Dietetic Internship Program Handbook

2015 - 2016
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Introduction to the Murray State University Dietetic Internship

The Murray State University (MSU) Dietetic Internship Program (IP) is designed to meet the competencies for entry-level dietetics practice and to prepare interns for the Registration Examination for Dietitians. The program has a Medical Nutrition Therapy concentration and provides interns with a minimum of 1200 supervised practice hours in a variety of healthcare settings.

The program begins in August, is 10 months in duration, and is completed during the fall and spring semesters. MSU had clinical agreements with supervised practice sites across Kentucky and Tennessee. Interns follow a modified university calendar.

After orientation to the internship program on Murray State University's campus, interns begin supervised practice at their assigned facility. Approximately 40 hours of supervised practice are completed per week. Distance education components are used to deliver internet-based supplemental instruction.

Interns complete supervised experiences in Medical Nutrition Therapy, Management Practice in Dietetics, Community Nutrition and Long-Term Care. An Advanced Practice experience is completed after all clinical rotations. This experience allows the intern to function independently as an entry-level dietitian in the hospital setting.

MSU’s IP is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext. 5400.

Dietetic Internship Program – Contact Information

<table>
<thead>
<tr>
<th>Dietetic Internship Director</th>
<th>Clinical Instructor</th>
</tr>
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<tbody>
<tr>
<td>Beth W. Rice, PhD, RD, LD</td>
<td>Lori Crouch, MS, RD, LD</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Clinical Instructor</td>
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<tr>
<td>Murray State University</td>
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<tr>
<td>207 N Applied Science</td>
<td>203 N Applied Science</td>
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<tr>
<td>Murray, KY 42071</td>
<td>Murray, KY 42071</td>
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<tr>
<td>(Office) 270-809-3124</td>
<td>270-809-3964</td>
</tr>
<tr>
<td>(Fax) 270-809-6950</td>
<td>270-809-6950</td>
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<tr>
<td><a href="mailto:frice@murraystate.edu">frice@murraystate.edu</a></td>
<td><a href="mailto:lcrouch1@murraystate.edu">lcrouch1@murraystate.edu</a></td>
</tr>
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</table>
Murray State University Program Options

Student accepted to the MSU IP must apply and be accepted to the MSU Graduate program. Interns will complete the RD Certificate Program and pass the RD exam before continuing in the Master of Science in Nutrition Degree Program.

Eighteen hours of graduate credit are earned during the internship program. Interns must pass the Registration Examination for Dietitians before continuing in the Master’s degree program.

Program Mission, Goals, and Student Learning Outcomes

Mission Statement
The mission of the Dietetic Internship Program at Murray State University is to prepare entry-level dietitians to deliver quality nutrition care in clinical, community, foodservice and long-term care settings. The program seeks to meet present and future nutritional needs of both rural and urban communities in Kentucky and the region. The program at MSU assumes the responsibility for providing advanced dietetic education opportunities in Western Kentucky. The region will benefit by having competent dietetic professionals serving in various health related facilities and businesses.

Program Goals
• To prepare program graduates to meet employment requirements for entry-level dietitians.
• To assist in meeting employment needs for registered dietitians in Kentucky and the region by providing trained dietetics professionals.

Program Objectives
• Eighty percent of dietetic interns completing the program will successfully pass the registrations examination for dietitians at the first sitting.
• Ninety percent of all dietetic interns will satisfy all program requirements and successfully complete the program within 3 semesters.
• Seventy-percent of all dietetic interns satisfactorily completing the internship will be employed in the field of dietetics or related field within 12 months of successful completion of the program.
• When surveyed, employers of MSU intern graduates will indicate MSU interns meet 95% of job related ACEND competencies for entry-level dietitians.
• When surveyed, the mean rating for “knowledge needed for their current position” that employers give MSU intern graduates in their employ will meet or exceed a rating of “3” or “satisfactory.”
**Section 1 – General Information**

**Admission Requirements**

Candidates for the Murray State University Internship Program must meet the following requirements:

1. Successful completion of a Didactic Program in Nutrition and Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as evidenced by an original Verification Statement signed by the Program Director. The Verification Statement must be obtained prior to the MSU IP start date.
2. Successful completion of a minimum of a Bachelor's degree from a US regionally-accredited college or university or a foreign equivalent as evidenced by an official transcript. (Foreign degrees must be evaluated by an independent agency to validate the foreign degree is equivalent to at least a bachelor's degree conferred by a US regionally-accredited college or university. The summary section of the evaluation report must state "from a regionally accredited institution.") The degree must be obtained prior to the MSU IP start date.
3. Submission of a completed application for the MSU IP through the Dietetic Internship Centralized Application Service (DICAS) following the specific directions under the "Admissions Procedures" section of the MSU Dietetic Internship Program Handbook.
4. International students must meet the academic preparation required by the Academy of Dietetics and Nutrition (AND). Students may refer to the AND Membership Application for further information. For application consideration, a score of at least 550 on the Test of English as a Foreign Language (TOEFL) or 213/300 on the computer-based test for all applicants who are non-native English speakers is required.

**Selection Considerations**

Applications will be reviewed and evaluated based on the following criteria:

1. **Completeness**: A completed application through the Dietetic Internship Centralized Application Service (DICAS) following the specific directions under the "Admissions Procedures" section of the MSU Dietetic Internship Program Handbook is required.
2. **Grade Point Average**: Applicants should have an overall undergraduate Grade Point Average (GPA) of 3.0 or higher (based on a 4.0 system), an overall graduate GPA of 3.5 or higher (if applicable), and an overall DPD GPA of 3.4 or higher.
3. **Graduate Record Examination (GRE)**: Applicants must have taken the GRE within the past three years and have a score of 145 in both the verbal and quantitative test, and a 4 on the written essay portion.
4. **Work/Volunteer Experience**: Applicants should have 400 total hours or more of nutrition/dietetic-related volunteer and work experience over the
Section 1 – General Information

past 4 years. Having experience in clinical areas is very beneficial due to the program's concentration in Medical Nutrition Therapy.

5. **Recency of Experience:** Applicants with a DPD completion date of greater than three (3) years must provide evidence of recent experience in the field of nutrition and dietetics and/or relative graduate course work. Medical Nutrition Therapy course work must be within the past three (3) years.

