

Dietetic Internship Handbook



Human Sciences
COLLEGE OF HEALTH SCIENCES
SAM HOUSTON STATE UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

2023 - 2024

Note: It is a student's responsibility to read this handbook, be knowledgeable of its contents, and comply with the standards set forth herein.

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Introduction

This handbook provides information about the Combined Master of Science in Dietetics and Dietetic Internship (MS/DI) Program and the policies and procedures governing the program.

These policies supplement those found in the Texas State University System (TSUS) Rules and Regulations, applicable Sam Houston State University (SHSU) policies, and the SHSU Handbook, including:

[insert link to TSUS R&Rs]

<https://www.shsu.edu/dept/dean-of-students/guidelines/student-guidelines>

<https://www.shsu.edu/dept/academic-affairs/policies.html>

[insert any other applicable links]

Students enrolled in the Combined MS/DI program are to abide by all TSUS, SHSU, and Combined MS/DI policies.

The purpose of the handbook and policies is to maintain the standards of the profession and the reputation of the SHSU Combined MS/DI Program. Therefore, referenced links may be changed periodically. Students are responsible for checking the TSUS or SHSU websites for updated information or informing the DI program director when information is unavailable.

Disclaimer: This Handbook fully replaces previous editions of the Handbook. Students are accountable for familiarizing themselves with its contents and compliance with the policies and procedures.

This Handbook does not constitute a contract between SHSU and its students. SHSU reserves the right to amend, modify, add, or delete information within this Handbook at any time. In the event of conflict between the provisions of this Handbook and the Texas State University System Rules and Regulations, the latter shall govern and control.

Combined Master of Science in Dietetics & Dietetic Internship Program

The SHSU Dietetic Internship is a full-time program emphasizing Community Nutrition that requires enrollment in SHSU's graduate school. The Master of Science degree and the dietetic internship are completed concurrently over a 17 month period, beginning in August. A minimum of 1000 practicum hours must be completed for the dietetic internship and 36 hours for the graduate program. Dietetic Internship credit is not given for past work experience.

The 1000-hour dietetic internship curriculum includes:

- 150 hours Professionalization Seminar
- 350 hours Clinical Nutrition
- 350 hours Community Nutrition
- 150 hours Food Service Systems Management

The 36-hour [Master of Science in Dietetics](#) curriculum is completed in four (4) semesters (including summer).

Preceptor sites for the dietetic internship include major regional medical centers, community hospitals, various community/preventative health agencies, and public school food service facilities. Specific rotations may be in a busy metropolitan area. However, most rotation sites are located within two (2) hours of Huntsville.

Accreditation

The Sam Houston State University Combined Master of Science in Dietetics and Dietetic Internship Program 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. (800) 877-1600 ext. 5400.

Website: <http://www.eatrightpro.org/resources/acend>

Mission

The mission of the Combined Master of Science in Dietetics and Dietetic Internship Program at Sam Houston State University is to prepare graduate students for evidence-based entry-level dietetics practice to demonstrate knowledge, skills, and values necessary to enhance the health and wellness and quality of life of individuals in the community, the nation, and the world. As a program within the Department of Human Sciences (HUSC) at SHSU, our core values relate to our institutional, college, and departmental missions. Therefore, the mission of the SHSU Combined MS/DI Program encompasses the value of our institutional mission, which is that “Sam Houston State University provides high-quality education, scholarship, and service to qualified students for the benefit of regional, state, national, and international constituencies.”

The mission of the College of Health Sciences, in which the HUSC Department is housed, is to “provide accessible student-centered education in the health professions for a diverse population of traditional and non-traditional students, advance health science knowledge and evidence-based practice through scholarship and promote stewardship of individual and population health and quality of life in Texas, the nation and the world through evidence-based practices.” The college seeks to become an acknowledged leader in educating health science professionals and prepares graduates to succeed in their chosen health profession through mastery of the appropriate knowledge and skills, a well-developed sense of professionalism, and a strong commitment to promoting health and providing quality care.

The HUSC Department’s mission is “The Department of Human Sciences is dedicated to providing students with intellectual and professional skills relating to family and individual needs. The curriculum aims to provide students with the breadth and depth of competencies needed within the various professional fields associated with the department as they enter a global marketplace.”

Application to Graduate School

All Dietetic Interns matched to Sam Houston State University must also be accepted into the Masters of Science in Dietetics program at Sam Houston State University.

To apply, please follow the link below to the University catalog. This will answer your questions regarding the application process.

Applications for this program are ***due by May 15th***.

In order to be accepted into the Master of Science in Dietetics program, students must meet the following criteria:

- Completion of a baccalaureate degree from an accredited college or university.
- Verification of the completion of an ACEND program and having an ACEND Verification Statement (or Letter of Intent with their application).
- Completion of the DI application in the DICAS application and D & D Digital Matching Service. The MS/DI program participates in the DICAS Match in February.
- Completion of the Graduate Record Exam (GRE). GRE requirement will be WAIVED if the applicant graduated with a cumulative GPA of 3.0 or higher. However, if the applicant has a cumulative GPA less than 3.0, the GRE will be required with a minimum score of 290.
- Completion of the Test of English as a Foreign Language (TOEFL) for non-native speakers of English.
- A minimum of an overall GPA of 3.0 or a GPA of 3.0 or greater within the last 60 hours of academic work.

If you have any questions regarding the application process, please contact Kaley Plunkett (KAA009@SHSU).

<http://catalog.shsu.edu/graduate-and-professional/college-departments/health-sciences/human-sciences/>

Registration for MS/DI

Once you have been accepted into the Masters of Science in Dietetics program, you can register for classes. Your curriculum is below.

The majority of classes will be on Mondays or online format.

First Fall Semester	Spring Semester	Summer Semester	Final Fall Semester
DIET 5079 Dietetic Internship Practicum	DIET 5079 Dietetic Internship Practicum	DIET 5367* Consumer Foods and Technology	DIET 5079 Dietetic Internship Practicum
HUSC 5330 Research Seminar	SOCI 5314* Social Statistics	HUSC 5375* Seminar in Nutrition	DIET 5383 Research Problems
DIET 5396* Cultural Foods	DIET 5395 Dietary Supplements	DIET 5385* Sports Nutrition	DIET 5398 Public Health Nutrition

*Online Courses

*Curriculum is subject to change.

Rotations

- Rotations will be completed on Tuesday – Friday; some Saturdays are possible.
- Generally, the time will be 8 am – 5 pm. However, this will depend on the specific rotation.
- A Schedule of Rotations will be provided as early as possible.
- Rotation schedule is subject to change.
- One week before a rotation starts, you will email the preceptor.
- Preceptors will determine the specific schedule, proper attire, and completion of rotation.
- If an emergency occurs, please contact the preceptor immediately and then send Dr. Lopez an email.
- If there is a situation with a preceptor or at a rotation site, please notify Dr. Lopez as soon as possible.
- Complete your goal sheet for each rotation and attach it to your introductory email.

Dear (Mr. /Ms. Preceptor's Last name)

My name is (your name). I am a Dietetic Intern at Sam Houston State University. I am scheduled to complete a (community, foodservice, or clinical) rotation with you on (dates). Therefore, I am touching base in advance to confirm the start date, time, proper attire, location, and anything else I need to prepare. Please see my complete goal sheet attached.

I look forward to this experience. Thank you for your service to our field.

Sincerely,

(Your name)

(Attach specific rotation goal sheet)

Orientation and To-Do List

Several program requirements need completion, for which you must provide documentation by the first day of class. Therefore, you should begin compiling these now:

1. An original copy of your signed DPD verification statement. Please scan it in color.
2. Copy of your valid driver's license.
3. Copy of your car insurance.
4. Copy of your background check report.

<https://uenroll.identogo.com/workflows/11FT12/appointment/bio>

Fill out your personal information. There will be a step later in the process that asks where you want the results to be sent; you will need to put the Department of Human Sciences' address:

Department of Human Sciences
Attn: Dr. Tabbetha D. Lopez, R.D., L.D.
1700 University Ave.
Margaret Lea Houston Bldg., Box 2177
Huntsville, TX 77341

5. Academy of Nutrition and Dietetics Student Membership
All students are required to be a member of the Academy of Nutrition and Dietetics while in the program. The state affiliation is Texas. Proof of student membership will be required prior to the program's start for the current year and after renewal for the second year.
<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>
6. Basic Life Support (CPR) for health care providers training certificate. Students must submit proof of successful completion of the American Heart Association (AHA) Basic Life Support BLS for Healthcare Providers course.
http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/HealthcareProfessional/BasicLifeSupportBLS/UCM_473189_Basic-Life-Support-BLS.jsp
7. ServSafe Certificate – Must be valid throughout the program. If the certificate is three years or older, you will need to renew it. Please contact Dr. Lopez if you need to renew.

<https://www.servsafe.com>

8. HIPAA Training Certificate- (HIPAA Awareness Training for Healthcare Providers)

<https://www.hipaatraining.com/hipaa-training-for-healthcare-providers>

9. Medical Terminology Course - (or equivalent work) before starting the program.

Recommended online course: Medical Terminology Online for Medical Terminology: A Short Course, 7th Edition; ISBN: 9781455772667;

<https://evolve.elsevier.com/cs/product/9781455772667?role=student>

Equivalent Work: Various job/volunteer experiences could count as equivalent work. This means you are "fluent" in medical terminology outside of taking a course. To get credit for work experience, the student must submit a document to the DI Director discussing how medical terminology was used in a job/volunteer experience, the amount of time spent utilizing medical terminology, and how proficient the student is in this area. The student must also submit contact information for verification of documentation.

