

**HANDBOOK
FOR THE**

MICHIGAN STATE

U N I V E R S I T Y

**DIETETIC INTERNSHIP
PROGRAM**

**INTERNSHIP CLASS
2018-2019**

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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 2190, Chicago, IL 60606, 312-899-0040. Initial accreditation was granted on July 27, 2004. Currently the internship is accredited through 2024.

Program Description

The Michigan State University Dietetic Internship (MSU DI) is a 16 month applied practice program in nutrition and dietetics. The program is coordinated with a 30-credit practice based online Master of Science in Nutrition and Dietetics. The MSU DI 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 dietetics graduates to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

Over the course of 16 months (both full-time and part-time), 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 be required to complete a 30 credit practice based Master's Degree in Nutrition and Dietetics at Michigan State University. Upon successful completion of the 30 credit degree and the internship programs core and community education competencies, all interns will receive Verification Statements and will be eligible to take the Registration Exam for Dietitians.

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 and will be in compliance with these and other University, 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 DI, including admission decisions are in compliance with the "Graduate Student Rights and Responsibilities at Michigan State University" found in *Spartan Life* (Appendix B). These apply to all enrolled interns. It states in 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)

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 and/or their place of residence. **Interns are expected to have reliable vehicles and considerable driving should be expected during the internship.** Travel will include but not be limited to: travel to rotation sites, travel during rotations to other sites, travel to meeting/conferences, travel to Lansing /Grand Rapids/Muskegon/Mt Clemens and other locations for classes and other brief experiences (2 weeks or less). Assignment to specific areas will be made after acceptance of a match into the MSU DI Program.

1. **Dietetic Internship with Masters in Nutrition and Dietetics:** 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 2018-2019 is \$4100.00 for the full time and part time internship. This fee covers administrative costs related to the internship including special programs (Breastfeeding basics training, RD Exam review materials, etc.)

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

On August 1, 2018 the remaining fee of \$4000.00 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.

Master's Degree Schedule and Expenses

The MS portion of the program will consist of 30-credits of coursework and will be offered entirely online. The DI portion of the program will include 1200 hours of supervised practice with interns placed at various locations throughout the state of Michigan. The combined program will be 16 months in length (four semesters) and will culminate with interns earning a verification statement enabling them to sit for the Registration Examination for Dietitians and a Master of Science degree.

Projected program structure:

Year One:

Semester one (Fall 2018):

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

Semester two (Spring 2019):

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

Semester three (Summer 2019):

NUR 804 (Statistics for the Health Professional)	3 credits
HNF 898 (Masters Project)	2 credits
Elective	3 credits

Year Two:

Semester one (Fall 2019):

HNF 898 (Masters Project)	2 credits
HNF 892 (Seminar)	1 Credit
Elective	3 credits
Elective	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.

Summary of Internship Expenses

	In-State and Out-of- State Interns
Program Fee	\$4100.00 +Tuition for 30 credits (\$550-\$900/credit)
Health Insurance	\$750 to 800 ^{1,3}
Liability Insurance	\$30-50 ²
Criminal background check/ Fingerprinting	\$60
Housing	\$500-800/month ³
Travel	\$Variable
Application Fee	\$30 ⁴
Academy Student Member Fee	\$49
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 during the internship but may be required for graduate classes. Interns are 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: 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 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.**

Rotation Descriptions:

1. Clinical (Medical Nutrition Therapy)

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

2. Community Nutrition

In supervised practice settings such as WIC, public health, MSU Extension, and Head Start, 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 persons of different social and economic status. Course work will include special assignments, worksheets, oral presentations, program development, and community needs assessment. Evidence-based literature readings and assignments, and research on the 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

Mission Statement of the MSU Dietetic Internship

The faculty and preceptors of the Michigan State University Dietetic Internship Program and Master's Degree in Nutrition and Dietetics will strive to prepare registered entry-level dietitian nutritionist for state-of-the-art practice in diverse and challenging healthcare, foodservice, community and entrepreneurial settings.

