

**UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP
POLICIES AND PROCEDURES**

A. Orientation

1. Program Costs
2. Housing
3. Physical Examinations
4. Medical Insurance
5. Professional Liability
6. Orientation
7. Dress Code
8. Parking
9. Transportation and Transportation Issues
10. ADA Membership
11. Equal Opportunity
12. Fair Labor Standards
13. Code of Academic Integrity
14. Prior Learning

B. Time and Attendance

1. Weekly Schedules
2. Class Schedules
3. Attendance
4. Punctuality
5. Absences due to Illness
6. Absences for Bereavement
7. Absences for Personal Reasons
8. Vacation
9. Holidays
10. Special Requirements for Children's National Medical Center Pediatric Rotation
11. Inclement Weather

C. Performance

1. Intern Evaluations
2. Access to Personal Files
3. Protection of Privacy
4. Graduation Requirements
5. Grievance
6. Disciplinary

7. Termination
8. Withdrawal
9. Chart Notes
10. Affiliations/Field Observations
11. Written Assignments
12. E-mail Communication
13. Continuing Education
14. Opportunity for Filing Complaints with the Commission on Accreditation of Dietetics Education (CADE)

D Other

1. Student Support Services
2. Program Evaluations
3. Financial Aid
4. University Health Insurance

E. Roles and Responsibilities

1. Intern
2. Preceptor
3. Director

F. Agreement

UNIVERSITY OF MARYLAND COLLEGE PARK. DIETETIC INTERNSHIP PROGRAM

PROGRAM COSTS

POLICY

The Intern is responsible for paying the stated program fees by the specified dates. The Intern also assumes personal responsibility for living expenses throughout the entire program.

PROCEDURE

Listed below are the fees for the program:

\$ 35.00	application fee due with the application to the program
\$6000.00	tuition fee
\$6035.00	total fees

Listed below are other expenses and approximate costs:

\$9000.00+	housing expenses (rent and utilities) plus food - assumes shared housing
\$ 50.00	Estimated cost of 2 Tuberculosis test (TB)
\$ 100.00	lab coats – NO Monograms
varies	Proof of MMR, chicken pox vaccinations
varies	Proof of Hepatitis B vaccination
varies	Health screening by physician
varies	textbooks
\$ 500.00	miscellaneous personal needs
\$3000.00+	transportation and parking
\$1600.00 +	insurance (auto, medical, professional) – less if parents cover some of this
<u>\$ 100.00</u>	ADA student membership (optional) and upon graduation - registration (mandatory)
\$14,350.00	total estimated expenses

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

HOUSING

POLICY

Each Intern assumes the responsibility to secure housing prior to starting the program and bears the cost of housing throughout the program. It is recommended that Interns find housing within one half hour to one-hour commute of campus and most of the off-site campus sites.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

PHYSICAL EXAMINATION

POLICY

The Intern must test negative for two (2) Tuberculosis (TB) and additional required medical tests before starting the program. If the Intern does not pass the TB test, a physician at their expense must further evaluate them. Applicants with active Tuberculosis are ineligible for the internship.

PROCEDURE

1. The Intern makes arrangements for two TB tests with their local “family” doctor at their own expense not more than 3 months before the start of the program, preferably in late July and early August. (Do not get TB tests sooner.)
2. The intern must present proof of MMR vaccination (or titres) and titre of chicken pox vaccination prior to program start.
3. The intern must present proof of Hepatitis B vaccination prior to program start and/or be in the process of completing Hepatitis B series vaccinations. Proof of Hepatitis B immunity is required for all who have had vaccinations prior to program start.
4. Intern must provide proof of physician health screening prior to program start to document absence of communicable disease, and medical clearance to work with children on in-patient units.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

MEDICAL INSURANCE

POLICY

The Intern is required to carry medical insurance throughout the entire program. Acquiring and maintaining the medical insurance is the responsibility of the Intern. The Intern must show proof of medical coverage. Should the Intern be injured or ill at the University of Maryland College Park or at an outside affiliate rotation, the Interns' medical coverage would take effect to cover all costs.

PROCEDURE

1. The Intern submits a copy of the medical insurance coverage to the Internship Director on the first day of the program.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

PROFESSIONAL LIABILITY

POLICY

It is mandatory that each Intern carry Professional Liability Insurance throughout the entire program. The cost of the coverage is the responsibility of the Intern. The Intern must show proof of coverage.

PROCEDURE

1. The Internship Director (or designee) mails an Application Form for Professional Liability Insurance to each Intern prior to starting the program.
2. The Intern submits the application form and fee to the insurance company prior to starting the program.
3. The Intern submits a copy of the insurance coverage to the Internship Director on the first day of the program.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

ORIENTATION

POLICY

To ease the transition of the new Interns to the hospital, department, and program, the interns are oriented to each area.

PROCEDURE

1. Interns are notified by mail no later than August 10, 2009 regarding the starting date, time and location.
2. Interns are oriented to the University of Maryland during Orientation weeks.
3. Interns are oriented to the department and program during the first week of the program. Interns receive a flash drive during orientation that contains most of the contents of the Internship Program (binder); most of the program binder will also be uploaded on Blackboard for off-site access. Interns will receive a minimal number of hard copy materials during orientation.
4. Interns are oriented to outside affiliations on the first day of the rotation.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

DRESS CODE

POLICY

To promote a professional image, the Intern will wear professional attire. When in the University Dining Services and/or off-site food production and service areas and during special functions, the Intern abides by the uniform dress code for kitchen staff, or as otherwise directed by preceptor. At other times, the Intern wears professional dress. When at affiliations or field observations, the Intern abides by the dress code of the affiliation or field observation.

