavior as determined by the Site Coordinator
(Inappropriate interactions with facility personnel, lack of professionalism, etc)
Lying
Verbal or written falsification of assignments

Plagiarism
Failure to follow site policy on patient privacy issues

Unexcused absences will include failure to inform Site Coordinator or DI Program Director of inability to attend class or work, car trouble or the inability to find the class, scheduling vacation or absences without prior approval.

Step 2 - Written Counseling

This counseling will document the second offense of action. The form will include a description of the incident describing required corrective action and failure to meet the action plan described in Step 1. This step may include failure to comply with corrective actions as documented in Step 1. The Site Coordinator will complete the Counseling Form attached below, in consultation with the DI Program Director. This record will consist of a statement of the counseling given, including date, time and place, signature of Site Coordinator and date of signing. Space will be allotted for your comments and signature. A copy of the form will be sent to the DI Program Director for inclusion in the student file.

Your signature acknowledges receipt of the counseling, NOT necessarily agreement as to content. This serves as a notice of a statement of discipline.

Step 3 - Written Warning of Termination

A written warning of termination will be given if the Written Counseling has not resulted in corrective action. Intern will have four (4) days to comply with all requirements or termination will occur.

Step 4 – Termination

Termination will occur if you have not met corrective action as described in Step 3 within the four (4) days.

Discharge for serious offense can be made without prior written warning to you, but requires prior approval of the DI Program Director and Chair of the FCS Department. The previous steps may not need to be undertaken if a serious offense occurs. Examples of a serious offense include but are not limited to, the following:

Insubordination;
Intoxication, possession, or use of intoxicants on the job;
Abandonment of position;
Fighting or threatening conduct;
Theft or unauthorized possession of hospital, patient or employee property;
Malicious and/or intentional destruction of hospital, patient or employee property;
Failure to report to work or notify the site coordinator of absence;
Falsification of records;
Action considered dangerous to patient, employees, visitors or physicians;
Behavior considered abusive or disruptive.

The Site Coordinator will document all actions taken on the Counseling Form attached. The Form will be mailed to the DI Program Director immediately after consultation with the Intern.

California State University Northridge
Dietetic Internship Program

Counseling Form

Oral____ Written ____ Written Warning of Termination ____ Termination ____

Date: _____

Name of student/intern: _____

Facility: _____

Person completing the counseling form: _____

Description of incident/ reason for counseling:

Statement of counseling:

Corrective action plan required: (include date required by)

Comments by Dietetic Intern:

_____
Signature of Dietetic Intern

_____
Signature of Preceptor/Site Coordinator

_____
Signature of DI Director

Your signature acknowledges receipt of the counseling, NOT necessarily agreement as to content. This serves as a notice of a statement of discipline.

Policy for Reviewing Preceptors

Preceptors are evaluated by the interns at the end of their rotation, and reviewed by DI Program Director. If a preceptor is not meeting the needs of the intern or expectations of the program, the DI Program Director will contact the site supervisor and/or clinical nutrition manager to discuss concerns, and form a coaching plan for the preceptor. The supervisor and/or clinical nutrition manager will review the coaching plan with the preceptor. The preceptor will be reevaluated annually. If an issue is continues, interns will not be scheduled with that preceptor in the future. At the end of the internship year, DI Program Director will share and discuss evaluations with site supervisors and/or clinical managers.

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES

DI PROFESSIONAL PROGRAM CONTRACT

In addition to the policies on academic, professional, and clinical performance as described in the DI Handbook and CSUN catalog,

1. I understand that the scheduling of DI supervised practice and FCS classes as to time and location may vary according to need and that any outside commitment is therefore secondary to my availability to the professional program. The DI begins June/July of each year. All interns will be required to attend assigned orientation and trainings. All orientation meetings, including those at CSUN & at the supervised practice site are required and are not counted as part of the hours for supervised practice. COM concentration interns who are not WIC WISE trained will be required to become trained in the computer system prior to start of the DI.