10. Drug screening is required. Some facilities will require additional screens at the cost of the student. Instructions will be provided at that time. You may obtain a drug screen at the following places in Texas. You need a SAM 5 drug screen (Marijuana Metabolite, Opiates, Amphetamines, Cocaine Metabolites, Phencyclidine).

<https://www.concentra.com/patients/blood-tests-and-health-screenings/drug-testing-near-me/>

<https://www.texasmedclinic.com/occupational-services/drug-alcohol/>

<https://www.usdrugtestcenters.com/drug-test-location/texas>

<https://www.anylabtestnow.com>

Results are to be sent to:

Attn: Dr. Tabbetha D. Lopez, R.D., L.D.

1700 University Ave.

Margaret Lea Houston Bldg., Box 2177

Huntsville, TX 77341

If you are given results, please email them to Dr. Tabbetha Lopez at tdl030@shsu.edu.

10. Health and Immunizations – Please see the next section.

Health and Immunizations

Students must be in good health and free of communicable diseases upon entry and throughout supervised practice experiences. Students should understand that there are health risks involved in pursuing any health career programs at Sam Houston State University and they may come in contact with clients with contagious or communicable diseases.

Please provide:

1. Proof of Medical Insurance
2. A completed Health Certificate (following pages) – can be completed at the SHSU Student Health Center. If your primary care physician requires a visit to obtain an immunization record, they can complete the form.

3. Completed Immunization Form (following pages)

Measles (Rubeola), Mumps, and Rubella requirement. One of the following is required:

- (a) Proof of two (2) MMR vaccinations
- (b) Proof of immunity to Measles (Rubeola), Mumps, and Rubella through a blood test.

Hepatitis B One of the Following is required.

- (a) Proof of (3) vaccinations over the course of 4 to 6 months
- (b) Date of Disease

Varicella (Chickenpox) requirement. One of the following is required:

- (a) Proof of two (2) Varicella vaccinations.
- (b) Proof of immunity to Varicella through a blood test (titer).

Tdap requirement.

- (a) Proof of one (1) Tdap vaccination within the last ten (10) years.

Clinical rotation sites require the COVID-19 vaccine; we recommend proof of one of the following to complete clinical rotations.

COVID – 19 Vaccine

- (a) Proof of (2) Moderna or Pfizer vaccinations
- (b) Proof of 1 Johnson and Johnson vaccination

4. Influenza Vaccine - Students are required to get this immunization as soon as it is available in the fall semester. SHSU Health Center offers free flu shots to students.

5. Tuberculosis Screening requirement. One of the following items:

- (a) 2 – step TST (two separate Tuberculin Skin Tests, aka PPD tests) placed no sooner than seven (7) days apart and no longer than twelve (12) months apart. The last

TB.

(b) One (1) Quantiferon Gold blood test with negative results.

(c) One (1) T-SPOT blood test with negative results.

If a previously positive on any TB test, the student must complete a symptom questionnaire and have a chest x-ray read by a radiologist with a normal result. If a chest x-ray is abnormal, the student needs to be cleared by their physician or local health department before beginning their rotation. Students with a positive PPD test history must provide a negative chest x-ray (CXR). Students will be required to get a CXR annually after a positive PPD test.

The cost of obtaining the TB test is the responsibility of the student.

Occasionally, rotation sites may require additional TB tests and internship requirements. The student is responsible for covering these additional costs unless the rotation site offers to cover the cost for the student. Often the health care facilities will provide the test for free.

Students are responsible for obtaining this vaccination annually while in the program. Students not meeting this requirement will not be allowed to participate in supervised practice experiences.

Providing the documentation:

You will be emailed a Dropbox link to your university email address. This Dropbox will only be accessible to the student and Dr. Tabbetha Lopez. All required documentation should be uploaded into the ‘Personal Folder.’



Sam Houston State University

A Member of The Texas State University System
DEPARTMENT OF HUMAN SCIENCES

HEALTH CERTIFICATE

As a student conditionally or fully admitted to the Combined Master of Science in Dietetics and Dietetic Internship Program, you are to make an appointment with your healthcare provider or Student Health Services to complete this Health Certificate.

Student Name:	DOB (mm/dd/yyyy):
---------------	-------------------

Address:

<p>I have examined _____ and find this student to be in good physical health. <i>(Dietetic Intern)</i></p> <p>Restrictions or Limitations (i.e. latex allergy) <input type="checkbox"/> No <input type="checkbox"/> Yes, Explain:</p>
--

Signature of Health Care Provider (physician, NP, PA):	Date:
--	-------

Printed Name/Stamp of Health Care Provider (physician, NP, PA):

Address:

Additional Comments:

Sam Houston State University is an Equal Opportunity / Affirmative Action Institution

Box 2177 • Huntsville, Texas 77341-2177 • 936.294.1250 • Fax 936.294.4204 •

humansciences@shsu.edu

Dietetic Internship Program

Department of Human Sciences
 Margaret Lea Houston Building Huntsville, TX 77341-2177
 Phone:936.294.1242 FAX 936.294.4204

PHYSICIAN OR OTHER HEALTH CARE PROVIDER VERIFICATION - To be completed by the Health Care Provider:	Measles (Rubeola)* Two doses of measles vaccine on or after first birthday and at least 30 days apart	Mumps* One dose of mumps vaccine on or after first birthday	Rubella* One dose of rubella vaccine on or after first birthday
	Those born on or after January 1, 1957 ⁺⁺ must show proof of either:		All students must show proof of either:
	1 st Immunization: _____ and 2 nd Immunization: _____ or Date of Disease: _____ or Serologic Test ⁺ (Date): _____ Serologic Test ⁺ (Result): _____	Immunization: _____ or Date of Disease: _____ or Serologic Test ⁺ (Date): _____ Serologic Test ⁺ (Result): _____	Immunization: _____ or Date of Disease: _____ or Serologic Test ⁺ (Date): _____ Serologic Test ⁺ (Result): _____
	Hepatitis B Three doses of vaccine administered over a period of four to six months; initial vaccine followed by one and four to six months vaccines, respectively	Varicella Two doses of varicella vaccine administered four to six weeks apart; only one dose is needed if the student received first dose before the age of 13	TDAP or Diphtheria, Tetanus(Td) MUST HAVE HAD TDAP AS AN ADULT
	1 st Immunization: _____ and 2 nd Immunization: _____ and 3 rd Immunization: _____ or Date of Disease: _____ or Serologic Test ⁺ (Date): _____ Serologic Test ⁺ (Result): _____	1 st Immunization: _____ and 2 nd Immunization: _____ Date of disease: _____ or Serologic Test ⁺ (Date): _____ Serologic Test ⁺ (Result): _____	TDAP Date: _____ or Td (One dose within past ten years at the time of application) Date: _____
Physician or Approved Licensed Health Professional Information (Primary Care Provider signature validates all above information)		*Combined MMR vaccine is the vaccine of choice if recipients are likely to be susceptible. +Must be the date of diagnosis or test collection, not when primary care provider signed immunization form. -Vaccines administered after September 1, 1991, shall include the mm/dd/yyyy each vaccine was given. ++To be exempt of proof of measles and/or mumps, those born before January 1, 1957 must provide copy of photo ID.	
Printed Name:			
Address:			
Signature of Primary Care Provider:	Date:		

Program Policies and Procedures

Goals & Objectives

Program Goal #1: Program graduates will be able to address individual and community nutritional needs as competent entry-level registered dietitian nutritionists.

Program Goal 1 Objectives*

1	At least 80% of interns complete program requirements within 25 months (150% of planned program length).
2	Of graduates who seek employment, at least 70% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3	At least 90% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4	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: Program graduates will demonstrate an evidence-based approach to their practice to enhance the health, wellness, and quality of life of individuals in the community, the nation, and the world.

Program Goal 2 Objectives*

1	On the Employer Survey, at least 90% of employers will indicate that program graduates can work through nutrition-related problems and ideas using critical thinking by rating their satisfaction level with a 3.0 - satisfactory or 4.0 - more than satisfactory.
2	During the first year of employment, at least 80% of employed graduates will rate themselves as 3.0 - prepared or 4.0 - well prepared for their first dietetics-related position.
3	At least 80% of MS/DI program graduates will respond with a 3.0 – they agree or 4.0 - they strongly agree that they used evidence-based nutrition to improve the health and wellness of individuals.
4	On the Employer Survey, at least 90% of employers will indicate that MS/DI program graduates are prepared for entry-level employment during their first year by rating their satisfaction level with a 3.0 - satisfactory or 4.0 - more than satisfactory.

*Program outcomes data are available upon request.

Educational and Professional Requirements

Registered Dietitian Nutritionists (RDN) include:

1. Completion of a minimum of a bachelor's degree at a U.S. regionally accredited university or college and course work accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
2. Receipt of a verification statement from such an accredited program.
3. Completion of an ACEND-accredited supervised practice program consisting of a minimum of 1000 hours of supervised practice.
4. Passage of a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.

SHSU's Combined MS/DI Program assists qualified students with the completion of step 3. Upon completing the program, graduates will receive a verification statement indicating eligibility to sit for the Registration Examination for Dietitians administered by the CDR.

- Beginning in 2024, a minimum of a Master's degree will be an eligibility requirement in order to take the CDR Dietetic Registration Exam.