PROCEDURE

1. While on the University of Maryland Campus, Interns will wear business casual or professional attire, as appropriate. Campus IT classdays are casual attire. Refer to Washington State Future Business Leaders of American Professional Dress Code, handed out on the first day of class and mailed during the summer for specific examples.
2. Dress Code for Food Service Rotations
 - a. Interns will conform with the facility dress code.
 - b. Interns will wear rubber sole shoes of color specified by the facility.
 - c. Hair should be styled in a conservative manner. Hair must be at or above the collar; long hair must be tied up. Hair restraints must be worn at all times.
 - d. Jewelry is worn per dress code of the facility.
3. Affiliation/offsite Rotation Dress Code
 - a. Interns will wear business suits (male/female) or professional dresses (female). Dress slacks are acceptable; these do not include jeans or “congo” pants.
 - b. Female dress shoes may range from flats to moderate sized heels. No clogs, shoes with high heels or tennis shoes may be worn – unless site allows.
 - c. Female make up, perfume and jewelry should be conservative. Jewelry worn should be in compliance with facility dress code.
 - d. Hair should be styled in a conservative manner.

- e. Acceptable male shirts include any type of “collared” shirt; it does not include sweatshirts or tee-shirts. Ties are acceptable, but not required.
4. Offsite Class Days
- a. Interns will wear business suits or professional dresses unless otherwise advised by internship director. Adhere to other specifications described in section 3.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

PARKING

POLICY

While at the University of Maryland Campus – the Intern shall park at assigned parking spaces.

PROCEDURE

1. By August 10, the Intern is informed of parking arrangements for the first day of class. Parking lots and ground parking are reviewed the first day of class.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

TRANSPORTATION AND TRANSPORTATION ISSUES

POLICY

The Intern must provide his/her own transportation throughout the program to University of Maryland College Park, Affiliations, Field Observations, and other meetings. The Intern must also carry automobile liability insurance throughout the program. The Intern is responsible for all liability for safety in travel to or from assigned facilities.

PROCEDURE

1. On or before the first day of the program, the Intern submits to the Internship Director (or designee) a copy of his/her automobile liability insurance coverage. This insurance must be at a level to meet and/or exceed Maryland insurance requirements.
2. On the first day of the program, the Intern submits to the Internship Director (or designee) a copy of his/her medical insurance coverage.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

American Dietetic Association (ADA) MEMBERSHIP

POLICY

The Intern is encouraged to join the American Dietetic Association and the Maryland Dietetic Association if he/she is not already an affiliate member. The fees associated with membership are the responsibility of the Intern.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

EQUAL OPPORTUNITY EMPLOYER

POLICY

The University of Maryland is an equal opportunity institution with respect to both education and employment. The university does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations.

In addition to the university's statement of compliance with federal and state laws, the University Human Relations Code notes the University of Maryland, College Park, affirms its commitments to a policy of eliminating discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Complete texts of the University's *Human Relations Code* and *The Campus Policies & Procedures on Sexual Harassment* are hereby incorporated by reference to the Undergraduate Catalog, Appendices A and B.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

FAIR LABOR STANDARDS

POLICY

The training given to the dietetic intern is for the benefit of the Intern. He/she does not displace regular employees. He/she works under the close supervision of the preceptor. The Intern is aware that he/she is not entitled to wages for the time spent in training nor to a job at the conclusion of the program.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

Code of Academic Integrity

POLICY

Dietetic Interns are expected to comply with all components of the University's Code of Academic Integrity (www.studenthonorcouncil.umd.edu/code.html). Failure to comply with this code can result in student various sanctions/disciplinary action.

UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

Prior Learning

POLICY

The University of Maryland College Park does not award any exemption from internship rotations/ assignments for any prior education courses, and/or experiences except for Food Safety Certification. If an incoming intern can produce evidence of completion (certificate) for Food Safety Certification, they may have the option of not re-taking the food safety certification examination.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

WEEKLY SCHEDULES

POLICY

On the first day of the program, the Intern receives the schedule of rotations for the year. Changes in the schedule may be necessary due to staff injury, turnover and/or other unforeseen situations. If the Intern needs to have his/her schedule changed, he/she must make the Internship Director aware of such change with, at least one week's notice. For interns, emergency situations are an exception. It is the Intern's responsibility to contact the preceptor one (1) week before the Intern is scheduled with the preceptor.

PROCEDURE

1. The Intern receives the schedule of rotations by week on the first day of class as hard copies and on flashdrive.
2. If the Intern's schedule change is granted, the Internship Director adjusts the schedule.
3. The Intern informs any preceptor who is affected by the schedule change.
4. It is the Intern's responsibility to contact the preceptor at least one week in advance of when the intern is scheduled with this preceptor to determine start time and initial meeting site.

UNIVERSITY OF MARYALND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

CLASS SCHEDULES

POLICY

The Intern receives, at least one (1) week in advance of the date, the schedule for the class day. The Intern is responsible for preparing for the class and arriving on time. Each Intern must complete a Class Evaluation Form. If done online – class day supervisor sends compiled version to Internship Director. If the evaluation is done as email attachment, then each intern fills out a form after the class day, e-mails it to the class day intern-supervisor, and the latter compiles all evaluations into one long email document and submits it as an e-mail attachment to the Internship Director by the following week.