2. I understand that I will need to anticipate the following financial obligations in the professional course of study:
    - Regular fees of the University as full-time student for required semesters to complete the DI program including orientation and other fees.
    - Textbook costs
    - Professional student expenses such as: liability insurance, health insurance & TB test, lab coat, name tag, commuting costs, parking fees at CSUN and other sites as needed. Student membership in the AND is recommended
    - Transportation expenses including access to a motorized vehicle and automobile insurance.

3. The Dietetic Internship is to be completed within 2 semesters (~10-12 months) for DI Certificate program and within 2 years (~24 months) for MS DI Combined program. Special permission from the DI is required to drop out from a class or from a semester. I am aware that a drop in one course will delay graduation from the Dietetic Internship. I understand that ACEND requires that the internship be completed within 150% of time.

    I must abide by all rules, policies, regulations and requirements set forth in the DI Handbook including those related to yearly physical examination and TB test, flu shots, COVID 19 vaccine, titers when required, protection of clients (fingerprinting and background check), and completion of dietetic intern evaluations. I understand that if I fail to pass the background check and fingerprinting I will be removed from the DI program.
    For MS DI Combined program, the interns must have completed the MS HN requirements in addition to the DI requirements to be verified to sit for the exam. (The verification statement will be issued once all MS HN and DI combined requirements are met)

    For MS DI Combined program, the interns must have completed the MS HN requirements in addition to the DI requirements to be verified to sit for the exam. (The verification statement will be issued once all MS HN and DI combined requirements are met)

5. I must abide by all rules and regulations of CSUN as described in the CSUN Catalog, CSUN Schedule of Classes, and Family and Consumer Sciences Graduate Handbook. CSUN stipulates that a graduate student must maintain a 3.0 GPA and B average.

6. I must provide a copy of my DPD verification form, proof of all insurance and physical examination indicating you are free of communicable disease before beginning the DI.

I have read and understand all CSUN DI Program Policies and Procedures.

I understand the above terms and will agree to them as a Dietetic Intern in the Dietetic Internship Program, Family and Consumer Sciences at California State University, Northridge.

Date	Print Name
Date	Signature
Date	Witness

California State University Northridge Dietetic Internship
Intern Checklist and Agreement

The following documents are required for participation in the Dietetic Internship (DI). Contracts with hospitals, other facilities as well as University Policies are the basis of this requirement. Some documents are required each semester while others are required only at the beginning of the program. Attach a copy of the documents to this form and place a √ by those that are attached. Provide this form and the attached documents at orientation. (Please prepare and bring these items to the DI orientation in July, you will submit to DI Director and/or DI Coordinator). *Please note, interns accepted into the MS DI Combined Program are required to submit the following items in year one, and will be asked to provide updated documentation in year two.* (Please prepare these items by July 30th, you will submit to DI Director and/or DI Coordinator).

___ 1 Student Confidentiality Statement (found in DI handbook)

___ 2 Liability Insurance: attach copy of professional liability insurance policy. (You should sign-up as a student, please make the official start date July. See handbook for how to apply for liability insurance.)

___ 3 Medical Insurance: attach copy of card (MUST have Medical Insurance during DI)

___ 4 Car Insurance: attach copy of proof. You will need to resubmit the new form throughout the DI.

___ 5 Proof of good health & TB test (physical exam), & copy of immunization records. Please use the form in DI handbook and have your health care provider sign and date it. The Northeast Valley Health Corporation (NEVHC) Health Clearance form will be completed for community interns.

___ 6 DPD verification form (month, day, year of completion). Original signed copy.

___ 7 Final official transcript showing date of Bachelors degree awarded (month, day, year of completion)

___ 8 Community Concentration interns only: $750 training fee. (Due 1st day of orientation)

___ 9 Background checks and fingerprinting. (Background checks completed through NEVHC WIC – Marilen Howard will send you an email with details. Fingerprinting will be completed through CSUN.)

___ 10 A copy of A.N.D. member card. If you are not a member, you need to apply online as a student.

___ 11 CPR certification: attach copy of proof (must be valid)

___ 12 ServSafe certification: attach copy of proof (must be valid)

___ 13 HIPPA certification: attach copy of proof (must be valid)

___ 14 Audio/Photo release form (found in DI handbook)

___ 15 COVID-19:
___ Proof of Vaccination
___ Release of Liability COVID Form (found in DI handbook)

Your signature below indicates that you have the following:

___ Lab coat: full length most desirable (Will be ordered)

___ Name Badge: Name, BS (or other degree) CSUN Dietetic Intern (Will be ordered through CSUN)

and that you have read the Dietetic Internship Handbook and you agree to abide by all policies and procedures throughout the Dietetic Internship.

