INTRODUCTION
The Nicholls State University Dietetic Internship Program is currently seeking Initial Accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 1-800-877-1600 ext. 5400.

The Dietetic Internship is housed in the Department of Allied Health Sciences. This handbook was compiled to assist students who are interested in applying or has been accepted into the Dietetic Internship Program. Careful review of the University Bulletin and this handbook is important to each student. Please feel free to ask the Dietetic Internship Director for assistance. Each student should schedule a meeting with the Dietetic Internship Director, who will serve as his/her advisor, at least once a semester.

IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME INFORMED AND TO COMPLY WITH THE UNIVERSITY AND DEPARTMENTAL POLICIES AND PROCEDURES. We trust that your time spent at Nicholls State University will be academically rewarding and personally satisfying to each of you.

The DI program is a post-baccalaureate certificate program of study. That includes a minimum of 1200 hours of supervised practice at affiliate healthcare institutions. The DI provides a verification statement to the student upon successful completion of the program which qualifies him/her to sit for the National Registration Examination for Registered Dietitian Nutritionists (RDN) administered by the Academy of Nutrition and Dietetics’ Commission on Dietetic Registration. The DI program selectively admits 14 students per year utilizing D&D Digital Computer matching process.

Nicholls State University Dietetic Internship Program

Mission Statement
The mission of the Nicholls State University Dietetic Internship Program is to prepare dietetic interns to function as self-directed, accountable, entry-level practitioners of professional dietetics (RDN). The program seeks to develop individuals who are committed to professional involvement, leadership, and service. The Dietetic Internship Program seeks to provide a high quality educational experience that will facilitate the development of professionals who will contribute to the quality of nutrition care and thereby overall health care provided in the region of south-central Louisiana and beyond.

The mission of the Dietetic Internship Program is consistent with the missions of the University and the College. Meetings that included dietetics and other allied health faculty with the Department Head were utilized to develop program goals. Consideration is given to input from practice sites, the advisory council, and information received regarding student outcomes. These goals have been established to reflect the mission and the environment in which the program exists. The program goals are as follows:

1. The program will prepare graduates to be competent entry-level registered dietitian nutritionists.
2. The program will prepare individuals who are committee to professional involvement, leadership and service.

Accreditation Status

Nicholls State University’s Dietetics Internship Program has been granted candidate status by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400. http://www.eatright.org/ACEND.

Eligibility and Application Requirements

The DI program selectively admits 14 students per year utilizing the DICAS application portal and D&D Digital Computer matching process.

Admission requirements include: completion of a baccalaureate degree from a regionally accredited college or university. A DPD verification statement or declaration of intent must be presented upon application. Minimum GPA requirement for acceptance is 3.0 overall, Preferred GRE of 340 (GPA on last 60 hours x 20 + Verbal + Quantitative) and completion of the DICAS and the D&D Digital Matching applications, and a program application fee of $40 USD. (Check or money order made out to Nicholls State University and mailed to Nicholls Dietetic Internship Program, PO Box 2090, Thibodaux, LA 70301. Appointments to the Dietetic Internship are made through the AND designated computer matching company. Intern appointments are made in April. Currently, the designated computer matching company is D & D Digital Systems, Suite 301, 304 Main Street, Ames, IA 50010. Phone # 515-292-0490. Instructions and application for computer matching can be acquired D & D Digital Systems or through any ACEND accredited Didactic Program in Dietetics.

Course Currency

Students accepted into the internship program who have completed their DPD requirements more than five years from internship application date will be counseled on which courses may be required for currency of DPD required courses. This policy is to ensure that interns have current knowledge needed to complete the internship program successfully.

Withdrawal from Program

Students who withdraw from the program forfeit any and all tuition and fees paid to the university. To withdraw from the program the student must notify the program coordinator in writing and following the steps list at https://www.nicholls.edu/financial-aid/policies/dropping-and-resigning-policy/.

Financial Aid

Nicholls State University’s Office of Financial Aid can assist all students with questions regarding eligibility for financial aid. More information can be found at: https://www.nicholls.edu/financial-aid/
Non-discrimination policy

Nicholls State University adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973; or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Steven Kenny, Jr., Director of Human Resources and University Compliance Officer at 985-448-4050 / steven.kenney@nicholls.edu / P.O. Box 2105, Thibodaux, LA 70310.

Protection and Privacy of Intern Information

All intern information will be kept in a locked filing cabinet in the program coordinator’s, instructor’s, registrar’s or department head’s office. Only faculty and staff will have access to these files. Nicholls State University follows the policies outlined in the Family Educational Rights and Privacy Act of 1974 (FERPA). More information can be found here: https://www.nicholls.edu/sja/ferpa/

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Support Services

Support services are available for interns including: health services, counseling, testing, and financial aid resources. These can be found at: https://www.nicholls.edu/services/

Academic Dishonesty Policy

Academic dishonesty will be dealt with severely. Refer to Code of Student conduct at www.nicholls.edu/documents/student_life/code_of_conduct.pdf. All proven or suspected cases of cheating, plagiarism, purchased papers, borrowed papers, work copied from the Internet, and any other act deemed dishonest will be reported to the
Academic Integrity Committee (AIC) of the college in which the course is offered for permanent record keeping and disciplinary action.

