Note: An abbreviated version of the full SJSU DI Handbook is included in this PDF file.

The full SJSU DI handbook is organized in a Google Drive folder and includes a program overview, DI program policies and procedures, descriptions of the activities and forms needed to document the successful completion of rotations, the required paperwork for DI completion, and helpful DI resources.
A. SJSU DI Handbook Acknowledgment Page

A. SJSU DI Program Overview
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- Mission Statement
- Goals and Objectives
- DI Program Contacts
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- Application Eligibility Requirements
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A. SJSU DI Rotations Guide and Required Paperwork
- Checklist Prior to Starting DI Rotations
- Important Documents for All Rotations/ Document Descriptions
- Foodservice (and Management) Rotation Guide
- Clinical Rotation Guide
- Community Rotation Guide
- SJSU DI Completion Checklist

B. Example Activities to Meet DI Competencies
B. Google Drive Folder Contents Tracking Form

C. Guidelines Business Plan
C. Guidelines Case Studies
C. Guidelines Community Rotation Example Activities
C. Guidelines Menu Theme Meal Project
C. Guidelines Poster Template
C. Guidelines Professional Event Summary

D. Complete Before starting Rotation - Rotation Schedule Form
D. Conditions and Populations Log
D. Supervised Hours Tracking Form

E. Evaluation - Clinical Monthly Rotation Evaluation Form
E. Evaluation - Community Rotation Evaluation Form
E. Evaluation - Foodservice Monthly Rotation Evaluation Form
E. Evaluation - Intern Evaluation of Preceptor and Rotation Form
E. Evaluation - Intern Evaluation of Site Form
E. Final Evaluation - DI Exit Evaluation Form

F. Appendix Code of Ethics 2018
F. Appendix RDNE and RDE Misuse Form
F. Appendix SJSU DPD Social Media Policy
SJSU Dietetic Internship Program Overview

Accreditation
The SJSU DI is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995; Phone: 312-899-0040 ext. 5400; Fax: 312-899-4817; www.eatright.org/ACEND.

DI Program Mission
The mission of the Dietetic Internship (DI) Program is to provide graduates with a supervised practice experience that will prepare them to be competent and effective entry-level registered dietitians/nutritionists to be employable in a wide variety of settings, including management roles.

DI Program Goals and Objectives
Program Goal #1: The program will prepare graduates to be qualified to practice as entry-level Registered Dietitians. Objectives:

- At least 80% of program students complete program/degree requirements within 10.5 months (150% of the program length).
- On the post internship evaluation form, 80% of preceptors will rate graduates with a 4 or greater (on a 5-point scale) indicating preparation for entry level practice as a registered dietitian.
- On the one-year post completion survey, of those that respond, 80% will score graduates as “Competent” (score at least 4 on a 5-point scale), regarding graduate preparation for entry level practice.
- 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 dietitian nutritionists is at least 80%.

Program Goal #2: The program will prepare graduates to be employable in a wide variety of settings, including management positions. Objectives:

- Of graduates who seek employment, 75% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Of graduates who are employed in nutrition and dietetics or related fields, 20% percent will have a position with a management role within 12 months of graduation.

The DI Program Outcomes data are available on request.

DI Program Director
Kasuen Mauldin, PhD, RD
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Office: (408) 924-3109; Email: kasuen.mauldin@sjsu.edu
Website: www.sjsu.edu/nufspkg

SJSU Faculty DI Site Coordinators
Kasuen Mauldin, PhD, RD (DI Director also serves as a DI Site Coordinator)
Giselle Pignotti, PhD, RD; giselle.pignotti@sjsu.edu
Adrianne Widaman, PhD, RD; adrianne.widaman@sjsu.edu
**DI Program Curriculum**

When enrolled in the DI, the curriculum requires:
- Students to enroll in 18 units of NUFS 280A (12 units during either Fall or Spring + 6 units during Summer).
- Professional work experience based on AND core competencies for entry-level in the areas of clinical/medical nutrition therapy (MNT), community nutrition, and foodservice, with a SJSU DI program emphasis of management. This work will be conducted under the supervision of RDs and other qualified professionals.
- Additional written assignments to fulfill the AND core competencies. Monthly evaluation conferences involving the student, facility instructor, and a University DI coordinator.
- Completion of required learning activities, which may include: applying the nutrition care process, written case studies; charting in electronic medical records; developing and implementing nutrition education programs; in-service trainings for staff; food production management, delivery, and service; personnel management; strategic planning; application of principles of finance; utilization of technology.
- Development of a poster presentation and abstract is required, as well as, membership in AND and involvement in local dietetic/nutrition-related professional organizations is encouraged.

**At the end of the SJSU DI, interns will be able to:**
- Meet professional practice expectations;
- Advocate for the profession of dietetics and consumers on nutrition issues;
- Effectively communicate, market and educate individuals and community-based groups;
- Perform the nutrition care process in health and disease in individuals and groups;
- Management and delivery of clinical, community, and customer services; and
- Integrate scientific information and research into practice.

**DI Program Costs, Financial Aid, Scholarships, and Stipend Info**

Approximate costs include, but may not be limited to the following:
- SJSU Enrollment Fees (18 units)..... $5,040
- AND Student Membership Fee...... $50
- Facility On-Boarding Fees (e.g. Background Check, TB test, immunizations, etc.)..... ~$100
- Technology Expenses (internet, software, etc.)..... ~$100
- CDR RD Exam Fee...... $200
- Housing, transportation, and living expenses are not included in these estimates.
- Interns must have their own health insurance and (if driving) car insurance policy.
- Liability coverage/Travel insurance is supplied by the University at no cost to the Intern.

Financial aid is not available unless intern is also an enrolled student in the Nutrition, food Science and Packaging MS program. Program does not offer a loan deferment plan.