Name: _____ Signature: _____ Date: _____

Full Name Signature Date

SMART GOALS

Dietetic Internship

Each semester you will write SMART goals before beginning each rotation. During the first semester you will also write goals for DI and for your career. Word process your goals and update them as needed. Provide a copy of the goals at the beginning of the DI, either at the orientation or the first FCS 573 class.

- ✓ Goals for this Rotation: Goals for each rotation must be written as SMART Goals.
- ✓ Smart Goals are: measurable, acceptable, realistic, time framed. A Google search will provide more information to guide you in writing the SMART Goals. The competency statements will be a guide as to what you should expect to be able to do at the end of the rotation but you do not need to write a goal for each competency and you may want to achieve a goal that is not listed as a competency.
- ✓ Goals for the dietetic internship.
- ✓ Goals for your career.

Enjoy this process and be sure and save a copy as a word processed document.

Sample

CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Name

Dietetic Internship: NT/ FS/ COM Rotation

LOG SHEET

	Date	Start & End time	Hours	Tasks/Assignments	Initial (by RD or FS Manager)
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
		Total Hours:			

Name of Registered Dietitian

Signature of Registered Dietitian

Name of Dietetic Intern

Signature of Dietetic Intern

CALIFORNIA STATE UNIVERSITY NORTHRIDGE—Dietetic Internship

Critical Incident Form – are completed every month on Canvas (at least 1 per rotation) during the internship

Describe an incident or situation, during supervised practice, in which you were involved that made an impression on you in either a positive or negative way.

Date:

Category of the Activity:
___ Observing & reporting
___ Decision making
___ Relating to preceptors, managers, employees
___ Adapting to new or stressful situations
___ Using learning opportunities
___ Demonstrating creativity
___ Evaluating professional performance

What happened?

How were you involved?

What was the effectiveness of this action?

In retrospect, is there anything you would have done differently?

CALIFORNIA STATE UNIVERSITY NORTHRIDGE
Dietetic Internship
Evaluation of Supervised Practice and Preceptor Form
(Completed through Qualtrics)

Name of facility: _____
Rotation: _____
Date: _____

Complete this form for each experience and rotation facility.

1. To what extent did this experience contribute to your professional growth?
   Circle one:
   a. contributed greatly
   b. contributed to some extent
   c. did not contribute as much as I expected

2. Were you ready for this rotation through readings, classes, orientation? If not, what would have helped you be better prepared?

3. What activities were the most valuable?

4. What activities were useless for your professional development?

5. Were you allowed to develop your judgment and decision-making abilities?

6. In your opinion, does this rotation at this facility need improvement at this time?

7. To what extent did the preceptors at the facility contribute to your professional growth?
   a. contributed greatly
   b. contributed to some extent
   c. did not contribute as much as I expected

8. Additional comments:

Preceptors may ask for feedback; indicate which action you want taken:

I have given my preceptor a copy of this form___
You may send a copy of this form___
Please keep my comments confidential___
Not applicable for this event_____

California State University Northridge
Dietetic Internship Program
Dietetic Preceptor Evaluation Form
(Completed through Qualtrics)

Date:

Name of Preceptor / Site:

Rating Score: (Please rate on the scale of 1-5. 1 being strongly disagree, 2. Disagree 3. Neutral 4. Agree 5. Strongly agree)

Criteria	Rating Score (rate 1-5)		**N/A**	**Additional Comments**
1. Provides a valuable role model				
2. Is knowledgeable and qualified as the rotation instructor				
3. Exhibits interest and enthusiasm in imparting knowledge				
4. Is sensitive and supportive to the needs of the intern				
5. Encourages development of self-confidence in the intern				
6. Demonstrates leadership in daily interactions				
7. Presents a cooperative attitude				
8. Promotes excellence for the profession and its standards of practice				
9. Provides clear and understandable expectations and instructions for the rotation experience				

Additional Comments :

Outline for Case Study (Clinical & Community)

As this outline may be used for two rotations, there will be variations in information available. The intern is encouraged to consult with the DI Director on the suitability of a case or any part of the case.