PROCEDURE

1. The Internship Director schedules the class day. As many classes, as possible, are scheduled before the start of the school year and included in the Internship Handbook on the Flash drive and on blackboard for review the first day of program.
2. A hard copy of the class schedules is emailed is distributed on the first day of class. Schedule updates are emailed to interns.
3. During orientation, the Internship Director provides Interns with instructions on how to fill out class day evaluations.
4. The Intern completes the Class Day Evaluation Form – either as an email attachment or as an online survey; both are returned to class day supervisor. The supervisory is responsible for getting results to the internship director within one week.
5. Any intern unable to attend class day for whatever reason must page the Internship Director immediately as soon as it is determined there will be an absence for class day.
6. No exceptions to above policy are acceptable.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

ATTENDANCE

POLICY

The Interns are expected to report each day as scheduled. The Intern is scheduled for a minimum of forty hours (40) each week. Any unexcused absence is not tolerated. The Intern is counseled for any unexcused absence. The Intern documents his/her attendance on the Intern attendance form (“calendar”) that is submitted monthly as an e-mail attachment to the Internship Director by the end of the first week of the next month.

PROCEDURE

1. The Intern daily records his/her hours as start time and end time on the Intern Monthly Calendars that is maintained as a computer document.
2. The Intern submits the Intern Monthly Calendar to the Internship Director by the end of the first week of the next month as an email attachment. Any discrepancies are discussed with the Internship Director.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

PUNCTUALITY

POLICY

The Intern is expected to be ready for work by the scheduled starting time. Lateness will not be tolerated while at University of Maryland College Park or at any affiliation or field observation. The Internship Director counsels the Intern for any lateness.

PROCEDURE

1. If the Intern expects to be late, he/she is to call the Internship Director and the preceptor to inform them of his/her lateness and the expected time of arrival.
2. The Internship Director documents the lateness and places the information in the Intern's file.
3. On the next class day or as soon as possible, the Internship Director counsels the Intern.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

ABSENCE DUE TO ILLNESS

POLICY

The Intern is allowed up to four (4) excused absences due to illness. An absence of three (3) or more consecutive days requires a note from a physician. Such documentation may be required for shorter periods of absence as determined by the Internship Director. At the discretion of the Internship Director, time lost to sick leave may need to be made up. For the fifth and subsequent absences the Intern will receive verbal counseling for the absence and that time will need to be made up at the discretion of the Internship Director.

PROCEDURE

1. The Intern calls the preceptor and the Internship Director at least two (2) hours before the start of his/her scheduled shift.
2. The Internship Director documents the illness and places the information in the Intern's file.
3. The intern records their absence on their monthly calendar of hours which is submitted as an e-mail attachment to the Internship Director by the end of the first week of the next month.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

ABSENCES DUE TO BEREAVEMENT

POLICY

The Intern is excused for three (3) regularly scheduled program days when there is a death in his/her immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild or spouse's parent). The Internship Director reserves the right to request valid proof of death and relationship of immediate family member. Any request for additional days of absence is approved by the Internship Director as Absences for Personal Reasons.

PROCEDURE

1. The Intern immediately contacts the Internship Director when there is a death of an immediate family member.
2. The Internship Director informs the preceptor and adjusts the Intern's schedule as needed.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

ABSENCES FOR PERSONAL REASONS

POLICY

There are days available to the Intern for an excused absence for reasons other than illness or the death of a family member. Interns can request an absence to be excused for personal reasons. Approval is left to the discretion of the Internship Director. If the requested excused absence is greater than two (2) days, the Intern is required to make up the lost internship time, at the discretion of the Internship Director.

PROCEDURE

1. The Intern requests in writing the dates and reason for the absence.
2. The Internship Director informs the Intern, in writing, the reason for the approval or denial of the request.
3. All documentation is kept in the Intern's file.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

VACATION

POLICY

All Interns will be scheduled for one week of personal vacation. The four-day week of personal vacation shall be the same for all Interns. The week will be scheduled consecutively and are considered excused. The Internship Director will determine the actual week selected after considering the needs of the Program.

PROCEDURE

1. At the beginning of the program, the Internship Director informs the Interns of the scheduled week of vacation.
2. This week is listed in rotation schedule.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

OBSERVANCE OF NATIONAL HOLIDAYS

POLICY

The Intern is entitled to the following holidays, most to be observed on the actual day in which the holiday falls.

1. Labor Day
2. Thanksgiving Day and Thanksgiving eve Day
3. Christmas Day
4. New Year's Day
5. Martin Luther King's Birthday
6. Memorial Day

Interns might be assigned to work no more than one (1) holiday. If so, the Intern will be scheduled off on another day when he/she works on a true holiday. The alternate holiday will be scheduled within thirty (30) days of the missed actual holiday. All Interns must work the day before and after an observed or alternate holiday.

PROCEDURE

1. The Internship Director informs the Intern at least two (2) weeks in advance if he/she is scheduled to work the observed holiday. The Intern is informed of the alternate date for the holiday at this time.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

SPECIAL REQUIREMENTS FOR CHILDREN'S NATIONAL MEDICAL CENTER PEDIATRIC ROTATION

POLICY

The Pediatric rotation at Children's National Medical Center has additional requirements not required by other rotations which include evidence of immunization (or titer) for mumps, measles, and rubella; immunization (or proof) of chicken pox; a health screen signed by a physician indicating the intern has no physical, medical or emotional disabilities that would prevent them from working with children, and the interns has not communicable diseases. In addition, the intern is required to sign forms to permit background checks to be done by Children's National Medical Center. Additional forms must be filled out by inters prior to this rotation and submitted to the Internship Director.

