

Master of Science Dietetic Internship Program Handbook

MICHIGAN STATE

U N I V E R S I T Y

**INTERNSHIP CLASS
2024-2025**

TABLE OF CONTENTS

Program Summary

Accreditation Status.....	5
Program Description.....	5
Admission Policies.....	5
Location of Supervised Practice Rotations.....	6
Program Costs/Payment Schedule.....	6
2024-2025 Dietetic Internship Timeline.....	6
Master's Degree Schedule and Expenses	7
Summary of Internship Expenses	8
Financial Aid.....	8
Withdrawal and Refund of Tuition.....	8
Pre-Entrance Requirements.....	9
Rotation Descriptions.....	9

Program Mission and Goals

Mission Statement.....	10
Program Goals.....	10

Program Responsibilities

Dietetic Internship Director Responsibilities.....	12
Academic Coordinator Responsibilities.....	13
PT WIC Internship Coordinator Responsibilities.....	14
Rotation Site/Preceptor Responsibilities.....	15

Dietetic Intern Responsibilities.....	16
General Intern Requirements.....	16
Travel.....	16
Insurance.....	17
Medical.....	17
Housing.....	17
Memberships.....	17
Computer/Internet.....	17

Policies

1. Criminal Background Check/Drug Screening.....	19
2. Ethical Conduct.....	20
3. Confidentiality.....	20
4. Nondiscrimination.....	20
5. Intern Absences/Personal Days.....	20
6. Vacation and Holidays.....	21
7. Dress Code.....	22
8. Telephone and Computer Use at Rotation Sites.....	22
9. Prior Learning.....	23
10. Schedule/Time Commitment.....	23
11. Didactic Classes.....	27
12. Evaluation of Progress.....	28
13. Requirements for Completion of Dietetic Internship.....	29

14. Dietetic Internship Retention and Remediation.....	30
15. Intern Grievances.....	32
16. Affiliation Agreements.....	33
17. Intern Signature Page.....	34

Appendices

- A. All University Anti-Discrimination Policy
- B. Statement of Affirmative Action and Equal Opportunity
- C. Right to Privacy/Access to Personal Files
- D. MSU Services available to Dietetic Interns
- E. Dietetics-Related Organizations

PROGRAM SUMMARY

Accreditation Status

The Master of Science Dietetic Internship (MSDI) Program 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 2190, Chicago, IL 60606-6995, 312-899-0040, x 5400. Initial accreditation was granted on July 27, 2004.

Program Description

The MSDI Program is a 16-month applied practice program in nutrition and dietetics. The program is coordinated with a 30-credit online Master of Science in Nutrition and

Dietetics. The MSDI meets all the general ACEND required competencies and has a chosen emphasis area of community education. The program provides supervised practice experiences necessary for qualified dietetic graduates to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

Over 16 months (both full-time and part-time), up to 16 qualified graduates from approved Didactic Programs in Dietetics will complete supervised practice rotations in the MSDI Program. Travel is required for this internship program. The interns will also be required to complete a 30 credit Master's degree in Nutrition and Dietetics at Michigan State University. Upon successful completion of both the MS degree and supervised practice, interns will receive verification statements and are eligible to take the Registration Exam for Dietitians

Admission's Policies

Admission requirements and procedures follow guidelines established by Michigan State University. Consideration of applicants by the Internship Selection Committee and Graduate Affairs Committee complies with these and other state and federal regulations. 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 are admitted.

All aspects of the MSDI, including admission decisions, comply with the "Graduate Student Rights and Responsibilities" at Michigan State University. As indicated in this document, "In all areas of graduate education, faculty and students shall comply with the MSU Anti-Discrimination Policy."

Location of Supervised Practice Rotations

Full-time MSDI interns will be placed in the Lansing/Jackson, Grand Rapids/ Muskegon, or Macomb County areas. Part-time WIC interns will be located near their WIC sponsoring agency and/or their place of residence. **Interns are expected to have reliable vehicles and considerable driving should be expected during the internship.** This includes travel to rotation sites, other experiential sites, meetings/conferences, and to other locations for classes and other brief experiences (2 weeks or less). Assignments to specific areas will be made after acceptance of a match into the MSDI Program. **Travel expenses are the responsibility of the intern.**

1. **Full-time Dietetic Internship:** Interns complete the requirements for the dietetic internship on a full-time basis and 30 credit hours of course work for the Master's degree.
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 supervised practice component on a part-time basis (while continuing employment at a WIC agency) and will also complete the 30 credit hours of course work for a Master's Degree.

Program Costs/Fee Payment Schedule

The internship program fee for the 2024-2025 year is \$7000.00 for the full-time and part-time internship. This fee covers administrative costs related to the internship including special programs and fees (Breastfeeding Basics training, Michigan Academy and FNCE Conference fees, RD Exam review materials, Registration for Trajecsys management system, registration for EHR Go platform, etc.)

Upon acceptance to the program, a non-refundable \$100.00 down payment is due. On August 1, 2024, the remaining fee of \$6900.00 is due. For Part-time WIC Interns, this program fee is paid by the Michigan Department of Health and Human Services (MDHHS).

2024-2025 Dietetic Internship Timeline

August 22-23	Pre-orientation session
August 26	Begin online graduate classes
Sep 3-6	In-person orientation (East Lansing)
September 9-13	Orientation continued (virtually)
September 16	Begin supervised practice rotations
12/21/24-1/5/25	Winter break
March/April 25	Spring break (one week per intern)
End of May 2025	Supervised practice ends
Nov/Dec 2025	WIC supervised practice ends
December 2025	Completion of Master's degree

Master's Degree Schedule and Expenses

The MS portion of the program will consist of 30 credits of coursework and will be offered primarily online, except for HNF 894, the course that coincides with the supervised practice rotations. The DI portion of the program includes 1145 hours of supervised practice with interns placed at various locations throughout Michigan. The combined program will be 16 months in length (four semesters) and will culminate with a Master of Science degree and interns the awarding of a verification statement enabling them to sit for the Registration Examination for Dietitians.

Projected program structure:

Year One:

Semester one (Fall 2024):

HNF 894 (Supervised Practice)	3 credits
HNF 823 (Research Methods in Human Nutrition)	3 credits
HNF 892 (Seminar)	1 credit

Semester two (Spring 2025):

HNF 894 (Supervised Practice)	3 credits
HNF 832 (Advanced Clinical Nutrition)	3 credits
Elective	3 credits

Semester three (Summer 2025):

NUR 804 (Statistics for the Health Professional)	3 credits
Elective (*Pediatric Nutrition offered)	3 credits
Work on Master's Case Study Project	

Year Two:

Semester one (Fall 2025):

HNF 898 Master's Project (Presentation)	1 credit
HNF 892 (Seminar)	1 credit
Elective (*Management for new RD's offered)	3 credits
Elective (*Performance Nutrition offered)	3 credits

30 Total Credits

Tuition for the 30-credit degree will be based on standard graduate school tuition rates at Michigan State University. All interns will be considered "in-state" residents for tuition purposes. Tuition for the graduate program is separate from the cost of the internship.

