

**HANDBOOK  
FOR THE**



**DIETETIC INTERNSHIP  
PROGRAM**

**INTERNSHIP CLASS  
2016-2017**

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## **PROGRAM SUMMARY**

### **Accreditation Status**

The Dietetic Internship at Michigan State University is currently granted full accreditation 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, 312-899-0040. This accreditation was granted on July 27, 2004 and is effective through 2016.

### **Program Description**

The Dietetic Internship at Michigan State University (MSU) has a community education emphasis. The program provides supervised practice experiences necessary for qualified dietetics graduates to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

Over the course of 43 (full-time)-66 (part-time) weeks, up to 16 qualified graduates from Approved Didactic Programs in Dietetics will complete supervised practice rotations in the MSU Dietetic Internship Program. Travel is required for this internship program. The interns will also enroll in one Lifelong Education (LE) credit per semester at Michigan State University. Upon successful completion of the programs' core competencies (clinical, community, foodservice), all interns are eligible to take the Registration Exam for Dietitians.

### **Location of Supervised Practice Rotations**

Full-time Interns in the MSU DI Program will be located either in the Lansing, Grand Rapids/ Muskegon, or Macomb County Michigan areas. Part-time interns will be located near their WIC sponsoring agency. It will be necessary for interns to travel. Travel will include but not be limited to: travel to rotation sites, travel during rotations to other sites, travel to meetings, conferences, travel to Lansing /Grand Rapids/Muskegon/Mt. Clemens and other locations for classes and other brief experiences (2 weeks or less) to meet specific competencies. All interns are required to have an automobile and to travel. Assignment to specific areas will be made after acceptance of a match into the MSU DI Program.

### **Admissions Policies**

Admission requirements and procedures follow guidelines established by Michigan State University. Consideration of applicants is by the Internship Selection Committee and Graduate Review Committee if applicable and will be in compliance with these and other University, state, and federal regulations.

Policies shall protect student civil rights and comply with MSU's Equal Opportunity programs. The application of each student will be considered individually. Admission to Michigan State University is based on academic preparation and ability. Only those students likely to succeed in our programs are admitted. Admission decisions are made without regard to race, color, sex, religion, creed, national origin, marital status, disabilities, age or (in the case of U.S. Citizens and permanent residents) financial need."

While interns are not "regular status" graduate students, the "Graduate Student Rights and Responsibilities at Michigan State University" found in *Spartan Life* (Appendix B) also applies to LE graduate students. It states the University policy of Equal Opportunity that..."In all areas of graduate education pertaining to academic rights and responsibilities, there shall be no discrimination on the basis of race, color, creed, gender, national origin, political persuasion, sexual preference, marital status, handicap, or age." (2.3.2).

### **Lifelong Education Status**

Courses taken during the MSU DI Program are offered through the Graduate Lifelong Education program at MSU. Lifelong Education Status includes all students attending the University who are not pursuing a formal University degree or certificate. Graduate Lifelong Education status includes: graduate non-degree, graduate unclassified off-campus, graduate workshop, graduate guest, graduate LE, and MIGS (Michigan Intercollegiate Graduate Studies Program).

The purpose of the Lifelong Education status is to permit and facilitate access to MSU courses (on-campus, off-campus, or workshop) for persons not wishing to pursue an undergraduate or graduate MSU degree. Students who have attained a baccalaureate degree are considered Graduate Lifelong Education students.

Performance of Lifelong Education students is monitored. A limited number of credits (10) may be accepted toward fulfilling the course requirements in a degree program should application for admission be made at a later date, and if the admitting department or school and college approve them as appropriate to the degree program. Departments have the ability to limit enrollment in courses by Lifelong Education students.

Two options for enrolling in the MSU DI program are offered:

**Option 1, Dietetic Internship (DI):** complete the requirements for the Dietetic Internship that includes 1 hour of Lifelong long education graduate credits over 43 weeks

**OR**

**Option 2, Part-time Michigan WIC Employee:** Employees of the Michigan WIC program, who also meet all other DI admission requirements, are eligible to complete the DI on a part-time basis (while continuing employment at a WIC agency) over 66 weeks.

## **Financial Aid**

Interns are not eligible for Title IV federal financial aid unless also enrolled as a regular status graduate student. Alternative loans and student loan deferments are available when admitted into the MSU DI Program. Information on loans available can be obtained from the MSU Financial Aid Office web site <http://finaid.msu.edu/>

## **Internship Course:**

### **HNF 490 (1 credit, both Fall and Spring semesters)**

- **Professional Issues in Dietetic Practice**

Instructional/seminar course covering diverse areas relevant to the practice of dietetics. This course will focus on the application of nutrition in the foodservice, community and clinical settings. The Academy of Nutrition and Dietetics Code of Ethics and Standards will form the basis for topic areas discussed. Presentations by course instructor, MSU Faculty, dietetic professionals, advocacy experts, and other health professionals on topics such as the legislative process, ethical issues in dietetic practice, interdisciplinary collaborations in dietetic practice, food safety and sanitation, and current research topics affecting dietetic practice. Clinical topics will include, but not limited to, advanced nutritional assessments, parenteral and enteral nutrition, geriatrics, pediatrics, renal and diabetes. Course work will include, research paper, journal review assignments, professional literature and clinical worksheets,

### **Internship Rotations (non-credit practical experiences):**

- **Medical Nutrition Therapy**

Introductions to the application of medical nutrition therapy in hospitals and long term care settings. The curriculum is focused on practiced-related learning experiences with supervised practice in the nutrition care process for diverse populations. Course work will include: advanced clinical worksheets, major case study to include a research paper, mini case studies, special project assignment, professional and public oral presentations, professional literature readings including evidence-based research and assignments and journal review assignments.

- **Community Nutrition**

Application in supervised practice setting of methods for the dietary and

anthropometric assessment of population groups. The application of policies, programs and resources available to address the nutritional needs of a community in public health agencies, community health agencies, hospitals, and Extension settings through preceptors/adjunct faculty and the course instructor. Course work will include special assignments, worksheets, oral presentations, program development, case studies, evidence-based literature readings and assignments, and journal article assignments.

- **Foodservice – Management / Business**

Supervised practice in the procurement, production, quality assurance, sanitation and fiscal implications of school, hospital, long-term care and entrepreneurial settings. The curriculum is focused on practice-related learning experiences in the development of menus for target populations, management of fiscal resources to meet budgetary guidelines, and perform human resource functions to meet organizational goals and objectives through preceptors / adjunct faculty and course instructor. Course work will include worksheets, special assignments, planned theme meals with research paper, professional and public oral presentation, educational material development, professional literature and journal review.

### **Program Costs/Fee Payment Schedule**

The total program fee for 2016-2017 year is \$8200.00. This fee includes the cost of the 1 credit LE course taken each semester. The fee breakdown is as follows:

**Upon acceptance to the program, a non-refundable \$100.00 down payment is due. Remaining payments follow this schedule:**

#### **Dietetic Internship Program Fee:**

**On August 1, 2016 the remaining fee of \$8100.00 is due. For the Part time WIC Interns, this program fee is paid by the Michigan Department of Health and Human Services (MDHHS).**

**\*\*The Program fee subject to change on a yearly basis**

## Summary of Internship Expenses

	In-State and Out-of- State Interns
Program Fee	<b>\$8,200</b>
Health Insurance	\$750 to 800 <sup>1,3</sup>
Liability Insurance	\$30-50 <sup>2</sup>
Criminal background check/ Fingerprinting	\$60
Housing	\$500-800/month <sup>3</sup>
Travel	\$Variable
Application Fee	\$30 <sup>4</sup>
Academy Student Member Fee	\$49
Non-refundable deposit	\$100 <sup>5</sup>

- For the 2017-2018 year
- Fees subject to change

<sup>1</sup>Health insurance may be purchased through a private carrier or HMO if interns are not already covered by a policy.

<sup>2</sup>Liability insurance is available through providers affiliated with the Academy of Nutrition and Dietetics.

<sup>3</sup>Estimates only.

<sup>4</sup>MSU DI Program Application Fee

<sup>5</sup>Non-refundable deposit is paid upon acceptance in the program. This deposit is credited to the first installment of the program fee due in August.

There is no expense for books during the internship. Interns are expected to purchase a white lab coat for some rotations at an estimated expense of \$40. Drug testing is not standard for the internship but may be required by certain sites. This is usually covered by the facility but in some cases this testing may be at the intern's expense.