PROCEDURE

1. Upon admission to the programs, interns will receive in a separate mailing the 40-page Children's National Medical Center volunteer packet that must be completed prior to start of the 8-day clinical rotations scheduled after January of each year.
2. By the first day of the program, incoming interns must submit to the internship director all forms in the packet which have been completely filled out.
3. The internship director will assume responsibility for obtaining additional personal references that Children's National Medical Center requires for each intern.
4. The internship director will submit the completed packet including all of the above requirements and submit to the Clinical Nutrition Manager at Children's National Medical Center by October 1 of each year.
5. Riderwood Village, primary food service site, has also added background check requirements for students to complete rotations there.
6. Anne Arundel Medical Center has required Hepatitis B vaccination and proof of immunity as well as titre to assure immunity to variceal (chicken pox).

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

INCLEMENT WEATHER POLICY

POLICY

Each intern is expected to attend rotations at facilities as scheduled. In event of inclement weather (e.g. snow or ice), the internship director will determine what the status of the *class day* is and will email this information to each intern. In general in supervised practice settings for *non-class days*, each intern is considered a non-essential employee and should attend the rotation at the facility if the rotation is open “for business” for non-essential employees.

PROCEDURE

1. The facility providing the rotation on the first day of orientation will provide the internship director with the facility’s policy regarding inclement weather.
2. The internship director and intern will listen to weather for the following day on any day inclement weather is anticipated.
3. The internship director will utilize the facility’s policy on inclement weather to guide the decision for supervised experience on *non-class days*.
4. The internship director will determine what the status of the *class day* is and will email this information to all interns by 6:30am of that day.
5. Once a decision is made, any additional concerns related to inclement weather that the intern may have can be addressed by contacting the Internship Director via cell phone and/or home phone number (410-823-4888).

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

INTERN EVALUATIONS

POLICY

The Intern is given both written and verbal evaluations throughout the program. On the first day of each rotation, the Intern and preceptor fill out a "First Day Orientation Checklist" which defines rotation expectations relative to attire, experience hours, homework with due dates and any additional requirements. It is the Intern's responsibility to be familiar with all the evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria and timing for each evaluation. All evaluations are to be completed by the Internship Director, Preceptor and the Intern by the specified date.

PROCEDURE

1. The Internship Director gives the appropriate evaluation forms to the preceptor and the Intern at least one (1) week prior to the specified date of the evaluation.
2. The appropriate people sign and date the evaluation forms, and then return them to the Internship Director.
3. The Preceptor gives and/or mails the completed evaluation forms to the Internship Director for review.
4. All evaluation forms on the intern are kept in the Intern's file.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

ACCESS TO PERSONAL FILES AND OTHER MATERIALS

POLICY

The Intern has access, upon request, to his/her Department Internship files at all times; no files are to be taken home or out of the Department office. "It is the policy of the University of Maryland to permit students to inspect their education records." For all educational records other than those housed by the Department, the Intern is referred to the University of Maryland Policy on the Disclosure of Student Records located in Appendix D of the Undergraduate Catalog

PROCEDURE

1. The Intern asks the Internship Director in writing to see his/her Department Internship file. The Internship Director gives the file to the Intern and sits with the intern while he/she reviews his/her file. The Intern returns the file when finished to the Internship Director.
2. For non-Department Files. "Requests for access should be made in writing to the Office of Registrations. The university will comply with a request for access within a reasonable time, at least within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is \$.25 per page. No campus will provide copies of any transcripts in the student's records other than the student's current university transcript from that campus. Official university transcripts (with university seal) will be provided at a higher charge." Sites for various files (refer to UNDERGRADUATE CATALOG, pg. 281) include Registrations (Director of Registrations, Mitchell Building), Departments (Chairs), Counseling Center (Director, Shoemaker Hall).

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

PROTECTION OF PRIVACY

POLICY

The Intern's file is kept in a locked file cabinet in the Internship Director's office. All information in the Intern's file is private except for projects the Intern has completed. Preceptors may refer to an Intern's project as requested. No one has direct access to the files except the Internship Director.

PROCEDURE

1. The Internship Director unlocks the file cabinet drawer at the beginning of the day on her/his workdays.
2. Any request to see an intern's project is honored by the Internship Director.
3. The Internship Director pulls the project from the files for the preceptor.
4. The Internship Director locks the file cabinet at the end of the day.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

GRADUATION REQUIREMENTS

POLICY

The Intern must meet graduation requirements as stated in the Agreement between the Intern and the Dietetic Internship Program (see Agreement). The Intern must sign and date the Agreement by June 15 preceding the August start date. If the Intern refuses to sign the Agreement, he/she cannot continue in the program. If the Internship Director determines that the Intern can meet graduation requirements with an extension of time, an extension of time, within reason, is granted. If the Internship Director determines that the Intern cannot meet graduation requirements even with an extension of time, the Intern is terminated (see Termination Policy and Procedure).

PROCEDURE

1. The Intern signs the Agreement and returns it to the Program by June 15 preceding the start date of the program.
2. During the orientation week, the Internship Director (or designee) reviews the Agreement for graduation.
3. The Internship Director files the Agreement in the Intern's file.

THE UNIVERSITY OF MARYLAND COLLEGE DIETETIC INTERNSHIP PROGRAM

GRIEVANCE

POLICY

The Intern has the right to file a grievance if he/she feels he/she has not been treated fairly. It is important that all Interns feel that they have been fairly treated and given every opportunity to discuss their problems in the program. The use of the "First Day Orientation Checklist" is in place to provide the Intern with reasonable expectations of what each rotation involves on the first day of that rotation.