Nutrition Therapy
Two case studies are completed during the nutrition therapy rotation. The first case study is due by the time the intern has completed 100 hours. The second case study, which should be a patient with multi-system organ failure, is due before staff relief begins. One case is presented during the DI Seminar; discuss what case to present with DI Director. The other case is presented to the staff at the rotation site. Please let the DI Director know the date and time of presentation. Consult with preceptor regarding which case to present. You must submit the written case studies in this format to your preceptor and DI Director. You must use PowerPoint presentation for the oral presentation of the case.

Community Rotation
One case study is usually completed during the WIC or education or outpatient rotation. The case study is due, at the latest, on the last day of the rotation or before the 573 exam. The intern is encouraged to consult with the DI Director on the suitability of a case or any part of the case.

A word-processed copy of the case study should include footnotes and a reference list; conversations with other members of the health care team should be footnoted and included in the reference section.

Sections to include in the case study

1. Description of primary disease and nutrition treatment: Discuss the patient's primary diseases, including the incidence, diagnosis and pathophysiology and medical treatment. In greater detail, review current nutritional treatment. This section should be at least one page.

2. Abstract: An overview of the case from start to finish. It should be 50 -100 words. Include reason for admission/outpatient visit and briefly review hospital stay/clinic visit.

3.Nutrition Assessment:
Past medical history: Obtain from patient, family, team member and/or medical record

Family and Social history: Obtain from patient, family, team member and/or medical record. Include occupation or grade in school. Include hobbies, sports or other information which may impact on nutritional status.

Physical Examination: Include vital signs from team member or medical record and your description/physical assessment of hair, skin, eyes, mouth, teeth, wt, ht and other anthropometric data; note presence/absence of edema, ascites. Note patient's affect and other characteristics deemed important. Do not say eyes are normal, rather describe what you see. You may need to ask patient to open mouth. Include current and past physical activity. Use appropriate guide to assess adequacy of weight or growth (BMI, prenatal, child or specialized growth charts or BMI percentiles, % usual body wt or Subjective Global Assessment).

4. Oral, enteral or parenteral intake: Obtain from patient, family or medical record.
Record the diet order and/or type of diet followed. If hospitalized, include the amount consumed or results of calorie counts, if implemented. If an outpatient, obtain a 24 hour recall or other measurement of prior food intake, including portion sizes. Briefly summarize findings, compare to patient's usual intake and the Dietary Guidelines for Americans.

Feeding or Eating skills/limitations: Obtain from observation of patient and/or family or medical record. Note use of specialized feeding equipment.

Laboratory Data: Obtain from patient or medical record.
Prepare table with serial labs (when available). Note normal range, including units.

Medication usage: Obtain from patient or medical record.
List dietary supplements, herbs, over the counter medications and MD prescribed drugs. Review purpose for taking drug, food/nutrient interactions and reported side effects. Indicate if and what side effects the patient is experiencing.

Medical procedures or surgical procedures: Indicate and describe purpose and results of relevant procedures done during this or previous hospitalization

5. Nutrition Diagnosis[2]:
Integrate all information above then write a nutrition diagnosis using reference 2; information this process is also included in Krause. If hospital is not using Nutrition Care Process (NCP) you must still include your PES statement in your case study.

4. Nutrition Intervention[2]:
Describe activities and materials used to address the problem. Include discussions with health care team or family members. Write short-term and long-term measurable patient outcomes.

5. Nutrition Monitoring and Evaluation:
Describe your review and measurement of the patient/client's status. Review and follow-up could be conducted by telephone. If you were not able to follow-up with the patient or client, then include recommend times for follow-up by the next member of the health care team and desired outcomes of nutrition care to be measured or evaluated.