Applications are reviewed by the MSU IP faculty and Application Review Committee, scored according to the outlined criteria, and ranked by these preliminary scores. Applicants under consideration after review are contacted for telephone interviews during the selection process. The interviews are an opportunity for applicants to share additional information about their qualifications, demonstrate their core knowledge and critical thinking skills, as well as learn more about the MSU IP.

**Admission Procedures**

Applicants must first apply for admission to the MSU Dietetic Internship Program. Following admission to the Dietetic Internship Program, applicants must then apply for admission to the MSU Graduate School. Applicants should not apply to the MSU Graduate School until they have been accepted into the Dietetic Internship Program.

**Computer Matching**

All applicants to the Murray State University IP program must participate in computer matching. Computer matching enables a student to be assigned to a requested internship program that has also expressed interest in the student. A private company, D&D Digital Systems, conducts the matching process. Students should request instructions from their undergraduate program or from D&D Digital Systems to participate in computer matching and to prioritize their preferences for internship locations. Your preferences must be completed into D&D Digital Systems by the deadline listed on D&D Digital's spring timeline. There is a fee for participation in computer matching that must be paid with your prioritized preferences for internship locations. Requests for additional materials may be made to:

D&D Digital Systems  
304 Main St., Suite 301  
Ames, IA 50010  
(515) 292-0490  
www.dnddigital.com/ada/

**Application for Admission to the Dietetic Internship Program**

Applicants to the internship program must use the Dietetic Internship Centralized Application System (DICAS). The online application must be completed by 11:59 pm Central time on the deadline date listed by D&D Digital. The fee to use DICAS is $40 for the first application and $20 for each additional
application. The DICAS application for the Spring match cycle is generally available after December 1st and can be accessed at: https://portal.dicas.org.

Personal Statement
Applicants must also submit a personal statement in 1,000 words or less through DICAS. The following questions should be addressed:
- Why do you want to enter the dietetics profession?
- What are some experiences that have helped to prepare you for your career?
- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?
- What attracted you to the Murray State University dietetic internship program?

Recommendations
Three recommendations are required. One recommendation should come from a Medical Nutrition Therapy professor, one from your DPD Director and one from a work supervisor. When completing the online application, applicants must provide the name, email address and other contact information for each reference. Submission of this information will trigger an email message requesting completion of a recommendation form. No recommendation will be considered unless entered as part of the online application process.

Transcripts
Official transcripts from all universities attended should be mailed to the address below. Photocopies or “Issued to Student” copies will not be accepted.
- DICAS - Transcript Dept.
- PO Box 9118
- Watertown, MA 02472

GRE Scores
GRE scores must be included as part of the DICAS application. A scanned copy of the score should be attached as supplemental information to the electronic application. In addition, official scores must also be sent to #1494 Murray State University.

Notification of Acceptance
MSU will not notify students of acceptance into the program. D&D Digital will notify each student applicant about the dietetic internship program to which he or she has been “matched.” The student must confirm acceptance by contacting MSU’s Dietetic Internship Program Director by phone or email by 5:00pm on Appointment Day. After this time, the MSU IP is under no obligation to hold the opening for the applicant.
Section 1 – General Information

MSU Graduate School Admission
Once a student receives notification they are matched to the Dietetic Internship Program and has confirmed acceptance, they must apply and be admitted to the MSU Graduate School. A $30.00 application fee payable to Murray State University should accompany this application. The Graduate School application and information is accessible on the web at the following address:
http://www.murraystate.edu/students/graduate.aspx

Program Costs

Internship Application Fee
DICAS is $40
D & D Matching Fee $50.00

Graduate School Application Fee:
Those applicants accepted into the dietetic internship program must apply to the Graduate School. The Graduate School application fee is $30.00.

Estimated Tuition
Information regarding current tuition rates, out of state tuition and reciprocity agreements with other states can be found on the MSU website:
http://www.murraystate.edu/admissions/BursarsOffice/GraduateTuition.aspx

Estimated Professional Expenses
Registration Examination Preparation Course: $430
Academy of Nutrition and Dietetics Student Membership $ 50
Academy of Nutrition and Dietetics FNCE registration/room fee (approx.): $350
Kentucky Academy of Nutrition and Dietetics FNCE registration fee: $ 75

Additional Cost
Items such as background checks, immunizations, TB skin test or drug tests may be required by some clinical facilities. Interns may also incur other miscellaneous expenses such as program supplies, travel, hotel and food as part of the MSU IP experience. Interns are responsible for bearing the cost of these items and costs may vary by location.

Financial Aid
Interns enrolled in the Master of Science in Nutrition degree program may be eligible for financial aid. Additional information can be found on the MSU web site: http://www.murraystate.edu/Students/Graduate/FinancialAidandAssistantships/FinancialAid.aspx
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Student Support Services
Interns enrolled in the MSU graduate school have access to student support services such as campus police and public safety, health services, counseling and testing services, disabled student services, as well as the Marvin D. Mills Multicultural Center. Additional information can be found on the following website: [http://www.murraystate.edu/Students/Graduate/GraduateStudentServices/SafetyAndHealth.aspx](http://www.murraystate.edu/Students/Graduate/GraduateStudentServices/SafetyAndHealth.aspx)

Rotations

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Graduation and Program Completion Requirements
The verification statement and post/baccalaureate certificate is granted only under the following circumstances:

1. The dietetic intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all scheduled supervised practice rotations.
2. The dietetic intern has completed all required courses with a grade of B or better unless an exception has been approved by the program director.
3. The dietetic intern has met all financial obligations to Murray State University.
4. The dietetic intern must score a 75% or higher on the comprehensive assessment at the end of the Advanced Practice rotation in order to be eligible to receive an IP verification statement.

For interns successfully completing the program and receiving signed verification statements, the program director will submit all required information to the Commission on Dietetic Registration to verify eligibility for the registration examination for dietitians.

Accreditation
The Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency for the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995

Any questions regarding accreditation may be directed to the Commission on Accreditation for Dietetics Education (ACEND) at 312-899+0040 ext. 5400 or visit the Academy web site at www.eatright.org.
Assignments, Curriculum, Assessment & Evaluations Policies

I. Definition of Terms

DI Director: Beth Rice, PhD, RD, LD
Nutrition, Dietetics and Food Management
Murray State University

Clinical Instructor: Lori Crouch, MS, RD, LD
Nutrition, Dietetics and Food Management
Murray State University

Site Director: The RD or Manager that is the main supervisor of the intern during their assigned rotations throughout the time they are at a specific site.