Summary of Internship Expense Estimates

Program Fee	\$6900 +Tuition for 30 credits (\$700-900/credit)
Health Insurance	\$750 to 800 ^{1,3}
Liability Insurance	\$30-50 ²
Criminal background check/ Fingerprinting	\$65 (2023 rate)
Housing	\$500- 1000/month ³
Travel	\$1000
Application Fee	\$30 ⁴
Academy Student Member Fee	\$58
Miscellaneous Supplies	\$250
Non- refundable deposit	\$100 ⁵

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

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

³Estimates only.

⁴MSU DI Program Application Fee

⁵Non-refundable deposit is paid upon acceptance in the program. This deposit is the first installment of the internship program fee due in August.

There is no expense for books for the supervised practice, but textbooks may be required for graduate classes. Interns may be expected to purchase a white lab coat for some rotations at an estimated expense of \$40. Required immunizations are estimated to cost between \$200-\$300.

Financial Aid

Interns are not eligible for Title IV federal financial aid for the program fee but are eligible for Title IV financial aid for the Master's degree program. For details visit the MSU Financial Aid Office web site www.finaid.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.

Pre-Entrance Requirements

Each intern accepted into the MSDI Program is expected to be proficient in understanding and using medical terminology. **A proficiency exam in medical terminology and abbreviations will be given during the MSDI Program Orientation.**

Rotation Descriptions:

1.) Clinical (Medical Nutrition Therapy)

Introduction to the application of medical nutrition therapy in hospitals, diabetes centers, and long-term care settings. The curriculum is focused on practice-related learning experiences in the nutrition care process and nutrition-focused physical assessment for diverse populations. Course work will include a major case study presentation and paper, professional and public oral presentations, development of education materials, professional literature readings including evidence-based research assignments and journal review assignments.

2.) Community Nutrition

In supervised practice settings such as WIC, public health, Maternal Infant Health Programs, MSU Extension, Michigan Department of Education and Head Start, interns apply skills related to nutrition assessment, nutrition counseling, the development of educational materials, public speaking, and program/policy development. Experience working with diverse cultures and people of different social and economic status. Course work may include special assignments, worksheets, oral presentations,

program development, and community needs assessment. Evidence-based literature readings and assignments, and research on nutritional needs throughout the life cycle, public health and environmental issues are included.

3.) Foodservice – Management

Supervised practice learning includes 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 performance of human resource functions to meet organizational goals and objectives. Course work will include worksheets, special assignments, planned theme meals with research paper, professional and public speaking, educational material development, professional literature, and journal review.

PROGRAM MISSION AND GOALS

(Revised April 2025)

Mission Statement: The Michigan State University Master of Science Dietetic Internship (MSDI) Program will prepare competent entry-level Registered Dietitian Nutritionists (RDN) for practice in diverse healthcare, foodservice, and community settings.

Goals of the MSU Dietetic Internship Program:

MSU MSDI graduates will demonstrate compliance, professionalism, and a commitment to the profession.

Outcome Measures:

- a. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for registered dietitian nutritionists is at least 80%.
- b. At least 90% of program graduates take the CDR credentialing exam for registered dietitian nutritionists within 12-months of program completion.
- c. At least 70% of graduates will indicate interest in precepting by the end of their supervised practice experience.
- d. At least 80% of interns complete program requirements within 24-months (150% of planned program length).
- e. At least 90% of responding graduates will rank their preparation by the internship for an entry-level RD/RDN position at a mean of 2.0 on a 3-point scale. (1=unsatisfactory/below entry level; 2=satisfactory/entry level, 3=excellent/above entry level)
- f. At least 80% of responding employers will rank program graduates with a mean rating of at least 2.0 on a 3-point scale regarding preparation of graduate for an entry level RD/RDN position. (1=unsatisfactory/below entry level; 2=satisfactory/entry level; 3=excellent/above entry level)

MSU MSDI graduates will seek employment in various areas of dietetics and nutrition.

Outcome Measures:

- a. Of graduates who seek employment, at least 90% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- b. In a post graduate survey, 80% of responding graduates will indicate interest in

RD/RDN roles in various areas of practice.

PROGRAM RESPONSIBILITIES

RESPONSIBILITIES OF THE MSU DIETETIC INTERNSHIP DIRECTOR

A. Maintain all aspects of the MSDI Program

1. Maintain 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 of 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 and Graduate Affairs Committee. 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 that meets ACEND standards.
6. Co-manage the internship budget/funds. Perform ongoing monitoring of interns and program outcomes.
7. Utilize new developments in dietetic practice and/or technology to improve the internship program.
8. Network on a regular basis with the dietetic interns, preceptors, faculty, Dietetic Internship Advisory Committee (DIAC) and Dietetic Curriculum Committee (DCC) 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. Conduct surveys with graduates and employers on the preparation provided by the internship program.
11. Advise and counsel interns regarding internship progress and professional goals following internship.
12. Collaborate with interns, preceptors, and Dietetic Internship Academic Coordinator 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 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 to ensure the success of the dietetic internship.

B. Coordinate and supervise all aspects of the educational activities of the interns

in the Michigan State University MSDI 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. Maintain records related to immunization status, malpractice insurance, and criminal background checks of interns. Share with rotation sites if requested.
4. Participate in the evaluation of the practice and academic achievements of the interns in association with DIAC and DCC.
5. Be responsible for disposition of intern complaints.
6. Act as a liaison with the rotation site preceptors and the full-time interns to maintain high quality of supervised practice experience content.
7. Coordinate the graduate level course, HNF 894.
8. Provide assistance as needed for the dietetic intern and/or preceptor to resolve issues and promote continued learning.

RESPONSIBILITIES OF THE MSU DIETETIC INTERNSHIP ACADEMIC COORDINATOR

A. Maintain all aspects of the Master's portion of the MSDI Program.

1. Plan goals and objectives to attain overall development of the program. Formulate, recommend, and implement policies, systems, procedures necessary for attainment of ACEND standards and maintenance of MSU program status.
2. Recruit and select interns with the Dietetic Internship Selection Committee and Graduate Affairs Committee.
3. Develop instructional programs/supportive materials to enhance the graduate/master's program experience.
4. Support the mentor/mentee relationship between MSDI students and graduate committee members.
5. Co-manage the internship budget/funds. Perform ongoing monitoring of interns and program outcomes.
6. Utilize new developments in dietetic practice and/or technology to improve the internship/master's program experience.
7. Network regularly with the dietetic interns, faculty, Dietetic Internship Advisory Committee (DIAC) and Dietetic Curriculum Committee (DCC) and the Department of Food Science and Human Nutrition Chairperson.
8. Advise and counsel interns regarding MS progress and professional goals following the MSDI program. Coordinate communication with DI Director when necessary.
9. Collaborate with interns, FSHN faculty members, and Dietetic Internship Director to ensure successful retention of interns throughout the program.
10. Obtain input from Graduate Director, Graduate Coordinator, Dietetic Internship Director, and FSHN graduate committee members (for MSDI Students specifically) to ensure a high-quality program.
11. The MSDI Academic Coordinator will be a part of and report to the DCC, GAC (as requested), and DIAC committees to provide updates and evaluations on the MSDI graduate studies and internship program as needed.