[For more](http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr) information on becoming a Registered Dietitian Nutritionist, go to: <http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr>

State Certification or Licensure

Forty-six states have enacted legislation regulating the practice of dietetics. State licensure and state certification are entirely separate and distinct from registration or certification by the Commission on Dietetic Registration. Information on state licensure and certification is available at <http://www.cdrnet.org/state-licensure>.

Cost of the Program

	Estimated Cost
SHSU Dietetic Internship Application fee (non-refundable)	\$50
Graduate Application fee (non-refundable)	\$45
Tuition and Fees (fees are subject to change) http://www.shsu.edu/admissions/cost.html	Texas Resident: \$16,767.75 Non-Resident: \$20,439.75
Internship Fee (\$100 per HUSC 5079 course)	\$300
Background Check	\$200
Drug Screen	\$75
Immunizations (if applicable)	\$0 and up
TB Test	\$10
AHA Basic Life Support (BLS) for Healthcare Providers	\$35
ServSafe Manager Certification	\$275
HIPAA Training	\$30
Medical Terminology Course	\$75
AND Student Membership	\$58/year
RDN Review Course	\$500
Professional Meetings	\$100 and up
Travel (variable depending on rotation site and living arrangements)	\$100 and up/month
Housing (highly variable)	\$500 and up/month
Books (variable depending on courses)	\$500 and up
Program Polo Shirt	\$20
Lab Coat with Program Logo	\$25
Black Foodservice Shoes	\$100
Auto Insurance (variable depending on policy)	\$50 and up/month
Health Insurance (variable depending on policy)	\$100 and up/month
SHSU Parking Permit	\$180/year

Financial Aid

The Financial Aid & Scholarships office assists students who need loans, grants, and work-study to pay for tuition and other college expenses. It also provides one-on-one financial aid counseling and information about obtaining scholarships and other financial assistance. To apply for financial aid, you must annually file a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

Financial Aid website: http://www.shsu.edu/~fao_www/

Scholarships

The Scholarship Team in the Financial Aid & Scholarships Office coordinates and administers Sam Houston State University scholarship programs for all student classification levels. SHSU utilizes a streamlined application, Scholarships4Kats. Applying on SHSU's Scholarships4Kats allows a student to become an applicant for any campus scholarship for which he/she is eligible. Students who do not have a complete application in Scholarships4Kats are not eligible. **Priority deadline is November 1.**

Scholarship Opportunities website: <http://www.shsu.edu/dept/financial-aid/scholarships/index.html>.

The Office of Graduate Studies offers scholarships for high-quality students in SHSU graduate programs. There are three (3) application deadlines (August 1, December 1, and May 1). Each award recipient receives \$1000. Students may apply each semester during their course of graduate study and may receive the award more than once.

Please see the link for the [scholarship form](#).

Students may also apply for outside scholarships on an individual basis. Examples include:

- Texas Academy of Nutrition and Dietetics:
<http://www.eatrighttexas.org/students/tandf-student-scholarships/>
- Academy of Nutrition and Dietetics Foundation:
<http://www.eatrightfoundation.org/foundation/scholarships/>

Graduate Assistants

Graduate students in the program may be eligible for a graduate assistantship. The number of available assistantships is based on department needs and funding.

What is a Graduate Assistant?

A Graduate Assistant in the Department of Human Sciences might be engaged in assignments such as providing laboratory assistance, attending or helping to prepare lectures, grading papers, keeping class records, conducting discussion groups, or engaging in research projects.

Time Commitment

Graduate Assistants must work ten (10) clock hours of duty each week.

Remuneration

A stipend is paid in accordance with University faculty/staff payment schedule.

Appointment

Graduate Assistants are appointed for one (1) academic semester, i.e., one (1) semester, and may have the position renewed. Retention of the position of Graduate Assistant is at all times conditional upon the continued good standing of the student in graduate studies (not less than a 3.0 minimum overall grade point average) and upon satisfactory performance of work assignments for which the stipend is provided.

For more information about the stipend and the application process, contact the Graduate Coordinator, Dr. [Tabbetha Lopez, tdl030@shsu.edu](mailto:Tabbetha.Lopez@shsu.edu)

Employment

Working during your supervised practice experience is not recommended. It can be challenging to keep up with the workload, especially towards the end of the semester. The only employment recommended is working as a graduate assistant in the HUSC Department and **only** if the workload will not interfere with your graduate coursework and supervised practice experience.

Combined Dietetic Internship and Master Admission Requirements

The Combined MS/DI Program will consider students who have:

1. Minimum 3.0 undergraduate GPA or ≥ 3.0 in the last 60 hours based on a 4.0 system.
2. GRE: GRE requirement will be WAIVED if the applicant graduated with a cumulative GPA of 3.0 or higher. However, if the applicant has a cumulative GPA less than 3.0, the GRE will be required with a minimum score of 290.
3. Didactic Program in Dietetics (DPD) verification statement from an ACEND-accredited DPD program and a bachelor's degree from a U.S. regionally accredited college or university.
 - a. If a Declaration of Intent to Complete an ACEND-accredited DPD program is provided during the application process, a DPD verification statement must be submitted before beginning the program.
 - b. Students who have completed the DPD five (5) or more years before the internship start date must update their core knowledge with at least two additional upper-level dietetics courses before potential admission to the program. Courses must be completed through an ACEND-accredited nutrition and dietetics program. One (1) course must be in the subject area of Medical Nutrition Therapy. The student should contact the program director to discuss additional coursework.
4. TOEFL (only applicable to international students): 550 paper-based or 79 iBt or 6.5 IELTS

Application Process

Program slots will be filled through participation in the spring computer matching process via the D&D Digital Online Dietetics Internship Matching Service (<https://www.dnndigital.com>) and DICAS (<https://portal.dicas.org>). The prospective student applicant is responsible for any fees associated with D&D Digital and DICAS.

Information on computer matching policy and procedures can be found by visiting:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425>

Step 1: Submission of the online centralized internship application ([DICAS](#))

- The recommendation letters must be from 1) a dietetic academic professor, 2) a work or volunteer supervisor, and 3) a final reference of is applicant's choice.
- Applicants must include GRE scores on the DICAS application.
- The fees to applicants for using DICAS will be \$45 to submit the first application and \$20 for each additional application.

Step 2: Register with [D&D Digital](#) for computer matching. The registration fee is \$55.

Step 3: Pay the \$50 SHSU Dietetic Internship (DI) [Application Fee](#)

The deadline for completing DICAS, registering for a computer match in D&D Digital, and paying the SHSUDI Application Fee is February 15.

Pre-Select Application Process

The MS/DI Program pre-selects applicants who are currently enrolled at SHSU. The program has the potential to pre-select four (4) individuals from a maximum of ten (10) internship spots. The remaining six (6) spots will be filled through the DICAS match process. The proposed start date would be the Spring 2024 match. As FSN BS students are nearing the end of their coursework and making significant progress towards graduation, the DI Director will e-mail prospective FSN BS students inviting them to apply to the MS/DI Program. The Program website includes all of the forms and application information. The DI Director encourages interested students to call or meet in person if they have questions about the application process or the MS/DI Program.

Pre-select Information:

- The preselect deadline for the Spring 2024 match is Friday, January 19, by 5 pm.
- It is open to all students who will receive a verification statement from SHSU.
- Applications can be dropped off in Suite 119, Margaret Lea Houston
- There is no application fee and no need to use DICAS.

*Preselect applicants must have completed at least one (1) of the MNT courses to qualify for the SHSU Dietetic Internship preselect option.

In the preselection process, the program will select students who have met the admission requirements for the MS/DI. The applicant will be notified, confirming his/her acceptance status in the program.

If preselected, the applicant's name and social security number are submitted to D&D Digital Systems, Inc. to ensure that the applicant will not participate in the computer match. If the applicant is not selected through the preselect process, he/she may apply to any DI, including SHSU MS/DI, through the computer matching process.

Application Materials for Preselect option:

Preselect applicants will have to submit a paper application. They cannot use the online DICAS application.

Download and complete the Preselect-checklist (provided on the website in a pdf and the forms section of this document) (Note: this is different from the checklist for DICAS applicants)

- Personal statement
- Three (3) letters of reference - download a blank recommendation form (provided on the website in a word doc)
- Resume: A current summary of your academic, employment, and professional activities. Please include your email address.
- Official transcripts from all colleges and universities attended.

Complete the paper application (provided on the website in a word doc) and submit to Suite 119, Margaret Lea Houston by Friday, January 19, 2024, by 5 pm.

Students who have applied to the Pre-select option will be notified of the decision by of February 1, 2024.

Application Review

Applications of qualified candidates will be reviewed by the DI selection committee, which is comprised of the DI Program Director, MS/DI Graduate Coordinator, HUSC faculty, and preceptors. The DI selection committee selects students on a competitive basis based on the contents of their applications.

The following selection criteria are considered and listed in order of importance below:

1. Academics: A strong applicant has done well in professional nutrition and general science courses with a minimum GPA of 3.0. Particular attention is paid to upper-division nutrition (advanced nutrition, medical nutrition therapy, and nutrition across the lifespan) and science (anatomy, physiology, and biochemistry) courses.
2. GRE Requirement: GRE requirement will be WAIVED if the applicant graduated with a cumulative GPA of 3.0 or higher. However, if the applicant has a cumulative GPA less than 3.0, the GRE will be required with a minimum score of 290.
3. Personal Statement: DICAS requires that potential applicants write a personal statement. A strong response indicates a student's passion for community nutrition and research with specific examples. In addition, the student should highlight their strengths, leadership skills, ability to work with others, time management, and ability to problem solve and think critically.
4. Letters of Recommendation: DICAS requires three (3) letters of recommendation. Letters of recommendation should be from those who can comment on strengths, achievements, and those qualities that will make the applicant successful in our program. The SHSU Dietetic Internship requires at least one (1) letter from an academic reference (professor) and one (1) letter from a work or volunteer supervisor. The third letter can be either an academic reference or supervisor.
5. Work and Volunteer Experience: Work experience related to nutrition or food service is a plus but not mandatory. Valued work experience gives students responsibility, time management, problem-solving, the ability to work with others, and leadership skills.