The Academy of Nutrition and Dietetics (AND) and state dietetic association such as the California Academy of Nutrition and Dietetics (CAND) provide scholarships for dietetic interns. Please refer to their websites for eligibility requirements and application deadlines. The Department Circle of Friends alumni group also offers scholarship opportunities. Stipend available at select DI sites.
Application Eligibility Requirements

All applicants must meet these eligibility requirements:

- Have a DPD Verification Statement or a Declaration of Intent
- Completion of the following select DPD courses (or equivalent courses if taken at another institution) with a GPA of 3.2 or higher (with no grade lower than a C accepted):
  - NUFS 101A Food Science
  - NUFS 103 Food Processing
  - NUFS 106A Nutrition Life Span
  - NUFS 106B Research Method
  - NUFS 108A Nutrition & Metabolism
  - NUFS 109 Advanced Nutrition
  - NUFS 110A MNT (Fall)
  - NUFS 110B MNT (Spring)
  - NUFS 111 Foodservice Prod & Management
  - NUFS 113 Foodservice Systems
  - NUFS 114A Community Nutrition
  - NUFS 190 Nutri Edu & Counsel
  - CHEM 132 Biochemistry
  - CHEM 132L Biochemistry Lab
  - NUFS 220A (to start DI)

- Pass the three SJSU DI Content Exams (Nutrition, Food Science, and Food Management) with scores 80% or higher before the application semester. For more info, refer to the SJSU DI Frequently Asked Questions sheet.

- Documentation of a minimum of 450 hours of dietetics work/volunteer experience is required. Dietetic work experience must have been completed in the United States and within the last five years. Half or 225 hours must be in a hospital-like setting. Half or 225 hours may be acquired in non-clinical settings. These hours must be completed before the application semester. For more info, refer to the SJSU DI Frequently Asked Questions page on department website.

- During the application semester, enrollment in NUFS 220A (Advanced MNT, 3 units) and NUFS 280A (DI, 1 unit). Passing NUFS 220A with a C grade or better is required for starting the DI.

Additional application requirements for Graduate student applicants:

- Prior to the start of the application semester, MS students must provide a completed draft of MS project writeup/thesis. MS project/thesis defense must be completed by the time the DI starts.

Additional application requirements for Undergraduate student applicants:

- Completion of an additional 6 units of coursework beyond degree requirements to include:
  - One 3-unit business course (can be completed at outside institution) or select from:
    - BUS1-20N, Accounting
    - BUS3-150, Human Resources Management
    - BUS3-151, Labor Relations
    - BUS2-130, Intro to Marketing
  - Choose 3 units from:
    - NUFS 219A, Advanced Nutrition and Metabolism
    - NUFS 219B, Seminar in Advanced Topics in Human Nutrition & Dietetics
    - NUFS 242, Advanced Foodservice/Restaurant Management
    - NUFS 260, Multidisciplinary Health Promotion in Later Life
    - NUFS 134, Complementary and Alternative Health Practices
    - or by advisement: NUFS 194, Entrepreneurial Nutrition (1 unit) + NUFS 180, Individual Studies/Club Officer (2 units)
Application and Selection Process

Detailed instructions on how to submit your DI Application Packet to the DI Director will be given during NUFS 280A.

The SJSU DI application packet will consist of electronic files of the following:
1. A personal statement addressing preparation for the internship and applicant’s professional goals
2. Resume including work/volunteer experiences in nutrition/dietetics/foodservice/food management
3. A baccalaureate degree from an accredited institution (official transcript)*
4. Verification Statement of completion of an ACEND-accredited DPD within the past five years (or Declaration of Intent showing the application semester is applicant’s last semester*)
5. Grade point average calculation worksheet (minimum 3.2 GPA in select DPD classes)
6. Three letters of recommendation, typically from faculty member(s) and dietetics-related work/volunteer experience supervisor(s)
7. Graduate students: Confirmation from MS project/thesis advisor that a completed draft of the project writeup has been submitted*

* DI start date will be contingent upon obtaining DPD Verification Statement and BS degree, and for graduate students, completion of project/thesis defense and MS requirements.

The SJSU DI participates in a preselection process and can select a maximum of 24 dietetic Interns per year. There are two rounds of applications each year:
- DI start date in January/February (depending on site availability): Applications due October 1 the previous year; applicants will be notified on or before December 31 the previous year.
- DI start date in June/July (depending on site availability): Applications due March 1; applicants will be notified on or before May 31.

If an applicant is not selected through the preselect process, she/he may apply to other DI programs through the computer matching process.

DI Rotations Overview
The SJSU DI includes minimum of 1200 hours in the following rotation areas:
- Clinical, 680 hours (~4 months)
- Foodservice, 400 hours (~3 months)
- Management, 80 hours (these hours are typically completed during the Foodservice Rotation)
- Community, 40 hours (these hours can be completed during either the Clinical Rotation or the Foodservice Rotation or as a separate Community Nutrition Rotation)

The intern and preceptor should agree on the rotation requirements (activities, competencies, schedule, due dates, etc.). Once the rotation has begun, the preceptor and intern should stay in monthly contact with the DI Program Director/Site Coordinator to assure that all the requirements for the rotation are met.
SJSU DI Additional Requirements

- Interns will choose a DI project to present as an Abstract and Poster at a DI event during either the Fall or Spring semester (event/date to be determined). Poster templates and Abstract examples are provided in Google Drive. Your SJSU Faculty Site Coordinator will need to check the format/content of the poster and abstract before final submission.
- Interns must participate in at least 3 professional and community organizations events and write summaries. Events include: professional meetings, conferences, networking event, community event, public policy event, and/or volunteering; aim for one of these events to be related to nutrition legislative/public policy.
- Read, comply, and emulate ethical behavior within AND Code of Ethics, AND Standards of Professional Responsibility, and policies of facility
- Prepare a plan for professional development according to Commission on Dietetic Registration Professional Development Portfolio (PDP) Guidelines: https://www.cdrnet.org/pdp/professional-development-portfolio-guide and select at least 5 Learning Needs Codes as a part of your PDP: https://secure.eatright.org/CGI-BIN/lansaweb?wam=LPI002&webrtn=entrywr&ml=LANSA:XHTML&part=PRD&lang=ENG