It is especially important that students understand how to avoid plagiarism before enrolling in a course. The following resource is available for guidance in this manner. http://www.nicholls.edu/library/student-portal/#PLAGIARISM

Records of academic dishonesty will be maintained in the Office of Academic Affairs. If a student is recorded as a multiple offender (more than one listing in the data file) of the academic honesty policy, the student will be brought before the Academic Affairs Integrity committee for review as per Section 5.46 of the Code of Student Conduct.

Multiple cheating offenses:

Section Five of the Code of Student Conduct, ‘Academic Dishonesty and Disruptive Behavior,’ includes a requirement that faculty file a charge complaint statement with their respective dean whenever a student is confronted or disciplined for cheating. The Office of Academic Affairs will maintain these records, and any student confronted and/or disciplined for multiple offenses of academic dishonesty will be brought before the Academic Affairs Integrity Committee for further review and potential sanctions. Please read the Code of Student Conduct for further details regarding this policy."

Disability Services

Disability Services acts as a liaison between students and faculty to facilitate the provision of accommodations as per Americans with Disabilities Act. http://www.nicholls.edu/disability/

Moodle Policy

Moodle will be used for this course. Recommended minimum browser for Moodle include Firefox 4, Internet Explorer 8 (IE 10 required for drag and drop of files from outside the browser into Moodle), Safari 5, Google Chrome 11. The best browser suggestion is to use the latest version of your chosen browser. The URL is http://moodle2.nicholls.edu/moodle. Enter your Username and Password. Your
username is the first part of your Nicholls’ email address before the “@” sign. Your password is your N number; you must use a capital N.

Continuing Learning Following an Extreme Emergency:

In order to make continued learning possible following an extreme emergency, faculty and students will be responsible for the items listed below:

Faculty responsibilities include:
- Creating a plan for continuing their courses using only Moodle and email
- Continuing their course in whatever way suits the completion of the course best and are encouraged to be creative in the continuation of the course
- Any adjustments or compensations made to a student’s progress in special programs with labs, clinical sequences, or the like, should be made only in the immediate semester following the emergency.

Student responsibilities include:
- Reading regular emergency notifications on the NSU website;
- Knowing how to use and access Moodle (or university designated electronic delivery system);
- Being familiar with emergency guidelines;
- Evacuating textbooks and other course materials;
- Knowing their Moodle (or designated system) student login and password

Health Requirements:

1. TB skin test (a chest x-ray is required if skin test is positive). The TB test must be updated annually.
2. Hepatitis-B Vaccination (The 3 series vaccine—one month, two months, and six months). The series must be begun and documentation provided to University Health Services prior to entering the first clinical. A waiver form must be signed if they choose not be vaccinated. If a waiver is signed, the student must submit annually to a negative hepatitis surface antigen screen test (if it is positive, an HBeAg status is required and a written physician’s release to return to clinical) at their cost.
3. Positive Rubella titer or Rubella Vaccination – A positive rubella titer or the rubella vaccination is required prior to entrance into the first clinical nursing course. Faculty with a negative titer must sign a waiver form if they choose not to receive the rubella vaccination.
4. Positive Varicella (chickenpox) titer or Varicella vaccination. Immunization compliance for Rubeola, Mumps.
5. A tetanus-Diphtheria booster within the last ten (10) years.
6. Physical examination/Medical Clearance. Written physician’s release is required to return to any clinical and/or laboratory experience for any event, injury, illness, or other health related situation that may affect safety in the clinical and/or laboratory experience.
7. List of prescription maintenance drugs.
8. Passage of Drug Screen.

Laboratory results and evidence of immunizations must be provided to University Health Services prior to entering clinical. The University Health Services will monitor students’ evidence of meeting these health requirements. Students who fail to provide required evidence of health requirements listed above will not be allowed to enter clinical nor remain enrolled in any clinical course. Failure to renew health requirements that are expired during the semester will prevent the student’s participation in clinical activities, which will constitute an unexcused absence.

The department assumes no liability for students with compromised immune systems acquiring other communicable diseases while assigned to specific units and/or patients in clinical learning experiences.

**Student Responsibility to Inform Regarding a Limitation or Condition**

In the event a student is experiencing any limitation or condition (for example, pregnancy, high blood pressure, epilepsy, diabetes) or is on prescription medication that may impede performance whereby safety is jeopardized, it is the responsibility of the student to disclose this information and/or list of medications to their clinical instructor.