6. Awards, Scholarship, and Service: Extracurricular activities that demonstrate individual strengths, especially those that highlight time management skills and the ability to problem-solve and collaborate with others are desired.

Notification of Admission

Applicants will be notified of their acceptance status online by D&D Digital Systems on match day. Applicants who have been "matched" to the SHSU Combined MS/DI Program must email the DI Director to confirm acceptance or rejection of the appointment within 24 hours of match notification.

If selected into the SHSU Combined MS/DI Program, admission is conditional and final approval will be dependent on the following:

1. An original signed Didactic Program in Dietetics (DPD) verification statement from an ACEND accredited DPD before the program's start. Students will not be allowed to begin their supervised practice rotations until the Verification Statement is on file.
2. Acceptance into the Master of Science in Dietetics degree program.

Second Round Match Instructions

If the SHSU Combined MS/DI Program has open slots following the first-round match, students will follow the guidelines posted on D&D Digital and the SHSU Dietetics website.

SHSU website: <https://www.shsu.edu/academics/health-sciences/human-sciences/graduate/msdi/application-process.html>

D&D Digital website: <https://www.dnndigital.com/ada/index.php>

MS in Dietetics Admission

Only students matched to the Combined MS/DI Program will complete the graduate school application for the Master of Science in Dietetics degree.

Master of Science in Dietetics website:

<http://www.shsu.edu/programs/master-of-science-in-dietetics/> SHSU

Graduate School website: <http://www.shsu.edu/dept/graduate-admissions/index.html>

The following documents must be submitted to the Office of Graduate Admissions by May 15 for applicants matched in the February match:

1. Graduate Admissions Application (submitted through ApplyTexas)
2. \$45 Application Fee
3. Official transcript from the baccalaureate degree-granting institution, including the transcript that shows the date the undergraduate degree was conferred*
4. Official GRE scores

*Please note that if you are not graduating until after June 1, you must still submit all required documents, including an official transcript. However, you may be admitted conditionally until your transcript with degree conferral is received.

Transfer of Credit

In accordance with Academic Policy Statement 801007, graduate courses completed at other accredited colleges and universities may be applied as transfer credit toward a graduate degree at Sam Houston State University at the discretion of each graduate program and the college in which it is housed.

Transfer credit is not automatically conferred and must be requested by the graduate advisor. Only courses with an earned grade of “B” or better may be used as transfer credit. Transferred courses must adhere to the six-year time frame for Master's degrees and the eight-year time frame for doctoral degrees. Suppose courses are older than the allowed time frame. In that case, written justification must be provided by the graduate advisor with approval by the academic dean and the Dean of Graduate Studies for courses to be transferred.

The maximum number of hours that may be transferred into the MS in Dietetics program is nine (9) hours. Students are encouraged to contact the appropriate graduate advisor for information concerning transfer credit allowed for a specific degree.

More information can be found at: <http://catalog.shsu.edu/graduate/academic-policies-procedures/degree-requirements-academic-guidelines/#transfer-credit>.

Curriculum

The Combined MS/DI Program is offered full-time, requiring 17 months to complete. The 36-hour Master of Science in Dietetics curriculum is a non-thesis program completed in four (4) semesters. The supervised practice hours are planned to be completed throughout the entire graduate program with expected graduation with the Master's degree in the fall of academic year two. Supervised practice and didactic learning activities support supervised practice for various conditions for numerous populations and diverse cultures. The supervised practice experience is part of the graduate coursework and requires a minimum of 1000 hours of supervised practice experience in the following areas:

- Professionalization Seminar (150 hours): In this experience, which consists of a series of sessions, activities, and communication exchanges, the program director oversees students throughout their entire supervised practice so that students develop and bring professional attitude, behavior, ethics, and values into their roles as professional RDNs.
- Clinical Nutrition (350 hours): As an introduction to clinical care, the student will learn about the role of a registered dietitian in a hospital and medical center. Emphasis will be placed on various medical conditions, including cardiology, diabetes, gastroenterology, renal, oncology, surgery, and nutrition support/critical care. In addition, the student will be able to complete the nutrition care process, including appropriate chart documentation and implementation of nutrition intervention in an acute care setting.
- Food Service Management (150 hours): This experience will provide the student with exposure to all aspects of the food service operation, including daily procedures, as well as the managerial functions of the Food Service Director in a hospital food service setting and school food service setting. The student will operate in all food service areas, including menu planning, ordering, receiving, storage, delivery, production, and patient satisfaction.
- Community Nutrition (350 hours): In this rotation, the student will develop skills in providing nutrition services to various populations and

diverse cultures in the community setting. Emphasis will be on nutrition education and communication skills. Students will be able to recognize the nutritional needs of the population served and construct appropriate educational presentations and written materials to inform the target audience about nutrition.

Students must complete the MS in Dietetics degree requirements and required supervised practice hours to receive their verification statement to sit for the Registration Examination of Dietitians from the Commission on Dietetic Registration.

Course Schedule

First Fall Semester	Spring Semester	Summer Semester	Final Fall Semester
DIET 5079 Dietetic Internship Practicum	DIET 5079 Dietetic Internship Practicum	DIET 5367 Consumer Foods and Technology	DIET 5079 Dietetic Internship Practicum
HUSC 5330 Research Seminar	SOCI 5314 Social Statistics	HUSC 5375 Seminar in Nutrition	DIET 5383 Research Problems
DIET 5396 Cultural Foods	DIET 5395 Dietary Supplements	DIET 5385 Sports Nutrition	DIET 5398 Public Health Nutrition

*Subject to change.

Course descriptions can be found in the current Graduate Catalog:

<http://catalog.shsu.edu/graduate-and-professional/college-departments/health-sciences/human-sciences/#coursestext>

Compressive Exam

During the final semester of completing the required coursework for a Master's degree in Dietetics, each student is required to pass a written comprehensive exam. Comprehensive exams allow the student to apply the information learned throughout their coursework. Students will be expected to demonstrate their ability to analyze, synthesize, and interpret content covered by clearly and succinctly answering the questions and utilizing supporting data from books, research articles, and materials in class.

However, students will not be able to use any outside (print or online) sources or notes during the exam. Specific questions in your exam will be written and graded by faculty who have taught the courses throughout the degree program.

The faculty member who taught the course will grade the examination question. Each question will be graded high pass, pass or fail. The exam results will be sent to the student within three (3) weeks of the completion of the examination. If a student fails any question, a re-examination in an oral or written format will be required.

Students must pass the comprehensive exam to earn the Master of Science in Dietetics degree.

Facility Location & Office Hours

The Combined MS/DI Program is currently located in the Margaret Lea Houston Building on the SHSU main campus at 1700 University Avenue, Huntsville, Texas 77341. The telephone number for the HS Department Office is 936-294-1250.

Directions to Margaret Lea Houston Building:

http://www.shsu.edu/map/gmap_data/info.php?loc=18Campus Map:

http://www.shsu.edu/map/campus_map.pdf

The SHSU HS Department is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Faculty maintain weekly office hours and post this information outside their office.

The Program Director for the Dietetic Internship:

Dr. Tabbetha D. Lopez, Ph.D., R.D., L.D.

Email: tdl030@shsu.edu.

Communication

The DI Director will communicate with students during the HUSC 5079 course during the fall and spring semesters. In addition, during semester breaks and over the summer, information about the program, meetings, opportunities, and resources is shared on the Dietetic Interns Organization page on the SHSU Blackboard site accessed via the SHSU Blackboard portal page, "SHSU Online."

Students are urged to check their University e-mail accounts daily to stay abreast of announcements. When communicating with SHSU faculty, students must use their SHSU e-mail account rather than a personal e-mail account. All email communication is expected to be polite and respectful.

Most course-related questions can be answered by reading the syllabus. For questions not answered in the syllabus, follow the syllabus guidelines for contacting faculty.

Allow a minimum of 48 hours for faculty to respond during the work week and longer on the weekend. Faculty work during semester dates. During semester breaks, faculty are not expected to respond to emails. Email messages during this time may not get a response until the faculty returns from the break.

If a faculty member has provided you with their phone number, do not call or text outside work hours or on weekends (unless the faculty member has directed you otherwise).

Student Reference Requests

Scholarship applications and employers often request that the student include reference(s) from faculty.

Prior to listing faculty as a reference, students must contact the faculty member to inquire if they would agree to serve as a student reference. In addition, faculty may ask students for additional information, such as a resume, which will assist them in completing references from potential employers and scholarship applications.

Equal Opportunity

The DI Program adheres to the PRE-29 – Non-Discrimination Policy. Sam Houston State University is committed to an inclusive educational and works environment that provides equal opportunity and access to all qualified persons. SHSU, in accordance with applicable federal and state law (including Title VII and Title IX) and institutional values, prohibits discrimination or harassment based on race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, gender identity, or gender expression in employment, educational programs, activities, and admissions. Each supervisor, faculty member, employee, and student is responsible for maintaining an environment free of discrimination and addressing behaviors that violate this obligation per this policy.