6. References used to prepare this case study.

References sited above:

Medical Nutrition & Disease A Case Based Approach (Hark & Morrison 2003).
Nutrition Diagnosis: A Critical Step in the Nutrition Care Process available from www.eatright.org

Medical and Physical History Form

Date: _____ Department: _____

Name: _____ Age: _____
Birth date: _____ Birth Place: _____
Address: _____

Phone Number: _____

Family Physician: _____ Address/phone number: _____

Have you seen a physician in the past year? _____
If yes, please explain_____

Medical History

	Yes	**No**
High Blood Pressure		
Vision Problem		
Hearing Problem		
Thyroid Problem		
Heart Disease		
Rheumatic fever		
Pneumonia		
Tuberculosis		
Asthma, Bronchitis, Emphysema		
Hepatitis, Liver disease		
Peptic Ulcer		
Kidney disease, stones		
Hernia		
Venereal disease		
Arthritis		
Back problems		
Epilepsy		
Black outs		
Diabetes		
Malaria		
Cancer		
Severe Depression/emotional disorder (if yes, require medication?____) (if yes, require hospitalization?_____)		
Allergies (if yes, explain _____)		

Have you had surgery?
Explain: _____

Do you have any medical problems not listed above? Yes____ No_____
Please describe_____

Any problems you wish to discuss with doctor? Yes_____ No_____

Are you on any medication? Yes____ No_____
Explain: _____

OFFICE USE ONLY

Abnormal physical findings:

VISION: Right_____ Left_____

BLOOD PRESSURE: _____

PULSE: _____

TB SKIN TEST:
Site Given_____
Date Given_____
Date Read _____
Result _____

Nurse Signature _____

NORTHEAST VALLEY HEALTH CORPORATION

INITIAL HEALTH CLEARANCE FORM

This form must be completed by a licensed provider and returned to the Human Resources Department.

Name _____ **Position** _____ **Site** _____

I authorize the release of this information for use by Northeast Valley Health Corporation.

Signature _____ **Date** _____

IMMUNE STATUS – Required when hired or placed.

Please attach a copy of your immunization record and or lab results indicating immunity.

Type of Vaccine	Date(s) immunized:	Disease/Tier(IGG) *[If indicated]*	Date
Rubeola (Measles)			
Mumps			
Rubella (German Measles)			
Varicella (Chicken Pox)			
Tetanus-Diphtheria-Pertussis [Tdap] (Whooping Cough)			
Influenza (Flu)			
Hepatitis B *Only required for those individuals with potential occupational exposure*	1. _____ 2. _____ 3. _____		

Rubeola not indicated if born before January 1, 1957.
If born before 1957, one (1) documented dose of MMR. If born after 1957, two (2) documented doses of MMR.
Hepatitis B immunity is only required in job classifications where exposure to blood or Other Potentially Infectious Material (OPIM)is possible.
(See HR Policy No. CHS8-00011)

TB SCREENING

This individual will be required to provide proof of a Tuberculosis Screening which consists of either:

1. A two-step TST skin test.
2. If this candidate has a history of a positive skin test, written documentation of the positive TST or therapy treatment must be provided and a chest x-ray within 3 months will be accepted.

Complete section below and attach copy of TST Test to this form.

TB Skin Tests	Date Given	Given By:	Site	Mantoux 5TU	Date Read:	Read By:	Results:
#1				0.1 ml			mm
#2				0.1 ml			mm

CHEST X-RAY (If indicated attach report to this form)

Date performed: _____ Impression: _____

(If INH completed, Date of Completion: _____) ☐ Positive ☐ Negative

To be completed by a Licensed Provider

I certify that _____ Is in good physical and mental health to perform the duties of a _____ and does not have a health condition that would create a hazard to self or others including employees, patients, visitors, etc. This individual is free from any communicable diseases.

☐ Yes

☐ No (Please explain): _____

Print Licensed Provider's Name _____ Licensed Provider's Signature _____

Licensed Provider's Address _____

Licensed Provider's Phone Number _____ Date _____

FOR EMPLOYEES this form must be returned to Human Resources with a copy in the electronic medical record.

Note: *(Health Clearance Questionnaire HRD-1085 is used only for employees)*

Rev. 6 (09/24/2013) HRD-1083

CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

Student Confidentiality Statement – Dietetic Interns

The undersigned hereby recognizes that medical records, patient care information, personnel information, reports to regulatory agencies, conversations between or among any health care professional are considered privileged and should be treated with utmost confidentiality.