**Health Insurance**

As dietetic interns may be exposed to a number of communicable diseases while caring for clients in clinical settings, they may be at a higher risk than other University students for contracting a communicable disease. For this reason, the Department of Allied Health Sciences requires all students enrolled in clinical rotations to retain a health/hospitalization insurance policy. Students who have a personal policy through work, parents or spouses, or by purchase must provide a copy of the valid insurance card to be placed on file in the Department of Allied Health Sciences.

**Liability (Malpractice) Insurance**

Students enrolled in clinical courses are required to have liability insurance with a minimum of $1,000,000 per occurrence.

It is recommended that students purchase student liability insurance through the Academy of Nutrition and Dietetics. More insurance information can be found on the AND Website ([www.eatright.org](http://www.eatright.org)) under member benefits.
Failure to remain current with these requirements will prohibit attendance in the clinical setting for clinical experience. Clinical absences due to expired health and CPR requirements and health insurance coverage will be considered a clinical absence and may jeopardize successful completion of the course.

**Background Check**

Interns must complete a background check and provide report to Program coordinator prior to beginning supervised practice experiences.

**ACADEMIC CALENDAR AND FEES**

Students accepted into the DI will register as visiting graduate students for Internship Courses (500 level) for three consecutive semesters (Summer, Fall, and Spring). Students will register for 6 hours in the fall and spring semesters and 3 hours in the summer semester. The program is approximately 10 months in length and includes a minimum of 1240 hours of supervised practice. In order to successfully complete the Dietetic Internship Program students must pass all rotation experiences and earn a grade of C or better in all coursework.

Students will be charged a fee of $10,000 which will be charged in three installments at the beginning of each semester. (Summer and Fall - $3333.33 and Spring $3333.34). Registration and tuition fees* applicable to the program can also be found in the NSU Bulletin located at www.nicholls.edu

*Fees are subject to change

**Anticipated Course Costs the Intern will be Responsible for:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Tuition/Fees</td>
<td>$10,000</td>
</tr>
<tr>
<td>Graduate School Application Fee</td>
<td>$20 ($30 International)</td>
</tr>
<tr>
<td>Internship Application Fee</td>
<td>$40</td>
</tr>
<tr>
<td>D&amp;D Digital Matching Fee</td>
<td>$50</td>
</tr>
<tr>
<td>AND Student Membership</td>
<td>$50/year</td>
</tr>
<tr>
<td>Service</td>
<td>Cost Range</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>$50-80</td>
</tr>
<tr>
<td>Background Check &amp; Drug Testing</td>
<td>$50-90</td>
</tr>
<tr>
<td>Immunizations</td>
<td>$50-150</td>
</tr>
<tr>
<td>Travel (varies depending on area of residence and facility assignments)</td>
<td>$50-100 per month</td>
</tr>
<tr>
<td>Housing (highly variable on area intern chooses to live in)</td>
<td>$300+ per month</td>
</tr>
<tr>
<td>Parking on Campus</td>
<td>$50/year</td>
</tr>
<tr>
<td>Books, Student tracking system and eNCPT Subscriptions.</td>
<td>$200-500</td>
</tr>
<tr>
<td>Lab Coat (not required at all locations)</td>
<td>$30-50</td>
</tr>
<tr>
<td>Slip Resistant Shoes/Uniform Shirts</td>
<td>$30-50/Shirts approximately $25 each</td>
</tr>
<tr>
<td>AND FNCE Attendance</td>
<td>$500-2000 (depends on location and accommodations/travel selected)</td>
</tr>
<tr>
<td>LAND ACT Attendance</td>
<td>$200-400 (varies on accommodations selected)</td>
</tr>
<tr>
<td>RD Exam Review Course</td>
<td>$250 - $500.</td>
</tr>
</tbody>
</table>

**Professional Association Membership**

All interns are required to join and maintain student membership in the Academy of Nutrition and Dietetics for the duration of their enrollment. Interns will be required to provide proof of membership prior to beginning the internship program.

**Travel to Rotation Sites**

Students are responsible for their own travel to and from rotation sites. All sites are within of 75 miles of the University. Students will be placed at rotation sites based on the strengths of the site as well as the learning needs of the student. Interns are responsible for their own safety as they travel to and from assigned rotations, classes, and other internship required activities. Interns are responsible to carry adequate automobile liability insurance covering themselves and any other interns they might have in their vehicles. All interns must provide the internship with a copy of their valid driver’s license and a copy of their automobile insurance card. The internship program is not liable for the safety of the interns when traveling in their own vehicles or in the vehicle of another intern or a preceptor.
Group travel may be necessary for certain internship required activities. This type of travel may be covered by the internship program (university) and subject to travel policies and procedures of the university and the State of Louisiana.

**Identification**
Interns will receive a Colonel Card ID at the start of their enrollment in the internship program. This ID must be worn at all times during rotation experiences.