DI Completion Requirements

The DI Director will issue a DI Verification statement of completion after confirming that 1200 hours of supervised practice in all major rotations have been successfully completed, all core and management competencies have been met at a proficient level, and all assignments and evaluations have been completed. The DI Verification is a statement that the Intern demonstrates the skills necessary to practice as an entry-level RD and is ready to sit for the RD exam.
SJSU DI Program Policies and Procedures

List of Policies and Procedures
- Google Drive
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Google Drive
Each intern will be assigned his/her personal Google Drive folder, where all DI Program materials will be organized and kept track of (including the SJSU DI Handbook). The DI Director will email the intern’s preferred email with a link to his/her assigned folder. The intern will upload all completed required documents to his/her Google Drive folder for the DI Program Director to review. Also keep track of hard copies. Google Drive Portfolio: All work created, written, and/or developed by you during your DI needs to be uploaded to your Google Drive folder (this is your evidence you have fulfilled the competencies). Interns will have access to the SJSU DI Handbook electronically via Google Drive. This allows the intern to access the information anywhere where there is Internet access.

DI Intern Responsibilities and Expected Code of Conduct
- Interns are responsible for the material provided in this handbook and will provide the Director with a signed copy of the signature page by uploading to Google Drive.
- You are expected to follow all of the SJSU DI Program policies and procedures in addition to all food service, clinical and community policies and procedures at each site.
- You are expected to behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times. See the AND Code of Ethics in the Appendix.
- You are expected to dress appropriately and engage with clients, patients, staff in a professional manner.
- You are expected to maintain confidentiality. Do not post anything related to your DI on social media. See the SJSU DPD Social Media Policy in the Appendix.
- You are expected to already have the technical and computer skills to manage your Google Drive folder and electronic documents.
Interns are expected to be on time, be prepared, and participate fully in all supervised practice experiences:

- Interns are expected to be prepared, on time, and ready to learn!
- You should have a positive attitude: be prepared and eager to learn – even when the value of the experiences may not be immediately evident; consider how the learning experience fits into the big picture. There is always something to learn.
- You should be internally motivated: be interested in learning because you want to become excellent practitioners, team members, and professional leaders. Grades and other extrinsic rewards are less important than what is learned and how you conduct yourself in professional settings.
- You should be open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities. Approach each new situation with the same openness and eagerness that you had at the beginning of your supervised practice experience.
- Personal cell phone use must be limited only to access on-line professional reference materials (e.g. medical dictionary, drug info). Use of facility computers is strongly preferred for this purpose. Personal calls, personal Internet use, and use of social media are not appropriate during work hours.
- Take initiative and identify potential projects/things to do. Don’t always wait to be told what to do. Volunteer for tasks, especially when the preceptor is busy.
- Manage your personal life so that you can take full advantage of the experiences the program and your preceptors are providing for you.
- You should expect that completing a supervised practice experience will be time-consuming and challenging.

Interns have the responsibility to be organized and dependable:

- Always be on time during ALL rotations and with meeting deadlines set for assignments/projects. Discuss with preceptors ahead of time if you are not able to make the deadline. Adhere to assigned work hours.
- Some sites may require additional reading and homework assignments, so plan your time accordingly.
- Look ahead and plan meetings with upcoming preceptors to arrange schedules and review assignments. Get started on assignments early.
- You should be organized and willing to assume responsibility for your own learning. Excuses for disorganization and forgetfulness are not acceptable.
- It is your responsibility to follow through with all supervised practice plans and to prepare for the unexpected.
- Pay attention to details.

It is the intern’s responsibility to communicate regularly and appropriately with preceptors and others so that expectations, arrangements, responsibilities, etc. are understood and agreed upon:

- Learn when to ask for guidance and when to be appropriately self-directed (search for the answers yourself). Clarify tasks given to you so you don’t waste time. If expectations are not clear to you, ask the preceptor what the expectations are.
- Practice good listening skills and avoid gossiping. Display positive body language, such as good eye contact, firm hand shakes, and greeting people with a smile.
● You should be flexible and willing and able to adapt appropriately as situations change; respond positively to changes. Expect and accept that problems and frustrations will occur periodically, but learning to deal with problems will allow you to grow as a professional.

● You are not expected to know all the answers. Remember, you are in an internship to learn so ask lots of thoughtful, relevant questions to enhance your knowledge.

● You should be able and willing to build upon your prior learning. You should be able to integrate new information and concepts with those that you have learned previously. (Preceptors do not have the time nor should they be expected to teach or re-teach material that interns should have mastered previously.)

● Maintain an appropriate perspective and stay focused on learning and the tasks at hand.

**Interns have the responsibility to be respectful and appreciative:**

● Your behaviors should reflect your recognition that many people are doing extra tasks and giving generously of their time, energy, and talents so that SJSU interns can be in the facility, having valuable learning experiences.

● You should not take you supervised practice program or the guidance of your preceptors for granted or make unwarranted assumptions. Remember that preceptors are volunteers! Precepting is not easy, and each preceptor will have a different style. You will need to be flexible and respectful.

● Be courteous to preceptors, director, and your fellow interns. Always treat others with respect, even when you don’t share the same values or opinions.

● Understand that constructive criticism is given to improve your skills and is not to be taken personally.

● Read emails daily and respond (if needed) promptly, especially emails from the DI Director.

● Always write professional emails (including follow-up emails): use a salutation, write in complete sentences, and proofread. A well-composed email provides the recipient with a polite, clear, concise and actionable message.

**Interns have the responsibility to have a professional appearance:**

● An individual’s appearance gives a first impression to others about the person’s competence, the level of service of the facility, and representation of the SJSU DI. Interns are expected to dress in a business-like, professional manner.

● Clothing should be neat, clean, and professional appearing.

● No athletic wear, halter/crop tops, sheer clothing, jeans of any color, apparel or accessories with graphics or designs that may be offensive or inappropriate in the professional environment.


● Professional shoes should be worn: shoes must be safe, quiet, clean, and in good repair. No athletic shoes, sandals, flip flops. In food preparation areas, shoes should be safe (non-slip), sturdy with a closed heel and toe.