Preceptor: The supervisor (usually an RD) that the intern reports to during a specific day/week/topic of each rotation. At some sites, the Preceptor and the Site Director may be the same.

II. Graduate Writing Requirement

Prior to beginning the fall rotation, successful completion or evidence showing successful completion of a graduate writing course must be documented. This can be accomplished by:
1) Taking the online ENG 600 level course at Murray State University during the last session of the summer, or
2) Submission of Master’s degree thesis or scholarly publication in a peer reviewed dietetics professional journal.

III. Assignments

Rotation Assignment Format
See “Policy For Murray State Intern Portfolios” on page 23 for formatting of written assignments.

Rotation Assignments – IP Faculty Evaluation
IP Faculty will review all written work (Independent Learning, case studies, journal article reviews, portfolio items, etc.). All assignments will receive an indicator of successful completion. Assignments receiving an A, B, C or D are considered acceptable. Any assignment receiving a C or lower or F will be given one (1) opportunity to rewrite the assignment. An intern who receives a C or lower or F on two (2) consecutive assignments, is considered at risk for successful completion of the rotation and/or course. Interns identified at risk will
be counseled, and appropriate remediation will be determined. At the discretion of the IP faculty, interns may be asked to rewrite or complete additional assignments. The IP faculty will decide upon the timeline for completion and resubmission of rewritten work. Continuation of unacceptable performance will result in disciplinary action.

Late submission, cheating or plagiarism of any of the following will result in receiving a zero (0) for the assignment:
- Independent Learning, Case Studies & any other rewritten/required work
- Intern Portfolio Assignments
- Completed Intern Portfolio
- Intern End of Rotation Assessments

**Rotation Assignments – Preceptor Review**
Interns are responsible for putting all assignments into a portfolio for each rotation (see policy for portfolio on pages 23-24) and turning in the completed portfolio to the Site Director/Preceptor for review by the dates noted on the intern planning calendars. Late submission of portfolio or any assignment is subject to deductions unless prior approval from Preceptor has been granted and Clinical Instructor has been notified and approved the extension.

The Preceptor, prior to the completion of each rotation, will review all assignments in the portfolio. The Preceptor will use the Portfolio Check-off Lists to ensure completion of the rotation assignments. The Preceptor may require revisions, as s/he deems necessary. The Preceptor will obtain input from others who have worked with the intern during the specific rotations as they see fit. The Preceptor will use the Portfolio Check-off Lists as a guide when completing the intern’s performance evaluation at the end of each rotation.

**Independent Learning Assignments**
Independent Learning assignments will accompany each rotation throughout the internship. These assignments are designed to compliment supervised practice experiences, as well as emphasize competencies not fully developed in the rotations. Independent Learning assignments for each rotation will be posted on the university’s Learning Management System (LMS). Points for each assignment are listed on the course syllabus and due dates are listed on the university’s LMS. Independent Learning assignments are submitted as a part of the intern portfolio.

**III. Rotation Curriculum**
The MSU IP curriculum is approved by the ACEND, the accrediting agency for the Academy of Nutrition and Dietetics. The IP curriculum and forms will be used as a guideline for the completion of required work in each rotation. All activities and projects completed by dietetic interns will be directly related to and support
the ACEND core competencies and curriculum requirements of the Academy of Nutrition and Dietetics. The MSU Internship Program supports and encourages exposure to other experiences, as Site Directors/Preceptors deem appropriate for intern knowledge and growth. The Site Director, Preceptor and Clinical Instructor at MSU will make the final recommendations and approval of all supervised practice experiences.

IV. Assessment & Evaluation

Intern Core Knowledge
Intern core knowledge will be assessed throughout the IP experience by using a variety of assessments. Interns are expected to make a 75% on each end of rotation assessment. Interns scoring below 75% may be required to complete additional study, remediation and/or re-assessment as determined by the MSU IP faculty. Interns must score a 75% or higher on the comprehensive assessment at the end of the Advanced Practice rotation in order to be eligible to receive an IP verification statement.

Intern Performance Evaluations
The performance evaluation sheets for each rotation should be filled out, discussed with the intern, signed and dated by the primary Preceptor and intern during the last week of the rotation. It is imperative that these sheets reflect the work and effort that was exemplified by the intern. Preceptors, using the guidelines provided, will complete performance evaluation sheets to assess each competency completed, as well as the professional behaviors demonstrated by the intern throughout each rotation. At least 80% of competencies in each end of rotation evaluation must receive a “3” or higher before the intern can receive course credit or progress to the next rotation. When the performance evaluations have been completed, the Preceptor will review the information and discuss areas of strength and areas for improvement with the intern. After the review, the Preceptor and intern will sign the performance evaluation. The signed copy of the performance evaluation sheets should be given to the intern and scanned into the e-portfolio on the LMS. Successful completion of a rotation is defined as an intern obtaining a performance evaluation with no more than two (2) “needs improvement” in core competencies identified.

Intern Professional Behaviors
Towards the end of the Medical Nutrition Therapy (MNT) I rotation and prior to meeting with the Preceptor, interns will complete a self-assessment form. This self-assessment is designed to assess and identify any strengths, weaknesses or deficiencies of the intern. During the last week of MNT I, the intern should discuss the MNT self-assessment outcomes with their preceptor. Based on input and feedback from the preceptor, at least two (2) self-improvement objectives for MNT II and AP should be identified and developed by the intern. Interns will use the guidelines/examples provided for professional behaviors to help them assess
the level they are in at the end of each rotation. Interns will present a completed copy of this form when turning in their portfolio for evaluation by the Preceptor.

**Student Learning Objectives**
Based on the self-assessment and preceptor evaluations and input, the intern will develop learning objectives. These learning objectives will be written at the end of Medical Nutrition Therapy I and should be specific, measurable, and attainable. In Medical Nutrition Therapy II, at the end of weeks four (4) and eight (8), the intern and their Preceptor will discuss and evaluate intern progress towards meeting these objectives. The intern must have successfully met all learning objectives identified prior to moving out of MNT II to begin the next rotation. Failure to meet objectives will result in receiving an incomplete and continuing in MNT II until further evaluation by the Preceptor and IP faculty (see Section V. Course Grade).