**Employment Policy**
Students shall not be considered employees of the facilities for any purposes when participating in this internship program, and are not and will not be eligible for any employee benefits, but will be subject to all rules and regulations pertaining to regular employees of the facility.

Facilities may not utilize interns to replace employees. Interns are in the facility to learn but not to be the sole source of labor for a task.

**Housing and Meal Tickets**

A housing and food service contract is offered through the Student Life Office and Union Services and Facilities located in the Bollinger Student Union.

The current cost of the Housing and Food Service Plan for the regular semester ranges from $3,600 to $5,912. More detailed information can be found at the following link: [https://www.nicholls.edu/housing/comparison-chart/](https://www.nicholls.edu/housing/comparison-chart/)

Applications for housing and food service contracts may be filed at any time and must be accompanied by a deposit of $250. Checks or money orders should be made payable to Nicholls State University. This deposit, held until the student is no longer in residence at the University, will be returned provided no damage has been charged to the occupant, the student has met all obligations of the housing and food service contract, and all indebtedness owed by the student has been paid in full. If any indebtedness is owed by the student, the deposit will be used to pay the indebtedness and any remaining balance will be paid to the student. This deposit will be forfeited if the student has not canceled a reservation at least 45 days prior to the announced opening time of residence halls for the applicable contract period.

Students not living in residence hall may purchase a meal ticket at varying costs. More information can be found here: [https://www.nicholls.edu/dining/meal-plans/commuter-meal-plans/](https://www.nicholls.edu/dining/meal-plans/commuter-meal-plans/)

**Dress Code**

All students are expected to follow the dress code. Proper dress asserts a professional image to patients and facility staff. Facilities may have additional requirements that the interns are expected to honor.
The uniform consists of either a red or gray polo or oxford style shirt. Matching slacks or skirts are to be worn with the uniform shirt. (No denim).

1. All students should be clean and well groomed.
2. Clothes should also be clean and free from wrinkles.
3. Students should wear white lab coats if required by facility.
4. Shoes should be appropriate for the work environment and must be slip resistant. Closed toed shoes with socks or hose are the norm. Preceptors may make further recommendations.
5. Identification badges should be worn at all times during rotations. Your Nicholls State University School ID will be used as your ID badge (some facilities require their own ID badges and will provide you with one).
6. Hair nets shall be worn in food production and serving areas at all times. If the facility does not supply hair nets it is the intern’s responsibility to purchase them. Facial hair shall be kept short and neat.
7. Jewelry and accessories shall be conservative. Jewelry should not be worn during food production.
8. Nails shall be short and clean. No fake nails or nail polish during the management rotation.

Injury or Illness During Supervised Practice Rotations

In the event of an injury or illness during a supervised practice rotation, the intern should notify the preceptor immediately. The procedures established by the facility where the injury/illness occurred should be followed. In the event of a major injury the Nicholls State University Dietetic Internship Program Coordinator shall be notified. Interns are required to have their own health insurance coverage. Nicholls State University is not liable for injuries or health incidents that happen during rotations. Each intern will provide the internship with an emergency contact person and number. Time missed due to illness or injury must be rescheduled.

Student Academic Grievances

Students should attempt to resolve academic grievances with the faculty member involved within 60 calendar days of the alleged incident. To obtain a Copy of the Academic Grievance Form go to https://www.nicholls.edu/sga/student-rights-grievances/grievance-documents/

Student and Preceptor Complaints

Students with concerns or complaints regarding a preceptor or facility should notify the Program Coordinator promptly. A student should not wait to discuss the matter with the Program Coordinator. The program is committed to providing students with an educational environment that is conducive to learning. The student’s concerns will be kept confidential to ensure that the student is not adversely affected by reporting the issue. Likewise, if a preceptor has a complaint or non-compliance issue with a student the Program Coordinator
should be promptly notified. Issues with students/preceptors will be addressed promptly and a record of complaints and resolution will be kept on file by the Program Coordinator.

**Filing a Formal Complaint Against a DI Program**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint.

2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.

3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.

4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant is "blocked out" within the body of the written complaint that is sent to the program.

5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.

7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.

8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.

9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.

10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.

11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.

12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.

13. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

**Internship Rotation Schedule**

Students will be required to complete rotations in a variety of settings. We offer a program based on a concentration in Nutrition Focused Physical Examination. The internship covers competencies from the community, food service management, and clinical aspects of dietetics. The internship rotation schedule coincides with the University calendar and all applicable Holidays. The University calendar can be found in the Bulletin. Students will be in rotations Monday-Friday for 40 hours each week. Rotations generally follow the sample rotation schedule below.
<table>
<thead>
<tr>
<th>Rotation</th>
<th>Hours of Supervised Practice</th>
<th>Total Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community - Students will be paired up for experiences and placed in rotations based on preceptor facilities ability to accommodate a certain number of students. The rotations can occur in a varied order.</td>
<td>Program Orientation (June 1, 2018)</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Research &amp; Professional Issues</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Cooperative Extension</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Prevention and Wellness</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Child &amp; Adolescent Education</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Public Health</td>
<td>80</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>280</td>
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<table>
<thead>
<tr>
<th>Rotation</th>
<th>Hours of Supervised Practice</th>
<th>Total Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management - Rotations will occur in the order as listed in the next column.</td>
<td>Readiness Activities</td>
<td>0</td>
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<tr>
<td></td>
<td>Institutional Food Service</td>
<td>240</td>
</tr>
<tr>
<td></td>
<td>Patient Food Service</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>Clinical Nutrition and Diet Office Operations</td>
<td>40</td>
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<tr>
<td>Total</td>
<td></td>
<td>400</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship Focus – will be completed during the clinical rotation.</th>
<th>Hours of Supervised Practice</th>
<th>Total Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition Focused Physical Examination</td>
<td>80</td>
<td>2</td>
</tr>
</tbody>
</table>
Clinical - Rotations will occur in the order as listed in the next column.

**Fall Semester Begins August 21st and ends December 6th**

Days off/ Holidays for the fall include:
- Sept. 4th Labor day
- Sept. 25th & 26th Fall Break
- Oct. 19th & 20th Fall Break
- Nov. 20th – 24th Thanksgiving

**Spring Semester Begins January 22nd and ends First week of May.**

Days off/Holidays for the spring include:
- Easter Week - Spring Break

### Rotation Readiness

<table>
<thead>
<tr>
<th>Total</th>
<th>80</th>
<th>2</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Clinical - Rotations</th>
<th>Rotation Readiness</th>
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<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition Care Process (NCP) I</td>
<td>40</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NCP II</td>
<td>40</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NCP III</td>
<td>40</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NCP and Complex Disease I</td>
<td>40</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NCP and Complex Disease II</td>
<td>40</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NCP and Complex Disease III</td>
<td>40</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Outpatient MNT</td>
<td>40</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NCP &amp; Nutrition Support</td>
<td>40</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>NCP and Moderate Supervision</td>
<td>80</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Staff Relief</td>
<td>80</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Total: 1240 hours**

*Readiness Activities are meant to prepare the intern for rotations. Time spent in readiness activities do not count toward the required 1240 hours of supervised practice.

**Note:** students must receive passing evaluations from preceptors in all rotations, complete 1240 hours of supervised practice, and satisfactorily complete all assignments given by the practicum instructor in order to meet program requirements and receive a verification statement of completion from the Dietetic Internship Director.
Rotation Instructions

It is the student’s responsibility to contact the preceptor several days prior to the start of the rotation, to arrange the initial meeting time. The intern is expected to determine if any educational materials are needed or if there are specific dress codes to be considered.

Attendance/Punctuality

As stated in the current University Catalog (www.nicholls.edu/bulletin/index) “Class attendance is regarded as an obligation as well as a privilege, and all students are expected to be punctual and to attend all classes in which they are enrolled. Failure to do so may jeopardize a student’s scholastic standing and may lead to suspension from the university.” Students are responsible for adhering to the attendance policy in each of their classes and for knowing the consequences that may result from excessive absences. Absences shall begin to accrue on the first official class day. For students who enroll in the class after the first official day, absences shall begin to accrue on the first class day following enrollment. Tardiness is treated as an absence, unless satisfactory explanation is made to the instructor at the end of the class period. It is the responsibility of each student to make up necessary course work missed.”

Interns are required to complete 40 hours per week in their assigned facility. It is the intern's responsibility to notify the preceptor if he/she is running late or will not be able to keep to the agreed upon schedule. The intern will be expected to make up missed hours at another time.

Evaluation Procedure

The intern will be evaluated on a rotation basis to determine overall strengths and weaknesses. Evaluations are based on a 5 point Likert scale and are designed to assist preceptors and instructors identify the intern’s needs. All evaluations will be collected electronically by the program instructor and coordinator.

The Interns will receive evaluation feedback weekly from the program instructor and preceptors regarding their progress. The evaluation process is meant to be helpful to the student and preceptor. The “Dietetic Intern Weekly Evaluation Form” is based on the following 5-point Likert scale:

5 = Outstanding
4 = Above Average
3 = Satisfactory (Average)
2 = Needs Improvement
1 = Unsatisfactory

Interns must receive a minimum of “satisfactory” to complete each objective and rotation.

When evaluating interns the preceptor should provide an honest and descriptive account of the intern’s work and professional behavior. Evaluations should not be
fluenced by the intern's personality. Specific examples are helpful and should be included on the evaluation form. All evaluations should be completed in a timely manner. The intern shall be allowed adequate time for improvement.