Goals of the MSU Dietetic Internship Program

- 1. The program will develop entry-level dietetics professionals who demonstrate competence and continued involvement in the dietetics profession.**

Outcome Measures:

- MSU DI program graduates will achieve a first-time pass rate on the registration exam of at least 80%.
- MSU DI program graduates will achieve a one year pass rate on the registration exam of at least 90%.
- Over the accreditation cycle, 100% of MSU DI program graduates will have received a minimum of 3.0 rating for attainment of entry-level competencies. (1-5 scale where 1= unsatisfactory/minimal skills and 5 = excellent/above entry level.
- Over the accreditation cycle, 95% of full time graduates will have completed the internship within the timeframe required by ACEND (150% of the program length/24 months).
- Over the accreditation cycle, 95% of part time graduates will have completed the internship within the timeframe required by ACEND (150% of the program length/24 months).
- Over the accreditation cycle, 75% of MSU DI program graduates will have continued their membership in the Academy for Nutrition and Dietetics (the Academy) for at least 3 years.

2. MSU DI graduates will be gainfully employed in an area that allows them to practice dietetics.

Outcome Measures:

- a. Over the accreditation cycle, 90% of MSU DI program graduates who are seeking employment will have been employed within one year of graduation. (Guideline 6.3)
- b. Over the accreditation cycle, 50% of MSU DI program graduates who are seeking employment will have been employed in dietetics in Michigan.
- c. Over the accreditation cycle, 20% of MSU DI program graduates will have been employed in non-traditional positions.
- d. Over the accreditation cycle, the mean rating of “exposure provided by the internship to a variety of traditional and nontraditional RD/RDN positions” will be at least 3.0 by 90% of interns (1-5 scale where 1 = needs improvement and 5 = excellent).
- e. Over the accreditation cycle, the mean rating of “rate your preparation by the internship for an entry level RD/RDN position” will be at least 3.0 by 90% of interns (1-5 scale where 1 = needs improvement and 5 = excellent).
- f. Over the accreditation cycle, 80% of part time graduates, sponsored by Michigan WIC program, will continue to work in Michigan WIC for two years after finishing the internship.
- g. Over the accreditation cycle, 80% of employers will rank program graduates with a mean rating of at least 3.0 (1-5 scale where 1 = unsatisfactory/minimal skills and 5 = excellent/above entry level) on preparation of graduate for an entry level RD/RDN position.

PROGRAM RESPONSIBILITIES

RESPONSIBILITIES OF THE MSU DIETETIC INTERNSHIP DIRECTOR

A. Maintain all aspects of the Dietetic Internship 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 / 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 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. 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. 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. 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 490.
8. Provide assistance as necessary for the dietetic intern and or preceptor 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 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. Plan the part-time intern's rotation schedule
3. 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.
4. Sign off on the Dietetic Intern's completion of program requirements and reports status to the Internship Director.
5. Record part time intern's completion of competencies and number of hours of supervised practice for each rotation.
6. 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.
7. Maintain communication and contact with preceptors, including local WIC agency's R.D., regarding Dietetic Intern's progress and evaluations.
8. Maintain communication with the local agency WIC Coordinator regarding the Dietetic Intern's scheduling and other issues.
9. Visit rotation sites as requested and/or to 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 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 (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 MSU DI 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. Assist with the overall internship evaluation to maintain and improve the quality of the MSU Dietetic Internship Program.
6. **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 desired.
4. Assure immunizations are current.
5. Complete and pass all rotations and competencies (skill level 3 Satisfactory) See Entry Level Competency Scale (Policy 12)
6. Have and RD/RDN co-sign all medical record entries.
7. Complete full 30 credit Master's Degree in Nutrition and Dietetics.
8. Arrive on time to all rotations and complete all coursework, homework and assignments in a timely manner.
9. Maintain professional attitude, behavior and dress during the internship.
10. 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 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.