PROCEDURE

The *Undergraduate Student Grievance Procedure* (outlined in the Undergraduate Catalog as Appendix I) and *Procedures for Review of Alleged Arbitrary and Capricious Grading* (outlined in the Undergraduate Catalog as Appendix J) are incorporated as the Grievance Policy for the Dietetic Internship and apply to all Interns.

If all or part of the grievance remains unresolved, the Intern may present the grievance to the immediate supervisor, in this case the Internship Director.

The Intern may present a grievance directly to the preceptor's supervisor, in this case the Internship Director, if the preceptor is not reasonably available to discuss the matter.

The Internship Director shall attempt to mediate the dispute, and if mutually acceptable resolution is reached, the case is closed.

Formal Resolution. Any intern who has attempted informal resolution, and remains dissatisfied may obtain a formal resolution of a grievance pursuant to the following procedure.

The Intern shall file a written grievance with the Screening Board for Academic Grievances of the Division (hereinafter referred to as the divisional screening board).

The writing shall contain:

- the act, omission, or matter which is the subject of the complaint;
- all the facts the Intern believes are relevant to the grievance;
- the resolution sought;
- all arguments in support of the desired solution.

- A grievance must be filed in a timely manner or it will not be considered; in order to be timely, a grievance must be received by the appropriate divisional screening board within thirty days of the act, omission or matter which constitutes the basis of the grievance, or within thirty days of the date the intern is first placed upon reasonable notice thereof, whichever occurs first. It is the responsibility of the intern to insure timely filing.
- The divisional screening board shall immediately notify the Internship Director or Department Chair of the timely grievance. A copy of the grievance and all relevant material shall be provided.
- The Internship Director or Department Chair shall make a complete written response to the divisional screening board within ten days of receipt of a grievance.
- A copy of the preceptor's response shall be sent by the divisional screening board to the intern filing the grievance.
- The divisional screening board may request further written information from either party.
- The divisional screening board shall review the case to determine if a formal hearing is warranted. All or part of a grievance shall be dismissed if the divisional screening board concludes the grievance is:
 - untimely,
 - based upon a non-grievable matter,
 - being concurrently reviewed in another forum,
 - previously decided pursuant to this or any other review procedure,
 - frivolous or filed in bad faith.

All or part of a grievance may be dismissed if the divisional screening board concludes in its discretion that the grievance is:

- insufficiently supported,
- premature,
- otherwise inappropriate or unnecessary to present to the divisional hearing board.

The divisional screening board shall meet to review grievances in private. A decision to dismiss a grievance requires a majority vote of at least three members.

If a grievance is dismissed in whole or in part, the intern filing the grievance shall be so informed, and shall be given a concise written statement of the basis for the dismissal.

A decision to dismiss a grievance is final and is not subject to appeal.

- If the divisional screening board determines a grievance to be appropriate for a hearing, the Dean shall be informed. The Dean shall convene a divisional hearing board within fifteen days thereafter. The time may be extended for good cause at the discretion of the dean.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

DISCIPLINARY

POLICY

The Intern is subject to disciplinary counseling by any preceptor at any time during the program year when the Intern does not abide by the Dietetic Internship Program or the University of Maryland College Park policies, procedures, or rules of conduct. The specific disciplinary action is based upon which rule of conduct was violated and whether or not previous warnings were given for the same behavior. One serious offense is cause for immediate termination.

PROCEDURE

1. The preceptor speaks to the Intern within two (2) scheduled working days of the occurrence.
2. The preceptor documents each discussion and a copy of each documentation is given to the Internship Director. The Internship Director makes the Department Chair aware of the disciplinary violation.
3. The Internship Director files all written disciplinaries in the Intern's file.
4. After an intern receives three (3) disciplinaries, the Internship Director meets with the Intern to discuss the problem(s).
5. The Internship Director and the Department Chair determine if the disciplinaries warrant the termination of the Intern from the Program.
6. After each subsequent disciplinary, the Internship Director and Department Chair meet with the Intern to discuss the problem(s).
7. The Internship Director and Department Chair determine after each subsequent disciplinary whether the intern should be terminated from the Program.
8. The Internship Director documents each meeting with the Intern and the final results of the meeting.
9. All documentation is kept in the Intern's file.

10. The *Code of Student Conduct* (outlined in the Undergraduate Catalog as Appendix C) and the *Policy on Academic Integrity* (outlined in the Undergraduate Catalog as Appendix F) are incorporated as part of the Disciplinary Policy for the Dietetic Internship. They are intended to supplement the above-listed procedures and apply to all Interns.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

TERMINATION

POLICY

The Intern can be terminated from the program at any time due to problems in the Intern's behavior or performance. It is the Internship Director's discretion to determine if the Intern should be terminated. Termination is based on written documentation of the Intern's behavior and/or performance. When an Intern is terminated, termination is immediate.

PROCEDURE

1. The Internship Director reviews each Intern's evaluation form for each rotation. Any unsatisfactory evaluation and/or other documentation (e.g. disciplinaries) are reviewed with the Department Chair.
2. If the Internship Director and the Department Chair determine that termination is warranted, they meet and discuss the decision with the Intern.
3. If the Intern does not agree with the termination, he/she may follow the Grievance Policy and Procedure.
4. If the Intern accepts the decision to terminate without filing a grievance, the Internship Director writes a summary of the decision. The Intern signs the summary and the summary is filed in the Intern's file. The Intern terminates immediately.
5. If the Intern files a grievance and the grievance committee determines that the Intern should terminate, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's file. The Intern terminates immediately.
6. If the Intern files a grievance and the grievance committee determines that the Intern should remain in the program, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's file. The Intern resumes his/her usual schedule.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

WITHDRAWAL

POLICY

The Intern may withdraw at any time from the program. Withdrawal is immediate. The Intern cannot return to the program after withdrawal. Withdrawal is different than Absences for Personal Reasons.