With this policy, the SHSU President designates the Office of Equity and Title IX (Equity and Title IX) to receive complaints of discrimination, designate the investigation and hearing of such matters, and make final decisions unless another process is appropriate under TSUS Rules and Regulations or SHSU policies.

SHSU policies related to discrimination may be accessed at <https://www.shsu.edu/titleix/>

Students who believe that he or she has been subjected to discrimination are encouraged to report such incidents to the Assistant Dean of Students for Parent Relations and Special Projects or the Associate Vice President for Human Resources and Risk Management except that anyone who believes they have been subject to sexual harassment should report such incident to SHSU Title IX Coordinator. No person is required to report discrimination to the alleged offender. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know.

The Associate Vice President for Human Resources and Risk Management office is located on the fourth floor of the College of Humanities and Social Science Building at 1901 Avenue I, Suite 410, Huntsville, TX 77340. The Assistant Dean of Students for Parent Relations and Special Projects office is located on the second floor of the Lowman Student Center at 1802 Avenue I, Suite 215, Huntsville, TX 77340.

Students with Disabilities

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair or by contacting the Director of the Office of Services for Students with Disabilities, Lee Drain North Annex, or by calling 936.294.3512, TDD 936.294.3786.

NOTE: No accommodation can be made until the student registers with the Office of Services for Students with Disabilities (SSD).

More information can be found at: <http://www.shsu.edu/dept/disability/>

Graduate Catalog

Students are expected to review and follow the policies and procedures found in the SHSU Graduate Catalog: <http://catalog.shsu.edu/graduate-and-professional/college-departments/health-sciences/human-sciences/#coursestext>

Student Guidelines

Students are expected to review and follow the policies and procedures found in the SHSU Student Guidelines:

<https://www.shsu.edu/dept/academic-affairs/>

Academic Policies

Students are expected to review and follow the policies and procedures, including Academic Dishonesty, found in the SHSU Academic Policies <https://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>

Honor Code, Professionalism, and Academic Honesty

Procedure

The Code of Honor is found at <https://www.shsu.edu/dept/dean-of-students/guidelines/honor-code>.

In keeping with the principles of the SHSU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must be your work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. Therefore, the university's expectation, and every instructor's expectation in class, is that each student will abide by all Honor Code standards. Please call the Honor Code Office at 936.294.1785 if you have questions about those standards.

Expectations for Ethical and Professional Behavior

Students are expected to demonstrate exemplary behavior in the classroom and clinical settings. To understand the university's definition of "exemplary behavior in the classroom" and clinical settings, each student should review the Code of Student Conduct and Discipline, specifically Section 5.2, examples 3, 4, 10, and 19, and Section 5.3 at:

<https://www.shsu.edu/dept/dean-of-students/guidelines/student-conduct>.

Academic Honesty

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work but also to build character. SHSU students should seek to be honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Plagiarism

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity and the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office and academic sanctions that an instructor may apply. Inadvertent plagiarism, which may not violate the Honor Code, is nevertheless a form of intellectual carelessness unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others included in their own work. In some cases, plagiarism may also involve violations of copyright law. Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote. Inadvertent Plagiarism involves the inappropriate but non-deliberate use of another's words, ideas, or data without proper attribution.

Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply not being sufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain.

Examples of plagiarism include:

- Direct plagiarism. The verbatim copying of an original source without acknowledging the source.
- Paraphrased Plagiarism. The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.
- Plagiarism Mosaic. The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.
- Insufficient acknowledgment. The partial or incomplete attribution of words, ideas, or data from the original source.

Plagiarism may occur in published or unpublished works. Copying another student's work and submitting it as one's own is a serious form of plagiarism.

Fabrication or Falsification

Fabrication or Falsification is a form of dishonesty where a student invents or distorts the origin or content of information used as authority.

- Citing a source that does not exist.
- Attributing to a source ideas and information that are not included in the source.
- Citing a source for a proposition that it does not support.
- Citing a source bibliography, when the source was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of the data
- Inventing data or statistical results to support the conclusions.

Cheating

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained.

Inappropriate Use of Course Materials

All course materials (e.g., outlines, handouts, syllabi, exams, quizzes, PowerPoint presentations, lectures, audio, and video recordings, etc.) are proprietary. Therefore, students are prohibited from posting or selling any such course materials without the express written permission of the professor teaching this course. To do so is a violation of the SHSU Honor Code.

Courtesy

Policy

Interns, faculty, and preceptors are deserving of and expected to show respect and courtesy to one another.

Procedure

- Punctuality is expected as a courtesy to faculty, preceptors, and classmates.
- Interns will
 - Attend all classes and practice experiences for the assigned amount of time—arriving late and leaving early from learning experiences is unacceptable.
 - Notify the appropriate instructor and preceptor if illness precludes attendance.
 - Listen respectfully to others when they speak and refrain from whispering/talking to classmates when others are talking.
 - Refrain from eating during classes. If a medical condition requires you to eat at frequent intervals, discuss the situation with the instructor or if you are in need of an accommodation, contact the Office for Services for Students with Disabilities to discuss the required accommodation prior to the first day of class.
 - Come to class and practice sites prepared with the tools and complete assigned reading and other assignments.
 - Turn off or silence cell phones and other electronic devices prior to entering the classroom and supervised practice sites. Computers/tablets may be used in class for note-taking, presentations, and expected class use.

Insurance Requirements

Student Health Insurance: Students are required to have medical insurance coverage or subscribe to the medical insurance program offered by Sam Houston State University Health Center (<http://shsu.myahpcare.com/>) while in the program. Documentation of health insurance coverage is required prior to beginning the program.

Professional Liability Insurance: At this time, professional liability insurance for dietetic students is provided by SHSU for all dietetics students. Certification of Insurance will be provided upon request to the DI Director.

Auto Insurance: Students in the DI program will need access to a reliable automobile. Students must carry sufficient automobile insurance coverage for collision and liability and have valid driver's licenses.

Liability for safety in travel to and from rotation sites: Students are responsible for expenses to attend rotation sites. The University holds no responsibility for students' safety while traveling to and from rotation sites. Students are expected to provide transportation to and from each facility. Any expenses incurred, such as meals and parking, are the student's responsibility, not that of the facilities or the University. Students are required to have auto insurance for the duration of the program.

Travel

Students are responsible for providing his/her transportation to and from the supervised practice sites and responsible for payment of any parking fees incurred while at the facility. Students are required to carry adequate liability insurance covering themselves and any other students they might carry in their vehicle. Students must provide a copy of their driver's license and automobile insurance prior to beginning the program.

The university or any employee thereof is not deemed liable for the personal safety of the intern as they travel to or from assigned areas for a supervised practice experience.

Students must have reliable transportation for travel to sites located in, but not limited to: Huntsville, Bryan/College Station, Montgomery, Conroe, Trinity, Tomball, The Woodlands, Livingston, Houston, and the Greater Houston Area. Rotation sites are generally within two (2) hours of Huntsville, and mileage will vary depending on the location.

Safety

Students are responsible for their safety when traveling to and from assigned rotations, classes, and other internship-required travel. SHSU and the Combined MS/DI Program is not liable for the safety of the students when traveling in their vehicle or the vehicle of other students or preceptors. Students should check weather and road conditions and travel only when safe to do so. Students must communicate with preceptors and the DI Director if weather or road conditions prevent them from attending their assigned rotation site or class.

Some safety suggestions when traveling to facilities in unfamiliar areas are as follows:

- Plan the route to the facility carefully. If unsure of the route and do not have directions, call the facility and ask for information about routes and parking. If possible, drive to the facility before the rotation begins to ensure that the route planned is appropriate. Finally, use the directions provided in the handbook.
- Stay on significant surface streets or freeways.
- Have a full tank of gas.
- Lock car doors.
- Keep purses and other valuables (i.e., computers) out of sight and off car seats.
- Park in well-lighted areas.
- If at the facility after dark, be careful. Most facilities have an escort service to and from the parking lot after dark. Do not feel self-conscious about using it.

SHSU implements a campus alert system called KatSafe to notify students of any safety threats or severe weather emergencies. To register for this free service, go to: <https://www.shsu.edu/katsafe/>

Parking

SHSU Main Campus. Official parking registration is required for students who plan to park their vehicles on campus. Information regarding the parking permit for the main campus is available at <http://www.shsu.edu/dept/public-safety/parktrans/>.

Persons without SHSU parking permits will be responsible for obtaining a parking pass and all costs associated with parking on campus. Persons who have not previously arranged for a parking pass and who park on campus may receive a parking ticket and be responsible for its associated costs.

Supervised Practice Sites. Students will be advised on where to park when attending supervised practice sites. Students are to park ONLY in designated student parking areas.

Required Documentation

Supervised practice site requirements may necessitate that the DI Director complete and submit immunization, background information, etc., on students several weeks prior to the beginning of each semester. In addition, any healthcare requirements that will expire during the semester must also be completed prior to the beginning of the semester.

Students are responsible for submitting all required documentation to the DI Director. Documents not submitted by the student will be considered missing. Students not in compliance with the submission of required documentation by the deadline may not be allowed to attend their designated supervised practice site. This may prolong the student's time in the program, or the student may not be able to finish the program.

Rotation Documents

At each rotation, you will need the following documents.