**Other Evaluation Guidelines**
The Site Director and/or Preceptors will evaluate interns using various other evaluation forms. These forms are designed to indicate areas with exceptional or adequate performance and areas that need further practice and improvement. Interns are evaluated during interviewing and counseling sessions, group, individual and case study presentations, and upon completion of special projects using specific evaluation forms. Each time an evaluation form is used, the Preceptor will discuss it with the intern. These forms are to be included in the intern’s portfolio.

**Site and Preceptor Evaluations**
At the end of each rotation, the intern will evaluate his/her experiences in the rotation. The evaluation is designed to indicate the strengths and weaknesses of the rotation, the Preceptors, Site Director, any other staff and the supervised practice site. These comments should be constructive and professional, as well as reflect the time and commitment preceptors provide throughout the training. The evaluation forms will be sent to the Clinical Instructor and placed into a rotation evaluation file. Feedback from these evaluations will be provided to the Site Director for review at the end of each supervised practice year. These evaluations will also be used as a basis of discussion during the annual review of the program, which includes MSU faculty and IP advisory committee members.

**V. Course Grade**
At the end of each rotation, interns will be assigned a course grade based upon their portfolio assignments, Independent Learning assignments, rotation assessment and performance evaluations. The syllabus for each rotation will reflect the point distribution given for each specific assignment, assessment and evaluation. Interns are required to successfully complete each rotation. Interns who fail to meet the required core competencies by the end of the rotation will be
counseled as to their potential for successfully completing the internship program. The IP Director and/or Clinical Instructor may determine the need for an intern to repeat a rotation, spend additional time in a rotation and/or complete supplemental work. Interns who receive a letter grade of D or lower in any one course or whose overall GPA for graduate work falls below a 3.0 will not be allowed to continue in the MSU Dietetic Internship Program and will not receive a verification statement. Interns receiving a grade of “Incomplete” in any course will have to successfully complete the course work within the determined time frame set by the MSU faculty in order to advance to the next rotation. Interns whom successfully complete (see IV. Assessment & Evaluation) the additional time and/or supplemental work, will be re-evaluated and allowed to move on to the next rotation. Should the intern have to repeat a rotation, they will be required to withdraw from the course and re-enroll when it is offered again. MSU faculty cannot guarantee the same placement location if this occurs and any costs associated with the withdrawal from a course will be the responsibility of the intern.

**Extenuating Circumstances**

Interns who encounter unforeseen major life events that prevent the completion of rotations or program requirements may be granted additional time for completion if deemed necessary by the IP Director. Interns encountering these circumstances must complete program requirements within one (1) year from the program start date. However, additional time may be provided at the discretion of the IP Director. Dependent on the length of time out of the program, the intern may need to go back and complete rotations to ensure content development. Interns who are not able to complete program requirements may be counseled to withdraw from the program.

**Medical Conditions**

Interns developing medical conditions during a rotation will be expected to provide a physician’s statement regarding their ability to continue in the program. In short-term absences, all missed hours must be made-up before the end of the rotation, and documented on the intern time sheets. If interns are approved for an extended leave of absence, they will be required complete the missed rotation hours before moving on to the next rotation or repeat the entire rotation at a time designated by the IP Director, Clinical Instructor, and Site Director. Should the intern have to repeat a rotation, they will be required to withdraw from the course and re-enroll when it is offered again. Any costs associated with the withdrawal from a course will be the responsibility of the intern.
Disciplinary Action

Warnings
Behavior and/or attitudes deemed inappropriate by the DI Director, Clinical Instructor, Site Director and/or Preceptor will be brought to the attention of the intern. Behaviors and/or attitudes reported to the clinical instructor and/or DI Director will begin the process for correcting the inappropriate behavior/attitudes.

First Formal Warning
The clinical instructor will meet to discuss issues/problems with the intern. Issues or problems identified may result from preceptor concerns and/or below standard academic performance. A formal written warning will be issued at this time. The written warning will outline inappropriate behaviors, attitudes and/or performance. Expectations will be outlined for changes in the intern’s behavior, attitude and/or performance, along with a monitoring timeline. A copy of the warning will be given to the intern and site preceptor, and placed in the intern’s permanent file. Continuation of inappropriate behaviors will result in a second written warning. In some cases, due to distance, meetings may occur via electronic means or phone. Copies of warnings will be sent electronically at the time of the meeting.

Second Formal Warning
The program director will meet with the intern and clinical instructor to discuss issues/problems with the intern. Issues or problems identified may result from preceptor concerns and/or below standard academic performance. A formal second written warning will be issued at this time. The written warning will outline inappropriate behaviors, attitudes and/or performance. Expectations will be outlined for changes in the intern’s behavior, attitude and/or performance, along with a monitoring timeline. A copy of the warning will be given to the intern and site preceptor, and placed in the intern’s permanent file. In some cases, due to distance, meetings may occur via electronic means or phone. Copies of warnings will be sent electronically at the time of the meeting.

Termination
Should an intern display insubordinate behaviors and/or attitudes to the extent that his or her site preceptor feels strongly enough to ask the internship faculty to remove the intern from the facility, the IP Director will remove the intern from the facility and s/he will be terminated from the MSU IP immediately. The system of warnings outlined under disciplinary action is appropriate for minor offenses that can be identified, monitored, and resolved. However, should the identified behaviors, attitudes and/or performance continue despite warnings, a final internship termination conference will be held. When it has been determined the intern has not made sufficient progress toward correction of identified behavior, attitudes and/or performance, despite previous formal warnings, the Program Director and Clinical Instructor will meet with the intern, identify the inappropriate behaviors, attitudes, and/or performance and issue a statement notifying the intern verbally and in writing that s/he is being terminated from the program.
An intern terminated from the MSU internship program for inappropriate behavior, attitudes and/or performance will not be considered for future internship placements. Examples of inappropriate behavior include:

- chronic tardiness,
- missed work,
- insubordination to faculty or supervised practice site staff,
- theft,
- cheating or plagiarism

Other behaviors may be deemed worthy of a formal warning upon consultation with Preceptors, the Site Director, Clinical Instructor and DI Director.

If the disciplinary process prevents the intern from completing a specific rotation, the intern will be required to withdraw from the course and re-enroll when it is offered again. Any costs associated with the withdrawal from a course will be the responsibility of the intern.

**Prior Learning and Supervised Practice Experience**

The MSU dietetic internship program does not allow exemption for any dietetic internship rotation, supervised practice hours or assignments because of prior education courses or experience.