● Hair and facial hair must be clean, controlled and trimmed so as not to interfere with job duties. Hair should appear neat and professional (no unnatural colors). In food preparation and service areas, haimets and beard guards may be required.

● Fingernails: Artificial nail enhancements are not permitted. Nail polish is allowed, provided it is not chipped. Anything else applied to natural nails other than polish is considered an enhancement. This includes, but is not limited to artificial nails, tips, wraps, appliqués, acrylics,
and any additional items applied to the nail surface. Nail polish is prohibited during foodservice/management experiences that include food handling.

- Jewelry, cosmetics, perfume and other accessories shall be minimized and may not be worn where safety or health standards would be compromised. Use of scented personal products is discouraged.
- Follow the ID Badge policy at your rotation site.

**Monthly Evaluation of Intern Progress**
Interns are evaluated monthly at the intern/preceptor/SJSU Faculty DI Site Coordinator meeting. SJSU Interns are evaluated based on the below Ratings Scale:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Exceed expectations.</td>
</tr>
<tr>
<td>4</td>
<td>Competent. Meets all expectations. Demonstrates sound knowledge, confidence, and effective use of entry level skills; seeks assistance after investigating potential solutions.</td>
</tr>
<tr>
<td>3</td>
<td>Intermediate. Applies major principles and concepts accurately most of the time, however requires support to consistently use principles and/or methodology accurately in all practice applications.</td>
</tr>
<tr>
<td>2</td>
<td>Making appropriate progress towards competence. Does not consistently demonstrate an understanding of major principles and concepts. Does demonstrate some correct practice methodology.</td>
</tr>
<tr>
<td>1</td>
<td>Needs improvement. Requires frequent support and directive cues. Needs direction to consistently identify principles and application.</td>
</tr>
<tr>
<td>N/A</td>
<td>Not applicable, did not perform, did not observe (may not be relevant to facility or intern did not have opportunity to demonstrate).</td>
</tr>
</tbody>
</table>

Monthly evaluation scores should progressively increase, and a minimum score of four (4 = Competent) is required in all rotation competencies for the intern to pass the final rotation evaluation.

If the intern receives a score of 1 on any monthly evaluation, the preceptor and/or DI Director will decide if the intern will need to complete additional work or lengthen the rotation. If the intern is not successful, the site may terminate the DI agreement.

**Intern Evaluation of Preceptors, Sites, and Learning Experiences**
Interns have the opportunity to evaluate the preceptors, sites, and learning experiences on the Intern Evaluation Forms to be completed after each rotation. The DI Director will review intern evaluations and take the data into account when considering DI curriculum changes and/or which facilities/preceptors will be used for future DI rotations. DI alumni will be requested to complete a survey on employment and preparedness for employment one year after DI program completion.

**Nondiscrimination Policy Statement**
San José State University is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or protected veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty and staff programs and activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws,
prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus).

Reasonable accommodations will be provided for students with disabilities who self-disclose. Any student who may require an accommodation under American with Disabilities Act and Section 504 of the Rehabilitation Act should contact the DI Director as soon as possible.

Professional Membership
All students are required to maintain student membership in the Academy of Nutrition and Dietetics (AND) and the California Academy of Nutrition and Dietetics (CAND). Joining the local Silicon Valley District association is highly encouraged. The AND membership gives you access to the professional journal and other resources that will be helpful during the internship. The state/local association has opportunities for volunteering and networking as well as seminars and other events and meetings.

Credit for Prior Experience
The SJSU DI does not grant credit or waive supervised practice hours based on prior work, volunteer, or other learning experiences.

Attendance, Absence or Leaving Early
The SJSU DI is a full-time 1200-hour minimum competency-based program. Interns are expected to be in the DI full time. Some interns may require additional time if competencies are not completed within 1200 hours. Additionally, some sites may offer more or less time in specific rotations than others sites. Any alterations to the standard schedule must be pre-approved by interns, preceptor, and DI Director.

Generally, the preceptor for each rotation will inform the intern of the daily schedule for the rotation. The starting time may vary but is generally between 7:00 - 8:30 AM (depending on site).

- Lunch break and any other breaks during the day should be coordinated with the preceptor.
- Interns should stay until the day’s work is done. If it is necessary for an intern to leave, the preceptor must be notified. Interns are expected to complete their work unless these are extenuating circumstances. In most instances, interns should be able to finish their work duties during scheduled onsite hours. If an intern needs to leave early or be absent for part of the day, the intern should make arrangements with the preceptor in advance. Interns are expected to be in their scheduled work area unless they have been notified otherwise.
- In case of illness, the intern must contact the preceptor as soon as reasonably possible before the scheduled work time. Personal appointments (e.g. medical or dental) should be scheduled during off-duty time when feasible.
- Unless the person directly responsible is present, interns are expected to assume responsibility for any matter concerning the area in which they are working. Interns are encouraged to seek assistance from a preceptor or other staff member if a situation is beyond their experience.
- In addition to on-duty work responsibilities, there will be assignments that must be done on off-duty time.

Before you start your rotation, complete the Rotation Schedule Form with your preceptor to agree upon expectations regarding your rotation schedule. Please discuss with your preceptor any days off you would like to request. If for any reason you need to leave early (before your preceptor), or if you will be absent, please notify your preceptor as soon as possible. Do not leave without approval! Some sites
may require you to make up any missed days by working weekends or extending your internship timeline. In some cases, the intern may need to work longer hours to complete the work.

**Leave of Absence**
Interns who need an extended leave of absence of more than one week due to illness, injury, or for serious personal reasons must contact the DI Director and preceptor as soon as possible. If the intern was in good standing prior to the requested leave, the DI Director will work with the intern and preceptor to try to accommodate a leave of absence. The intern must provide documentation (medical documentation, insurance documentation, etc.) justifying the need for a leave of absence. The DI Director will try to accommodate leaves of absence but cannot guarantee that rotations can be rescheduled. If the DI Director cannot reschedule rotations for a leave of absence, the intern will be required to withdraw from the program. All rotations must be completed within 45 weeks or about 10.5 months of the start of the internship program. A leave of absence greater than one month or multiple leaves of absences that total greater than one month cannot be accommodated.