12. Verify intern completion of RECR requirements, minimum credit, and GPA program requirements and successful completion of their Plan B Capstone.
13. 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.
14. Perform other related duties as required to ensure the success of the dietetic internship.
15. Co-plan and conduct orientation and didactic meetings for dietetic interns.
16. Maintain records related to the master's program in Grad-SIS and coordinate all other required documentation with Graduate Coordinator and Graduate Director.
17. Participate in the evaluation of the practice and academic achievements of the interns in association with DIAC and DCC.
18. Be responsible for disposition of intern complaints regarding the MS program. Guide interns towards the FSHN Department Policies and divisional program matrix (i.e. advisor/director, graduate committee, FSHN Grad Director, etc.) as appropriate.
19. Provide assistance as needed for dietetic interns and/or committee members to resolve issues and promote continued learning.

RESPONSIBILITIES OF THE PART TIME WIC INTERNSHIP COORDINATOR

A. Coordinates and supervises all aspects of the supervised practice activities of the Part-time WIC Interns including the following:

- 1) Locate rotation sites and preceptors and plan the rotation schedule.
- 2) Review Dietetic Intern's progress on completing the supervised practice competencies including review of didactic homework, clinical case study, community needs assessment, and other notebooks/projects.
- 3) Sign off on the Dietetic Intern's completion of program requirements and reports status to the Internship Director.
- 4) Record completion of competencies and number of hours of supervised practice for each rotation.
- 5) Establish telephone and/or e-mail communication with the dietetic intern. Bi-weekly summaries will be sent to the Part-time WIC Coordinator and the Internship Director during part-time rotations and weekly summaries will be sent for full time rotations.
- 6) Maintain communication and contact with preceptors, including local WIC agency's RD, regarding dietetic intern's progress and evaluations.
- 7) Maintain communication with the local agency WIC Coordinator regarding the dietetic intern's scheduling and other issues.
- 8) Visit rotation sites as requested and/or attend 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 a RD 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 (DIAC), and appropriate workgroups.
6. Revise part time curriculum to comply with changes in ACEND requirements, changes in the length of the internship, etc.
7. Assist in preparation and participates in site visits by ACEND.
8. Review and comment on changes in the curriculum, evaluation etc. that impact the part-time WIC interns before such changes are implemented.
9. 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.
10. Market Part-time WIC option to prospective undergraduates, WIC employees and WIC coordinators.

RESPONSIBILITIES OF THE ROTATION SITE/PRECEPTOR

1. Provide supervised training according to curricula provided by the MSDI Director/Part-time Coordinator.
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. Except staff relief weeks, ensure that interns are not used to replace other employees.
6. Assist with the overall internship evaluation to maintain and improve the quality of the MSDI Program.
7. **All intern medical record entries must be co-signed by an RD/RDN.**

RESPONSIBILITIES OF THE DIETETIC INTERN

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 you need health insurance, MSU does offer plans for students: [Student Health Insurance \(msu.edu\)](http://msu.edu)
4. Maintain auto insurance, as required by the State of Michigan.
5. Assure immunizations are current.
6. Complete and pass all rotations and competencies (skill level 3/entry level) See Entry Level Competency Scale (Policy 12)
7. Have an RD/RDN co-sign all medical record entries.
8. Complete Master's Degree in Nutrition and Dietetics.
9. Arrive on time to all rotations and complete all coursework, homework, and assignments promptly.
10. Maintain professional attitude, behavior, and dress during the internship.
11. Adhere to the Code of Ethics of the Academy and confidentiality requirements at all facilities.

GENERAL REQUIREMENTS FOR DIETETIC INTERNS

A. TRAVEL

1. A car is required for the internship.
2. Interns in the MSDI Program will be in the Lansing/Jackson, Grand Rapids/Muskegon, or Macomb County areas or in the vicinity of participating WIC agency.
3. Travel expenses are the responsibility of the intern.
4. 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) Travel for brief experiences (2-4 weeks) to meet specific competencies.

B. INSURANCE

1. Interns are required to carry their own professional liability insurance. The price is approximately \$35-45 per year. Proof is required.
2. It is the intern's responsibility to carry the appropriate health and automobile insurance to cover liability when traveling for the internship.

C. MEDICAL

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 or blood test (yearly)
 - d. Hepatitis B (series must be initiated before internship begins)
 - e. Chicken Pox/Varicella vaccine (or antibodies)
 - f. Flu Vaccine (yearly)

MSU has lifted the university COVID-19 vaccine mandate. However, many of the facilities we partner with still require proof of vaccination/boosters or an exemption.

The cost for the above immunizations is estimated to range between \$200-\$300 depending on source and health insurance status.

D. HOUSING

Interns are responsible for their own living arrangements and expenses. A variety of housing possibilities are available in the Lansing, Grand Rapids, Muskegon, and Macomb County areas, with prices dependent on specific type of arrangement and location.

E. MEMBERSHIPS

Interns are required to become members of the Academy of Nutrition and Dietetics. A dietetic intern can join as a student for \$58. Academy membership automatically makes you a member of the Michigan Academy of Nutrition and Dietetics.

F. COMPUTER/INTERNET

- 1) All interns must have access to a computer that has Microsoft Word, Excel, and PowerPoint or the Apple equivalent.
- 2) Interns will need access to the internet and will have a MSU email account during the internship and for two years post-graduation if desired. **It is imperative to check emails at least daily** since the DI Director regularly sends information about the program, class, and other updates.
- 3) Full-time interns will send weekly reports to the DI Director via D2L.
- 4) 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.

POLICIES

Policy 1: CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

A. Criminal Background Check

1. During the application process to the MSU Dietetic Internship, all interns must reveal information on any criminal behavior they have been involved in. **Failure to do so may result in immediate dismissal from the program with no refund of program fees.**
2. To comply with Michigan state laws related to schools, nursing homes, hospitals and other facilities, all interns will complete a criminal background check prior to beginning supervised practice.
3. If issues are found with the criminal background check, the intern will explain the situation to the MSDI Director. The MSDI Director, in consultation with the MSDI Academic Coordinator, key preceptors, and/or legal counsel will determine severity of offense and if it would prevent the intern from being able to complete required rotations. Resolutions could include:
 - a. Termination without program fee refund due to the offense.
 - b. If the offense prevents the intern from participating in any rotation, the intern will be terminated with no refund of program fees.
 - c. If the offense does not interfere with state and/or site policies, the intern may be permitted to continue to participate in the internship.
4. Results of background checks will be provided to facilities/rotation sites as requested via a 'Green Light Letter.' Some facilities may require interns to complete an additional background check before starting a rotation.