**Intern Replacement of Employees**

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to acquire experience and demonstrate competence through learning experiences. All supervised practice experiences should be planned for competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. Replacement of employees is defined as interns being placed on the regular work schedule in lieu of paid employees.

**Vacation, Holidays, And Attendance**

During the MSU Dietetic Internship Program, interns will typically have a Christmas vacation, a Spring Break and approximately four to five (4-5) other holidays. The IP schedule will be given to interns at the beginning of the internship in August. Customary religious holidays may be honored with the approval of the IP Director and Site Director. Approval for the holiday must be granted prior to that holiday.

Interns are scheduled for a minimum of forty hours per week at their supervised practice sites. Extra project work will require interns to use off-duty time. Interns are expected to be punctual and available throughout the entire rotation. All
absences and reasons for absences should be reported to the Site Director and Preceptor by phone within the first thirty (30) minutes of regular work hours. In addition, an email must be sent within the first hour to the Site Director, Preceptor and Clinical Instructor reporting the absence and reason. Unexcused absences are not acceptable and are subject to disciplinary action. If an intern is absent for the third time during a rotation, it will be reported to the MSU IP Director for review and remedial action if deemed necessary. Arriving late and/or leaving early from the supervised practice site may be considered an absence. Any missed time during the supervised practice experience must be made up by completing time during the same rotation; therefore ensuring completion of required minimum supervised practice hours. It is the responsibility of the intern to arrange make up time/days with the Site Director and/or Preceptor. MSU IP faculty must be informed of a make up time/days/activities via email.

Inclement Weather Policy: During inclement weather conditions, you should adhere to the supervised training site policy and decisions made by main preceptor on whether you should come in or not. Any time missed due to inclement weather must be made up at a time agreed upon with the main preceptor.

Time Sheets
All interns will complete time sheets during each of the scheduled rotations. Interns are responsible for reading and following any directions listed on the time sheets. At the end of each week, time sheets should be shown to the preceptor or site director for verification. Once time has been verified, the preceptor or site director will place their initials in the appropriate box. If time is missed, the intern will fill out the appropriate information on the time sheet with the date, number of hours missed, reason and how the time is going to be made up. These time sheets are due to MSU at times designated on the intern planning calendars.

Confidentiality
During Orientation I in August at MSU, interns will be required to read and sign the MSU confidentiality acknowledgement regarding protected health/proprietary information and agreement regarding intern clinical experience and release of education records (see Appendix 2). All interns are required to complete HIPPA training at assigned supervised practice sites and provide evidence of completion to Clinical Instructor at MSU.

Protection Of Privacy
Murray State University Dietetic Internship Program files are kept in locked cabinets in the Nutrition, Dietetics and Food Management office. All information in the files are private and confidential. Assignments completed will be de-identified before disseminating among faculty and others for educational purposes. The MSU IP faculty has access to interns’ confidential internship files.
Interns have the right to review their personal dietetic internship program file upon request.

**Insurance Requirement**

It is the responsibility of the intern to maintain personal health insurance and car insurance.

**Professional Liability**

Healthcare Professional Liability Malpractice Insurance will be purchased through Murray State University during orientation in August. It will be obtained through Marsh U.S. Consumer Insurance of Seabury & Smith, Inc. in the amount of 1,000,000/3,000,000. The cost is $20.00 per year.

**Health Insurance**

All interns must be covered by health insurance while enrolled in the program. Evidence of coverage must be provided prior to beginning the MSU Internship program.

**Automobile**

All interns must carry and be able to provide proof of automobile insurance, including personal liability. Interns assume all liability for safety in travel to and from assigned supervised practice sites and/or Murray State University.

**Injury or Illness While at Supervised Practice Site**

Should an intern become ill or encounter an accident while at the Supervised Practice Site, the Site Director or preceptor should assist the intern with the medical emergency. The preceptor will then notify the IP director and additional arrangements will be made as required by the problem or condition. See section “Medical Conditions” (page 13) if hours need to be made up.

**Intern Pre-Placement Screening**

Interns will be required to undergo a background check, drug screen and other tests as determined by each of the supervised practice sites. It is the responsibility of the intern to contact the Site Director at each supervised practice site to obtain the list of requirements and complete these prior to the start of the internship program orientation in August. All interns are required to have an up-to-date flu vaccination prior to the start of MNT I. Interns will be responsible for the expense of each test and/or requirement. The intern is responsible for bringing a copy of each test result and requirement completed to the Clinical Instructor at orientation in August. These copies will be placed into each intern’s file.
MSU IP Grievance Policy And Procedures
Murray State University Internship Program faculty and staff commits to investigating all problems and/or claims or allegations of discrimination in the operation and administration of the internship program as it relates to placement and supervision of interns in supervised practice sites.

When interns feel they have been treated unfairly, they have a right to voice their concerns through the appropriate channels as follows:

**Step 1: Meet with Site Preceptor**
Should an intern encounter a problem they are not able to resolve with the rotation preceptor or other site staff; s/he should request a meeting with the site preceptor. The intern should be respectful of the site preceptor’s time and work commitment and arrange a meeting at a time convenient to the preceptor. At all times, the intern should remain respectful of the commitment each preceptor has made to make the supervised practice experience available for the intern.

At the meeting, the intern should identify specific incidents and when the problem(s) occurred. The intern and site preceptor will discuss the resolution of the problem(s), a course of action, a procedure for monitoring resolution, and a timeline for resolution. The intern and the preceptor should also discuss the intern’s ability to successfully complete the rotation and strategies for success.

**Step 2: Meet with Clinical Instructor**
Should the problem still exist after completion of the course of action and timeline for resolution agreed to in Step 1, the intern should contact the MSU IP Clinical Instructor to arrange a meeting to discuss the problem. The intern should identify the unresolved program/grievance and the attempts that have been taken to resolve the problem(s). The intern should be informed that the clinical instructor might contact the preceptor to clarify actions if this is determined to be necessary. The intern and clinical instructor will discuss strategies for successful resolution of the problem. The clinical instructor and the intern will agree on a course of action and timeline, as well as, monitoring of resolution needed by the clinical instructor.