**Working During the DI**
The SJSU DI Program is a very intense, demanding, professional program and outside employment is strongly discouraged.

**Education Purpose of Supervised Practice**
Supervised practice sites and preceptors will refrain from using interns to routinely replace regular employees except as part of the learning process; for example, during staff relief and assisting staff as a manager would. The educational training that the dietetic intern receives during the internship is for the benefit of the intern who will work closely under the supervision of a preceptor. The intern will not displace a regular employee and the intern is not entitled to wages for time spent in the internship, nor job placement upon program completion.

**Insurance/ Travel/ Personal Health/Injury**
During your internship, SJSU’s liability insurance covers interns, but some sites may require additional coverage. The SJSU DI policy is that all interns are responsible for their own transportation costs including mileage, parking, car insurance, etc. Interns must also have their own health insurance policy with adequate coverage during the internship. If an Intern becomes ill or are injured at work, the intern should notify their preceptor immediately.

**Unsatisfactory Performance, Remediation, Dismissal/Termination**
Interns are expected to satisfactorily complete all scheduled DI rotations as evidenced by evaluation forms. Monthly evaluation scores should progressively increase, and a minimum score of four (4 = Competent) is required in all rotation competencies for the intern to pass the final rotation evaluation. If the intern receives a score of one (1 = Needs Improvement) on any monthly evaluation, the preceptor and/or DI Director will decide if the intern will need to complete additional work or lengthen the rotation. The process for remediation is as follows:

- Discussion during monthly evaluation meeting: A discussion with the intern regarding the issue will be conducted by the preceptor and DI Site Coordinator. Expectations for performance and conduct will be explained. The intern will be informed of available study resources and encouraged to seek confidential counseling if appropriate.
- Performance Improvement Plan and Intern Self-Reflection: If problems in meeting performance
standards are identified, the DI Site Coordinator and/or DI Director will work with the intern and preceptor (if applicable) to develop, implement and evaluate an individualized performance improvement plan and specific timeframe for improvement. The intern will also complete a self-reflection to determine personal responsibility. The intern will be informed of the consequences of failing to resolve the performance deficiencies, up to and including dismissal from the internship.

- At the end of the specified timeline, generally no more than 30 days, the intern’s progress and potential for continued improvement will be assessed. The results of the review will be discussed with the intern and documented on the monthly evaluation form. If the intern is not progressing satisfactorily towards the established goals, the DI Director will initiate a discussion with the intern to counsel on alternate career paths based upon the intern’s interests and abilities including discussion of pursuing the DTR credential depending on the individual situation. Upon completion of the specified timeline, if the Intern is making satisfactory progress, a new performance plan may be developed or the Intern may continue with the regular DI schedule. If it appears that it is not possible for the Intern to meet established performance criteria to demonstrate competency within a reasonable time and with reasonable supervision, the intern will be dismissed from the Internship.

The DI Director reserves the right to dismiss or terminate an intern from the internship program if it is necessary or appropriate to do so. Before this action is taken, the DI Director, DI Site Coordinator, and/or preceptors will have taken the above steps to work with the intern to improve performance, as appropriate. Possible reasons for the termination may include, but are not limited to, the following:

- Termination of an internship experience by a preceptor based on unsatisfactory performance/progress, inappropriate actions (i.e. HIPAA, inability or refusal to meet medical or background requirements, false documentation), or poor professionalism (i.e. poor conduct, tardiness, inappropriate work behavior, or absenteeism) of the intern
- Failure to meet competency requirements: continued and/or consistent unsatisfactory internship performance as evidenced by evaluation forms (rating scores 3 or lower)
- Excessive/blatant/continued absenteeism or tardiness
- Unprofessional behavior at internship sites such as tardiness/absenteeism, inappropriate communications/relationships with preceptors or other staff, inappropriate use of computers and other devices
- Blatant violation of policies and procedures established by SJSU and the rotation facility
- Inability to complete all internship rotation requirements within 45 weeks or 10.5 months of the internship start date

In the event that it becomes necessary to terminate a student's internship, the intern will receive a “No Credit” grade for NUFS 280A units not yet completed. Terminated interns will not receive a DI Verification Statement. Tuition and fee refunds in the event of termination from the DI will follow the policies of SJSU Bursar’s Office.

**Procedure for Withdrawal from the DI**
Interns who wish to withdraw voluntarily from the DI must submit their intention to withdraw in writing to the DI Director. Tuition and fee refunds in the event of withdrawal from the DI will follow the policies of SJSU Bursar’s Office.
**Procedure for Dietetic Intern Grievance**

The DI Site Coordinator/DI Director strives to speak with each intern individually a minimum of once a month for the duration of the DI program. It is expected if an intern has a concern or grievance, that s/he will discuss this with the DI Site Coordinator/DI Director. The DI Director is available via email, phone, and in office hours to discuss any concerns or grievances interns may have. Interns should also communicate directly with preceptors and site supervisors as appropriate or ask the DI Director to mediate if appropriate. If the DI Director cannot resolve the grievance, the intern can speak with the SJSU Nutrition, Food Science, and Packaging Department Chair.

In the case where the DI Director and the SJSU Department Chair are unable to satisfactorily address an intern’s concern or grievance, refer to the SJSU Catalog Policies and Procedures.

If an intern’s grievance is related to accreditation standards or policies, and still not resolved after the above measures have been taken, grievances about the DI program can be reported to ACEND via these procedures: [https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs](https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs)

**Onboarding Procedures at Rotation Sites for Dietetic Interns**

Interns are required to follow the onboarding procedures set forth by their assigned DI rotation sites. In an effort to help interns prepare ahead of time and know what to expect, an example list of onboarding requirements is below.

- **Immunizations/medical tests:** recent TB clearance, Hepatitis B titer showing immunity, varicella titer showing immunity, MMR titer showing immunity, Tdap booster within the last 10 years. At clinical rotation sites, interns are required to get an annual flu shot or wear a mask as required by the site. Most facilities will not pay for these requirements so interns are generally financially responsible for obtaining these medical requirements. Interns should make sure all immunizations and titers are current and documentation is easily available in case a facility asks for documentation. If a facility requires a more recent TB PPD or chest x-ray or any other tests/immunizations, the intern will need to comply with these requirements, including paying for the tests/immunizations if the facility does not.