B. Drug Screening

1. MSU does not currently require drug screening to participate in the internship. Some sites will require a drug screen before coming to the facility. The cost will be the responsibility of the intern.
2. If the intern fails the drug test, the policies of the facility will apply. The MSDI Director will be informed of the problem. If interning at that site is terminated, the MSDI Director has the options of:
 - a. Terminating the intern from the program.
 - b. Discussing the ramifications of the behavior with the Academic Coordinator, select preceptors and/or legal counsel. If the majority agrees, the DI Director will negotiate a written agreement and the possibility of continuing the internship program.
3. If at any time during the internship the preceptor, the MSDI Director or other staff believes the intern is impaired or under the influence of alcohol or narcotics/drugs, the intern will be pulled from the area and sent home with safe transportation. The MSDI Director will be informed of the problem. If the site terminates the intern, the MSDI Director has the options of:
 - a. Terminating the intern from the program.
 - b. Discussing the ramifications of the behavior with the DCC, select preceptors

and/or legal counsel. If the majority agrees, the MSDI Director will negotiate a written agreement and the possibility of continuing the internship program.

POLICY 2: 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. The interns will treat the preceptor's/instructors/professional staff, etc. with respect and courtesy. Disrespectful behavior is grounds for termination from the program. See Policy 13.
3. No stealing, lying, cheating or illegal activities will be tolerated and are grounds for immediate termination. See Policy 13.

POLICY 3: CONFIDENTIALITY

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 the use of patient/resident personal information.
3. It is the intern's responsibility to learn the confidentiality policies of each rotation site.

POLICY 4: NONDISCRIMINATION

In all areas of graduate education, faculty and students shall comply with the “[MSU Anti-Discrimination Policy](#).” (Graduate Student Rights & Responsibilities 2.3.1). See Appendix A for the full policy.

POLICY 5: INTERN ABSENCES/PERSONAL DAYS

1. Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies.
 - a. Interns are allowed three personal days during the internship program. More than **one** missed day during a rotation must be made up.
 - b. For rotations less than two weeks **all** days missed must be made up per rotation site.
 - c. Weekends and vacation days may be used to complete missed days, per rotation site.
2. Interns are allowed three days in the event of the death of a family member. The intern must provide documentation such as an obituary link 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/taking a personal day. The intern must also notify the MSDI 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 extra missed days

before the end of the internship.

5. If an intern gets injured during the internship and/or at an affiliating agency, he/she must report the injury to the preceptor the Internship Director immediately.
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.

POLICY 6: VACATIONS AND HOLIDAYS

1. Between the first two semesters of the internship, interns will have two weeks of vacation during the internship program to be set and arranged by the MSDI Director or Part time WIC Coordinator.
2. Interns will be provided with a spring break week during the second semester. The week will vary among interns based on their rotation schedule.
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. But every attempt will be made to avoid scheduling class days and course work deadlines during scheduled University breaks
5. Vacation time may be used to complete any missed days of a rotation (per MSDI Director, Part-time WIC Coordinator, preceptor, site, and intern).

POLICY 7: DRESS CODE

Interns will be expected to follow the MSDI Dress Code. Interns must also check the dress code guidelines of each of their rotation sites. Most sites require Business Casual. **If you are not sure what the dress code is for a special situation, ASK!**

A. Business Casual Guidelines for all Rotations, Professional Meetings Conferences, and any activity where the Internship or Rotation Site is represented.

Do's	Don'ts
Have a neat and clean appearance.	Clothes that are too short, too tight or too revealing

Wear your name tag (MSU and/or one issued by site).	Crop tops, tank tops, t-shirts, sleeveless shirts, collarless shirts for men
Closed toe shoes, socks and/or hose must be worn.	Open-toed shoes
Make-up, if worn, should be used in moderation.	Shorts, leggings
Hair should be clean and well groomed.	Extreme hair styles, colors that are not natural
Beards and mustaches need to be well trimmed.	Visible tattoos, piercings other than for earrings (includes nose rings or tongue studs).
Limit jewelry to small earrings, wedding ring, and watch.	

B. Special Instructions for Clinical, Long-Term Care, Community Hospital, and Outpatient Rotations

Do's	Don'ts
Wear a white lab coat that is clean and pressed if required by facility.	

C. Special Instructions for Food Service Rotations

Do's	Don'ts
Wear a white lab coat that is clean and pressed if required by the facility.	No nail polish (including clear) or fake nails
Wear shoes made of leather or other strong materials to protect feet from injury. Non-slip soles are preferable.	High heels
Hair needs to be off the shoulders and completely covered with a hair net. Beards must also be covered with a special beard hair net.	Avoid necklaces, neck scarves, ties, cardigan sweaters or untucked shirts that might get tangled in equipment.

D. Special Instructions for Didactic Classes, RD Exam Review

Do's	Don'ts
Dress can be casual if the class is in a classroom at MSU and no outside speakers are expected.	

POLICY 8: TELEPHONE/ COMPUTER/TEXTING AT ROTATION SITES

1. Telephones at the rotation sites are for business only. No personal calls are allowed without permission. The interns must follow the institution's policy regarding long distance calls.
2. Computers at rotation sites are for business only.
3. Cell phones and personal tablets/computers should be silenced at rotation sites. A separate calculator should be used. Use should be confined to

breaks or personal time unless related to assignment/internship completion.

4. Limit checking email/social media/texting to breaks or personal time.

POLICY 9: PRIOR LEARNING

Prior learning experiences will be evaluated on an individual basis by the MSDI Director or Part time Coordinator to determine whether the prior experience is sufficient to meet the requirement of a specific competency for the MSDI Program. Prior learning experiences must be presented by August 1st to gain consideration for credit. Generally, only WIC employees can waive hours related to the Basic WIC curriculum.