**Preceptor/Facility Evaluations**

Interns will complete an evaluation of the preceptors at the end of each semester. This evaluation will be submitted to the Internship Coordinator. Information for facility and preceptor improvement will be shared with preceptors at the end of the internship year or as needed.

**Evaluation Rating Codes**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 = Unsatisfactory</strong></td>
<td>Does not meet the requirements of the objective/rotation. Intern needs much improvement. Intern needs a considerable amount of supervision.</td>
</tr>
<tr>
<td><strong>2 = Needs Improvement</strong></td>
<td>Minimum requirements are met, but work is low quality/quantity. Intern would benefit from additional objectives/experience in rotation. Intern requires more than average amount of supervision.</td>
</tr>
<tr>
<td><strong>3 = Satisfactory(Average)</strong></td>
<td>Performs most objectives at entry-level competency with sufficient quantity and quality work on a timely basis with minimum assistance. Intern requires the normal amount of supervision.</td>
</tr>
<tr>
<td><strong>4 = Above Average</strong></td>
<td>Intern exceeds entry level competency of objectives. Work exceeds requirements for quantity and quality and is free from errors. Student completes work before it is due. Intern requires little supervision to complete objectives.</td>
</tr>
<tr>
<td><strong>5 = Outstanding</strong></td>
<td>Intern consistently exceeds entry-level competency. Errors are rarely made and assignments are always on time (if not early). Intern rarely requires assistance or supervision.</td>
</tr>
<tr>
<td><strong>NA</strong></td>
<td>Not Applicable(Does Not Apply)</td>
</tr>
</tbody>
</table>

*Evaluations should not be based on the intern’s personality, but on their ability and work.*

**Supervised Practice Site Selection**

Rotation sites/facilities will be selected based on their ability to provide interns with a positive learning environment and experience. Each site must be able to provide the interns with the ability to complete their assigned rotation experiences to demonstrate competency. Primary preceptors must be credentialed and licensed and must have a minimum of one year of professional experience. The program will verify annually that
all preceptors meet these requirements. Record will be kept on file for all preceptors for which registration and/or licensure is appropriate.

New preceptors and rotation facilities go through a screening process. A screening form is utilized to determine the preceptor’s and the facilities’ ability to meet the needs of the dietetic internship program and its interns. Rotation sites are not selected unless they are able to provide supervised practice experience activities meeting competency requirements of the internship.

Agreements between facilities and the DI program will:
• Be signed by administrators with appropriate authority to represent the supervised practice facility
• Outline the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations and/or agencies.
• An original signed copy will be maintained in the office of the Dean of the College of Nursing and Allied Health and a copy of the agreement will also be kept in office of the Program Coordinator. Agreements will be maintained and updated on a two year cycle.

On-going Curricular Improvement: Retention and Remediation Procedures

As per the Nicholls State University Graduate School Policy, a graduate student whose graduate cumulative grade-point average, or semester average, falls below 3.0 will be placed on probation. Probationary status is removed at the end of a subsequent semester in which a cumulative and semester grade-point average of 3.0 is attained. A student on probation who fails to earn a minimum, graduate, semester grade-point average of 3.0 will be suspended for one semester, after which the student may re-enroll. A second suspension will be for an indefinite period of time. A student who has served a time of suspension of at least one semester may appeal to the Graduate Council for readmission following the procedure as outlined in the Application of Appeal for Readmission after Second Suspension – Graduate Appeal Form April 2015. A third suspension will result in permanent dismissal from graduate studies. For the purpose of determining graduate student eligibility to return to the University, a semester and summer session are considered to be the same. Suspensions may not be appealed.

The program faculty and preceptors will make every effort to assist all interns that are not meeting the minimum standards through remediation and additional assignments. Interns will be evaluated every rotation to determine if they are satisfactorily meeting the requirements and can continue to the next rotation. A competency rating of less than 4 will trigger the instructor to determine a remediation plan for the intern. A competency rating of less than 3 will require the intern to remediate and repeat the activity necessary to assess attainment of competency.

Interns will also be asked to evaluate their facilities, preceptors, instructors, assigned activities, and assignments. Interns will also be asked to evaluate their level of
preparedness during an exit interview. Preceptors will also be asked to evaluate each intern’s overall preparedness.

**Completion Requirements**

All of the following requirements are mandatory for successful completion of the internship program. If they are not completed, a verification statement for eligibility to sit for the registration examination for dietitians will not be issued to the intern.