**Step 3: Meet with Program Director**
Should the problem still exit after the second attempt at problem/grievance resolution, the intern should contact the MSU IP Director to arrange a meeting with the clinical instructor and the program director. At least three school days prior to the meeting, the intern must submit in writing to the program director the following: the problem/grievance, courses of action taken up to that point, and an explanation for lack of resolution. The director may ask the preceptor to verify what has transpired. The program director and intern will identify reasons for lack of resolution and a third course of action, along with a timeline for successful
completion of the internship. The course of action might include assurances for appropriate preceptor and intern behaviors/actions.

**Step 4: Meet with AHS Department Chair**
Should the problem still exist after the third attempt at problem/grievance resolution, the intern should contact the AHS Department Chair and request assistance in resolving the problem/grievance. At least three days prior to meeting with the department chair, the intern should write an account of the problem and the attempts made to resolve the problem, as well as the timeline followed. The Department Chair may meet with the Program Director, and Clinical Instructor to discuss the lack of resolution to the problem. Based on his/her best judgment, the Department Chair may arrange a meeting with the Intern, Clinical Instructor, and the Program Director to discuss a course of actions to resolve the intern’s complaint. If the problem is still unresolved after the agreed upon course of actions and timeline, the intern should move to Step 5.

**Step 5: SONHP Grievance Procedure**
If the problem/grievance continues to be unresolved, the intern should contact the HSHS Dean’s office to obtain a copy of the current HSHS grievance policy and procedure. If after a hearing by SONHP grievance committee and appeal to the Dean of the College of SONHP, the problem/grievance exists the interns may continue to the university grievance committee (see XIII or the university bulleted for the MSU grievance Policy and Procedure.

**Step 6: Only after an unsatisfactory resolution of the grievance should the intern contact ASCEND.**

**Unusual Occurrence**
An unusual occurrence is any event of which a Preceptor is made aware and that has potential to result in harm to an intern. If an intern gets sick or has an unusual occurrence during their rotation and needs assistance, the intern is responsible for informing the Preceptor and MSU Clinical Instructor of the occurrence as soon as possible after the occurrence. The Preceptor, MSU Clinical Instructor and intern must document such occurrences.

It is the intern’s responsibility to arrange for immediate care whether it is to the MSU Student Health Services or the intern’s healthcare provider of choice. The intern is responsible for all healthcare costs for her/himself incurred in treatment of said injury. The intern’s healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the intern.

**Program Withdrawal**
Murray State University Dietetic interns may withdraw at any time from MSU and from the Dietetic Internship Program. Withdrawal is immediate and the intern
cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently. Interns are strongly encouraged to contact the MSU IP Director and Clinical Instructor prior to making the decision to withdraw from the program. If the intern decides to proceed with withdrawal, they must follow withdrawal from school as outlined in the MSU Academic Bulletin, as well as send written notice of withdrawal to IP Director within 24 hours of withdrawal.

For the MSU Registrar’s Academic Calendar for all Registration and Withdrawal deadlines, see FAQ: http://www.murraystate.edu/Academics/RegistrarsOffice/Registration/WithdrawalFromAllClasses/WithdrawalFAQ.aspx

For MSU Graduate Student Withdrawal Policies, see: http://www.murraystate.edu/Academics/RegistrarsOffice/Registration/WithdrawalFromAllClasses.aspx

For MSU’s policy on tuition refunds, see FAQ: http://www.murraystate.edu/Academics/RegistrarsOffice/Registration/WithdrawalFromAllClasses/WithdrawalFAQ.aspx

If an intern withdraws from the MSU Dietetic Internship Program, tuition may be refunded based on MSU’s tuition refund policy (see above). No refunds will be given for any costs incurred to prepare for supervised practice experience, such as required immunizations, insurance, TB tests, etc.

**Professional Membership**

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

**Attire And Appearance**

Interns must follow established dress code policies set by each supervised practice site they are assigned to. The following general policies apply to all MSU dietetic interns:

- Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, preceptors and others.
- Lab coats or scrubs can be worn as required in the supervised practice site.
- Dress is business casual. No jeans, revealing clothing, form-fitting leggings, short skirts, bare arms, bare midriffs or athletic wear is allowed.
- Shoes must have closed toes and closed heels.
- Name badges must be worn at all times when on duty.
- Site Directors and Preceptors have the right to determine if the attire worn is consistent with the image desired.
• During food service rotations, interns are expected to adhere to the supervised practice site policies that may include additional requirements such as: hair coverings, jewelry, clothing and/or physical appearance.

**Employment**

Part-time employment during the internship is not recommended due to the full-time demands of the internship. However, in cases where employment is necessary, it is recommended to limit hours to no more than 15 hours per week. Internship responsibilities and hours of training must supersede employment duties and work schedules at all times. In the event of a conflict, internship responsibilities take precedence at all times. Any deviations from this policy require approval from the IP Director and Site Director at your supervised practice site. Interns are not allowed to be employed at supervised practice sites while enrolled in the MSU IP program.

**General Intern Expectations**

Interns enrolled in the MSU Dietetic Internship Program are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination from the program.

**Interns are expected to:**

• Be familiar with all policies and procedures and refer to them to answer policy and procedure questions.
• Adhere to course syllabi and university academic honesty policy
• Complete learning experiences, competencies, readings, written assignments and projects by due dates.
• Be punctual and available through each rotation.
• Behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times.
• Represent MSU in an appropriate manner and with an appropriate appearance.
• Maintain liability insurance and are responsible for transportation to all supervised practice facilities.
• Prepare before each rotation by completing any required reading or homework.
• Work independently when completing any assignments & projects.
• Maintain confidentiality of all information discussed within their rotation.
• Communicate and respond in a timely manner with Preceptors and MSU IP faculty throughout each rotation.
• Inform Preceptors and MSU IP faculty of any change in his/her schedule in a timely manner and to accept program changes that may arise.
• Maintain a positive and hard-working attitude.
Section 2– POLICIES AND PROCEDURES

- Check email and LMS accounts daily, as this is the main form of communication between MSU faculty and interns.
- Confine cell phone usage, including texting, to lunch and break times unless the responsible Preceptor has approved other arrangements.

- Agree if equipment/property is damaged at any supervised practice site, it is their sole responsibility to make restitution to the supervised practice site for repair or replacement.
- Agree to hold supervised practice sites and Murray State University harmless from any claim which might arise out of or by virtue of the intern’s participation in the supervised practice experience, including but not limited to injuries occasioned by the negligence, including gross negligence, of the supervised practice site and/or Murray State University, their offices, agents and employees.