If it is determined that a breach of confidentiality has occurred as a result of my actions, I can be liable for damages that result from such a breach.

_____
Dietetic Intern Name

_____
Dietetic Intern Signature

_____
Date

The California State University
OFFICE OF THE CHANCELLOR

GENERAL PHOTOGRAPHY, VISUAL IMAGE RELEASE (ADULT)

I grant to the Board of Trustees of the California State University and each of its constituent campuses (including the Office of the Chancellor), and their officers, employees, agents, assigns, and volunteers (collectively "CSU"), the irrevocable and unrestricted right and permission to take, use, re-use, publish, and republish photographic portraits, video, or pictures of me or in which I may be included, in whole or in part, or composite or distorted in character or form, without restriction as to changes or alterations, in conjunction with my own or a fictitious name, or reproductions thereof in color or otherwise, made through any medium, and in any and all media now or hereafter known, including, but not limited to educational uses, marketing, public relations, websites, social media, publications, promotions, broadcasts, advertisements, and posters. I also consent to the use of any published matter in conjunction therewith.

I waive any right that I may have to inspect or approve the finished product or products and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.

I further acknowledge that I have voluntarily agreed to allow CSU to use my image without the promise of compensation or remuneration in any form whatsoever, and I waive any claim for compensation or remuneration of any kind for CSU's use or publication of my image.

I release, discharge, and agree to hold harmless the CSU and each of its constituent campuses (including, but not limited to the Office of the Chancellor), and their officers, employees, agents, assigns, and volunteers, from any and all liability for claims by me, my family, or any third parties in connection with my participation, including without limitation, any claims ensuing from or in connection with the taking of my photograph and use or publication of my image, as well as any claims for invasion of privacy, defamation, false light, or misappropriation of name, likeness, or image.

I am at least 18 years of age and competent to sign this release. I have read the above authorization, release, and agreement prior to signing. I understand the legal consequences of its contents, meaning, and impact, and I freely accept the terms. This release shall be binding upon me and my heirs, legal representatives, and assigns.

DATE: _____

NAME (PRINT): _____

SIGNATURE: _____

ADDRESS: _____

EMAIL: _____

COVID-19 ACKNOWLEDGEMENT OF RISK

The ____[DEPT NAME]_____ at California State University, Northridge is committed to making the safety of our students, faculty, and staff a priority, especially in this unique year of the COVID-19 virus.

I hereby acknowledge and certify that I have received the COVID-19 safety training provided by CSUN. I further acknowledge it is my responsibility to contact the Environmental Health and Safety (EHS) Department with any questions about the training or any health and safety questions regarding COVID-19.

I am voluntarily participating in this Activity. I am aware of and voluntarily assume the risks associated with traveling to/from and participating in this Activity, which include, but are not limited to, physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death that may result were I to contract COVID-19 as a result of participating in the Activity. I understand these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s).

I have been informed and understand there remains a risk of exposure to COVID-19. I understand, regardless of any precautions taken, an inherent risk of exposure to COVID-19 will exist.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

STUDENT Signature: _____

STUDENT Name (print): _____

STUDENT ID: _____

DATE: _____

[If STUDENT is a minor, parent or guardian must also sign]

If Participant is under 18 years of age

I am the parent or legal conservator/guardian of the Participant. **I assume all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

PARENT Signature: _____

PARENT Name (print): _____

DATE: _____

Addendum

January 27, 2021

CSUN Dietetic Internship Program Handbook
18111 Nordhoff St, Northridge, CA 91330

TO: All current and incoming Dietetic Interns

Due to the current pandemic and rotation site restrictions, some of the rotations may be extended through end of summer and beginning of Fall. We will ensure that all interns successfully complete all program requirements, and meet all student learning outcomes and competencies within the 150% of the program length.

If you have any questions and/or concerns, please contact the DI Director, Dr. Annette Besnilian, at Annette.besnilian@csun.edu

Sincerely,
CSUN Dietetic Internship Program

1/31/2021

Updated 6/2/2022