1. Completion of 1240 hours of supervised practice experiences (240 Community, 440 food service management, 480 clinical/medical nutrition therapy, and 80 in Nutrition Focused Physical Examination)
2. Completion of the time sheet/rotation logs for each rotation.
3. Completion of all required supervised practice experiences to meet the competencies (must receive a 4 or higher evaluation score on each competency).
4. Completion of all rotation evaluations.
5. Completion of all rotation readiness assignments as assigned by the program coordinator and instructor.
6. Documented attendance at all required conferences, meetings, and workshops.
7. A minimum GPA of 3.0.
8. Completion of exit interview with the Program Coordinator.
9. The maximum amount of time allowed for program completion is 46.5 weeks.
10. **Verification Statements**

All interns who successfully complete the requirements of the dietetic internship will receive a verification statement and a verification statement will be submitted to the Commission on Dietetic Registration in order for the interns to be eligible to take the Registration Examination for Registered Dietitians.

**College of Nursing and Allied Health (NAH) Policies Regarding the Use of social media**

Due to the significant potential for expanded information sharing and collaboration, NSU supports the positive use of social media. Social media provides a rich forum for the sharing of ideas, diverse opinions, and civil debate. It is recognized that the facilitation of communication and networking is potentially beneficial for academic activities, research collaboration and clinically/career-related activities. Individuals engaged in the use of social media should be cognizant that sites such as Facebook tend to be more entertainment-oriented, whereas, a site such as LinkedIn is more oriented to career-networking. To that end, the NAH community is reminded of the
permanence and wide accessibility of this form of communication and that civil and legal tenants of appropriate faculty/student behavior apply to this mode of communication. Therefore, individuals using social media reminded of the importance of monitoring the accuracy, tone and content of their personal interactions.

Policy on Constructive Use of Social Media for Students

Students are individually responsible for their postings. Since the personal social media page provides an opportunity to contribute to the building of a student’s professional reputation, it is important for the student to purposefully attempt to illustrate aspects of their responsible, respectful, accountable nature through their associations with others. It is recognized that the facilitation of communication and networking is potentially beneficial for academic activities, as well as, to assist potential supervisors and employers to identify appropriate individuals to serve within their organization. Students should be aware that social media may be used as a screening by employers to avoid hiring individuals who do not portray a public image congruent with the standards of the company or organization.

The social media page must be monitored closely, especially for unprofessional material which may reflect negatively on the student that was posted by others. Students should avoid posting or allowing any information on their page which may appear harassing, obscene, threatening, hateful, or embarrassing to anyone else, as well as, words, jokes, or comments of a discriminatory nature with regard to gender, sexual orientation, race, ethnicity, age, or religion. Privacy settings should be used to ensure that only individuals with authorized access can see a student’s information and posting of identification numbers or demographic information should be avoided. Students should monitor photos posted to ensure that they portray the professional image that the student is attempting to develop and restrict tagging of any photos felt to be professionally compromising.

Although students may feel extremely enthusiastic about clinic experiences, posting of identification, reference or photographs of any clinical patients is strictly prohibited in personal social media. These acts are considered a breach of the confidentiality guaranteed to patients through federal legislation as well as the policies and procedures of the actual healthcare/educational institution.

When disagreeing with a policy of the university, department or even a class, it is important to address the matter in a professional manner and identify your role as a student and the opinion as your own.

Social networking sites should not be accessed during class, work or clinical assignment. The College of Nursing and Allied Health recommends that students follow these guidelines when using any social media outlet (e.g. LinkedIn, Facebook, Twitter) in order to protect yourself and reduce the likelihood of causing harm to others:

- Students should never post any information, photos or identifiable content about current/past clients/patients in their care.

- Students should not post material that is harassing, obscene, defamatory, libelous, threatening, hateful, or embarrassing to any person or entity.

- Students should not post words, jokes, or comments based on an individual’s
gender, sexual orientation, race, ethnicity, age, or religion.

- Students should not complain about your work, coworkers, patients or organizational policies.

- Students should not post pictures of themselves in compromising positions (drunk, sexually explicit, inappropriately dressed) this may cause problems for you later in life. Employers may check social media sites before hiring.

- Students should avoid posting while under the influence (PUI). When people are under the influence of alcohol they may post things that they might otherwise avoid.

- Students should “defriend” anyone who is harassing them or making them uncomfortable. If the student is scared to completely “unfriend” someone they can possibly alter the settings associated with that person to hide their posts.

- Students should become familiar with the privacy settings on their social media accounts to help insure that their information is set at the level of privacy in which they are comfortable.

**Policy on Constructive Use of Social Media for Faculty**

Faculty is expected to abide by the policies regarding professional behavior while engaging in social media. It is important to remember that faculty communication on social media is a reflection upon the personal image of the individual as well as the university. The social media page must be monitored closely, especially for unprofessional material which may reflect negatively on the faculty member that was posted by others. Faculty members should avoid posting or allowing any information on their page which may appear harassing, obscene, threatening, hateful, or embarrassing to anyone else, as well as, words, jokes, or comments of a discriminatory nature with regard to gender, sexual orientation, race, ethnicity, age, or religion. Privacy settings should be used to ensure that only individuals with authorized access can view a faculty member’s information. Faculty should monitor photos posted to ensure that they portray the professional image that they are attempting to develop and restrict tagging of any photos felt to be professionally compromising. It is important to remember that when disagreeing with a policy of the university or department/program that it is important to address the matter in a professional manner and identify your role as a faculty member and the opinion as your own.