Interns are responsible for their own living arrangements and expenses. A variety of housing possibilities are available, with prices dependent on specific type of arrangement and location. The Student Services Program, located in the Student Services Building, maintains lists of apartments and houses available for rent in the Lansing area. That office can be accessed at the MSU website (<http://www.msu.edu/>).



### **Withdrawal and Refund of Tuition**

The Program Fee is non-refundable after matriculation into the MSU Dietetic Internship. To withdraw from the MSU Dietetic Internship the intern must contact the DI Director to initiate the process. The intern will also be withdrawn from the HNF course.

### **Pre-Entrance Requirements**

Each intern accepted into the MSU DI Program is expected to be proficient in understanding and using medical terminology. The intern will be assigned homework to be completed prior to the starting of the Dietetic Internship Program. **A proficiency exam in medical terminology will be given during the MSU DI Program orientation.**

## **Program Mission and Goals**

### **Mission Statement of the MSU Dietetic Internship Program**

**Mission Statement:** The Faculty and faculty preceptors of the Michigan State University Dietetic Internship Program will strive to prepare entry-level dietitians for state-of-the-art practice in diverse and challenging healthcare, foodservice and entrepreneurial settings.

### **Goals of the MSU Dietetic Internship Program**

- 1. The program will develop entry-level dietetics professionals who demonstrate competence and practice self-reliant behaviors.**

#### **Outcome Measures:**

- a. MSU DI program graduates will achieve a first-time pass rate on the RD exam of at least 80%.
- b. MSU DI program graduates will achieve over a 5-year period a pass rate of at least 90% on the RD exam.
- c. Interns will receive a minimum of good/average (3.0) rating for attainment of entry-level competencies.
- d. The mean rating that employers give for "preparation of the Intern by the MSU DI program" will be at least "4" or "agree".
- e. 90% of internship graduates will answer "yes" to the question "Did the MSU DI prepare you for your first job?"
- f. 95% of the interns who enter the MSU DI will graduate from the program.

- 2. The program will contribute qualified dietetic professionals to areas underserved by dietetic professionals in west Michigan.**

#### **Outcome Measures:**

- a. 50% of graduates will be employed in Michigan following the internship.
- b. At least 1/3 (33%) of graduates who remain in Michigan will be employee

in western Michigan (Grand Rapids, Muskegon, Holland, Zeeland, etc.) following graduation.

- c. 50% of Interns will be placed in western Michigan locations for supervised practice during the internship.

- 3. **The program will expose MSU Dietetic Interns to traditional (e.g. clinical, community and foodservice) and non-traditional (e.g. business, entrepreneurial and not-for-profit) employment opportunities.**

**Outcome measures:**

- a. 20% of MSU DI program graduates will be employed in non-traditional positions within five years of graduation.
- b. The mean rating of “the internship exposed me to varied traditional and non-traditional opportunities” will be at least good/average.

## **PROGRAM RESPONSIBILITIES**

### **Michigan State University Dietetic Internship Director**

#### **POSITION DESCRIPTION**

Michigan State University Dietetic Internship Director

#### **A. Maintain all aspects of the Dietetic Internship Program**

1. Obtain program accreditation from the Accreditation Council on Education in Nutrition and Dietetics (ACEND).
2. Direct, organize, and supervise operational activities of the MSU Dietetic Internship program.
3. Plan goals and objectives to attain overall development / committee goals for the program. Formulate, recommend, and implement policies, systems, procedures necessary for attainment of ACEND standards.
4. Recruit and select interns with the Dietetic Internship Selection Committee (ISC). Coordinate the selection process of the dietetic interns.
5. Develop instructional programs/rotation sites for the dietetic interns. Monitor and evaluate the curricula required for the dietetic internship in order to meet ACEND standards.
6. Manage the internship budget/funds. Perform on going monitoring of interns and program outcomes.
7. Utilize new improvements and/or technology to improve the internship program.
8. Network on a regular basis with the dietetic interns, preceptors, faculty, DIAC and DCC committees as well as the Chairperson of the Department of Food Science and Human Nutrition.
9. Conduct, analyze and evaluate the internship program, rotation sites and interns.
10. Complete exit interviews with all full time dietetic interns.
11. Advise and counsel interns regarding internship progress and professional goals following internship.
12. Collaborate with interns, preceptors and Internship Advisory Board to ensure successful retention of interns throughout the program.
13. Obtain input from preceptors and rotation sites to ensure a high quality program.
14. Attend committee meetings. The DI director will be a part of and report to the ISC, DCC and DIAC committees to provide updates and evaluations on the internship such as written summaries and analyses of outcome measures.
15. Verify intern completion of supervised practice experiences for ACEND.
16. Collect and store intern verification statements indefinitely.
17. Meet with DIAC, DCC, Chairperson and faculty to discuss recommendations to improve the dietetic internship program. Review curriculum and content and the appropriateness of the program entrance criteria; review and follow-up on results of surveys, evaluations, exit interviews and feedback from graduates and employers.
18. Perform other related duties as required to ensure the success of the dietetic internship.
19. 100% of DI Director appointment time is allocated for dietetic internship administration.

**B. Coordinate and supervise all aspects of the educational activities of the Interns**

in the Michigan State University Dietetic Internship Program.

1. Plan and conduct orientation and didactic meetings for the internship.
2. Locate rotation sites and preceptors for the full time interns. Plan rotation schedules for full time dietetic interns.
3. Participate in the evaluation of the practice and academic achievements of the interns in association with DIAC and DCC.
4. Responsible for disposition of intern complaints.
5. Act as a liaison with the rotation site preceptors and the full time interns to maintain high quality of supervised practice experience content.
6. Coordinate the graduate level course: Professional Issues in Dietetic Practice.
6. Provide assistance as necessary for the dietetic intern and or preceptor to maintain a high quality dietetic internship program.

**Part-time WIC Internship Coordinator**

- A. Coordinates and supervises all aspects of the supervised practice activities of the Part-time WIC Intern including the following:
  1. Locate rotation sites and preceptors for the hospital and school food service rotations, clinical nutrition, long term care, and electives.
  2. Review Dietetic Intern's progress on completing the supervised practice competencies.
  3. Sign off on the Dietetic Intern's completion of program requirements and reports status to the Internship Director.
  4. Establish telephone and/or e-mail communication with the Dietetic Intern. Part-time Interns will send bi-weekly reports to the Part-time WIC Coordinator and the Internship Director during part-time rotations. Weekly reports will be sent for full time rotations.
  5. Maintain communication and contact with preceptors, including local WIC agency's R.D., regarding Dietetic Intern's progress and evaluations.
  6. Maintain communication with the local agency WIC Coordinator regarding the Dietetic Intern's scheduling and other issues.
  7. Review didactic homework and notebooks/projects for the Dietetic Intern's rotations
  8. Plan the part-time intern's rotation schedule
  9. Visit rotation sites as requested or to attend mid-point evaluations, case studies, etc.
- B. Assist local WIC agencies and the part time Dietetic Intern to plan the community nutrition supervised practice competencies in concert with the needs of the WIC local agency, and surrounding community.
  1. Provide preceptor training prior to the start of the internship
  2. Work with the WIC Coordinator to identify the community nutrition preceptor, preferably an R.D. within the WIC local agency.
  3. Consult with any WIC local agency staff related to the Dietetic Internship requirements.

- C. Participate in the management of the MSU Dietetic Internship
1. Act as a liaison to the Michigan Department of Health and Human Services, local WIC agencies and Michigan State University's Dietetic Internship.
  2. Prepare budgets, reports and other materials about the Part-time WIC Dietetic Internship Program as needed.
  3. Assist in planning, implementing, and as appropriate, conducting orientation and didactic meetings.
  4. Assist in Dietetic Intern recruitment and selection.
  5. Participate in Dietetic Internship Advisory Committee, and appropriate workgroups.
  6. Assist in preparation and participates in site visits by ACEND.
  7. Reviews and comments on changes in the curriculum, evaluation etc. that impact the part-time WIC interns before such changes are implemented.
  8. Attend annual WIC Conference and/or other meetings to market and update local agencies on the part-time WIC component of Michigan State's Dietetic Internship.
  9. Market Part-time WIC option to prospective undergraduates, WIC employees and WIC coordinators.

#### **Rotation Site/Preceptor Responsibilities**

1. Provide supervised training according to curricula provided by the MSU DI Director/Part-time Coordinator as determined in collaboration with each facility.
2. Provide workspace for dietetic interns as available.
3. Provide qualified professional(s) to supervise dietetic interns during the rotation.
4. Evaluate the interns' competencies in the required learning experiences with the assistance of the Dietetic Internship Director (full time interns) or Part-time WIC Coordinator (part-time interns)
5. Assist with the overall internship evaluation to maintain and improve the quality of the MSU Dietetic Internship Program.