B. INSURANCE

1. Interns are required to carry their own professional liability insurance. The price is approximately \$40 per year. Proof is required.
2. It is the intern's responsibility to carry the appropriate health and automobile insurance to cover liability in travel related to the internship and in assigned work during 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 test (yearly)
 - d. Hepatitis B (series must be initiated before internship begins)
 - e. Chicken Pox vaccine (or chicken pox antibodies)
 - f. Flu Vaccine (yearly)

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 expected to become members of the Academy of Nutrition and Dietetics. A dietetic intern can join as a student for \$49. 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 email via MSU accounts 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 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.

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 (DICAS and paper applications) will reveal information on any criminal behavior in which they have been involved. **Failure to do so could be cause for immediate dismissal from the program with no refund of program fees.**
2. In order to comply with Michigan state laws related to schools, nursing homes, hospitals and other facilities, all interns will complete a criminal background check during orientation. If issues are found with the criminal background check the intern will explain situation to the DI Director. The DI Director, in consultation with the Dietetic Curriculum Committee, 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 refund of program fees due to the nature of the offense.
 - b. If the offense prevents 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.

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 may be paid by the facility or the intern.
2. If the intern fails the drug test the policies of the facility will apply. The DI Director will be informed of the problem. If interning at that site is terminated, the DI 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 agree, 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, DI Director or other staff believes the intern is impaired or under the influence of alcohol or narcotics/drug, the intern will be pulled from the area and sent home with safe transportation. The DI Director will be informed of the problem. If the site terminates the intern, the DI 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 agree, the DI Director will negotiate a written agreement and the possibility of continuing the internship program.
4. See Policy 13 for additional information.

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 dietetic internship 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 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

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 based on the University policy of Equal Opportunity. It states 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).

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 a total of **three** personal 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/taking a personal day. 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 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 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.

POLICY 6: VACATIONS AND HOLIDAYS

1. During the first two semesters of the internship Interns will have one week of vacation during the internship program to be set and arranged by the DI Director or Part time WIC Coordinator.
2. 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.
3. The internship **does not** follow an academic year, (for scheduling, work hours, vacations and holidays), but rather a professional work schedule.
4. Vacation time may be used to complete any missed days of a rotation (per DI Director, Part-time WIC Coordinator, preceptor, site and intern).

POLICY 7: DRESS CODE

Interns will be expected to follow the MSU DI 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 white lab coat that is clean and pressed over your street clothes.	

C. Special Instructions for Hospital and School Food Service

Do's	Don'ts
Wear white lab coat that is clean and pressed over your street clothes.	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 need 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 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 turned off at rotation sites. Use should be confined to break time or personal time unless related to assignment/internship completion.
4. Checking email, social media, texting, etc. should be confined to breaks or personal time.

POLICY 9: PRIOR LEARNING

Prior learning experiences will be evaluated on an individual basis by the DI Director or Part time Coordinator to determine whether the prior experience is sufficient to meet the requirement of a specific competency for the MSU DI Program. Generally only WIC employees can waiver 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 MSU Dietetic Internship and Master's Degree is a 16 month experience. The MSU Dietetic Internship begins at the end of August and ends in December of the following year. Three rotations comprise the bulk of the experiences: clinical, food service management, and community nutrition. The designated practice hours in each facility do not include travel time, outside preparation, 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 requires the interns to make arrangements for time off from their WIC job. The remaining rotations are part time and the intern will work/intern schedule which best facilitates learning. 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, vacations, weddings, etc.**
 - c. It is the responsibility of the full time 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. Part time interns need to call part time rotations 2 weeks in advance of their start date. This call must be made at the beginning of the week.
4. The workday for all interns is generally defined as 8 1/2 hours per day. **The intern is expected to work the same hours as their assigned preceptor.**
5. **Some overtime may be required for an intern to complete a work**

- assignment per facility, but should not occur on a regular basis.**
6. Interns should not to be routinely 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 for 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	Experience Length	Practice Hours Per Week	Total Hours
McLaren Greater, Lansing Sparrow Hospital, Lansing Memorial Healthcare, Owosso Burcham Hills, East Lansing McLaren Macomb, Mt Clemens	14 weeks	36	504
Long Term Care Rotation	3 weeks	36	108
Community Hospital	3 weeks	36	108
Community Rotations			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Ingham County Health Department, Lansing	3 weeks	36	108
Michigan State University Extension, East Lansing, Macomb County	3 weeks	36	108
Foodservice Rotations			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
McLaren Greater	4 weeks	36	144