- **Background check and drug testing** are typically required of all interns and the site contact should alert interns when they need to complete these.

- **Fingerprinting, CPR training, respiratory mask fitting, and other immunizations/immunity tests** may be required for some rotations and the intern will need to pay for these if the facility does not.

Please alert the DI Director if you feel any of these tests/reports/requirements might be of concern and prevent you from gaining entrance into a rotation site. If an intern is unable to meet one of the onboarding requirements, it may result in the intern being dismissed from the DI as the intern may not be able to be placed in rotations.
PLEASE KEEP THE FILES IN YOUR GOOGLE DRIVE FOLDER ORGANIZED!

It is recommended you use the Google Drive Folder Contents Tracking Form to keep track of a “Table of Contents” or list of files that you upload to your Google Drive folder. The DI Director will be reviewing the contents of your Google Drive folder throughout your rotations and at the DI Exit Evaluation. Keeping an organized folder is one of the required DI competencies.

Checklist Prior to Starting DI Rotations

The following must be completed prior to starting the DI:

- Submit official transcript showing BS degree to DI Director
- Submit DPD Verification Statement to DI Director
- MS Students: email confirmation from Graduate coordinator/primary research advisor to DI Director that all MS requirements are completed (including defense and bound copy of MS project write up)
- Signed SJSU DI Handbook Acknowledgment Page
- Apply for student membership in the Academy of Nutrition & Dietetics (AND)/California AND (CAND); also encouraged: joining local district (Silicon Valley District of the CAND)
- Continuous enrollment in NUFS 280A units under your SJSU DI Faculty Site Coordinator (Summer 6 units via Special Sessions, Spring/Fall 12 units via Special Sessions or Regular Session if MS student who has delayed graduation) - DI Director will give out add codes
- **For each site/major rotation:** Complete site-specific onboarding requirements (e.g. forms with HR, background checks, TB test, immunizations, fingerprinting, etc.)
- **For each site/major rotation:** Complete the Rotation Schedule Form (described below) with your site preceptor
- When available, upload your detailed rotation schedule (provided by site) to Google Drive
Important Documents for All Rotations
For each rotation, there is accompanying info in this guide that includes information on the following topics specific to the rotation:

- Rotation Description (with list of planned activities to meet competencies)
- Setting Requirements
- Preceptor Requirements
- Rotation Length

Planning and Documenting Intern Progress
SJSU DI Interns are responsible for keeping track of all requirements and documents during the internship. Each intern will be assigned his/her own Google Drive folder, where he/she can find all required documents described in this guide and where he/she will upload completed documents for the DI Director to review.

Several documents are provided for the preceptor and intern to plan and implement the rotations, while also recording the intern’s progress during the rotations and DI program

- **Rotation Schedule Form**
- **Monthly Rotation Evaluation Forms (ACEND Competency, Activities Tracking, and Intern Performance Evaluation Form)**
- **Intern Evaluation of Preceptor and Rotation Form**
- **Intern Evaluation of Site Form**
- **Supervised Hours Tracking Form**
- **Conditions & Populations Log** (this document for Clinical and Community rotations only)
- **DI Exit Evaluation Form**

The intern will upload and organize all completed forms to his/her Google Drive folder for the DI Program Director to review. Also keep track of hard copies.

Document Descriptions
The following descriptions explain the purpose of the documents used in the rotation:

*Rotation Schedule Form*: The intern and preceptor should fill out a *Rotation Schedule Form* together. It is a useful planning tool that details the agreed upon schedule, any anticipated days off, etc.

*Monthly Rotation Evaluation Forms*: This form tracks intern activities, aligns rotation activities with ACEND competencies, and allows the intern and preceptor to evaluate intern performance on a monthly basis. This form is the intern’s monthly self-assessment, which is an ongoing process that is part of the learning process. The intern, preceptor, and SJSU Faculty DI Site Coordinator will sign completed evaluation forms and give the forms to the intern to upload to his/her Google Drive folder for the DI Program Director to review. There are specific/distinct *Monthly Rotation Evaluation Forms* for each of the rotations: Clinical, Community, Foodservice/Management. Interns should make editable copies as needed of these forms in their Google Drive folder.

*Intern Evaluation of Preceptor and Rotation / Site Forms*: In order to provide feedback to improve the quality of the rotation, interns are required to use the *Intern Evaluation of Preceptor and Rotation Form* to review the quality of the rotation, preceptor, and perceptions of the overall education experience.
Interns are required to use the *Intern Evaluation of Site Form* at the end of rotation(s) at a particular facility/site to review the quality of the site and perceptions of the overall education experience.

*Conditions and Populations Log*: Interns must serve specific populations and practice the nutrition care process to address specific diseases during supervised practice. Interns must serve all of the following populations during their Clinical and Community Rotations: infants; children; adolescents; adults; pregnant/lactating females; low income, nutritionally at-risk women and their children up to age five; and the elderly. Interns must also address all the following disease states and conditions during their combined Clinical/Medical Nutrition Therapy (MNT) rotations: weight management and obesity, diabetes, cancer, cardiovascular disease, gastrointestinal, and renal disease. Interns track the conditions and populations they are working with using the *Conditions & Populations Log*.

*Supervised Hours Tracking Form*: The intern must complete this log to track the hours worked/in supervised practice. The preceptor must initial the log at the end of the rotation.

*DI Exit Evaluation Form*: This *DI Exit Evaluation Form* is to be completed at the end of the internship. Interns will complete the self-assessment portion and meet with the DI Director to ensure all ACEND and DI competencies have been satisfactorily met.

A list of milestones for using the forms in the rotations is provided below.