## **Dietetic Intern Responsibilities**

1. Pay all required fees for the internship. The MSU Dietetic Internship program fee is non-refundable.
2. Maintain liability (malpractice) insurance throughout the internship program. (Proof is required.)
3. Maintain health insurance if desired.
4. Assure immunizations are current.
5. Complete and pass all rotations and competencies (skill level 3 Satisfactory\*. ) See Entry Level Competency Scale
6. Complete all aspects of the internship: all rotations, presentations, assignments and other required tasks – with high standards and professional manner.
7. Complete graduate/LE credits; i.e. all assignments, presentations and course work with high standards.
8. Pass all rotations and course work.
9. Arrive on time to all rotations and complete all coursework, homework and assignments in a timely manner.
10. Maintain professional attitude, behavior and dress during the internship.

## **General Requirements for each Intern.**

1. A car is required for the internship
2. Interns in the MSU DI Program will be located in the Lansing, Grand Rapids/ Muskegon, or Macomb County areas or in the vicinity of participating WIC agency.
3. The intern will be required to travel. Travel will include but not be limited to the following:
  - a) Travel to the various rotation sites,
  - b) Travel from the rotation site(s) to other locations for brief experiences - this may include intermittent long distance trips.
  - c) Some travel to Lansing, Muskegon, Grand Rapids, as well as other areas, as needed, for classes and other experiences.
  - d) Brief experiences (2-4 weeks) to meet specific competencies.
4. Interns are required to carry their own health and professional liability insurance. Liability insurance is available from Marsh Affinity Group Services. The price is approximately \$40 per year. It is the intern's responsibility to carry the appropriate health and automobile insurance policy to cover liability in travel related to the internship and in assigned work during the internship. Michigan State University offers a health insurance plan to eligible students and their dependents through The Chickering Group of Cambridge, Massachusetts. Prices vary based on the health insurance plan selected. Interns are covered for injury while

working in the facilities for supervised practice by each facility's liability insurance carrier.

5. All interns are expected to hold Academy Affiliate Membership and liability insurance. (Proof required)
6. All interns will need access to the Internet and will have email via MSU accounts during the internship and for two years' post-graduation if desired.
7. Full time interns will send weekly reports to the DI Director via email. Part-time interns will send bi-weekly reports during their part-time rotations and weekly reports during full time rotations to the WIC Part-time Coordinator and the DI Director.
8. Attendance at classes and rotations is required.

### **Housing Requirements**

Interns are responsible for their own living arrangements and expenses. A variety of housing possibilities are available in the Lansing, Grand Rapids, and Muskegon areas, with prices dependent on specific type of arrangement and location. While a limited number of dormitory rooms may be available to interns, most choose to live off campus.



The Student Services Program, located in the Student Services Bldg., maintains lists of apartments and houses available for rent in the Lansing area. That office can be contacted at, or accessed at the MSU website (<http://www.msu.edu/>). In addition, interns must arrange for their own transportation, since supervised practice facilities where interns receive the majority of their training are not easily accessible by public transportation.

### **Insurance Requirements**

1. Interns must carry and provide proof of professional malpractice (liability) insurance throughout the internship.
2. Health insurance is strongly recommended. Interns should purchase their own insurance during the course of the Dietetic Internship, if not already covered.
3. Interns are responsible for providing their own automobile insurance. MSU does not cover travel liability for interns.

### **Medical Requirements**

1. Interns must be able to participate in and successfully complete the internship program.
2. Immunizations required are:
  - a. MMR
  - b. Tetanus (every 10 years)
  - c. TB skin test (yearly)
  - d. Hepatitis B (series must be initiated before internship begins)
  - e. Chicken Pox vaccine (or chicken pox antibodies)
  - f. Flu Vaccine (yearly)

### **Completion of the MSU Dietetic Internship Program**

1. The intern must successfully complete all aspects of their clinical, community, and foodservice/business rotations with a skill level 3 (Satisfactory) in order to pass the Dietetic Internship Program. The director will determine completion via their evaluations and recommendations.
2. The intern must attend, complete and pass all courses.
3. The interns will send a detailed weekly summary to the DI director.
4. All missed days (illness, weather, etc.) from a rotation must be made up in a timely manner. **It is the responsibility of the intern (with approval of the DI Director (full time interns) or Part-time Internship Coordinator (part time interns) to arrange for completion of any missed days.**
5. The intern may be terminated from the program if he/she fails a rotation, has excessive absences in a rotation, receives three Statements of Concern (see Termination section for specific criteria). Program

- dismissal will be determined by the Dietetic Internship Director along with input from the preceptors and the DIAC.
6. If the Intern does not successfully complete all or part of a rotation (evaluation score below a 3.0) the intern may have the opportunity to repeat part or all of the rotation. All "repeat" rotation days will be determined by the DI Director and/or Part Time Coordinator, evaluating preceptors and the availability of sites.
  7. All repeated rotation days must be completed within six weeks of the end of the internship program. Failure to complete any days within this time frame will indicate unsuccessful completion of the MSU Dietetic Internship Program. The intern will not be granted a certificate of completion and will not have successfully completed the DI Program.
  8. Following successful completion of the program as outlined above, interns will receive a Verification Statement of Program Completion and their information will be submitted to CDR for eligibility for the RD examination.
  9. The state of Michigan does not require licensure to become a dietitian.

## **Evaluation of Progress**

In order to successfully complete the Dietetic Internship, interns are expected to meet ALL the specific competencies for each rotation. Copies of curriculums for the interns will be provided during the program orientation located at MSU in the beginning of the internship program.

Competencies are based on learning experiences designed to train interns to perform a wide range of activities practiced by entry-level dietitians. Interns work with preceptors in each rotation site and with the Internship Director (full time interns) and Part-time Coordinator (part- time interns) to ensure that all competencies are met. Additional work (e.g. reading, research) is required above and beyond the time spent at the field site and will vary depending on the rotation.

In some cases, Interns may enter the MSU DI Program with prior learning experiences that meet a competency that is required for the internship. These prior learning experiences will be evaluated on an individual basis by the DI Director to determine whether the prior experience is sufficient to meet the requirement of a specific competency for the MSU DI Program.

Formal evaluation of students and regular reports of performance and progress at specified intervals throughout the program are completed, such as within any given unit, segment, or rotation of a planned learning experience.

## **Interns' Evaluations**

1. All interns will be evaluated at the end of each rotation by their preceptors using the evaluation forms supplied by the Michigan State University Dietetic Internship program. Longer rotations such as clinical

require a mid-point and final evaluation

2. The interns must arrange a time to discuss their objectives/competencies and progress in meeting those objectives/competencies with their preceptor
3. The interns must provide rotation evaluation forms to the preceptors at the beginning of each rotation. Preceptors at each affiliation are responsible for completing the evaluations and reviewing them with the intern. The DI Director will be present at full time intern evaluations and the Part-time Manager at the part time interns evaluations as requested per facility.
4. It is the responsibility of the full time intern to submit all evaluations to the DI Director. All part time interns will submit all evaluations to the Part-time Coordinator
5. The DI Director and/or Part-time Coordinator will review all evaluations the interns receive.
6. If an intern does not complete part or all of a rotation, receives a poor evaluation (needs more time or needs to improve), or fails the rotation per preceptors' evaluation and comments, a meeting will be arranged to determine a plan of action or termination from the DI program.
7. The intern will evaluate the sites/rotations and preceptors at the end of each rotation.
8. The intern will evaluate the internship program at the end of the program.
9. At the end of the internship, the DI Director will have an exit interview/evaluation with all full time interns and the Part-time Coordinator with all part-time interns

### Policy for Intern Absence/Sick Leave

1. Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies
  - a. Interns are allowed a total of **three** sick days during the internship program.
  - b. More than **one** missed day during a rotation must be made up.
  - c. For rotations less than two weeks **all** days missed must be made up per rotation site.
  - d. Weekends and vacation days may be used to complete missed days, per rotation site.
2. Interns are also allowed three days in the event of the death of an immediate family member. The intern must bring documentation such as the memorial card to the Internship Director (full time interns) or Part-time Coordinator (part-time interns).
3. Interns must immediately contact their preceptor/site when calling in sick. The intern must also notify the DI Director (full time intern) or Part-

- time Coordinator (part-time intern) of the absence from the rotation.
4. It is the responsibility of the intern to arrange and complete any missed days. Any missed days not completed within six weeks of the end of the internship program means the intern did not successfully complete the Dietetic Internship Program.
  5. If an intern gets injured while at an affiliating agency, he/she must report the injury to the preceptor immediately and to the Internship Director.
  6. Interns participate in the internship at their own risk and are not covered by Worker's Compensation. The intern will be referred, as needed, for medical care at the intern's expense.