Lansing			
Sparrow Hospital, Lansing	4 weeks	36	144
McLaren Macomb, Mt Clemens	4 weeks	36	144
Burcham Hills, East Lansing	4 weeks	36	144
Charlotte, Okemos, East Lansing, Clinton Twp (Macomb)Schools	4 weeks	36	144
Electives			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Electives	4 weeks	36	144

SCHEDULE/HOURS A SUMMARY

Orientation	1 week	
Vacation	1 week	
Clinical Rotations	20 weeks	720 hour
Community Rotations	6 weeks	216 hours
Food Service Rotation	8 weeks	288 hours
Electives	4 weeks	144 hours
Total Supervised Practice	40	1368

SCHEDULE/HOURS B: Muskegon/Grand Rapids Area

Clinical Rotations			
Facility	Experience Length	Practice Hours Per Week	Total Hours
Mercy General Health Partners, Muskegon	14 weeks	36	504
Mercy Health St. Mary's, Grand Rapids			
Metro Hospital, Grand Rapids			

Long term Care	3 weeks	36	108
Community Hospital	3 weeks	36	108
Community Rotations			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Kent County Health Department,	3 weeks	36	108
Michigan State University Extension, Kent County, Grand Rapids	3 weeks	36	108
Muskegon County Health Department, Muskegon	3 weeks	36	108
Foodservice Rotations			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Mercy General Health Partners, Muskegon Mercy Health St.Mary's, Grand Rapids	4 weeks	36	144
School Food Service	5 weeks	36	180
Electives			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Electives	3 weeks	36	108

SCHEDULE/HOURS B SUMMARY

Orientation	1 week	
Vacation	1 week	
Clinical Rotations	20 weeks	720 hour
Community Rotations	6 weeks	216 hours
Food Service Rotation	9 weeks	324 hours
Electives	3 weeks	108 hours
Total Supervised Practice	40	1368

SCHEDULE HOURS: PART TIME

Clinical Rotations			
Rotation	Experience Length	Practice Hours Per Week	Total Hours
Clinical Rotation	14 weeks Full time	36	504
Long term Care	6 weeks Part time	18	108
Clinical Outpatient Counseling	6 weeks Part time	18	108
Community Rotations			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
WIC, Community, MIPH	10 weeks Part time	18	180
Michigan State University Extension	4 weeks Part time	18	72
Foodservice Rotations			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Hospital Food Service	8 weeks Part time	18	144
School Food Service	8 weeks Part time	18	144
Electives			
Facility	Experience Length	Practice Hours per Week	Total Practice Hours
Electives	6 weeks Part time	18	108

SCHEDULE/HOURS: PART TIME SUMMARY

Orientation	1 week	
Vacation	1 week	
Clinical Rotations	14 week Full time 12 weeks Part time	720 hour
Community Rotations	14 weeks Part time	252 hours
Food Service Rotation	16 weeks Part time	288 hours
Electives	6 weeks Part time	108 hours
Total Supervised Practice	64	1368

POLICY 11: DIDACTIC CLASSES

1. Classes are scheduled every other Friday, but this can vary based on the activity and/or needs of the presenter. Classes generally last 6-8 hours.
2. Attendance at classes and rotations is required.

POLICY 12: EVALUATION OF PROGRESS

In order 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. Desired level of competency is 3 on a 5 point scale.