**General Dietetic Internship Faculty Responsibilities**

Internship program Director and Clinical Instructor are expected to:

- Provide intern orientation to the IP Program.
- Ensure adequate training of Preceptors and coordinate learning experiences, assignments and projects for each rotation.
- Develop schedules for the IP program, organize rotations and plan class days for orientation sessions.
- Monitor and evaluate intern’s progress in each rotation.
- Ensure that all interns are meeting ACEND core competencies for all rotations.
- Serve as a role model and mentor.
- Serve as an advocate for the intern when appropriate and justified.
- Act as a liaison between the Site Director, Preceptor and intern as needed.
- Develop partnerships with outside organizations that strengthen the program.
- Develop and enforce policies and procedures.
- Direct the selection and procession of new interns.
- Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
- Be involved in the Academy of Nutrition and Dietetics activities that strengthen the quality of the program.
- Maintain the program’s accreditation with the Commission on Accreditation for Dietetics Education.
Policy For Murray State Intern Portfolios

Murray State Intern Portfolios are a collection of assignments that interns complete throughout each rotation during their internship here at Murray State. You will be responsible for completing a hard copy portfolio and an e-portfolio during your time in the MSU IP.

Formatting of Assignments

All assignments should be written in New Times Roman, 12 font, 1” margins and double spaced. The file name for each assignment should include the following information:

Rotation Course Number: (640, 641, 642, etc)
Last Name: (crouch)
Name of Assignment

Example of correct file name format:
640_crouch_Case Study1

Each assignment should contain a header at the top left hand corner of the paper and should include the following information:

Course Number: NTN (640, 641, 642, etc)
Last Name, First Name: (Crouch, Lori)
Assignment Name and CRD Number: (Ethics CRD 2.1)

Example of correct header on assignments:
NTN 640
Crouch, Lori
Ethics CRD 2.1

Hard Copy Portfolio Guidelines

You will be completing one (1) hard copy that will be given to your preceptor for evaluation of your work at the end of each rotation.

You will need the following items for your hard copy portfolio:
- One 3”- three ring binder
- Paper
- 40 dividers & tabs to label each competency project/report/summary

Organization of your portfolio should be as follows:
1) Using dividers and tabs, clearly mark each CRD number(s) and put the assignment behind the tab.
2) All CRD assignments should be listed in the order that they appear in the curriculum. If something is out of order, it will be counted as missing.

3) If you complete "extra" assignments during any of your rotations and you have already completed work and have something listed under each one of the CRD competencies, make an another tab and label it "Extra Assignments" and put these assignments behind this tab. You will want to show your work, all of it, so please don't leave out anything you have done! Put this tab behind the last CRD competency and before the Independent Learning.

4) At the end of each rotation section, you will have a separate tab for graded Independent Learning assignments.

You are responsible for completing each assignment listed. **If your assignment is missing or incomplete, it will be counted as incomplete.** You will not be given additional time unless you have discussed your situation with your preceptor and the Murray State Clinical Instructor.

Prior to the end date of each rotation, the completed rotation section with all projects and summaries are due to the responsible preceptor for evaluating (due dates are noted on the intern planning calendars for each rotation). The preceptor will be reviewing these items as part of your total experience at the facility. You will need to turn in your portfolio in a 3" binder and organized as describe above. Once your preceptor has completed the reviewing process, it is your responsibility to retrieve the portfolio.

MSU IP Faculty may request interns to submit hard copy of portfolio for review at any time.

**E-Portfolio**

Interns will be submitting portfolio work via a zip file on the university’s LMS at the end of each rotation. Instructions will be posted on the university’s LMS under each rotation section.
CONFIDENTIALITY ACKNOWLEDGEMENT
RE: PROTECTED HEALTH/PROPRIETARY INFORMATION
AND
AGREEMENT RE: STUDENT CLINICAL EXPERIENCE AND
RELEASE OF EDUCATION RECORDS

I understand that by virtue of my participation and/or enrollment in Course No(s).
_________________________ at Murray State University, I will be assigned to the
following facility(s): __________________________________________.

In connection with such assignment, I hereby authorize Murray State University
to provide such education records concerning me as may be required by the facility,
including but not limited to, documents containing grade information and classification
status, criminal background check and drug test information and information as to
immunizations and such other medical documentation as may be required.

In connection with such assignment(s), I also agree to adhere to the following:

In connection with my clinical training/internship/practicum [hereinafter referred to as
“clinical experience”], I recognize that I may have access to oral information and review
of records and charts of patients, whether by paper copy or computer/electronic files,
which may contain protected health information, the unauthorized disclosure of which is
prohibited by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”),
as well as other proprietary/confidential information of the clinical experience facility(s)
including but not limited to policies, procedures, trade secrets, trade information,
business practices, information systems, security passwords, financial information, and
other proprietary information. I further acknowledge that in certain facilities I may also
have access to student information/documents (whether oral, paper/hard copy or
electronic) which constitutes confidential information under the Family Education Rights
and Privacy Act (FERPA) and other state laws. I hereby acknowledge that all such
patient information, student information and proprietary facility information as set forth
above is confidential information and hereby agree to maintain the confidentiality of
same [hereinafter referred to collectively as “confidential/proprietary information”]. I
further agree and acknowledge that I will not remove any documents, papers, electronic
files or data from the facility(s) at which I am engaging in my clinical experience, nor will I
copy any such documents or electronic files/data for use or disclosure other than as
directed by appropriate staff at the clinical experience facility(s) and will only access
information on a “need to know” basis. I further agree to abide by all policies of MSU
and the facility(s) to which I am assigned. I understand that the confidential/proprietary
information to which I am privy shall remain confidential after completion of the course(s). I understand that any disclosure by me of such confidential/proprietary information, at any time, whether orally, hard copy/paper or electronically, including removal of same, could subject me to substantial civil as well as criminal penalties imposed by law. I further acknowledge and fully understand that the disclosure by me of confidential/proprietary information to any unauthorized person is also a violation of Murray State University’s policy and could subject me to academic discipline and other disciplinary action by Murray State University. It is hereby acknowledged that my responsibility to maintain the confidentiality of such confidential/proprietary information shall apply to any facility in which I am placed for clinical training/instruction/observation during my tenure as a student at Murray State University regardless of whether or not said facility is specifically listed above.