POLICY 10: SCHEDULE/TIME COMMITMENT

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

Procedures:

1. **Full-time Interns:** The MSDI Program is a 16-month experience. It begins at the end of August and ends in December of the following year. Three types of rotations comprise most of the experiences: clinical, food service management, and community nutrition. The designated practice hours in each facility do not include travel time, outside preparation/homework, the orientation program, vacation time and the didactic classes.
2. **Part-time WIC interns:** The internship will be approximately 16 months in length. The 14 weeks of clinical are completed full time and require the interns to arrange time off from their WIC position. The remaining rotations are part time. It is strongly recommended the part time intern rotate between interning three (3) days one week and two (2) days the following week.
3. **Work Schedule**
 - a. The interns will work a schedule which best facilitates learning, which may include evening or weekends. Interns must check with each facility to determine each week's rotation schedule.
 - b. **The intern must confirm their work schedule with the preceptor, before making weekend plans, scheduling outside work hours for vacations, weddings, etc.**
 - c. It is the responsibility of the full-time intern to contact each assigned preceptor **one to two weeks prior to that rotation** to confirm the time to report to work for the first day, assignments due and directions. Part-time interns must contact part-time rotations 2 weeks before their start date.
4. The workday for all interns is generally defined as 8-hours per day. Interns

- are expected to clock in and out of their rotation site daily using Trajecsys.
- 5.) 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 regularly.**
 6. Interns should not be scheduled to replace staff unless it is required to complete their competency requirements. If excessive overtime is frequent for the preceptor, the intern may be scheduled to work overtime only occasionally to experience the full day of the dietitian.
 7. **Additional time (e.g. reading, research, writing reports/case studies) is required above and beyond the time spent at the rotation site and will vary depending on the rotation.**

SCHEDULE/HOURS A: Lansing/Macomb County Area

Clinical Rotation			
Facility Examples	Experience Length	Practice Hours Per Week	Total Hours
McLaren Greater, Lansing Sparrow Hospital, Lansing Burcham Hills, East Lansing McLaren Macomb, Mt Clemens	14 weeks	35	490
Long Term Care Rotation	3 weeks	30	90
Community Hospital	3 weeks	30	90
Community Rotations			
Facility Examples	Experience Length	Practice Hours per Week	Total Practice Hours
Ingham County Health Department, Lansing	3 weeks	30	90
Michigan State University Extension, East Lansing, Macomb County, Kent County	3 weeks	25	75
Foodservice Rotations			
Facility Examples	Experience Length	Practice Hours per Week	Total Practice Hours
McLaren Greater Lansing	2 weeks	25	50

Sparrow Hospital, Lansing	2 weeks	25	50
McLaren Macomb, Mt Clemens	2 weeks	25	50
Burcham Hills, East Lansing	2 weeks	25	50
Charlotte, Okemos, East Lansing, Clinton Twp (Macomb) Schools	5 weeks	25	50
Electives			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Electives	2 weeks	25-30	55

SCHEDULE/HOURS A SUMMARY

Orientation	2 weeks	(Break for Labor Day weekend)
Vacation	3 weeks	
Clinical Rotations	20 weeks	670 hours
Community Rotations	6 weeks	165 hours
Food Service Rotation	7 weeks	175 hours
Electives	2 weeks	55 hours
Alternate Hours		80 hours
Total Supervised Practice	35	1145

SCHEDULE/HOURS B: Muskegon/Grand Rapids Area

Clinical Rotations			
Facility Examples	Experience Length	Practice Hours Per Week	Total Hours
Mercy General Health Partners, Muskegon	14 weeks	35	490
Mercy Health St. Mary's, Long term Care	3 weeks	30	90
Community Hospital	3 weeks	30	90
Community Rotations			
Facility Examples	Experience	Practice Hours	Total Practice

	Length	per Week	Hours
Kent County Health Department,	2-3 weeks	30	60-90
Michigan State University Extension, Kent County, Grand Rapids	3 weeks	25	75
Muskegon County Health Department, Muskegon	3 weeks	30	90
Foodservice Rotations			
Facility Examples	Experience Length	Practice Hours per Week	Total Practice Hours
Mercy General Health Partners, Muskegon Mercy Health St. Mary's, Grand Rapids	2 weeks	25	50
School Food Service	5 weeks	25	125
Electives			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Electives	2 weeks	25-30	55

SCHEDULE/HOURS B SUMMARY

Orientation	2 weeks	(Break for Labor Day weekend)
Vacation	3 weeks	
Clinical Rotations	20 weeks	670 hours
Community Rotations	5-6 weeks	165 hours
Food Service Rotation	7 weeks	175 hours
Electives	2 weeks	55 hours
Alternate Hours		80 hours
Total Supervised Practice	35	1145

SCHEDULE HOURS: PART TIME

Clinical Rotations			
Rotation	Experience Length	Practice Hours Per Week	Total Hours
Clinical Rotation	14 weeks Full time	35	490
Long term Care	4 weeks Part time	12-18	60
Clinical Outpatient Counseling	6 weeks Part time	12-18	90

Community Rotations			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
WIC, Community, MIPH	6 weeks Part time	14-21	105
Michigan State University Extension	4 weeks Part time	12-18	60
Foodservice Rotations			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Hospital Food Service	4 weeks Part time	10-15	50
School Food Service	10 weeks Part time	10-15	125
Electives			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Electives	4 weeks Part time	12-18	60

SCHEDULE/HOURS: PART TIME SUMMARY

Orientation	2 weeks	(Break for Labor Day weekend)
Vacation	2 weeks	
Clinical Rotations	14 week Full time 10 weeks Part time	640 hours
Community Rotations	10 weeks Part time	215 hours
Food Service Rotation	16 weeks Part time	175 hours
Electives	4 weeks Part time	60 hours
Alternate Hours		80 hours
Total Supervised Practice	54	1145

POLICY 11: DIDACTIC CLASSES (HNF 894)

1. Classes are generally scheduled every other Friday, but this will vary based on the activity and college calendar. Classes generally last 2-4 hours.
2. Attendance at classes and rotations is required.
3. Course specific guidance for technology requirements is expressly provided within the course syllabi. General guidance for MSU students is found here: <https://tech.msu.edu/about/guidelines-policies/computer-requirement/>
4. Didactic classes will require active participation and completed homework assignments. Exams will not be administered during the virtual class sessions and

thus certification of intern identity for test taking is not utilized. *If needed, MSU currently uses the Desire 2 Learn (D2L) learning management system for both in-person and online courses, with log-in and tracking capabilities. Integrated within D2L are several remote exam proctoring options for instructors conducting online exams. A combination of application/web activity restrictions, identity verification, and monitoring of the test taker via webcam and mic allows instructors to actively monitor testing sessions to maximize the integrity of the test taking environment.* <https://tech.msu.edu/service-catalog/teaching/online-proctoring/>

POLICY 12: EVALUATION OF PROGRESS

To successfully complete the Dietetic Internship, interns are expected to meet ALL the specified competencies for each rotation. Competencies are based on learning experiences designed to train interns to perform a wide range of activities practiced by entry-level dietitians. The required average level of competency is 3 on a 4-point scale.

A. SKILL LEVEL CRITERIA

- 4 Excellent** – Needs no supervision. Has skills, knowledge, and critical thinking skills well above entry level, goes beyond required competencies.
- 3 Good/Entry Level** – Functions independently and needs little supervision. Has mastered or completed the requirements satisfactorily. Critical thinking skills, knowledge, are well developed. Skills/competencies at entry level.
- 2 Needs improvement** – functions independently some of the time but still requires supervision. Has mastered some aspects of competencies/ skills. Critical thinking skill/knowledge developing. Continued growth needed. **Improvement possible**
- 1 Minimal skills (Unsatisfactory)** – Needs constant supervision, has limited knowledge / skills. Lacks critical thinking skills and more learning experiences needed. Needs much improvement/growth. **Improvement required to complete internship.**
- NA Not Applicable** – not experienced at this rotation
- NO Not Observed** – not directly observed

B. PROCEDURES

1. Copies of curriculums and evaluation forms for interns will be accessible through the Trajecsyst management system and by request from the MSDI Director.
2. Preceptors will evaluate interns utilizing the Trajecsyst evaluation management system and will receive instruction on this from the DI Director.
3. Interns are trained by preceptors in each rotation site. The Internship Director (full time interns) and part-time Coordinator (part time interns) are available for consultation.