### **Schedule / Time Commitment**

1. For Full-time Interns, the MSU Dietetic Internship is designed as a 43 -week (10 month)  
experience on a full time basis. The MSU Dietetic Internship begins at the end of August and ends in June of the following year. Three rotations comprise the bulk of the experiences, which make up this program: clinical, food service management / business and community nutrition. The designated practice hours in each facility do not include travel time, outside preparation, the orientation program, vacation time and the seminar course, which meets for a varying time period approximately every other week.
2. For Part-time WIC interns the internship will be approximately 60-66 weeks in length.  
The intern will work the schedule which best facilitates learning. It is strongly recommended the part time intern rotate between a three (3) days one week and two (2) days the following week schedule.
3. A workday is generally defined as 8 1/2 hours per day. A full time rotation/site workweek for the intern is approximately 40 hours per week (based on the preceptor's schedule). **The intern is expected to work the same hours as their assigned preceptor.** Some overtime may be required for an intern to complete a work assignment per facility, but should not occur on a regular basis. Interns are not to be routinely scheduled to replace staff unless it is required to complete their competency requirements. **Interns WILL be expected to work occasional weekends and evenings, depending on the rotation.**
4. Table 1 on the next page (full time) and Table 2 (part time intern) summarize the supervised practice hours designated in each major area of the internship.

### **Work Schedule / Class Schedule / Assignments**

1. The internship is a professional post-baccalaureate program with the expectation that interns assume this professional role beyond that of a university undergraduate.
2. Interns are expected to exhibit professionalism in their quality of work and timeliness in reporting to work, assignments, work ethics, and completion of tasks.

3. The interns will work a schedule which best facilitates learning.

Professional performance is expected at all times including weekends, early and late hours. Interns must check with each facility to determine each week's rotation schedule. ***The intern must confirm their work schedule with the preceptor, before making weekend plans, scheduling work hours, vacations, weddings, etc.***

4. It is the responsibility of the intern to call each assigned rotation site **the week before** to confirm their time to report to work for the first day, assignments due and directions. This call must be made at the beginning of the week.
5. Interns must contact their preceptors if calling in sick or if a late arrival is anticipated.
6. It is the interns' responsibility to learn the policies of each facility, such as dress code, length of lunch and work hours, patient confidentiality, etc.
7. Some overtime may be necessary for an intern to complete a work assignment per facility and/or the rotation.
8. The MSU DI is an educational program. We are committed to Internship training and Interns are not to be used to replace employees.

***NOTE: Interns must complete many projects and assignments on their own time.***

9. If excessive overtime is frequent for the preceptor, the intern may be scheduled to work overtime for only part of that time to experience the full day of the dietitian.
10. Interns must not be scheduled routinely to replace staff, unless it is required to complete the competency requirements.

**Table 1A: Lansing Area/Clinical Rotation**

<b>Facility</b>	<b>Experience Length</b>	<b>Practice Hours Per Week</b>	<b>Total Practice Hours</b>
McLaren Greater Lansing Sparrow Hospital Memorial Healthcare, Owosso	15 weeks	36	540
Long Term Care Rotation	2 weeks	36	72
Community Hospital	3 weeks	36	108

**Table 1B: Lansing Area/Community Rotation**

<b>Facility</b>	<b>Experience Length</b>	<b>Practice Hours Per Week</b>	<b>Total Practice Hours</b>
Ingham County Health Department	3 weeks	36	108

Michigan State University Extension	3 weeks	36	108
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Other community (varies)	2 weeks	36	72
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**Table 1C: Lansing Area/ Foodservice Rotation/Business & Entrepreneurial**

<b>Facility</b>	<b>Experience Length</b>	<b>Practice Hours Per Week</b>	<b>Total Practice Hours</b>
McLaren Greater Lansing Sparrow Hospital Memorial Healthcare, Owosso	5 weeks	36	180
Charlotte, Okemos or East Lansing Public Schools	5 weeks	36	180

<b>Lansing Area MSU Dietetic Internship Summary</b>		
Orientation		1 week
Clinical Rotation:	720 Hours	20 weeks
Community Rotation:	288 Hours	8 weeks
Foodservice / Business Rotation:	360 Hours	10 weeks
Staff Relief /Choice	108 Hours	3 weeks
Total Supervised Practice:	1476 Hours	
Vacation:		1 week
Total MSU DI Program:		43 weeks

**Table 2A: Muskegon/Grand Rapids Area/ Clinical Rotation**

<b>Facility</b>	<b>Experience Length</b>	<b>Practice Hours Per Week</b>	<b>Total Practice Hours</b>
Mercy Muskegon Mercy Health St. Mary's	15 weeks	36	540
Long term Care	2 weeks	36	72
Community Hospital	3 weeks	36	108

**Table 2B: Muskegon/Grand Rapids Area/ Community Rotation**

<b>Facility</b>	<b>Experience Length</b>	<b>Practice Hours Per Week</b>	<b>Total Practice Hours</b>
Muskegon County Health Department/Kent Co Health Dept.	3 weeks	36	108
Michigan State University Extension	3 weeks	36	108
Other community (varies)	2 weeks	36	72

**Table 2C: Muskegon/Grand Rapids Area/Foodservice / Business**

<b>Facility</b>	<b>Experience Length</b>	<b>Practice Hours Per Week</b>	<b>Total Practice Hours</b>
Mercy Muskegon Mercy Health St. Mary's	5 weeks	36	180
School District Food Service	5 weeks	36	180

<b>Muskegon Area MSU Dietetic Internship Summary</b>		
Orientation		1 week
Clinical Rotation:	720 Hours	20 weeks
Community Rotation:	288 Hours	8 weeks
Foodservice / Business Rotation:	360 Hours	10 weeks
Staff Relief/Choice	72 Hours	3 weeks
Total Supervised Practice:	1440 Hours	
Vacation:		1 week
Total MSU DI Program:		43 weeks

**Table 3: Part Time MSU Dietetic Internship (20 hours/week)**

<b>Rotation</b>	<b>Number Weeks</b>	<b>Number Days</b>	<b>Total Practice Hours</b>	<b>Total Hours</b>	<b>Type Rotation</b>
Clinical	14 (Full time)	70	504	720	Clinical
Long Term Care	4 (Part time)	10	72		
Outpatient Counseling	6 (Part time)	20	144		
School Food Service	9 (Part time)	23	162	324	Food Service
Hospital Food Service	9 (Part time)	23	162		
Community Nutrition	10 (Part time) 6 with waiver	25	180	288	Community
MSU Extension	4 (Part time)	10	72		
MIHP	2 (Part time)	5	36		
Elective	4 (Part time)	10	72	72	Other
<b>TOTAL</b>	<b>64</b>	<b>196</b>	<b>1404</b>		

### Part Time MSU Dietetic Internship (20 hours/week) Summary

	HOURS	WEEKS
Orientation		1 week
Clinical Rotations	728	14 weeks full time, 11 weeks part time
Community Rotations	360	19 weeks part time
Food Service/Business	320	20 weeks part time
Vacation		1 week part time
	1408	66 weeks

### Part Time MSU Dietetic Internship (20 hours/week) Summary

	HOURS	WEEKS
Orientation		1 week
Clinical Rotations	720	14 weeks full time, 12 weeks part time
Community Rotations	288	16 weeks part time
Food Service/Business	324	18 weeks part time
Vacation		1 week part time
	1404	66 weeks

#### COMMUNITY ROTATION CHOICES

High Risk WIC	1 week part time
WIC Management	1 week part time
Head Start	3 weeks part time
Area Agency on Aging	3 weeks part time
Grocery Stores	3 weeks part time
Sports Nutrition	3 weeks part time

### OUTPATIENT COUNSELING CHOICES

Diabetes Counseling

Cancer Outpatient

Renal Dialysis

Outpatient Counseling

Bariatrics

### Vacation and Holiday Policy

1. Full-time interns will have one week of vacation during the internship program to be set and arranged by the Dietetic Internship (DI) Director.
2. Part-time interns will have one week of vacation to be arranged with the Part time WIC Coordinator.
3. When the intern is scheduled with a rotation site during a holiday, the intern will observe the holiday per facility and their assigned preceptor. If the preceptor works that holiday, the intern must work with their assigned preceptor.
4. The internship **does not** follow an academic year, (for scheduling, work hours, vacations and holidays), but rather a professional work schedule.
5. Vacation time may be used to complete any missed days of a rotation (per DI Director, Part-time Manager, preceptor, site and intern).