With the Initial email to Preceptor

- Goal Form (complete before day 1)

Daily

- Rotation Hours Verification Log

Final Week of Rotation - To Preceptor

- End of Rotation ACEND Competency Evaluation
- Professional Behavior Evaluation

Final Week of Rotation - Student

- Student Rotation Evaluation
-

Forms are due to the program director via the Blackboard DI Organization.

Within 24 hours of the start date

- Copy of Goal Form
- Copy of Rotation Schedule Form (if provided by preceptor)

One week after completion (approximately every four weeks)

- Original Copy of Rotation Hours Verification Log
- Original Copy End of Rotation ACEND Competency Evaluation or Preceptor Electronic Submission
- Original Copy Professional Behavior Evaluation or Preceptor Electronic Submission
- Original Copy Student Rotation Evaluation or Intern Electronic Submission
- Conditions and Population Log

Intern Performance Monitoring

Performance is monitored in several ways:

- ❖ Weekly Meetings with interns in the Dietetic Internship Practicum Course.
 - End of Rotation Reports:
 - Professional Behavior Evaluation
 - Competency Completion
 - Competency Rubrics
 - End of Rotation Evaluation by the Intern

The end-of-rotation reports are submitted through Dropbox by the intern and Qualtrics by the Preceptor. The DI Director reviews these documents to verify that all competencies and supervised practice hours are met. In addition, the DI Director tracks each intern's hours and competencies on an excel spreadsheet. If issues arise with Intern performance, the Preceptors are encouraged to speak to the DI Director directly. Likewise, if an Intern has issues regarding their Preceptor or rotation site, the Intern is encouraged to talk with the DI Director directly. Every effort is made to resolve the problem and promote Intern success in either situation.

Supervised Practice

The program faculty and preceptors will assess the intern's progress towards ACEND supervised practice competencies throughout the program. In addition, the DI Director will assist the preceptor in the formulation of a written remediation plan for the student in the following circumstances:

1. If the nutrition faculty or preceptor notices a student is struggling and not meeting minimum ACEND competencies. Students must receive a minimum competency rating of Exemplary or Proficient on each activity.
2. If the student does not receive a "Pass" on the ACEND end-of-rotation evaluation. The remediation plan could include additional tutorials, readings, projects, supervised practice experience, or other activities within a defined period of time (usually one to two weeks - more if circumstances warrant it).
3. If performance improves to an acceptable level (rating of Exemplary or Proficient) during the agreed-upon time allotment as signed by the involved parties, the student will be allowed to continue the program.
4. If there is no or insufficient improvement in performance in the designated time period assigned by the involved parties, remedial action will be reviewed. The HS Department Chair, DI Director, one program faculty, preceptor, and the student will conduct the review. If program dismissal or withdrawal becomes necessary, the DI Director will counsel the student regarding other potential career paths that are appropriate to their ability.

Health Certificate

Students are expected to be in good health and free of communicable diseases upon entry and throughout supervised practice experiences. Students should understand that there are health risks involved in pursuing any health career programs at Sam Houston State University and they may come in contact with clients with contagious or communicable diseases.

Students will complete the SHSU Health Certificate form.

Immunization Policy

Dietetic Interns are required to provide evidence of immunizations required by supervised practice sites. Students are required to submit proof of immunizations prior to starting supervised practice experiences. Students unable to submit documentation of immunizations will be required to obtain vaccine titers and submit proof of immunity before starting supervised practice experiences.

As a state institution of higher education, the University is prohibited from requiring the COVID-19 vaccine. However, vaccination may be required by one or more of the clinical rotation sites. Clinical rotations sites are not under the authority and control of the University. Proper documentation may be required by the clinical sites to successfully complete clinical rotations.

The cost of obtaining the required immunizations is the responsibility of the student. SHSU students are eligible for free or reduced-cost services, including most immunizations and TB screening at the SHSU Student Health Center. Occasionally, rotation sites may require additional tests or screening in addition to the internship requirements. The student is responsible for covering these additional costs unless the rotation site offers to cover the cost for the student.

The DI Director may be required to submit proof of immunizations and tuberculosis (TB) screening to authorized parties of supervised practice sites. Supervised practice sites may deny requests for student placement if the student does not meet the immunization requirements. This may prohibit students from completing the program and lead to dismissal from the program.

Required Immunizations

Measles, Mumps, Rubella (MMR)

Measles

- Persons born on or after January 1, 1957, must provide proof of two doses administered on or after their first birthday. The vaccines must be given at least 30 days apart.
- Titer test (lab report must be submitted). If required, the titer may be obtained 28 days or later after the last dose of the series.

Mumps

- One dose of vaccine administered on or after the first birthday; or immunity to mumps by presenting a physician-validated history of the disease.
- Titer test (lab report must be submitted). If required, the titer may be obtained 28 days or later after the last dose of the series.

Rubella

- One dose of rubella vaccine is administered on or after the first birthday.
- Titer test (lab report must be submitted). If required, the titer may be obtained 28 days or later after the last dose of the series.

Hepatitis B

- Series of three injections given in the following schedule:
 - First injection
 - Second injection – one month after the initial injection
 - Third injection – four months after the second injection
- Hepatitis B surface antibody titer (lab report must be submitted). The titer may be obtained 28 days or later after the last dose of the series.

Varicella (chickenpox)

- Series of two vaccinations: Each injection should be one month apart.
- Titer test (lab report must be submitted). If required, the titer may be obtained 28 days or later after the last dose of the series.
- Doctor's note stating you had chicken pox will not be accepted.

Tetanus, Diphtheria, Pertussis (Tdap)

- At this time, Tdap is recommended for only one-(1) lifetime dose per person. Td is then given every ten (10) years routinely, and every five (5) years if an individual has a wound that may be contaminated with soil. Per the CDC, Jan. 14, 2011, Tdap vaccination can be given regardless of the time of the interval since the last Td immunization.

Influenza

- Students are required to get this immunization as soon as it is available in the fall semester. In addition, SHSU Health Center offers free flu shots to students.

COVID - 19

- SHSU does not require a COVID vaccination however, many or all of the clinical rotations may require this immunization.

Tuberculosis (TB) Test

Students must submit evidence of current Tuberculosis (TB) skin test (PPD). While in the program, students are required to complete and provide documentation of TB skin testing annually. Students are responsible for meeting this requirement and may not receive notification from the DI Director. Students not meeting this requirement will not be allowed to participate in supervised practice experiences.

Students must revisit the healthcare provider's office or clinic that administered the TB skin test 48-72 hours after the placement of the PPD.

Students with a positive PPD test history must provide a negative chest x-ray (CXR). In addition, students will be required to get a CXR annually after a positive PPD test.

The cost of obtaining the TB test is the responsibility of the student. Occasionally, rotation sites may require additional TB tests and internship requirements. The student is responsible for covering these additional costs unless the rotation site offers to cover the cost for the student.

Drug Testing

The student is responsible for making arrangements and paying for any drug testing that the supervised practice site may require.

Background Check

Many supervised practice facilities require background checks. Students will be responsible for the cost of this background check unless the facility assumes in writing the cost.

Other Requirements

BLS for Healthcare Providers

Students must submit proof of successful completion of the American Heart Association (AHA) Basic Life Support BLS for Healthcare Providers course.

Link:

http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/HealthcareProfessional/BasicLifeSupportBLS/UCM_473189_Basic-Life-Support-BLS.jsp

ServSafe Manager Certification

Students must complete the ServSafe Manager course before starting the program. The certification is valid for five (5) years. If the certification expires during the program, the student will need to renew their certification successfully.

ServSafe Website: <https://www.servsafe.com/>

AND Student Membership

All students are required to be a member of the Academy of Nutrition and Dietetics while in the program. The state affiliation is Texas. Proof of student membership will be required prior to the program's start for the current year and after renewal for the second year.

Website: <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>

Medical Terminology Course

Before starting the program, all students must complete a medical terminology course (or equivalent work).

Recommended online course: Medical Terminology Online for Medical Terminology: A Short Course, 7th Edition; ISBN: 9781455772667; <https://evolve.elsevier.com/cs/product/9781455772667?role=student>

Equivalent Work: Various job/volunteer experiences could count as equivalent work. This means you are "fluent" in medical terminology outside of taking a course. To get credit for work experience, the student must submit a document to the DI Director discussing how medical terminology was used in a job/volunteer experience, the amount of time spent utilizing medical terminology, and how proficient the student is in this area. The student must also submit contact information for verification of documentation.

Confidentiality/HIPAA

Students' professional attitude, dress, and ethics are most significant in interrelationships with patients, peers, Registered Dietitians, and most allied personnel. Also, patient and medical team relationships have been established and are based on utmost confidence. Students will have access to confidential information about patients or clients. It is the student's responsibility to reveal no information except in the performance of professional duties.

1. All information regarding a patient is confidential. Do not discuss specifics regarding patients other than those directly involved in teaching or patient care.
2. Never discuss a patient in public, such as in elevators, hallways, cafeteria, or any other place within hearing of others. Discussions about patients will be limited to closed meetings and classrooms without visitors.
3. When in food service rotations, do not discuss an employee's specifics with anyone outside the management office.
4. When meeting patients, clients, supervisors, employees, etc., always introduce yourself as a student dietitian. Explain your role in the facility. Remember to introduce anyone with you, such as staff RDN or instructor.

Students in the program are required to maintain strict patient confidentiality at all times. Students must complete the required HIPAA training course before starting the program and sign a confidentiality agreement. The student may also be required to sign additional confidentiality agreements of supervised practice sites.