I further agree that should confidential/proprietary information be disclosed by me in any manner or form or copies made or distributed (paper or electronic) by me in violation of this agreement, FERPA, or any rules or policies of MSU or the facility to which I am/have been assigned, HIPAA, or any other applicable laws or regulations, I will immediately notify the faculty person assigned to me/my clinical experience or the Department Chair. In such event (as well as any situation where Murray State University becomes aware of a breach or allegation of a breach of confidentiality by any other means which involves me or is alleged to involve me), I hereby authorize Murray State University to inform the clinical facility whose confidential/proprietary information has been or may have been breached and provide to that facility any information/records, including education records, regarding myself and said breach of confidentiality or allegation thereof as may be deemed appropriate by Murray State University in its sole discretion and I hereby specifically waive any and all rights regarding such disclosure under the Family Education Rights and Privacy Act (FERPA).

By signature below, I hereby acknowledge that I am 18 years of age or older and that I agree to the terms and obligations as set forth above.

__________________________________________  _________________________________________
Print Student’s Name.                        Student’s Signature

__________________________________________
Date Signed
Social Media Policy

Definition of Social Media: For the purposes of this policy, social media should be understood to include any website or forum that allows for the open communication on the internet including, but not limited to:

- Social Networking Sites (Linkedin, Facebook)
- Micro-blogging Sites (Twitter)
- Blogs (including personal)
- Video and photo-sharing Websites (YouTube; Flickr)

Think Before Posting:
In general, interns should think carefully before posting online, because most online social platforms are open for all to see. Despite privacy policies, interns cannot always be sure who will view, share or archive the information that is posted. Before posting anything, interns should remember that they are responsible for what is posted online. Interns should carefully consider the risks and rewards with respect to each posting. Interns should remember that any conduct, online or otherwise, that negatively or adversely impacts the intern’s job performance or conduct, the job performance or conduct of other co-workers or adversely affects clients, customers, colleagues or associates of Murray State University (MSU) and/or the intern’s supervised practice training site may result in disciplinary action, up to and including termination. If interns have any doubt about what to post online, it is probably best not to post, since once something is placed in cyberspace, it is often difficult to retract the information. Interns should use their best judgment and exercise personal responsibility when posting to any social media websites.

Using Social Media at Work:
Interns should not use social media during working hours or on equipment provided by your supervised practice site unless such use is work-related or authorized by a preceptor. Employees should note that this provision is not meant to prohibit interns from engaging in concerted protected activity, which is lawful under Section 7 of the National Labor Relations Act (NLRA).

Murray State University and Supervised Practice Training Sites Reserves the Right to Monitor:
Where applicable law permits, MSU and the supervised practice training site reserves the right to monitor the intern’s use of any social media and take appropriate action with respect to inappropriate or unlawful postings. In monitoring social media, MSU and the supervised practice training site will not in any way interfere with any intern rights under Section 7 of the NLRA.
Do NOT Post Confidential Information:
Interns should aim to protect MSU and the supervised practice training site’s private, confidential and proprietary information. Interns should make sure that online postings do not violate any non-disclosure or confidentiality obligations or disclose any confidential and/or proprietary information of MSU or the supervised practice training site.

Act Appropriately:
Interns should act appropriately when posting online. Any online behavior should be consistent with MSU and the supervised practice training site’s policies and practices with respect to ethics, confidential information, discrimination and harassment. Because online tone can be interpreted in different ways by readers, interns should not engage in any online conduct that would not be acceptable or appropriate in the workplace, including derogatory or discriminatory remarks, threats, intimidation, harassment, insults, slander, defamation or pornography.

Demonstrate Respect:
When posting anything online, interns should always be fair and respectful to co-workers, clients, customers, colleagues, preceptors and other individuals who may work on behalf of MSU and the supervised practice training site. Interns should demonstrate proper respect for the privacy of others. If an intern decides to post a complaint or criticisms, the intern should avoid using any statements, photographs, video or audio that may be viewed as malicious, obscene, threatening, harassing or abusive of co-workers, clients, customers, colleagues, preceptors or other individuals that work on behalf of or are associated with MSU or the supervised practice training site. Interns should refrain from engaging in offensive postings that may create a hostile and abusive work environment based on race, sex, religion or any other protected class.

Be Accurate and Honest:
Interns should always be accurate and honest in posting any news or information to social media and quickly correct any mistakes or errors. Interns should never post any information which is known to be false about MSU, the supervised practice training site, co-workers, clients, customers, colleagues, preceptors or other individuals that work on behalf of or are associated with MSU and the supervised practice training site.

I have read and understand the Social Media Policy as written.

________________________
Intern Name

________________________
Date
Murray State University Dietetic Internship Program
Handbook Acknowledgement Form

I hereby agree that I have read the Murray State University Dietetic Internship Program Handbook and fully understand the material included. Any questions should be discussed with the Dietetic Internship Director and Clinical Instructor during Orientation I in August prior to leaving for the first rotation.

Printed Name:______________________________

Signature:______________________________

Date:______________________________

Murray State University Dietetic Internship Program
Code of Ethics Acknowledgement Form

I, ____________________________________________, am a Dietetic Intern in the Murray State University Dietetic Internship Program. I have read the Code of Ethics for the Profession of Dietetics. I understand its guidelines, and I agree to uphold its ethical principles. As a student member of the Academy of Nutrition and Dietetics and as a future ACEND-credentialed dietetics practitioner, I agree to abide by the Code.

Printed Name:______________________________

Signature:______________________________

Date:______________________________
Dietetic Internship Internet Approval

The dietetic internship webpage is an excellent communication tool for prospective students to obtain information about activities and projects going on in the dietetic internship program. Your approval is requested to feature the following information and your internship photographs on the dietetic internship webpage located at:

http://www.murraystate.edu/Academics/CollegesDepartments/CollegeOfHealthSciencesAndHumanServices/AHS/NutritionDieteticsandFoodManagement/DieteticInternshipProgram.aspx and related links.

Name___________________________________________________________

I am originally from:____________________________________________________________

What interests me most about dietetics and nutrition is:_______________________________
________________________________________________________________
________________________________________________________________

My ideal job would be:_____________________________________________
________________________________________________________________
________________________________________________________________

I approve the use of the above information and internship photos to be featured on the dietetic internship program webpage and related links.

Name ___________________________ Date ___________________________