### Personal Appearance Policy

1. Interns will be expected to follow the Michigan State University Dietetic Internship Program Dress Code. Interns must also check the dress code guidelines of each of their affiliate sites. Most affiliations require some type of business attire. **Professional business dress is the standard.** No short skirts, crop tops, open toed shoes/sandals, jeans, shorts, tattoos, nose rings or tongue studs. Socks or hose must be worn. \***See Professional appearance in Intern Notebook.**
2. Lab coats are required for most clinical and food service rotations. Professional whites and hairnets may be required for some food service rotations.
3. Appearance should be neat and clean. Lab coats should be pressed as needed. Hair should be neat and professional.

### Telephone/Computer/Texting Policy

1. Telephones at the rotation sites are for business only. No personal calls are allowed without permission.

2. The interns must follow the institution's policy regarding long distance calls.
3. Computers at rotation sites are for business only.
4. Cell phones and personal tablets/computers should be turned off at rotation sites. Use should be confined to break time or personal time unless related to assignment/internship completion.
5. Checking email, social media, texting, etc. should be confined to breaks or personal time.

### **Expectations for Ethical Conduct**

1. Interns must comply with the Code of Ethics and Standards of The Academy of Nutrition and Dietetics in all aspects of the internship.
2. Interns must treat all people with dignity and respect and will not discriminate against any person(s) for any reason.
3. The interns will treat the preceptor's/instructors/professional staff, etc. with respect and courtesy. Disrespectful behavior is grounds for termination from the dietetic internship program.
4. No stealing, lying, cheating or illegal activities will be tolerated and are grounds for immediate termination.
5. **All notes in the medical record must be co-signed by a Registered Dietitian.**

### **Confidentiality Policy**

1. Interns are required to comply with Michigan State University and all affiliation sites' policies regarding confidentiality of information in patients'/employees' records.
2. Interns will comply with Health Insurance Portability and Accountability Act (HIPAA) regulations at each rotation site. These regulations stipulate facility policies regarding use of patient/resident personal information.
3. It is the interns' responsibility to learn the confidentiality policies of each rotation site.

### **Nondiscrimination Policy**

1. Michigan State University and all affiliating agencies assure that no intern shall be excluded from participation in, be denied benefits of, or otherwise subjected to discrimination during the course of the Dietetic Internship on the grounds of race, color, national origin, age, sex, height, weight, marital status, or handicap.

## **Intern Grievance Procedures (See MSU Grievance Policies)**

STATEMENT OF NON-RETALIATION: MSU DI will not discriminate or retaliate against any Employee or Intern who has filed a grievance, testified, assisted, or participated in any manner in an investigation or proceeding related to the grievance procedures.

Resolution of disagreements between dietetic interns and precepting faculty are to be pursued in good faith at the highest levels of professionalism. The procedure set forth below is designed to guide this process in the most professional manner.

1. The intern will make a good faith effort to resolve the matter with the precepting faculty involved.
2. If the intern's efforts with the precepting faculty does not resolve the concern, and if the student wishes to pursue resolution of the disagreement further, the full time intern can discuss the matter with the Dietetic Internship (DI) Director. The part-time intern can discuss the matter with the Part-time Coordinator and/or DI Director
3. If the disagreement is not successfully mediated by interactions with the DI Director the intern may file a formal complaint against the DI Director. This complaint will be presented to the Chairperson of the Department of Food Science and Human Nutrition.
4. If the intern's formal complaint is not resolved by the Chair of the Department of Food Science and Human Nutrition, the intern may file a grievance against the DI Director with the College of Agriculture and Natural Resources (CANR).
5. If all of the above avenues have been exhausted without resolution, the intern is advised to contact ACEND.
6. After culmination of the grievance process the intern will continue in the program with no retribution.

## **College of Agriculture and Natural Resources Policy**

If after following the program procedures, the student is dissatisfied with the decision made, the student may appeal the decision to the CANR Graduate Judiciary as follows:

All students shall have the right to due process in settling grievances that may arise. Procedures for resolving students grievances are outlined in the University document, Academic Freedom for Students at Michigan State University, incorporated into "Bylaws of the College of Human Ecology" by references and in the University publication "Graduate Student Rights and Responsibilities" found in Spartan Life (Appendix B).

Procedures for hearings of the Graduate Judiciary shall be in accordance with the Graduate Student Rights and Responsibilities document (Appendix B). The College

Graduate Judiciary shall have original jurisdiction over all hearings of cases concerning College matters that are brought by and against graduate students in the following areas:

Academic rights and responsibilities

Professional rights and duties of graduate students



## University regulations

The committee shall decide whether each case falls within its jurisdiction. Each case shall be either heard by the judiciary or referred to the appropriate judicial body. This judiciary shall also hear all cases of appeals from any departmental graduate judiciary within the College, in accordance with the provisions of the Graduate Students Rights and Responsibilities document. The judiciary shall notify the College Advisory Council when it has completed its deliberations.

### **Dietetic Internship Retention and Remediation Policy:**

Interns must achieve a minimum of 3 out of 5 points on final evaluations to successfully complete each rotation. Efforts will be made by preceptors and the internship director to assist, encourage, and support an intern to improve their skills, knowledge, and performance in order to achieve this minimum accepted level. Interns are expected to let the Internship Director and preceptors know if they are struggling in their rotation. Interns will be evaluated at the completion of each rotation by their preceptors. For rotations longer than five weeks or if an issue becomes evident early in a short rotation a mid-point evaluation will also be conducted.

During these written evaluations, preceptors will give interns feedback on their strengths and weaknesses. Goals for continued improvement will be discussed. The internship director will be present at mid-point and final evaluations if requested by the preceptor and/or intern.

If an intern is struggling in a rotation and/or is danger of failing a rotation, the Internship Director should be made aware by the preceptor as soon as possible and counseling will be provided for the intern. If a mid-point evaluation indicates an intern may not be successful at a rotation or if a rotation is not successfully completed, the intern will be on probationary status. An individualized improvement plan will be developed by the preceptor/s and DI Director and the intern may:

- Be assigned additional assignments by the rotation preceptor and/or DI director.
- Repeat portions of the failed rotation, or possibly the rotation in its entirety at the same rotation site. Rotations can be repeated during vacation/weekends/holidays or by extending the internship by the length of the failed rotation up to a total of six weeks after the regular internship end date. The preceptor and the Internship Director must approve the schedule for a repeat rotation.
- \* Repeat portions of the failed rotation, or possibly the rotation in its entirety at an alternate rotation site. Rotations can be repeated during vacation/weekends/holidays or by extending the internship by the length of the failed rotation up to a total of six weeks

after the regular internship end date. The preceptor and the Internship Director must approve the schedule for a repeat rotation.

Interns can only repeat one rotation during the Internship Program. Failure to achieve a minimum of 3 out of 5 points during the repeated rotation will result in termination from the Internship Program. Failure to achieve a minimum of 3 out of 5 points in a subsequent rotation will result in termination from the Internship Program.

Copies of written probationary status letters and individualized improvement plans will be stored in the intern files.

### **Disciplinary/Termination Procedures**

1. If a dietetic intern exhibits behavior requiring disciplinary action a written warning will be given and a conference will be held with the intern and preceptor if the action occurred at a rotation site.
2. If the intern receives three written warnings (Statement of Responsibility / Concern) for any reason; such as unprofessional behavior, inappropriate dress, excessive missed days / tardiness, etc. the intern may be terminated from the program.
3. Other examples of possible causes for disciplinary actions/termination include:
  - a) Being under the influence of either drugs or alcohol while on the job (may result in immediate termination).
  - b) Harassing, threatening, intimidating or assaulting (physically or verbally) any person while in the internship program (may result in immediate termination).
  - c) Theft of property from MSU or any affiliation.
  - d) Failure to follow direction of an immediate supervisor/preceptor.
  - e) Unexcused absences.
  - f) Repeated absences or tardiness.
  - g) Failure to perform assigned tasks. Not completing assignments.
  - h) Misconduct, inappropriate behavior, arguing with the medical staff, supervisor, preceptors.
  - i) Failure to complete graduate course work or case studies.
  - j) Disrespectful behavior towards preceptors, instructors, professional staff.
  - k) Not showing up for a scheduled rotation.
  - l) Quitting the internship program.
4. Specific steps to ameliorate the identified problems within a designated period of time are a necessary outcome of this conference. Performance will be re-evaluated after expiration of the designated time period.