4. **The interns must arrange a time with the preceptor to discuss their objectives/competencies and progress.**
5. Formal evaluation of students is done by the preceptor at the mid-point and end of the CLINICAL rotation. The remaining rotations only complete a final evaluation. Ongoing informal feedback on the intern's strengths and areas of improvement is given on a regular basis.
6. The MSDI Director will be present at full-time intern evaluations and the Part-time Coordinator at the part-time intern's evaluations as requested.
7. **Interns need to schedule an appointment for the preceptor to review their final evaluation and projects.**
8. The MSDI Director and/or Part-time Coordinator (for part time interns) will review all evaluations the interns receive.
9. If an intern does not complete part or the entirety of a rotation, receives a poor evaluation (needs more time or needs to improve), or fails the rotation per preceptor's evaluation and comments, a meeting will be arranged to determine a plan of action which could include termination from the MSDI program.
10. Other evaluations:
 - a. The intern will evaluate the sites/preceptors at the end of each rotation.
 - b. The intern will evaluate the internship program at the end of the program.
 - c. At the end of the program, the FSHN Chairperson will have an exit interview/evaluation with all interns.

POLICY 13: REQUIREMENTS FOR COMPLETION OF THE PROGRAM

The following conditions must be met to complete the program and be provided with a verification statement for registration examination eligibility.

1. Attend, complete, and pass all rotations with an average score of 3.0 indicating Good/Entry Level RD.
2. Achieve a minimum of 3.0 cumulative GPA in graduate courses.
3. Successfully complete a Master's Capstone Project with the guidance of their graduate committee.
4. Complete 30 credits or more, including 12 electives and 18 required credits within 5 years of beginning the program.
5. Complete RCR (Responsible Conduct of Research) hour requirements, set by the Graduate School at Michigan State University.
6. Register for and take at least 1 credit in the same semester of graduation.
7. The intern may be terminated from the program if he/she fails a rotation, has excessive absences, has unresolved disciplinary actions, or is unable to meet Graduate School Requirements within 5 years of beginning.

POLICY 14: DIETETIC INTERNSHIP RETENTION AND REMEDIATION

A. Development of entry-level skills

Interns must achieve an average of 3.0 on final evaluations to successfully complete each rotation. Efforts will be made by preceptors and the DI Director and/or Part time WIC Coordinator to assist, encourage, and support an intern to improve their skills, knowledge, and performance to achieve this minimum accepted level. Interns are expected to let the Internship Director and preceptors know if they are struggling in their rotation.

B. Unprofessional behavior

Disciplinary action is required if the intern exhibits unprofessional behavior.

Unacceptable professional behavior includes, but is not limited to:

1. Use of illegal drugs
2. Commission of a crime
3. Excessive missed days, tardiness
4. Inappropriate dress
5. Cultural insensitivity
6. Harassing, threatening, intimidating, or assaulting (physically or verbally) staff, peers, others
7. Disrespectful behavior towards preceptors, instructors, professional staff, employees, or peers
8. Breaching confidentiality of patients, staff, peers

C. Procedure

1. Interns will have written evaluations at the end of each rotation. Because of the length of the Clinical rotation, a mid-point evaluation will be completed. If an issue becomes evident early in a short rotation a mid-point evaluation will also be conducted.
2. During these written evaluations, preceptors will give interns feedback on their strengths and weaknesses and will address any disciplinary issues. Goals for continued improvement will be discussed. The MSDI Director can be present at mid-point and/or final evaluations as requested by the preceptor or intern. The part-time WIC Coordinator can be present at midpoint and/or final evaluations if requested by the preceptor or intern.
3. If an intern is struggling in a rotation and/or is danger of failing a rotation, the Internship Director or part-time WIC Coordinator, preceptor and intern will jointly discuss the problem and develop a written plan for improvement for a specific time frame. All parties will sign the written plan/disciplinary action.
4. The plan can include:
 - a. Additional assignments or learning experiences given by the preceptor and/or DI Director and/or part-time WIC Coordinator.
 - b. Need to repeat portions of the failed rotation, or possibly the rotation in its entirety at the same or alternative site.
 - c. Positive behavior incentives
5. If the plan is not achieved within the specified timeframe, a disciplinary

letter will be sent to the intern (cc to the preceptor) from the MSDI Director. Non-compliance can result in:

- a. Termination
 - b. Remediation as outlined above.
6. Rotations can be repeated during vacation/weekends/holidays or by extending the internship after the regular internship end date. The preceptor and Internship Director and/or part-time WIC Coordinator must approve the schedule for a repeat rotation.
 7. Interns can only repeat one rotation during the Internship Program. Failure to achieve a minimum of 3.0 during the repeated rotation will result in termination from the Internship Program. Failure to achieve a minimum of 3.0 in a subsequent rotation will result in termination from the Internship Program.
 8. Copies of written disciplinary letters/emails and individualized improvement plans will be kept in the intern files.
 9. Disciplinary/termination procedures for students will be in accordance with those stated in the *Graduate Students Rights and Responsibilities*, "When determination is made that a graduate student's progress or performance is unsatisfactory, the student shall be notified in writing in a timely manner, and a copy of the notice shall be placed in the student's academic file." (2.4.8.1). "When a graduate student's status in a program has been determined to be in jeopardy, the graduate student shall be informed in writing in a timely manner, and a copy of the notice shall be placed in the student's academic file" (2.4.8.2). "All information regarding the decision is to be held in strict confidence between the student and those faculty and administrators with responsibility for the student, on a need-to-know basis; release may be only with the written consent of the 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 student's temporary or permanent withdrawal from the University." "Should a decision to dismiss be held in abeyance, pending completion of the stipulated conditions, these conditions must be communicated in writing in a timely manner to the student." (2.4.9).
 10. "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 students relating to academic misconduct." (5.6)

POLICY 15: INTERN GRIEVANCES (See MSU Grievance Policies)

STATEMENT OF NON-RETALIATION: MSU MSDI Program 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 below is

designed to guide this process professionally.