PROCEDURE

1. The Intern writes a letter to the Internship Director informing him/her of the withdrawal and the reason for withdrawal.
2. The Internship Director meets with the Intern to discuss his/her decision.
3. After the discussion, if the Intern decides to remain in the program, the Intern resumes his/her usual schedule.
4. The Intern writes on his/her original letter that he/she decided to remain in the program. The Intern and Internship director sign and date the letter. The letter is filed in the Intern's file.
5. After the discussion, if the Intern decides to withdraw from the program, the Intern withdraws immediately.
6. The Intern and Internship Director sign and date the original letter of withdrawal. The letter is filed in the Intern's file.

UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

CHART NOTES

POLICY

All medical chart notes written by an Intern must be cosigned by the preceptor on the same day that the note is written. At the beginning of the program all chart notes are written on a separate sheet of paper. The preceptor informs the Intern when he/she can place notes directly in the medical record. The Intern signs the note as follows:

First initial. Last Name, Dietetic Intern

PROCEDURE

1. The Intern records a list of all patients that he/she has seen on whatever form the facility requires.
2. The preceptor and Intern determine a time of day for the intern to give the list to the preceptor.
3. The preceptor is responsible for reviewing and countersigning all Intern notes.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

Off-Site Facility Rotations/ Field Observations

POLICY

The Intern must follow all Off-site facility policies and procedures during rotations at those facilities. The Intern must send a thank you note to the preceptor at the rotation or field observation immediately after the learning experience or class day visit. If all of the Interns attend a field observation as a group, one thank you note signed by all is sufficient. It is the Interns' responsibility to be prepared for the learning experience, i.e., the date, time, dress code, directions, reading assignments, projects, evaluation forms, and objectives for the learning experience.

PROCEDURE

1. The Intern prepares himself/herself for the off site rotation or field observation. The Internship Director assists as needed.
2. After a rotation, the Intern brings back the evaluation forms and returns them to the Internship Director.
3. The Intern writes and mails a thank you letter immediately after the learning experience.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

WRITTEN ASSIGNMENTS

POLICY

All written assignments must be completed neatly, orderly, accurately, and thoroughly and must be turned in by the specified date. All typed assignments should be put through “spell check” and “grammar check” via computer. Any documents received with multiple spelling or grammar mistakes will be returned to the intern to be re-done prior to completion of any supervised rotation. The preceptor and Internship Director must approve any request for an extension of time on a project. All projects, unless otherwise stated, must be typed. Interns are expected to comply with the Code of Academic Integrity for all assignments.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

E-MAIL COMMUNICATION

POLICY

All e-mail communication submitted to Internship Director and/or preceptors should be put thru spell check before sent out onto the Internet to assure any initial or subsequent impressions left by the intern is always positive.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

CONTINUING EDUCATION

POLICY

The Interns are encouraged to attend Maryland Dietetic Association dietetic practice group meetings, Medstar and Bayview Center Grand Rounds and other conferences/meetings as available. Attendance at conference or meetings is usually during supervised experience (“work time”). The Internship Director has final approval for the intern to attend any meeting. The Intern pays fees for conferences/meetings.

PROCEDURE

1. The Internship Director posts all available conference/ meeting brochures on the bulletin board in the Department
2. If the Intern wishes to attend a conference/meeting, he/she writes a request to the Internship Director stating the conference, date, time, location, and cost of the meeting.
3. The Internship Director responds in writing to the Intern if approval is granted or denied.

**THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM**

**OPPORTUNITY FOR FILING COMPLAINTS WITH THE COMMISSION ON
ACCREDITATION FOR DIETETICS EDUCATION (CADE)**

POLICY

The Commission on Accreditation for Dietetics Education (CADE) will review complaints that relate to a program's compliance with accreditation standards. CADE is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

PROCEDURE

A copy of the accreditation standards and/or CADE's policy and procedure for submission of complaints may be obtained by contacting staff at the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

STUDENT SUPPORT SERVICES

POLICY

The University believes that seeking help is a sign of strength. Many students encounter a variety of personal, social, career and academic issues that call for assistance beyond advice provided by friends and family. The Counseling Center provides free and confidential counseling services to all University students. Counseling services include: personal/ social counseling, career counseling, academic skills counseling, group counseling, support for students with disabilities, returning students program, testing services, consultation and evaluation for parents and children.

PROCEDURE

1. To schedule an appointment, call (301) 314-7651 or stop by the Shoemaker Building. Walk-in counseling is available to minority students every day from 3 p.m. to 4 p.m.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

PROGRAM EVALUATION

POLICY

The program is evaluated by the program's preceptors, by first and third year graduates, by employers of first and third year graduates, and by the current Interns. The current Interns have an opportunity to evaluate the program at the mid-point of the program and at the end of the program year. Additions, deletions, or revisions in the program are made during the program when needed or before each program year to enhance the Intern's learning experience or the program itself.