5. The decision to dismiss the intern from the Internship Program lies with the Michigan State University Dietetic Internship Program Director and advisors.

Disciplinary/termination procedures for students will be in accordance with those stated in the "Graduate Students Rights and Responsibilities At Michigan State University," (Spartan Life, Appendix B). "When determination is made that a graduate student's progress or performance is unsatisfactory, the student shall be notified (2.4.8.1.). If a graduate student's status in a program is in jeopardy, the graduate student shall be informed in writing, and a copy of the notice shall be placed in the student's file" (2.4.8.2.). "All information regarding the decision is to be held in strict confidence between the student and faculty with responsibility for the student. Release of information may be only with the written consent of the graduate student involved unless the decision becomes the substance for a grievance procedure, in which case such information shall be released to the grievance committee. The same privacy is to be accorded the reasons for a graduate student's temporary or permanent withdrawal from the University." (2.4.9.) "Should a decision to terminate be held in abeyance, pending completion of the stipulated conditions, these conditions must be communicated in writing to the student." (2.4.9.)

"When sanctions other than or in addition to a penalty grade are involved, the college hearing board has original jurisdiction, and the University Graduate Judiciary has appellate jurisdiction over academic dismissals and disciplinary cases against graduate student relating to academic dishonesty, violation of professional standards, or falsification of admission or academic records" (Section 5.51 and the parallel language in 5.5.1 of Medical Students Rights and Responsibilities at Michigan State University available in the Medical School offices and The Graduate School).

#### Other Avenues For Consideration of Disciplinary Complaints

The contracts, policy documents, and procedures listed below provide avenues for the consideration of disciplinary complaints or actions against the various members of the Michigan State University community.

["Academic Freedom for Students at Michigan State University"](#)

"Bylaws of the Medical Staff, Colleges of Human and Osteopathic Medicine: Michigan State University"

"Cooperative Extension Service Continuing Employment Policy and Dismissal Hearing Procedure"

"Dismissal of Tenured Faculty for Cause"

"Faculty Grievance Procedure"

"General Grievance Procedure for Non-Unionized Employees"

["Graduate Student Rights and Responsibilities"](#)

"Librarian Personnel Handbook of Policies, Procedures, and Practices: Michigan State

University"

"[Medical Student Rights and Responsibilities](#)"

Michigan State University collective bargaining agreements

Personnel Policies and Procedures Manual

Procedures of the Anti-discrimination Judicial Board

I have read and I understand the **Michigan State University Dietetic Internship Program Handbook.**

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

# APPENDICES:

## Handbook for the MSU DI Program

### APPENDIX

#### A. All University Anti-Discrimination Policy

##### Article I. Purpose

Michigan State University's scholarly community-building efforts occur within the context of general societal expectations, as embodied in the law. The University, consistent with its policies and governing law, promotes institutional diversity and pluralism through mechanisms such as affirmative action, within an over-arching strategy promoting equitable access to opportunity. The University's commitment to non-discrimination is the foundation for such efforts.

This policy states expectations for institutional and individual conduct. It applies to all University community members, including faculty, staff, students, registered student organizations, student governing bodies, and the University's administrative units, and the University's contractors in the execution of their University contracts or engagements ([See Footnote 1](#)), with respect to the following:

1. All educational, employment, cultural, and social activities occurring on the University campus;
2. University-sponsored programs occurring off-campus, including but not limited to cooperative extension, intercollegiate athletics, lifelong education, and any regularly scheduled classes;
3. University housing; and
4. Programs and activities sponsored by student governing bodies, including their constituent groups, and by registered student organizations.

##### Article II. Prohibited Discrimination

Unlawful acts of discrimination or harassment are prohibited.

In addition, the University community holds itself to certain standards of conduct more stringent than those mandated by law. Thus, even if not illegal, acts are prohibited under this policy if they:

1. Discriminate against any University community member(s) through inappropriate limitation ([See Footnote 2](#)) of employment opportunity ([See Footnote 3](#)), access to University residential facilities, or participation in educational, athletic, social, cultural, or other University activities on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation,

- veteran status, or weight ([See Footnote 4](#)) or
2. Harass any University community member(s) on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. These prohibitions are not intended to abridge University community members' rights of free expression or other civil rights.

### **Article III. Mediation and Adjudication**

Mediation of claims and disputes, through consultation provided by offices serving the University, is encouraged ([See Footnote 5](#)).

Complaints under this policy may be submitted for non-disciplinary adjudication according to the provisions of the "Procedures of the Anti-Discrimination Judicial Board." Upon its review, the ADJB may recommend that appropriate disciplinary proceedings be initiated, if such has not already occurred. Disciplinary proceedings are governed by the documents listed in [Appendix A](#).

Excepting the President and the General Counsel, any University community member may be named in a complaint.

## **PROCEDURES OF THE ANTI-DISCRIMINATION JUDICIAL BOARD**

### **Article I. Composition and Selection of the Anti-Discrimination Judicial Board**

1. The Anti-Discrimination Judicial Board (ADJB) shall consist of at least fourteen individuals serving staggered terms, and shall include at least two minority persons ([See Footnote 6](#)), five women, five men, and one person with a disability. Membership shall comprise:
  - a. Three junior-status, undergraduate students selected by ASMSU. Each student shall serve for a term of two years.
  - b. One graduate student, to serve for a term of two years, selected by the Council of Graduate Students.
  - c. Four members selected by the University Committee on Academic Governance from the tenure system faculty and job security system specialists. Each such member shall serve for a term of three years.
  - d. Four individuals, to serve for terms of three years, selected by the Vice President for Finance and Operations from a slate comprised of two nominees from each recognized bargaining unit and two nominees from the non-unionized support employees.
  - e. Two individuals, to serve for terms of two years, appointed by the President. All selectors shall strive to ensure membership diversity, being cognizant of the factors listed in [Article II](#) of the MSU Anti-Discrimination Policy. Additional Presidential appointments shall be made if necessary in any given year to ensure the minimum

diversity of membership mandated above. When and if necessary, such appointees shall serve for two years. No member of the ADJB shall serve more than two consecutive terms. All selecting groups and University officers are expected to give due consideration to the necessity for a diverse total membership.

2. Terms on the ADJB shall begin on August 15th. Thereafter, the ADJB shall select one of its members to serve as chairperson for the entire year. Vacancies during terms shall be filled in accord with these procedures. The chairperson shall appoint members of hearing panels, as provided herein.
3. The position of "ADJB Coordinator" shall be established, reporting to the President of Michigan State University. The ADJB Coordinator shall ensure the provision of appropriate staff support services for the ADJB and generally facilitate the efficient operation of the group. In addition, at all hearings and appeals, the ADJB Coordinator shall:
  - preside without vote to ensure consistency and equity in procedure;
  - provide the legal advice needed by the ADJB; and
  - draft majority and minority opinions for finalization and approval by the ADJB, at the request of the group's members.

Procedural rulings made by the ADJB Coordinator while presiding over hearings and appeals may be appealed in writing to the President, upon completion of the ADJB proceedings.

## **Article II. Jurisdiction**

1. The ADJB shall have jurisdiction only over those complaints filed by and pertaining to members of the University community which allege discrimination as defined in the All-University Policy entitled "MSU Anti-Discrimination Policy."
2. A complaint filed with the ADJB must be filed within thirty (30) calendar days of the alleged discrimination. Either the ADJB Coordinator or the full ADJB by majority vote may waive the 30-day time limit for good cause shown. A complaint must simply, concisely and directly specify the time, place, and nature of the alleged discrimination, as well as the individual(s), group, or entity alleged to be responsible for the discrimination. The complaint must also contain a short and plain statement of the remedy sought.
3. The ADJB shall not proceed to consider any claim: (a) for which another procedure for final and binding adjudication is provided within the University by contract, unless both contracting parties agree to submit the matter to this ADJB or (b) which, based on the same set of facts, has been submitted for adjudication under the rules of another University procedure. However, when a complaint has been adjudicated under



another University procedure, the ADJB may review such findings upon the written request of the complainant, to assure itself that any non-disciplinary matters relating to prohibited discrimination were satisfactorily addressed. If, in its judgment, such non-disciplinary matters were not adequately addressed, it may accept the complaint for further consideration on the basis of the non-disciplinary charges of discrimination only.