A. Procedure for Filing a Grievance with the University:

1. The intern will make a good faith effort to resolve the matter with the preceptor, MSDI Director, Academic Coordinator, and/or Part time Coordinator.
2. If the disagreement is not successfully mediated by interactions with the parties involved or 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.
3. If the intern's formal complaint is not resolved by the Chair of the Department of Food Science and Human Nutrition, "adjudication may be handled formally through a department/school hearing board. The hearing board shall be composed of equal numbers of faculty and graduate students selected by their respective groups in accordance with the department/school/program hearing procedures. If the unit administrator is involved in the case, the unit administrator may not serve on the hearing board." (Graduate Student Rights and Responsibilities; 5.1.2)

"In the Department of Food Science and Human Nutrition, the unit administrator is the department chairperson. If a hearing board is needed, two or more faculty members shall be selected by the FSHN Department Advisory Committee (DAC) and an equal number of graduate students shall be selected by the elected officers of the FSHN Graduate Student Organization. If the FSHN Graduate Student Organization is not functional, the graduate student representatives to the hearing board shall be selected at random from currently enrolled graduate students who have completed at least 18 credits of study in a FSHN degree program. Hearing boards shall be appointed on an ad hoc basis to adjudicate specific cases." (Food Science and Human Nutrition Graduate Student Handbook; 2.4)

4. "To promote effective functioning of the system of graduate student rights and responsibilities, an appropriate judicial structure and process shall be established for the hearing and adjudicating all cases brought by and against graduate students in the following areas:
 1. Academic rights and responsibilities
 2. Professional rights and duties of graduate students
 3. University regulations" (Graduate Student Rights and Responsibilities; 5.1.1)
5. If all the above avenues have been exhausted without resolution, the intern is advised to contact ACEND (see section C below).
6. After the culmination of the grievance process the intern will continue in the

program, if desired, with no retribution.

B. Other Avenues for Consideration of Disciplinary Complaints

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

1. *Students' Rights and Responsibilities*
2. *Discipline and Dismissal of Tenured Faculty for Cause*
3. *Faculty Grievance Procedure*
4. *General Grievance Procedure for Non-Unionized Employees*
5. *Graduate Student Rights and Responsibilities*
6. *Librarian Personnel Handbook of Policies, Procedures, and Practices*

C. Procedure for Filing a Grievance with ACEND:

ACEND will investigate complaints regarding compliance with accreditation standards or policies, but not matters involving admissions, appointment, promotion, or dismissal of faculty or students.

The ACEND complaint investigation form and procedure for filing complaints against accredited programs can be found here: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint>

POLICY 16: AFFILIATION AGREEMENTS

A. Communication

The MSDI Director will maintain regular communication with all preceptors and rotation sites. Materials provided include training materials, MSDI Goals and Objectives, current ACEND standards, class schedule, rotation curriculums, and resumes for scheduled interns.

B. Rotation Site and Preceptor Requisites

It is the MSDI Director's responsibility to ensure that rotation sites and preceptors maintain adequate credentialing and staffing levels to continue their partnership with the program. Rotation sites are chosen based on the following criteria, as well as recommendations of former interns, coworkers, or other members of the Dietetics Community.

- a. The ability, desire, and willingness to provide a qualified preceptor for the given rotation.
- b. The ability to host a student for the given amount of time required by the given rotation.
- c. The ability to meet the competencies required by the given rotation.
- d. The willingness to enter into an affiliation agreement with MSU.
- e. Proximity to the intern's home (a driving distance of less than 1 hour)

C. Rotation Site Evaluation Methods

Preceptors are required to submit a resume or Preceptor Qualification Form (Required

Element 5.3) for verification of necessary credentials. All interns are required to complete an evaluation of each site/preceptor at the end of the rotation. Analysis of the evaluations are used to address concerns about preceptors/sites or determine if a rotation should no longer be utilized by the program. The MSDI Director also conducts periodic site visits to touch base with preceptors and view facilities.

D. Affiliation Agreement Requirements: Each site must sign an affiliation agreement with Michigan State University prior to the start of an intern's rotation. The Michigan State University Dietetic Internship Affiliation Agreement Template is used unless additional provisions are desired by the site. Affiliation Agreements do not expire but are updated as desired by either party or when rotation sites undergo name changes or mergers. Affiliation Agreements are kept on file electronically by the MSDI Director and MSU's Office of General Counsel. Affiliation Agreements include the following:

- a. The name of the rotation site or corporation if more than one site is utilized.
- b. Guidelines on required immunizations, blood tests, background checks, and fingerprinting.
- c. Site requirements that must be provided to interns to ensure a safe and productive environment.
- d. Confirmation that interns purchase and hold liability insurance for the duration of the internship.
- e. Signature of the preceptor or appointed individual at the rotation site.
- f. Indication that the agreement has been reviewed by MSU's General Counsel and the signature of the Provost.

I have read and 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.

Article II. Applicability

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 to the University's contractors in the execution of their University contracts or engagements¹, with respect to the following:

1. All educational, employment, cultural, and social activities occurring on the University campus;
2. University-sponsored programs and activities 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 III. 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 they²:

1. Discriminate against any University community member(s) through inappropriate limitation³ of employment opportunity⁴, access to University residential facilities, or participation in education, athletic, social, cultural, or other University activities on the basis of age, color, gender, gender identity⁵, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight; or
2. Harass any University community member(s) on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

These prohibitions shall not be construed in a manner that abridges University community members' right of free expression or other civil rights.

Article IV. Informal Resolution

Informal resolution of disputes, through consultation provided by offices serving the University, is encouraged⁶. Informal resolution is typically used when a claimant asks to participate in an informal resolution, requests anonymity, does not consent to participation in an investigation, or the alleged conduct, even if it does not rise to the level of a policy violation, suggests the need for remedial, educational, or preventive action. Participation in informal resolution is voluntary, and either party may terminate the informal resolution process at any time. If a party terminates attempts at informal resolution, or the parties are unable to resolve the matter informally, a formal review of the complaint will begin⁷.

Article V. Complaints and Investigations

Complaints under this Policy are processed and investigated by the Office of Institutional Equity (OIE) pursuant to the OIE Complaint Procedures. Allegations involving gender discrimination, including sexual and gender-based harassment, assault, and violence, are processed and investigated pursuant to the Relationship Violence & Sexual Misconduct (RVSM) Policy.

CONTACT INFORMATION:

Office of Institutional Equity
Olds Hall
408 W. Circle, Room 4
Michigan State University
East Lansing, MI 48824
(517) 353-3922
oie@msu.edu
www.oie.msu.edu

The University investigates complaints involving conduct occurring at the locations, programs, and activities listed in Article II above. The University also investigates complaints of conduct occurring off-campus, even if not occurring in the context of a University program or activity, if the alleged conduct creates or contributes to a hostile environment on campus.

Article VI. Violations of the Policy

Violations of the policy may result in disciplinary action pursuant to the applicable student conduct or employee disciplinary process. Discipline may include, but is not limited to, suspension or dismissal for students or employees.

Article VII. History

This Policy was approved by the Board of Trustee on April 9, 1993 and revised on December 5, 2003, April 13, 2007, and October 30, 2015.

This document is currently pending approval from the U.S. Department of Education, Office for Civil Rights.