<table>
<thead>
<tr>
<th>Required Forms for Each Rotation</th>
<th>Intern</th>
<th>Preceptor</th>
<th>DI Site Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Rotation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Rotation Schedule Form</td>
<td>X</td>
<td>X</td>
<td>Review</td>
</tr>
<tr>
<td>Upload signed Rotation Schedule Form to Google Drive</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>During Rotation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Track hours spent in rotation using Supervised Hours Tracking Form</td>
<td>X</td>
<td>Verify at end of rotation</td>
<td></td>
</tr>
<tr>
<td>Complete MONTHLY Rotation Evaluation Forms</td>
<td>X</td>
<td>X</td>
<td>Review</td>
</tr>
<tr>
<td>If Clinical/Community Rotations: Track Conditions and Populations Log</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload any completed paperwork/forms to Google Drive</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>End of Rotation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Intern Evaluation of Preceptor and Rotation Form</td>
<td>X</td>
<td></td>
<td>Review</td>
</tr>
<tr>
<td>If changing sites: Complete Intern Evaluation of Site Form</td>
<td>X</td>
<td></td>
<td>Review</td>
</tr>
<tr>
<td>Upload all completed paperwork/forms to Google Drive</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Foodservice (and Management) Rotation Guide:

Foodservice Rotation Description
There are two types of sites for the Foodservice Rotation:
1. Institutional Foodservice, Production, and Management
2. Patient Foodservice, Production, and Management

At the Institutional Foodservice, Production, and Management Rotation sites, interns develop skills providing marketing, procurement, storage, preparation, delivery, service, and management that include retail operations. Interns practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service, and management activities. The activities in this rotation include practical hands-on practice as well as investigative research to prepare for in-depth management responsibilities. This rotation includes projects and activities such as:

- Business Plan (Required)
- Menu Theme Meal Project
- Quality and Process/Performance Improvement Project with management responsibilities
- Optional: Abstract submission to CAND or FNCE annual conferences

Other Planned Activities List
- Participate in purchasing, menu planning, production, distribution, service
- Perform cost benefit analyses
- Participate in the management of resources
- Conduct and participate in quality management
- Participate in the use of information technologies
- Provide in-service training and education for staff members

At the Patient Foodservice, Production, and Management Rotation sites, intern activities include menu planning, taking meal orders, tray preparation and delivery, patient promotions, and marketing of menus. Interns focus on all aspects of producing and delivering nutrition to patients. This rotation focuses on foodservice within an inpatient setting for people who have medical needs related to their diets. While the activities in this rotation site are similar to the Institutional Foodservice rotation site, the Institutional rotation site also includes retail settings that are not focused on medical needs.

Other projects, activities and assessments, not limited to learning portfolios, journal clubs, research projects, homework assignments, readings, quizzes, pre-tests, and post-tests may be developed by the site preceptor(s).

Setting Requirements
An Institutional Foodservice, Production, and Management Rotation requires a facility with a large retail institutional cafeteria or foodservice operation whose activities include marketing and procurement through delivery and service functions. These kinds of cafeterias can usually be found in hospitals, universities/schools, or larger restaurants.

A Patient Foodservice, Production, and Management Rotation requires a facility such as a hospital, long term care facility, or residential facility where people are staying at the facility require specialized meals.
**Preceptor Requirements**

Institutional Foodservice, Production, and Management Rotation: Someone experienced in planning and overseeing institutional foodservices must supervise the intern and serve as preceptor for this rotation. This would include the foodservices manager or supervisor and might be a certified chef or other production/operations managers.

Patient Foodservice, Production, and Management Rotation: Someone experienced in planning and overseeing patient foodservices must supervise the intern and serve as preceptor for this rotation. This would include the patient foodservices manager or supervisor and might be a certified chef, a chef, or other production/operations managers.

**Rotation Length**

The Foodservice Rotation covers approximately 480 - 520 supervised-practice hours, depending on whether the Community Rotation is also included in the Foodservice Rotation site. The actual activity schedule and deadlines should be agreed on by the DI Program Director, preceptor, and intern and include the schedule requirements of the facility director, since some activities require fitting into the actual operations of the facility.
Clinical Rotation Guide:

Rotation Description
There are three levels of supervised-practice experiences within the Clinical/Medical Nutrition Therapy (MNT) Rotations:
1. Basic MNT
2. Advance MNT
3. Outpatient MNT

Planned Activities List
1. Orientation to facility and introduction to staff Assessment of patient nutritional status
2. Provide nutrition care in:
   - Diseases Related to Endocrine Disorders
   - Surgery
   - Cardiology
   - Renal
   - Diabetes
   - Gastrointestinal Tract
   - Critical Care
   - Nutrition Support: total parenteral nutrition, peripheral parenteral nutrition and enteral nutrition in the life cycle stages including obstetrics, pediatrics and gerontology
3. Participate in health promotion strategies and health maintenance and rehabilitation strategies
4. Participate in the use of information technologies
5. Provide in-service training and education for staff members

Basic MNT:
This is the first clinical experience where interns practice the Nutrition Care Process for Medical Nutrition Therapy. As a first level of practice, interns practice the nutrition care process with populations with common medical conditions impacted by diet including obesity, diabetes, hypertension, cardiovascular disease, and gastrointestinal disorders. The intern also prepares and presents mini case studies to become skillful in exploring a variety of disease states and conditions. Interns must use the Conditions & Populations Log to track the populations they have served and the diseases and conditions they are treating during this experience. The same log form should also be used throughout the other Clinical and Community Rotations.

Advance MNT:
This is the clinical experience where interns practice the Nutrition Care Process for Medical Nutrition Therapy with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease (typically in an inpatient setting). The intern also prepares and presents mini case studies and a major case study developing skills in researching disease states and conditions. Interns are to continue to use the Conditions & Populations Log to track the populations they have served and the diseases and conditions they are treating.

Outpatient MNT:
This experience builds on the skills developed in the basic and advanced MNT experiences. Interns practice the nutrition care process with patients who are being seen in an outpatient setting. These
patients have medical conditions impacted by diet and do not require hospitalization at this time. Therefore, interns will be supporting clients who are caring for themselves and may require guidance in shopping, preparation, and including good nutrition practices in their daily lives. Group MNT activities may be satisfied with the Community Nutrition Rotation activities. Interns must continue to use the Conditions & Populations Log to track the populations they have served and the diseases and conditions they are treating during this experience.