HIPAA Training: <https://www.hipaatraining.com/hipaa-training-for-healthcare-providers>

Any violation of confidentiality will result in student misconduct. See Supervised Practice Misconduct Policy for more information.

Employee Replacement Policy

SHSU Combined MS/DI students completing supervised practice will not be used to replace employees in any facility. The educational training given to the student during supervised practice rotations is for the benefit of the student, who works under the supervision of the preceptor and does not replace regular employees. However, as a part of the supervised practice, culmination activities may include activities labeled as 'staff relief,' serving in a role as directed and supervised by their preceptor to demonstrate competency as an entry-level dietitian, but this is not replacing current employees. In addition, the student is aware that he/she is not entitled to wages for the time spent in training nor to a job after the program.

Student and Preceptor Complaints

In the event that a student or preceptor has a complaint regarding the program, the intern or preceptor may report the complaint. Retaliation against the grieving party based on the grieving party's participation in any activity protected by law is strictly prohibited.

Academic Grievance

If the student has a dispute over course grades, class absences or tardiness, suspension/dismissal for academic deficiency, alleged unprofessional conduct, or academic dishonesty, the student will follow the policy regarding academic appeals

https://www.shsu.edu/dept/dean-of-students/std_grievance_proc.html

Complaint Against Preceptor

If the student feels that a supervised practice evaluation (written or verbal) or criticism is unfair and unjustified, the student must first speak with the preceptor to try and work out the issue. If the issue cannot be resolved, the student must write a complaint to the DI Director. The written complaint must present the problem/situation and include any relevant documentation. Next, the DI Director will meet (face-to-face, via phone, or through other technology) separately with the student and preceptor to discuss the situation. Then, the DI Director will present their decision. If the student does not feel the situation is resolved after the DI Director renders their decision, a meeting will be arranged with the FCS Department Chair to devise a resolution plan.

Complaint Against Student

If the preceptor has a complaint regarding a student, the preceptor must first speak with the student to try and work out the issue. If the issue cannot be resolved, the preceptor must write the complaint to the DI Director. The written complaint must present the problem/situation and include any relevant documentation.

Intern Remediation and Retention

Every effort is made to help an Intern struggling in the DI Program succeed. If an Intern struggles in a rotation, the DI Director will meet with the Intern to better understand the problem and find a solution. The DI Director will meet (face-to-face, via phone, or through other technology) separately with the preceptor and student to discuss the situation. The DI Director, Intern, and Preceptor will develop a plan of action with specific requirements the Intern must meet to stay enrolled in the SHSU MS/DI. The DI Director will

present their decision. If the preceptor does not feel the situation is resolved after the DI Director renders their decision, a meeting will be arranged with the HS Department Chair to devise a resolution plan. If the Intern does not meet these requirements, an alternate facility/assignment will be sought for the Intern to complete their rotation that may be better suited to their skill level.

Complaint Against DI Director

If the student or preceptor has a complaint against the DI Director, they must first speak with the DI Director to try and resolve the problem. If a problem is not resolved, the student or preceptor will contact the FCS Department Chair to devise a resolution plan.

Filing Complaints with ACEND

After all avenues with SHSU and the Combined MS/DI Program have been exhausted and the student does not consider the complaint satisfactorily resolved, the student may submit their complaint or grievance in writing to ACEND. ACEND will review complaints that relate to a program's compliance with ACEND accreditation standards. The Commission is interested in the sustained quality and continuous improvement of dietetics education programs. However, it does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. More information can be found on the ACEND website: <http://www.eatrightpro.org/resources/acend>

Prior Assessed Learning

The SHSU Combined MS/DI Program has no policy for assessing prior learning or competence. Therefore, no credit or supervised practice hours for prior learning will be granted.

Formal Assessment of Learning

All students will become competent in the ACEND competencies, and learning outcomes for entry-level dietitians all receive regular reports of their performance and progress. Interns are formally assessed during graduate academic coursework and on each rotation. Students will be regularly informed regarding their progress in the program using competency performance measures from the curriculum, professional behavior measures, research paper grading, and performance on other Seminar assignments. The DI Director will regularly track this information from the intern's Dropbox account and the Qualtrics survey completed by preceptors. Preceptors monitor and assess the student's day-to-day activities, including review and evaluation of daily tasks and assignments. An assessment rubric is used to evaluate a student's activities, and a formal evaluation form verifies that the student has completed all required rotations and ACEND competencies. Preceptors discuss each evaluation with the student, and a signature is required for both the preceptor and student. Evaluations include competencies, professional attitudes, work ethic, and ability to utilize critical thinking.

Retention & Remediation Policy

Policy

All interns will be evaluated on performance by their preceptors at supervised practice sites and by university faculty. Signed Verification Statements will be given to interns upon successful completion of all requirements.

Overview

Interns need a Verification Statement, signed by the Program Director, to qualify for the Registration Examination. The verification statement will be given following the completion of all requirements.

Procedure

To receive the Academy-required Verification Statement, interns must

1. Be granted a master's degree.
2. Complete all internship supervised practice rotations, core graduate courses, and graduate projects with the following performance levels:
 - The “overall rating” on the final performance evaluation for each supervised practice rotation must be a “3” or higher.
 - 75% of all other rating areas on the final performance evaluation for each rotation must be a “3” or higher.
 - Lack of meeting performance levels or lack of significant progress will mean repeating the experiences not completed satisfactorily.
 - Professionalism in appearance, attitude, behavior, and punctuality is expected in all supervised practice experiences and field trips and is reflected in evaluations.

Supervised Practice

The program faculty, preceptors, and students will assess the intern's progress towards ACEND supervised practice competencies throughout the program. In addition, the DI Director will assist the preceptor in the formulation of a written remediation plan for the student in the following circumstances:

1. If the nutrition faculty or preceptor notices a student is struggling and not meeting minimum ACEND competencies. Students must receive a minimum competency rating of Proficient or Competent on each activity.
2. If the student does not receive a “Pass” on the ACEND end-of-rotation evaluation.

The remediation plan could include additional tutorials, readings, projects, supervised practice experience, or other activities within a defined period of time (usually one to two weeks - more if circumstances warrant it).

3. If performance improves to an acceptable level (rating of Proficient or Competent) during the agreed-upon time allotment as signed by the involved parties, the student will be allowed to continue in the program.
4. If there is no or insufficient improvement in performance in the designated time period assigned by the involved parties, remedial action will be reviewed. The HS Department Chair, DI Director, one program faculty, preceptor, and the student will conduct the review. If program dismissal or withdrawal becomes necessary, the DI Director will counsel the student regarding other potential career paths that are appropriate to their ability.

SHSU Graduate School Policy

Per the SHSU Graduate School Policy, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate coursework attempted. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. For more information: <https://www.shsu.edu/dept/registrar/students/registration/probation-or-suspension.html>

Disciplinary/Termination Procedures

The SHSU Combined MS/DI Program follows the following policy and procedures for disciplinary/termination of students in the program:

Academic Probation and Suspension:

<https://www.shsu.edu/dept/registrar/students/registration/probation-or-suspension.html>

- Students terminated from graduate school will be immediately dismissed from the DI program.

Academic Dishonesty:

<https://www.shsu.edu/dept/dean-of-students/guidelines/student-conduct>

- In collaboration with preceptors and the HS graduate director, the DI Director will make every effort to assist students struggling with meeting the requirements of the Combined MS/DI program. In addition, every semester, the DI Director will review the student's academic and supervised practice progress.

For information on the withdrawal and refund policy at SHSU, please visit: <https://www.shsu.edu/dept/registrar/students/registration/drop-resignations-and-refund-policies.html>

Program Completion Requirements

Students will receive a verification statement indicating eligibility to sit for the Registration Examination for Dietitians after achieving all of the following:

1. Completion of the M.S. in Dietetics degree, including passage of a comprehensive exam.
2. Completion of a minimum of 1000 hours of supervised rotation experience.
3. Completion of all rotation evaluations and forms, including rotation hours log, conditions and populations weekly log, and end- of-rotation evaluations.
4. Receive a final rating of 4 (proficient) or 5 (exceptional) on each learning activity used to evaluate competencies.
5. Pass each rotation of the supervised practice experience.
6. Attendance of all seminars, workshops, meetings, and conferences as required by the DI Director.
7. Completion of a two-day or longer on-site RDN Examination Review Course.
8. Passage of an exit examination (mock RDN exam) at a level of 80% or higher.
9. Completion of exit survey.

Program Length of Time

The maximum amount of time allowed for program completion is twenty-five (25) months.

Verification Statement

All students who complete the Dietetic Internship and Graduate degree requirements with an official transcript listing degree and date earned will receive verification statements. The verification statement indicates eligibility to sit for the Registration Examination for Dietitians by the CDR.

Program Schedule

Academic Calendar

The SHSU Combined MS/DI Program follows the academic calendar

<https://www.shsu.edu/dept/registrar/calendars/academic-calendar.html>

Students who have not completed one or more rotations during the school semester may be asked to schedule supervised practice hours or redo assignments over the break between semesters.

Class/Course Schedule

Students follow the degree plan in the graduate catalog under which they entered the program. Classes are generally held on one weekday, and students are expected to be on campus the entire day. Therefore, attendance at all classes is required.

Supervised Practice Schedule

The DI Director will provide the student with their supervised practice schedule before or at the beginning of each semester. Students are responsible for reviewing all schedules and placement details. The student schedule is based on facility availability and may change at any time. Students are expected to be in their assigned facility at least three (3) days a week for 24 scheduled hours per week and four (4) days a week for 32 scheduled hours per week. In addition, students must remain at their assigned facility for a minimum of four (4) hours daily.