Footnotes:

¹This 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.

²This Anti-Discrimination Policy User's Manual, University ordinances, and written policies provide guidance on the conduct prohibited by Article III of this Policy.

³Limitations are inappropriate if they are not directly related to a legitimate University purpose. The Anti-Discrimination Policy User's Manual provides additional guidance on inappropriate limitation as defined by this Policy.

⁴For purpose of this Policy, "employment opportunity" is defined as job access and placement, retention, promotion, professional development, and salary.

⁵For the purposes of this Policy, the reference to “gender identity” shall be interpreted to include protection against gender stereotyping based on a person’s gender expression. In other words, gender stereotyping is impermissible discrimination or harassment based on a failure to conform to stereotypical gender norms.

⁶Consultation with one or more of the following may be useful:

- the chairperson, director, or dean of the relevant unit,
- supervisory support personnel,
- the Title IX Coordinator or Deputy Title IX Coordinator for Investigations,
- the ADA Coordinator,
- the Office for Inclusion and Intercultural Initiatives,
- the University Ombudsperson,
- the Faculty Grievance Official,
- REHS staff,
- faculty or staff academic advisors, and
- the MSU Counseling Center.

⁷The availability and appropriateness of informal resolution involving claims of gender discrimination, including sexual and gender-based harassment, assault, and violence, is governed by the Relationship Violence & Sexual Misconduct (RVSM) Policy.

APPENDIX B

A. Statement of Affirmative Action and Equal Opportunity

Michigan State University is committed to the principles of equal opportunity, nondiscrimination and, in the context of employment, affirmative action. University programs, activities, and facilities are available to all without regard to race, color, gender, gender identity, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, age or familial status. The university is an affirmative action, equal opportunity employer. In carrying out this commitment, the university is guided by the applicable federal and state laws and regulations and policies adopted by the Board of Trustees.

The university has a comprehensive employment Affirmative Action Plan (AAP) that includes placement goals for academic and support staff employment and an affirmative action policy for the employment of veterans and persons with disabilities. The Office for Institutional Diversity and Inclusion oversees the AAP by reviewing individual academic

and support staff hiring recommendations and advises the President and other university administrators on equal opportunity, diversity and inclusion matters.

MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.

APPENDIX C

B. 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"

3.1 Achieving educational goals, providing direction to graduate students, and extending service to society demand that the University keep records. All policies and practices concerning records shall be based on respect for the privacy of the individual graduate student as well as current federal and State law.

3.1.1 Because of respect for the privacy of the individual graduate student, record keeping must be performed only by University personnel whose job responsibilities require record keeping.

3.2 All policies and practices governing access to, and maintenance and release of, graduate student records shall conform to the University's published guidelines. (See the *MSU Access to Student Information* policy at <https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s542>).

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

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

3.2.3 Graduate students shall have the right to inspect any of their own educational records, except as waived by the graduate student (e.g., confidential letters of recommendation). Student educational records include official transcripts, student disciplinary records, and records regarding academic performance. Students shall have the right to provide a written explanation for documents in their files. The explanation shall be included in the graduate student's educational records file.

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

3.2.5 All graduate student educational records used to make determinations of progress in the graduate student's academic program or employment shall include a notation of the name of the person who supplied the information and the date of its entry, where practical, with the exception of central, Student Information System records.

3.2.6 Confidential records shall be responsibly handled. Units shall train persons handling such records in appropriate methods of keeping and disposing of confidential records.

3.2.7 No one outside the faculty or administrative staff of Michigan State University, except as permitted or 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.

3.2.8.1 These policies and practices shall conform to current federal and State law. In addition, any changes to the policies shall be made known to the graduate student body through the all-university graduate student governing body.

APPENDIX D

C. Michigan State University Services Available to Dietetic Interns

All services available to Michigan State University graduate students will be available for dietetic interns.

Access to the Internet: Email and Web Sites

All dietetic interns are provided a 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. MSU's Technology Support provides copies of instructions on how to 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 517-432-6200.

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. <https://olin.msu.edu/index.html> 517-884-6456; 517-353-4660 (appts)

Healthy4U

Healthy4U's mission is to help the MSU community explore the fundamentals of a health-promoting lifestyle. 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. Linton Hall (479 W Circle Dr.) Rm 118 East Lansing, MI 48824 **Voice:** (517) 353-2596 **E-mail:** health4u@msu.edu
Website: <https://health4u.msu.edu/>

MSU WorkLife Office

The vision of the WorkLife Office is to support all of its faculty and staff to connect and navigate multiple roles throughout workplace, career, and life transitions. The mission is to partner with the community to create an inclusive, responsive work environment where all faculty and staff are respected and supported toward wellbeing in work and personal lives. The WorkLife office provides assistance with family care, career transitions, workplace policies and benefits, relocation and community connections. <https://worklife.msu.edu/>

CAPS

Counseling and Psychiatric Services Center helps students address a wide range of concerns including depression, anxiety, stress management, homesickness, adjustment or acculturation, relationships, issues around race, gender, or sexual orientation, substance abuse, traumatic experiences, eating or body image concerns, and other personal mental health concerns. <https://caps.msu.edu/>

Career Services Network

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. <https://careernetwork.msu.edu/>

Office of Cultural and Academic Transitions

This office assists individuals with social adjustment, academic concerns, and cultural connections, as well as, planning cultural, social, and academic programs. 556 E Circle Dr. Rm 339 Student Services Bldg. East Lansing, MI 48824 517-353-7745; ocat@msu.edu website: <https://ocat.msu.edu/>

Educational & Support Services

Writing Center <https://writing.msu.edu/>

The Graduate School

466 W Circle Dr. 2nd floor, East Lansing, MI 48824

517.353.3220

gradschool@grd.msu.edu

<https://grad.msu.edu/>

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

Safe Place

This office provides advocacy, shelter, counseling, support groups, safety planning, information and referrals to survivors of violence and their minor children. 517-355-1100; <https://safeplace.msu.edu/>

Library Support Services

Andrea Kepsel, MLIS, AHIP

Health Sciences Education Technology Librarian

Liaison to the Dept of FSHN

akepsel@msu.edu

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. 354 N Farm Ln (N Kedzie Hall) Rm 129 East Lansing, MI 48824; 517-353-8830; email: ombud@msu.edu; website: www.ombud.msu.edu

APPENDIX 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, you have the opportunity to become a student member of the organization. Membership benefits include:

The Journal of the Academy of Nutrition and Dietetics & other professional publications

Eat Right Weekly: a weekly email newsletter

Evidence Analysis Library access

Continuing education programs and materials

Member discounts on publications, CEUS, and merchandise

Annual Meeting registration at a reduced rate

Access to Dietetic Practice Groups

Membership in the Michigan Academy of Nutrition and Dietetics

Scholarships

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 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
Scholarships

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.

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. The FNA also sponsors potluck dinners and various community service projects.