PROCEDURE

1. For the current interns, the Internship Director gives the Interim Program Evaluation Forms as an online survey during the last month of the program for the interns to fill out. The survey is anonymous and tabulates all responses.
2. The Internship Director and intern together review the comments on the evaluation form on the specified date. In addition, the interns have an option to have a formal exit interview with the Department Chair to provide feedback on the program.
3. The Internship Director distributes the evaluation forms to program preceptors in June of each year.
4. The Internship Director assesses the comments, shares the information with the Dietetic Internship Advisory Committee, and makes changes in the program as appropriate.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

FINANCIAL AID

POLICY

The program is no longer able to provide financial aide. Applicants to this program are also encouraged to apply for American Dietetic Association and other state and local scholarships to help defray the costs of the internship.

PROCEDURE

1. Applicants are also encouraged to apply for scholarships through the American Dietetic Association.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

UNIVERSITY HEALTH INSURANCE

POLICY

The program makes available to incoming interns the option of obtaining University-sponsored health insurance for the duration of the internship.

PROCEDURE

1. Interns are eligible to purchase University (student) health insurance. It is currently a PPO plan through Maryland-based MAMSI. The current cost has averaged about \$1,700.00 per 12 months with a pharmacy benefits cap at \$1,200.00 per year. Further information can be obtained from Phyllis McShane, Internship Director at pef@rmcshane.com.
2. All interns in the program must carry their own personal health insurance and are responsible for all of their own health needs.

THE UNIVERSITY OF MARYLAND COLLEGE PARK DIETETIC INTERNSHIP PROGRAM

INTERN ROLE AND RESPONSIBILITIES

POLICY

To acquire the skills and knowledge to function as an entry-level dietitian or manager in each area of dietetics. Failure to follow these rules might result in termination from the program.

PROCEDURE

1. To be punctual and available throughout the rotation.
2. To present himself/ herself in a professional manner and appearance at all times.
3. To represent The University of Maryland College Park in an appropriate manner and appearance when visiting affiliations, class days and field observations.
4. To complete objectives, learning experiences, reading assignments, and projects by due dates.
5. To be prepared for each rotation by reading required texts and articles and by completing worksheets prior to or during each rotation.
6. To follow hospital, department, and program policies and procedures.
7. To maintain confidentiality of all information discussed within the hospital and department.
8. To ask for the preceptor's approval to leave his/her area of responsibility. To communicate to the instructor when attending meeting or conferences out of the building.
9. To inform the preceptor of any change in his/her schedule in a timely manner. To accept any change in the preceptor's schedule that may arise.
10. To maintain respect for positions of authority.
11. To function as a team player.

12. To seek guidance when needed.
13. To research and look up information as needed.
14. To accept constructive criticism.
15. To completely accept responsibility for all actions.
16. To maintain a positive and hard-working attitude.
17. To maintain open and frequent communication with staff.
18. To attend all required conferences, meetings, and classes.

THE UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

PRECEPTOR ROLE AND RESPONSIBILITIES

POLICY

To teach the intern the skills and knowledge required to function as an entry-level dietitian or manager in the preceptor's area of specialty.

RESPONSIBILITIES

1. To orient the Intern to the facilities, objectives, learning experiences and due dates.
2. To review the schedule and competencies of the rotation with the Intern.
3. To complete orientation to unit checklist on the first day of the rotation with the Intern.
4. To inform other employees of the dates when the Interns will be in his/her area.
5. To meet with the Intern at least once each week to discuss projects/concerns.
6. To correct, return, and review written projects within one week after receiving them from the Intern.
7. To complete appropriate Intern evaluation forms by the last day of the rotation. Any deviation from this rule must be pre-approved by the Internship Director.
8. To provide immediate positive feedback and constructive criticism throughout the rotation to the Intern.
9. To give guidance throughout the rotation and especially with written projects to the Intern.
10. To act as a resource person when the Intern has questions.

11. To refer the Intern to appropriate resources when needed.
12. To be aware of internship policies and procedures.
13. To enforce policies and procedures when needed.
14. To discipline the Intern as needed.
15. To act as a mentor and function as a team player.
16. To serve as a role model at all times.
17. To empower Interns to an interdependent, but autonomous level of function.
18. To review, in a timely manner, the Intern's progress with the Internship Director at the midpoint and end of the rotation.
19. To provide constructive feedback on the Program Evaluation Form.

THE UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

INTERNSHIP DIRECTOR ROLES AND RESPONSIBILITIES

POLICY

To direct and coordinate the Internship Program, at The University of Maryland College Park and at the affiliations.

RESPONSIBILITIES

1. To orient the Intern to the program.
2. To organize the rotations throughout the year.
3. To coordinate with the preceptor the objectives, learning experiences and projects for the intern for that rotation.
4. To monitor and evaluate the Intern's progress in each rotation throughout the year. To communicate with the preceptor at the mid- and end points of each rotation.
5. To write the Interns' schedules.
6. To plan and schedule class days.
7. To counsel and guide the Intern.
8. To serve as a role model.
9. To serve as a mentor
10. To act as a liaison between the preceptor and Intern as needed.
11. To serve as an advocate for the Intern when appropriate and justified.
12. To enforce policies and procedures.
13. To direct the selection and procession of new Dietetic Interns.
14. To evaluate and revise the program as needed to improve quality and meet American Dietetic Association requirements.
15. To enforce the role and responsibilities of both the Intern

and the preceptor.

- 16 To recruit adequate and appropriate preceptors.
17. To recruit members of the Dietetic Internship Advisory Committee.