Faculty should consider professional boundaries in making decisions about participation in social media with students. It is important to weigh the responsibilities of appropriate effective professional leadership and mentoring with the casual nature which media of a more entertaining nature such as Facebook and Twitter which lend to personal disclosures which may not be suitable for Faculty: Student relationships.

Social networking sites should not be accessed during class, faculty meetings or clinical activities.
The College of Nursing and Allied Health recommends that faculty follow these guidelines when using any social media outlet (e.g. Facebook, Twitter, LinkedIn) in order to protect yourself and reduce the likelihood of causing harm to others.

- Faculty and staff should never post any information, photos or identifiable content about current/past clients/patients in their care.

- Faculty and staff should not post material that is harassing, obscene, defamatory, libelous, threatening, hateful, or embarrassing to any person or entity.

- Faculty and staff should not post words, jokes, or comments based on an individual’s gender, sexual orientation, race, ethnicity, age, or religion.

- Faculty and staff should not complain about your work, coworkers, patients or organizational policies.

- Faculty and staff should not post pictures of themselves in compromising positions (drunk, sexually explicit, inappropriately dressed) this may cause problems for you later in life. Employers may check social media sites before hiring.

- Faculty and staff should avoid posting while under the influence (PUI). When people are under the influence of alcohol they may post things that they might otherwise avoid.

- Faculty and staff should “defriend” anyone who is harassing them or making them uncomfortable. If the student is scared to completely “unfriend” someone they can possibly alter the settings associated with that person to hide their posts.

- Faculty and staff should become familiar with the privacy settings on their social media accounts to help insure that their information is set at the level of privacy that they are comfortable with.

**CODE OF ETHICS FOR THE PROFESSION OF DIETETICS**

*Journal of the Academy of Nutrition and Dietetics, 2009; 109:1461-1467*

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.
The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of the Academy of Nutrition and Dietetics only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners. The current Code of Ethics was approved on June 2, 2009, by the Academy Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

PREAMBLE

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals.

The Code of Ethics applies to the following practitioners:

a) In its entirety to members of the Academy who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);

b) Except for sections dealing solely with the credential, to all members of the Academy who are not RDs or DTRs; and

c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of the Academy.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all members of the Academy and credentialed dietetics practitioners agree to abide by the Code.

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the Academy and its credentialing agency, CDR.

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.

4. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
   a. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   b. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   c. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   d. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
   
a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   
b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   
c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   
a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
   
b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   
c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   
a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   
   b. The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.

   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.

   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.

   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the Academy of Nutrition and Dietetics”) only when the credential is current and authorized by CDR.

   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

   a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

   b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.


Steps to Becoming a Registered Dietitian

1. Didactic Program in Dietetics

   Any student who wishes to become a Registered Dietitian must enroll in a CADE-accredited university that offers a bachelor’s degree and DPD verification statement. After you receive a bachelor’s degree, you will then need to apply for and complete a CADE-accredited Dietetic Internship. If you already have an undergraduate degree that is not in dietetics, you will need to have your transcripts evaluated by a DPD director to identify courses you will need to complete to meet the dietetics requirements and receive a DPD verification statement.

2. Dietetic Internship Program – Supervised Practice Experience

   After completing the didactic program, students must apply for and complete a CADE-accredited Dietetic internship Program. The DI provides at least 1200 hours of supervised practical experience. The Dietetic Internship at Nicholls State University incorporates the core professional competencies for entry-level practice of dietetics into the program curriculum and has a general dietetic emphasis.

   DI graduates receive a DI verification statement upon successful completion of the program. They are then eligible to take the Registration Examination for Dietitians to become credentialed as Registered Dietitians.

   More information can be obtained from the following website: http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr
NICHOLLS STATE UNIVERSITY
DIETETIC INTERNSHIP PROGRAM
Verification of Receipt of Program Handbook

I, ____________________________, have received a copy of the Nicholls State University, Dietetic Internship Program Handbook and understand that it contains important information regarding the program’s policies. I understand that it is my obligation to be aware of and abide by the policies contained in this handbook.

I understand that the policies contained in this handbook may occasionally require clarification and that I should discuss any questions that arise with the Internship Program Coordinator.

I also understand that updates and additional information regarding the program may be made available in the Dietetics Internship section of the University website.

I also understand that I must successfully complete all coursework and supervised practice hours to receive a Verification Statement that allows me to take the RD exam.

Student Signature _________________________________________________

Date___________________

This form must be signed and submitted with your Admission Checklist prior to the program coordinator at the beginning of the program.