4. The ADJB shall have no jurisdiction respecting disciplinary charges against individuals, and no disciplinary sanctions shall be imposed through the procedures set forth herein. Alternative disciplinary channels exist for the consideration of such charges against any member of the University community. (See [Appendix A](#).) On the basis of its non-disciplinary proceedings, the ADJB may recommend that separate, *de novo* disciplinary proceedings be initiated by relevant administrators for alleged violations of the "MSU Anti-Discrimination Policy" when such actions were known, or reasonably should have been known, to be prohibited by that policy.
5. The ADJB shall address all jurisdictional questions by a majority vote of the full Board. Immediate presidential review of jurisdictional decisions may be requested under [Article IV](#) by either party to a dispute.

### **Article III. Procedures**

#### **1. Initial Filing of a Complaint**

- a. When an individual files a complaint with the ADJB, the ADJB Coordinator shall refer the matter in writing to the chairperson of the ADJB, who shall appoint five voting members of a Hearing Panel to be convened and presided over by the ADJB Coordinator. The ADJB Coordinator shall provide a copy of the complaint to the party or parties against whom it is made.
- b. A contested matter shall be heard without undue delay. The hearing and its record shall be closed unless both parties consent to an open hearing. The ADJB Coordinator shall give the parties reasonable notice of the hearing, which notice shall include:
  - 1) A statement of the date, hour, place and nature of the hearing; (a hearing shall not be continued or adjourned except for good cause and in the discretion of the ADJB Coordinator);
  - 2) A copy of this policy and the general rules of conduct for hearings.
- c. The complainant is required to establish the basis for and produce evidence in support of the complaint. Complainants assume the burden of proof, which must be met by a preponderance of the evidence ([See Footnote 7](#)).

- d. After the complainant presents his/her case, the respondent shall present his/her case. Respondent may elect to forego answering a complaint.
- e. Parties may be accompanied by an advisor of their choice, who may provide private counsel to the party during a hearing but shall have no official voice in the proceeding. Advisors must be members of the faculty, staff, or student body of the University. Each party shall be responsible for the presentation of his/her own case. Each party shall have the opportunity to present witnesses, and to question witnesses presented by the other.
- f. The Hearing Panel shall render a decision in writing, without undue delay, and the ADJB Coordinator shall transmit copies of it promptly to the ADJB chairperson and the parties. The Panel's decision shall address all major questions raised. The recommended relief, if any, shall be tailored to remedy charges, which have been substantiated. The decision shall state the name(s) of the prevailing party/ies and the party/ies against whom any complaints have been substantiated. The Panel shall carefully and clearly state its factual findings and the reasoning supporting its decision.

## **2. Appellate Procedures**

- a. A party may appeal the decision of the Hearing Panel to the full ADJB by filing a written request with a short, written statement in support of the party's position on appeal with the ADJB Coordinator. The appeal shall be filed within 14 calendar days of receipt of the Panel's decision, and a copy shall be provided to the opposing party. The opposing party shall have 14 calendar days from receipt of the request in which to submit a written statement in support of its position on appeal.
- b. Appeals shall be based on the record established at the initial hearing and shall be limited to the following two issues:
  - 1) whether the evidence previously presented provides a reasonable basis for the resulting findings and recommended remedies (if any), and
  - 2) whether specified procedural errors were so substantial as to effectively deny the appealing party fundamental fairness.
- c. The ADJB chairperson shall provide written notice to both parties of the scheduled hearing date.
- d. With the exception of the ADJB Coordinator, members of the initial Hearing Panel shall not participate in the appellate hearing or deliberations. An appellate quorum shall be necessary to hear any appeal and shall consist of a majority of those ADJB members who did not serve on the original hearing Panel.

- e. Parties may be accompanied by an advisor of their choice, who may provide private counsel to the party during an appeal but shall have no voice in the proceeding. Advisors must be members of the faculty, staff, or student body of the University. Each party shall be responsible for the presentation of his/her own appeal.
- f. The ADJB shall give each party the opportunity to present an oral argument, based on the record established at the initial hearing, in support of his/her position on appeal.
- g. The hearing shall be closed unless both parties consent to an open hearing.
- h. The ADJB's review on appeal shall be limited to the record established at the initial hearing, the Hearing Panel's decision, the written statements submitted by the parties, and the parties' oral arguments. Findings of fact by the Hearing Panel may not be overturned unless clearly erroneous.
- i. The ADJB shall render a decision without undue delay. The ADJB may affirm or reverse the Hearing Panel's decision in whole or in part and/or remand it to the original Hearing Panel for reconsideration. Recommended relief, if any, shall be tailored to remedy those charges, which have been substantiated.

#### **Article IV. Final Resolution**

- 1. Decisions issued by the ADJB (including those of jurisdiction) and unappealed decisions of its Hearing Panels shall be forwarded to the President by the ADJB Coordinator in the form of a recommendation, without undue delay.
- 2. Within 30 calendar days, the President shall either concur with the decision and direct appropriate action to implement it, or for stated cause, shall overrule or modify the decision. When the President overrules or modifies a decision, he/she shall provide written reasons to the ADJB and to the parties.

#### **Article V. The ADJB's Advisory Function**

The ADJB shall meet with the ADJB Coordinator regularly (at least once annually and no more than monthly at the discretion of the Board) to review and consider any policies or practices brought to its attention, which may have contributed to allegations of unlawful discrimination or harassment. The ADJB may meet with University administrators to obtain information regarding relevant policies and practices. Upon discussion and review, the ADJB may make such advisory operational recommendations to the President, as it deems appropriate.

## Article VI. Other Provisions

### 1. Time Limits

With the exception of the thirty-day filing deadline in Section II of Article II, all time limits set forth above shall be suspended during regularly scheduled vacations or semester breaks in the University's academic year. Summer semesters shall similarly be excluded from consideration when calculating time limits applicable to complaints brought by students not then enrolled.

### 2. Regular Reports

The ADJB Coordinator shall make annual reports to the President, who shall share them with the Board of Trustees and University community.

### 3. Assistance with Complaints

Individuals considering filing complaints with ADJB may obtain advice and procedural assistance through the ADJB coordinator and, as appropriate, the bodies listed in [footnote #5](#) of Article III of the MSU Anti-Discrimination Policy.

--Approved by the Board of Trustees April 9, 1993

1. *This policy does not apply to the conduct of a contractor's internal affairs, nor does it apply to the conduct of contractual engagements to which the University is not a party.*

2. *Limitations are inappropriate if they are not directly related to a legitimate University purpose.*

3. *For purposes of this policy, "employment opportunity" is defined as job access and placement, retention, promotion, professional development, and salary.*

4. *University ordinances, written regulations and policies, and published ADJB decisions approved by the President, provide guidance on the discriminatory acts prohibited by Section 1 and the harassing acts prohibited by Section 2.*

5. *Consultation with one or more of the following may be useful:  
the chairperson, director, or dean of the relevant unit,*

*■ supervisory support personnel,*

*■ the Women's Resource Center,*

*■ the [Ombudsman](#),*

*■ the Office of Minority Student Affairs,*

*■ Student Life or Residence Halls staff,*

*■ Sexual Assault Crisis & Safety Education,*

*■ faculty or staff academic advisors,*

*■ the [MSU Counseling Center](#), and*

*■ the Faculty Grievance Official.*

6. *"Minority" is defined by the Federal Inter-Agency Committee on Education as one who is a member of one of the following groups: a. American Indian or Alaskan Native; b. Asian or Pacific Islander; c. Black (African-American); and d. Hispanic.*
7. *I.e., that which is more convincing, more credible, and of greater weight than contrary evidence.*

## **APPENDIX B**

### **B. Statement of Equal Opportunity**

The "Graduate Student Rights and Responsibilities at Michigan State University" found in *Spartan Life* publication, states the University policy of Equal Opportunity that applies to the MSU Dietetic Internship Program. "In all areas of graduate education pertaining to academic rights and responsibilities, there shall be no discrimination on the basis of race, color, creed, gender, national origin, political persuasion, sexual preference, marital status, handicap, or age." (2.3.2)

## **APPENDIX C**

### **C. Right to Privacy/Access to Personal Files**

The student's right to privacy shall be supported as presented in Article 3 of The "Graduate Student Rights and Responsibilities at Michigan State University" found in *Spartan Life* (Appendix B). This document states, "all policies and practices concerning records shall be based on respect for the privacy of the individual graduate student." The University must keep records but "because of the professional and legal responsibilities involved, record keeping must be delegated only to responsible persons (3.1).

"All policies and practices governing access, maintenance, and release of graduate student records shall conform to the University's published guidelines." (3.2)

3.2.1 No record shall be made, duplicated or retained unless there is a demonstrable need for it, which is reasonably related to the basic purposes and necessities of the University.

3.2.2 The University shall not make, duplicate, or retain records of a graduate student's religious or political beliefs without the graduate student's knowledge and consent.