**University of Maryland College Park
Department of Nutrition and Food Science
Dietetic Internship Program**

MEMORANDUM OF AGREEMENT

Between

And

**UNIVERSITY OF MARYLAND COLLEGE PARK
DEPARTMENT OF NUTRITION AND FOOD SCIENCE
DIETETIC INTERNSHIP PROGRAM**

Requirements for Program Completion:

In order to satisfactorily complete the Dietetic Internship Program, which runs from August 24, 2009 to June 30, 2010 sponsored by the University of Maryland, College Park, the following requirements must be met:

1. Program Fee

The student shall pay University of Maryland College Park the Program Fee of \$6,000 and shall be entitled to a refund of such Program Fee as follows:

a. Payment of Program Fee:

- i. Deposit of the Program Fee (\$3,500) (“Initial payment”) shall be paid by June 15, 2009; and
- ii. The remainder of the Program Fee (\$2,500) (“Final Payment”) shall be due by July 15, 2009.
- iii. If the full payment is not received by the program office by July 22, 2009 the student may lose their internship slot.

Without prior notice, if the student does not matriculate, all program fees are forfeited.

b. Refund of Program Fee:

- i. If the Student withdraws from the Program for any reason more than thirty (30) calendar days before August 24, 2009, the Student will be entitled to a refund of 100% of the Program Fee paid by Student, less a \$2,000 administrative fee.
- ii. If the Student withdraws from the Program within thirty (30) before August 24, 2009 and the Initial Payment has been made, the Student will not be entitled to a refund. Also, as a consequence, the Final Payment will not become due.
- iii. If the Student withdraws or is asked to leave the Program within thirty (30) calendar days after August 24, 2009, the Student is entitled to refund of \$500.

Notwithstanding the foregoing, in the event the Student withdraws from the Program due to special circumstances, including, but not limited to, illness or death in the immediate family, and such special circumstances to be determined by the Program Director in such Director's sole discretion, then the Student may be permitted to re-enter the program on a date, to be determined by the Program Director, without penalty. In this case, the full amount of the Program Fee will be retained and applied toward completion of the Program in a future year.

- iv. If the Student withdraws or is asked to leave the Program after thirty (30) calendar days after August 24, 2009, the Student will not be entitled to any refund.

2. Transportation

Student shall be responsible for providing any transportation needed to commute to and from the Sponsoring Facility.

3. Planned Experiences

All Planned Experiences as described in the curriculum must be completed satisfactorily for each rotation by the specified time. Any

request for an extension of time to complete the Planned Experiences must be approved by the preceptor and Internship Director. Evaluation Forms must represent that the intern satisfactorily met the Planned Experiences for that rotation. Unsatisfactory completion of the Planned Experiences does not meet the requirements of the Program.

4. Major Projects

a. Administrative Project:

This project must be satisfactorily completed as outlined in the project guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. An unapproved late assignment or unacceptable project will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.

b. Major Clinical Case Study:

This case study must be satisfactorily completed as outlined in the case study guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. An unapproved late assignment or unacceptable case study will be designated as unsatisfactory completion of the case study. Unsatisfactory completion of the case study does not meet the requirements of the program.

c. Website/ Professional Portfolio:

This on-going project must be kept current relative to milestones set by OIT/NAL staff and completed by end of the internship as per requirements set. Unsatisfactory completion of the case study does not meet the requirements of the program.

d. Rotation Projects:

All written projects for each rotation must be satisfactorily completed as outlined in the project guidelines by the specified time. Any request for an extension of time to complete the project must be

approved by the preceptor and Internship Director. Unapproved late assignments or unacceptable projects will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.

e. Rotation Quizzes:

Quizzes exist at the end of most rotations; these must be answered satisfactorily. If the questions are not answered satisfactorily, the intern cannot continue to the next rotation. Unsatisfactory score to quizzes does not meet the requirements of the program.

The purpose of the program is to produce competent, professional, and dedicated entry-level dietitians. By meeting the requirements as stated above, the purpose of the program will be met.

Intern's Agreement:

I have read the above rules and the Internship policies and Procedures (attached) fully understanding their significance. In addition, I agree to satisfactorily complete the requirements and abide by the policies of both the University and sponsoring Facility as stated. Should I not meet these requirements, I will not receive the Verification Statement of Program Completion and will, therefore, be ineligible to take the Dietetic Registration Examination (DRE). Once I complete all requirements stated above, I will receive my verification statement of Program Completion and be eligible to take the Dietetic Registration Examination (DRE). With my signature I attest that I am at least 18 years of age and competent to sign this Agreement

Intern's Signature: _____

Printed Name: _____

Date: _____

4/09

**University of Maryland, College Park
Dietetics Internship
Informed Consent and Photo Release**

I understand that photographs are not considered ‘directory information’ by the University as defined by the federal Family Educational Rights & Privacy Act (FERPA). Consequently, my likeness cannot be used without this grant of permission. In addition, I understand that with this Consent & Release, I am expressly granting the University permission to use and release my likeness in either photographic or videographic format for future University use.

Finally, I understand that I am free to withdraw my consent in writing for future use at any time without penalty. The University will not be required to notify me prior to using or releasing my likeness.

I have read and signed this document with full knowledge of its significance. I further state that I am either 18 years of age or older and competent to sign this Consent and Release, or that I have discussed this with my parents/legal guardian, who agree with my decision to participate in the Dietetic Internship Program and to all of the terms and conditions stated above.

Name of Participant (Print): _____

Signature of Participant: _____ Date: _____

7-14-04 all policies reviewed/updated
6-03-05 all polices reviewed/updated
6-26-06 all polices reviewed/updated
7-30-07 all policies reviewed/updated
4/28/08 all policies reviewed/updated
4/28/09 – all policies reviewed/updated