Other projects, activities and assessments, not limited to learning portfolios, journal clubs, research projects, homework assignments, readings, quizzes, pre-tests, and post-tests may be developed by the site preceptor(s).

Setting Requirements
Basic MNT: The rotation requires an inpatient hospital or long-term care (LTC) facility. Because interns are also required to perform part of their supervised practice in a long-term care facility, it is possible to split the activities of this rotation between an inpatient hospital setting and a long-term care facility. Long-term care can also be satisfied by going to the patient’s home with a registered dietitian (RD) preceptor who is providing home-care services.

Advance MNT: The rotation requires an inpatient hospital facility that has a full time RD and acute care unit. The facilities must include critical care nutrition and nutrition support such as Total Parenteral Nutrition (TPN) and Enteral Nutrition (Tube Feeding).

Outpatient MNT: The rotation requires an outpatient interaction that can be found in a hospital or university health clinic, doctor’s office, or as part of a community outreach program where group MNT activities can occur.

Preceptor Requirements
Basic MNT: A RD who is credentialed to meet state and federal regulations for the area in which they are supervising interns, must supervise the intern and serve as preceptor for this rotation. It is possible to perform some activities in the long-term care facility (LTC) under the supervision of a non-RD preceptor such as a DTR with oversight of the LTC RD with the DI Program Director’s permission.

Advance MNT: A RD who is credentialed to meet state and federal regulations for the area in which they are supervising interns, must supervise the intern and serve as preceptor for this rotation. The preceptor must have experience working with the inpatient Advance MNT category conditions described above in the Rotation Description.

Outpatient MNT: A RD who is credentialed to meet state and federal regulations for the area in which they are supervising interns, must supervise the intern and serve as preceptor for this rotation.

Rotation Length
The Clinical Rotations cover approximately 680 supervised-practice hours. The actual activity schedule and deadlines should be agreed on by the DI Program Director, preceptor, and intern.
Community Rotation Guide:

Rotation Description
Interns develop skills providing nutrition services to the community at large through a variety of activities, programs, and services including nutrition counseling, nutrition education, nutrition assessment, wellness programs, and time management. Interns also develop skills in evaluating and applying government program guidelines and policies. The activities in this rotation can be organized into four categories: Nutrition Education and Counseling, Targeted Community Nutrition, Wellness Program, and Government Public Health Policy.

Interns must use the Conditions & Populations Log to track the populations they have served and the diseases and conditions they are treating during this rotation. The same log form should be used throughout the Clinical and Community Rotations.

Planned Activities List
- Participate in food, nutrition and social services in community programs
- Provide nutrition care in a community setting
- Participate in the use of information technologies
- Perform cost effectiveness studies
- Participate in management of resources
- Provide education and training
- Plan and participate in health promotion activities

Setting Requirements
Depending on the DI site, the community nutrition supervised-practice activities may be incorporated into the Foodservice and/or the Clinical Rotation(s). This rotation requires access to individuals and groups by creating groups or interacting with existing groups, through a government funded public health program, hospital, clinic, doctor's office, community center, or existing program such as a weight management program, specialty cooking program, or athletic program. Although not required, it is recommended that the intern practice in one or more government health programs such as WIC, Head Start, Meals-On-Wheels, Cooperative Extension, Expanded Food and Nutrition Program (EFNEP), or SNAP-ED.

Preceptor Requirements
Professionals experienced in working with government programs, teaching community education, and mentoring educators must supervise the intern for this rotation. This may include a dietitian as well as other specialists such as a nutritionist, nurse, community center educator, or a supervising teacher. If the activity involves teaching clients’ finger sticks or other medical practices, the preceptor must be an RD, nurse, or other qualified professional.

Rotation Length
This rotation covers approximately 40 supervised-practice hours. Depending on the DI site, the community nutrition supervised-practice activities may be incorporated into the Foodservice and/or the Clinical Rotation(s).
SJSU DI Completion Checklist

In order for the DI Director to issue a DI Verification Statement and submit your paperwork to CDR so that you can take the national RD Exam, you must complete the following and upload to your Google Drive folder. Please organize the contents of your Google Drive folder so items are easy for the DI Director to find!

- Rotation Schedule Forms (at least 2)
  - Detailed rotation schedule(s)
- Clinical Rotation Monthly Evaluation Forms (4)
- Foodservice Monthly Rotation Evaluation Forms (3)
- Community Rotation Evaluation Form (1)
- Intern Evaluation of Preceptor and Rotation Forms (variable number)
- Intern Evaluation of Site Form(s)
- Conditions and Populations Log (1)
- Supervised Hours Tracking Form(s)
- Google Drive Portfolio: All work created, written, and/or developed by you during your DI needs to be uploaded to your Google Drive folder (this is your evidence you have fulfilled the competencies). This must include, but is not limited to:
  - Poster and Abstract
  - Three (3) professional events summaries/write-ups
  - Business plan
  - Mini MNT case study
  - Major MNT case study
  - Example work that can be completed to meet competencies:
    - In-service presentations
    - Nutrition education materials
    - Letter to elected official regarding a nutrition-related policy/bill
- DI Exit Evaluation Form (1)
- Signed RDNE and RDE Misuse Form (must sign using blue ink)
- MS Students: Submit an official transcript showing MS degree to DI Director

DI Verification Statement/CDR submission/RD Exam will be delayed and you will be required to take additional NUFS 280A units until completion of all of the above requirements.
Your signature below indicates that you have read and understood the SJSU DI Handbook, including the policies, procedures, terms, and conditions related to the dietetic internship at San Jose State University and that you agree to participate in the SJSU DI as described.

<table>
<thead>
<tr>
<th>SJSU DI Intern's Signature</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>SJSU DI Intern’s Printed Name</th>
<th>Intern’s Email Address</th>
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</thead>
<tbody>
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</table>

This form is to be signed by the student and placed in the student’s Google Drive folder prior to starting the DI.