3.2.3 A graduate student shall have the right to inspect the official transcript of his or her own academic record and shall also have the right to inspect reports and evaluations of his or her conduct.

3.2.4 All policies and practices dealing with the acquisition of information for records shall be formulated with due regard for the graduate student's right of privacy.

3.2.5 Every record containing information about a graduate student's character shall state when the information was acquired and the name and position of the person who gave it.

3.2.6 All persons who handle confidential records shall be instructed concerning the confidential nature of

such information and their responsibilities regarding it.

3.2.7 No one outside the faculty or administrative staff of Michigan State University, except as specified by law, may have access to the record of a graduate student's offenses against University regulations without the written permission of the student.

3.2.8 All policies governing the maintenance and the selective release of records and of portions of records shall be made public in an appropriate manner and shall be subject to judicial review as provided in Article 5.

## APPENDIX D

### D. Michigan State University Services Available to Dietetic Interns

All services available to Michigan State University graduate students will be available for the dietetic interns. These services are listed in *Spartan Life* (Appendix B) and include the following:

Access to the Internet: Email and Web Sites

All dietetic interns are provided an MSU Email address and should access their email regularly. Information from the DI Director, other interns, professional meetings, other preceptor sites, is provided via the Internet. Computers with Internet access are available at the major internship sites (e.g., St. Mary's Hospital, Mercy General Health Partners, Sparrow Hospital, Ingham Regional Medical Center). MSU's Computer Information Help Center provides copies of instructions on how set personal computers in order to receive free internet access from off-campus in room 302 Computer Center Building. Computer consultants can be reached at 517-432-6300.

Health Services                      Olin Health Center, 355-4510  
   MSU Health Team, 353-3000

Health Education Office Third Floor, Olin, 353-0718 Phone  
Information Nurse 353-5557 (Olin Health Center)

#### Olin Health Center

Olin Health Center provides medical, dental, and optometric care for students and their spouses during their enrollment at Michigan State University. The Health Center offers preventive medical care, treatment for illness or injury, and health education - all on an outpatient basis. Their goal is to support the mission of the University and the success of its students by enhancing personal health, removing barriers to academic achievement, and promoting a healthy learning environment.

#### Healthy U

Healthy U's mission is to create an environment at Michigan State University that supports health. Healthy U aims to enhance and expand wellness efforts in partnership with units throughout the University and the community. A wide variety of services are provided and promoted to support individuals in achieving a healthier, happier, longer life. Healthy U's ultimate goal is the good health of all members of the MSU community. Healthy U Michigan State University B-127 West Fee Hall East Lansing, MI 48824-1315 **Voice:** (517) 353-2596 **Fax:** (517) 432-0155 **E-mail:** [healthyu@msu.edu](mailto:healthyu@msu.edu) **Web**

**Site:** <http://www.msu.edu/unit/healthyu/>

### **Woman's Resource Center**

The Women's Resource Center at Michigan State University is committed to creating and implementing strategies that promote the status of women. The mission is to provide a supportive climate that enables women to become full and active participants in the development of policy, decision making, and the achievement of equity. The Women's Resource Center acts in a coordinating role for contacts relating to concerns of women and functions in an advocate role for women's issues while developing and implementing programs targeted for women faculty, staff, and students.

Central to the success of the center is its ability to engage all university women in programs and activities that stimulate and empower participation within the university and the community by fully utilizing skills and abilities and fulfilling aspirations.

One goal of the Michigan State University Women's Resource Center is to assist the university in achieving diversity by valuing contributions of all who engage in the institutional land-grant mission of teaching, research, and outreach. The center regards itself as an important advocate for the advancement of affirmative action, equal opportunity, and nondiscrimination. Reporting jointly to the Provost, the Vice President for Finance and Operations and Treasurer, and the Vice President for Student Affairs and Services, the Women's Resource Center is active in community, state, and national coalitions dealing with women's issues.

<http://www.msu.edu/unit/wrc/>

### **MSU Student Affairs and Services**

#### **Counseling Center**

The Counseling Center offers short-term professional counseling and self-help resources to MSU students of all ages. It offers ongoing programs in personal counseling, career counseling, testing, self-management skills, multicultural issues, substance abuse recovery, sexual assault crisis and safety education, various support groups and graduate training. [Http://www.cous.msu.edu/](http://www.cous.msu.edu/)

#### **Career Services & Placement**

This office provides assistance to undergraduates, graduate students, and alumni seeking career planning assistance and/or job opportunities in business, industry, human services, government and education. Each year from September to April, hundreds of employer representatives visit Career Services and Placement to interview students for career employment and summer opportunities.

#### **Multicultural Development**

##### **Office of Minority Student Affairs**

338 Student Services, 353-7745  
Multi-Ethnic Counseling Center  
Alliance, 207 Student Services,  
355-8270  
Multicultural Center,  
18 MSU Union, 432-7153

## **Educational & Support Services**

**Writing Center** 300 Bessey Hall, 432-3610

**The Graduate School** 118 Linton Hall

517.355.0301

<http://www.msu.edu/~gradschl/>

Graduate program information for Michigan State: applications, assistantships; General information about graduate education

**Pilot Email** <http://www.msu.edu/pilot/>:

Consultants at 432-6200 or send E-Mail to [consult@msu.edu](mailto:consult@msu.edu)

**Safe Place**, MSU Crisis assistance, 372-5572

**Relationship Violence Program** Info, 355-1100

**Religious Advisors** See Student Directory p.11, or  
Faculty-Staff Directory, p. 12

**Legal Services**, Student 329 Student Services, 353-3716

## **Library Support Services**

Main Library West Circle Drive

353-8700

[irc@www2.lib.msu.edu](mailto:irc@www2.lib.msu.edu)

<http://www.lib.msu.edu/>

## **Libraries, Computing, and Technology Units**

Administrative Information Services

Broadcasting Services (WKAR Radio & TV and ITV)

Client Advocacy Office

Communications Technology Laboratory at MSU

Computer Laboratory

Digital Information Group (DIG)

Instructional Media Center

MSU Libraries

University Archives and Historical Collection

## **Office of the Ombudsman**

Michigan State University has the Office of the Ombudsman open to students who have a problem or concern with any part of the University and don't know where to turn for help. The student will get an independent point of view in an informal and confidential way. The office is open 8 a.m. to noon and 1 to 5 p.m. Monday through Friday throughout the year and is committed to accommodating all students.



## **APPENDIX E**

### **E. Dietetics-Related Organizations**

#### **The Academy of Nutrition and Dietetics**

The Academy of Nutrition and Dietetics is the nation's largest professional organization for dietitians. As a dietetic intern enrolled in an ACEND-accredited internship program but not yet eligible for active membership, you have the opportunity to become an associate member of the organization. Benefits of membership include:

- The Journal of the Academy of Nutrition and Dietetics
- Eat Right Weekly: a weekly email newsletter
- Evidence Analysis Library access
- Continuing education programs and materials
- Professional publications
- Member discounts on publications and merchandise
- Annual Meeting registration at a reduced rate
- Access to Dietetic Practice Groups
- Membership in the Michigan Academy of Nutrition and Dietetics
- Job announcements

#### **The Michigan Academy of Nutrition and Dietetics**

The Michigan Academy of Nutrition and Dietetics is Michigan's professional organization for dietitians. Students who are Academy Associate Members are automatically members of the State Academy. Some of the advantages include:

- Newsletters and publications
- Annual Meeting
- Dietetic practice groups for practitioners and educators
- Networking and more...

#### **Lansing Dietetic Association and Dietitians of West Michigan**

The local Lansing Dietetic Association and Dietitians of West Michigan organizations can provide students a good opportunity to attend professional meetings, interact with local dietitians, and develop professionally and personally. Members may know of job opportunities for students.

#### **Kappa Omicron Nu (KON) Honorary Society**

KON, the National Home Economics Honor Society is open to upperclassmen undergraduates and graduate level students who maintain a high GPA. More information about KON can be provided by the Dietetic Internship Director.

#### **Food & Nutrition Association (FNA)**

The FNA is an organization for and led by students enrolled in Dietetics or Nutritional Sciences. There is a nominal membership fee for FNA that varies from year to year. Many interesting topics related to nutrition, foods, and dietetics are discussed at meetings. Some past topics have included behavior and

food habits, HIV and nutrition, eating disorders, resume writing, etc. Presentations given by area professionals introduce students to varied career opportunities in dietetics. Other events the FNA participates in are the Lansing Dietetic Food-n-Fitness Fun Run, potluck dinners, a community service project and Human Ecology Week.