A. SKILL LEVEL CRITERIA

- 5 Excellent** – Needs no supervision. Has skills, knowledge and critical thinking skills well above entry level, goes beyond required competencies.
- 4 Very Good** – Functions independently and needs little supervision. Has mastered or has completed the requirements in an exemplary manner. Critical thinking skills, knowledge, are well developed. Skills/competencies above entry level.
- 3 Satisfactory** – functions independently most of the time and needs little supervision. Has mastered most aspects of competency or has completed requirements satisfactory. Critical thinking skill/knowledge developing. Continued growth encouraged. Functions at an entry level dietitian.
- 2 Some skill (Needs Improvement)** - Needs supervision, more experienced/ learning needed. Has mastered some aspects of competencies/skills. Demonstrates limited critical thinking. More improvement/growth needed.
Improvement possible
- 1 Minimal skills (Unsatisfactory)** – Needs constant supervision, has limited knowledge / skills. Cannot think critically 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, check sheets and evaluation forms for the interns will be provided during orientation.
2. The interns will provide evaluation forms to the preceptors at the beginning of each rotation
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. Most other 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 DI Director will be present at full time intern evaluations and the Part-time Coordinator at the part time intern's evaluations as requested per facility or intern.
 7. Interns need to schedule an appointment for the preceptor to review their final evaluation and projects.
 8. It is the responsibility of the full time intern to submit all evaluations to the DI Director. All part time interns will submit performance evaluations to the Part - time Coordinator.
 9. The DI Director and/or Part-time Coordinator will review all evaluations the interns receive.
 10. 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 which could include termination from the DI program.
 11. Other evaluations:
 - a. The intern will evaluate the sites/rotations and preceptors at the end of each rotation.
 - b. The intern will evaluate the internship program at the mid-point and end of the program.
 - c. 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 13: REQUIREMENTS FOR COMPLETION OF THE INTERNSHIP

The intern must successfully complete all aspects of their clinical, community, foodservice and elective rotations with a skill level 3 (Satisfactory) in order to pass the Dietetic Internship Program. The director will determine completion based on the final evaluations.

Procedures:

1. The intern must attend, complete and pass all courses/rotations.
2. Following successful completion of the program as outlined above, interns will receive a Verification Statement of Program Completion and their information will be sent to the Commission on Dietetic Registration (CDR) verifying eligibility to take the RD Exam.

5. The intern may be terminated from the program if he/she fails a rotation, has excessive absences or has unresolved disciplinary actions. (see Policy 12 and 13)
6. The state of Michigan does not currently require licensure of registered dietitians in order for RD's/RDN's to practice in the state of Michigan.

POLICY 14: DIETETIC INTERNSHIP RETENTION AND REMEDIATION

A. Development of entry-level skills

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 DI Director and/or Part time WIC Coordinator 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.

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 DI Director will be present at mid-point and/or final evaluations; or if requested by the preceptor and/or intern. The Part time WIC Coordinator will be present at mid-point and/or final evaluations if requested by the preceptor and/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 DI 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 by the length of the failed rotation up to a total of six weeks 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 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.
8. Copies of written disciplinary letters 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 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.)

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 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).

POLICY 15: INTERN GREIVANCES (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.

A. PROCEDURE:

1. The intern will make a good faith effort to resolve the matter with the preceptor, DI Director 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, the intern may appeal the decision to the College of Agriculture and Natural Resources (CANR) Graduate Judiciary as 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).
4. The procedure followed by CANR is:
 - a. 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:
 - 1) Academic rights and responsibilities
 - 2) Professional rights and duties of graduate students

- 3) University regulations
- b. 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.
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.

B. 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.

1. ["Academic Freedom for Students at Michigan State University"](#)
2. Bylaws of the Medical Staff, Colleges of Human and Osteopathic Medicine: Michigan State University"
3. "Cooperative Extension Service Continuing Employment Policy and Dismissal Hearing Procedure"
4. "Dismissal of Tenured Faculty for Cause" "Faculty Grievance Procedure"
5. "General Grievance Procedure for Non-Unionized Employees" "[Graduate Student Rights and Responsibilities](#)"
6. "Librarian Personnel Handbook of Policies, Procedures, and Practices: Michigan State University"
7. "[Medical Student Rights and Responsibilities](#)"
8. Michigan State University collective bargaining agreements Personnel Policies and Procedures Manual
9. 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

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,

2. veteran status, or weight (See Footnote 4) or 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 "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*.
6. *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 **WebSite:** <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

Consultants at 432-6200 or send E-Mail to 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

<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

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.