Vacations and Holidays

Vacations: Two (2) vacation days are scheduled each semester: Labor Day and Thanksgiving Day in the fall and Martin Luther King Day and Good Friday in the Spring.

Holidays: There are some holidays that the University follows that may indeed not be holidays at your placement site. You will need to check with your placement facility to determine if you are expected to come to work. This is especially important in the inpatient setting since hospitals operate 24 hours a day, seven (7) days a week, and typically do not release students for holidays. However, it is a rare event that you would be expected to work on a weekend unless you are making up days or there is some extraordinary opportunity such as a conference the site is hosting, FNCE, etc.

Housing

Policy

All interns are responsible for finding and paying for their SHSU-approved living accommodations. The majority of rotations during the first semester of the internship are in Huntsville, with some rotations in Houston, Conroe, and surrounding areas.

Leave of Absence

Supervised Practice

A leave of absence may be granted by the program director for a specific period if necessary for medical or personal reasons. Such student will be permitted to resume work upon satisfactory resolution of the issue necessitating the leave of absence without repetition of work, provided resumption occurs within one (1) academic year from the date the leave of absence begins.

Absence and Injury Policy

Students are responsible for attending all scheduled lectures, classes, supervised practice experiences, and other assigned activities. Therefore, absences are obstructive to the learning process and are strongly discouraged.

Absences for Class

For SHSU classes, students will abide by the absence policy in the course syllabus.

Absences for Supervised Practice

Students will refer to the absence policy in the HUSC 5079 Dietetic Internship Practicum course syllabus.

Absences for Inclement Weather


SHSU classes are rarely closed due to inclement weather; however, notification is through local radio stations and KatSafe. During rotation experiences, contact the preceptor for policies applicable to that rotation site. Students are advised not to travel if they feel the roads are unsafe. Students are required to make up time missed due to inclement weather conditions.

Injury at a Supervised Practice Rotation

Students involved in an injury or accident while on an assigned outside supervised practice rotation must cover their expenses for medical treatment. The University holds no responsibility for the student's injury or illness during the placement at the facility. Students are required to follow the policies and procedures of the placement facility for injury and illness while in the facility for supervised practice rotations. All interns are required to have health insurance for the duration of the program.

1. A student who becomes ill or injured during internship hours must contact the preceptor immediately. In addition, the student must notify the faculty supervisor of this illness or injury within 24 hours.
2. The student must follow the protocol of the supervised practice facility per the preceptor's advice regarding illness or injury during rotation hours.
3. Arrangements must be made with the preceptor and the DI Director s to determine when the missed time will be made.

FERPA

SHSU follows the policies of the Family Educational Rights and Privacy Act of 1974 (FERPA). Therefore, under the terms of the FERPA, SHSU has established the following as directory information: 

- Name
- Permanent Address
- Major
- Minor
- Home Telephone Numbers
- Degrees, Diplomas, Certificates, and Date of Awards
- Honors and Awards
- Classification
- Extracurricular Activities
- Weight, Height, and Related Information of Athletic Team Members
- Student's SHSU Email Address

A student may restrict the release of directory information by submitting the Buckley Amendment Form to the Registrar's Office on the 3rd floor of the Estill Building. Notification must be given prior to the twelfth class day of the fall and spring semesters and the fourth class day of each summer term.

The FERPA campus official at Sam Houston State University is the Registrar. Please contact the Registrar's Office if you have any questions concerning FERPA or what information can or cannot be released. We will consult the Department of Education if we cannot answer your question. Information regarding FERPA is provided at:

<http://www.shsu.edu/dept/registrar/students/privacy-rights/>

Maintenance of Student Records

The Program Director will establish and maintain a confidential file for each intern.

Students may have records on file in more than one place within SHSU. Records for all students in the Combined MS/DI Program are kept in a locked storage room in Margaret Lee Houston Building and the DI Director's office, Department T Drive, or Secure Dropbox folder. The registrar's office will also have records on file. The student may have access to this file at any time by contacting the DI Director.

Student Services

SHSU provides a variety of services to assist students:

- Health Center: <http://www.shsu.edu/dept/student-health-center/>
- Counseling Center: <http://www.shsu.edu/dept/counseling/>
- Testing Center: <http://www.shsu.edu/centers/testing-center/>
- Financial Aid: <http://www.shsu.edu/dept/financial-aid/>
- Writing Center: <http://www.shsu.edu/centers/academic-success-center/writing/index.html>
- Housing: <http://www.shsu.edu/dept/residence-life/>
- Campus Dining: <http://shsu.campusdish.com>
- Newton Gresham Library: <http://library.shsu.edu>
- Recreational Sports: <http://www.shsu.edu/dept/recreational-sports/>

Additional support services and information can be found at:

<http://catalog.shsu.edu/graduate-and-professional/support-services/>

Code of Student Conduct

Students will be expected as members of the university community to abide by the SHSU Code of Student Conduct and Discipline found in the most recent issue of Student Guidelines: <https://www.shsu.edu/dept/dean-of-students/guidelines/student-conduct>

Children in Class or Supervised Practice Rotations

Because children and babies distract the mother/father, class members, and the instructor, they should not be brought to classes, exams, or supervised practice rotations.

Procedure

- Children are allowed in the intern room and group project work if they are not disruptive to the working environment. If the child becomes fussy, please be considerate of classmates and take the child out.
- Exceptions to this policy, with approval, would include occasional emergencies when finding appropriate care is impossible.

Supervised Practice Conduct

Students are expected to follow the rules and regulations of their rotation site. Students may be terminated from a supervised practice facility upon documented evidence of misconduct. The procedures are as follows:

1. Notification of violation of a practicum facility's established rules and regulations will be sent to the DI Director.
2. The student and preceptor will discuss the problems.
3. Failure to resolve the problem will lead to the termination of the placement.

Smartphone / Mobile Device Policy

The SHSU Combined MS/DI Program promotes the use of electronic books and mobile applications during the learning process. Students are expected to demonstrate professionalism in using these devices in the classroom and clinical setting.

When students participate in supervised practice experiences, cellphones/mobile devices may ONLY be used for reasonable educational or patient care purposes and ONLY in appropriate, nonpublic areas (i.e., conference room, private charting area, etc.). Students should not use cell phones or mobile devices in patient care or other areas identified by the clinical agency or faculty.

Students are not to text, make phone calls, take pictures, or do other activities that could be perceived as non-patient care during supervised practice experiences. Non-patient care use (i.e., calling or texting family, etc.) of mobile devices may only be performed during preceptor-assigned break periods (i.e., lunch). Students violating this policy may be cited for misconduct and subject to the policies and procedures for Supervised Practice Conduct.

Social Media Policy

The SHSU Combined MS/DI Program supports the use of social media to reach audiences important to the University, such as students, prospective students, faculty, and staff. The University's presence or participation on social media sites is guided by university policy located at:

http://www.shsu.edu/intranet/policies/university_advancement/documents/Social_Media_Policy.pdf

This policy applies to dietetic students who engage in internet conversations for school-related purposes school-related activities such as interactions in or about supervised practice and didactic course activities. The distribution of sensitive and confidential information is protected under HIPAA and FERPA and subject to the requirements therein, whether discussed through traditional communication channels or social media.

Definition

Social media are defined as any instrument for communication intended to be distributed through social interaction, created using easily accessible publishing techniques. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, Myspace, Instagram, Pinterest, etc.

Consistent with the Confidentiality Statement that was signed at the beginning of the program, it is the responsibility of the student to refrain from any of the following:

1. Using language that is libelous, defamatory, or disparaging.
2. Violating another's copyright or other intellectual property rights.
3. Condoning or promoting illegal activity.
4. Using any obscene or other speech not protected by the First Amendment of the U.S. Constitution.
5. Offering unauthorized advice or tips, including healthcare advice.
6. Using patients' names (any identifier including initials, hospital name, etc.), medical diagnoses, and personal health information in any way is a direct violation of the Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA).
7. Disclosing confidential information about SHSU and Combined MS/DI Program, its employees, or its students.
8. Stating personal opinions as being endorsed by the SHSU Combined MS/DI Program.

If the student identifies as a SHSU Combined MS/DI Program student online, it should be clear that any views you express are not necessarily those of the institution. In the event that opposing views arise on a social media feed, exercise professional judgment.

Dress Code

Students are representatives of SHSU and the dietetic profession and create an essential impression by their appearance. Therefore, work clothes should be appropriate and present a professional image.

Clinical and Community Rotations

- Hair: Neat and clean. Depending on the rotation, hair may need to be off-shoulder or pulled back.
- Clothing: Neat, appropriate dress. Tailored suits, slacks, skirt, shirt, blouse, or dress. Clean, well-fitting, without holes jeans, khakis, or corduroy jeans. Avoid tight-fitting clothing that would impede movement.
- Shoes: Business attire style, Closed heel and toe, no flip-flops, no sandals.
- Jewelry: Limited.
- Makeup: Moderate.
- Perfume or Cologne: None.
- Name tag: Always worn and visible.

Administrative/Management Food Service Rotations

- In addition to the guidelines above
- Washable clothing is recommended.
- Shoes with non-skid soles are required in food service operations.
- Head covering is required as per facility policy.
- No jewelry is allowed other than watches, medic alert bracelets, wedding rings, and post-earrings.
- No nail polish or acrylic nails.

Presentations

- Interns are required to dress professionally when making presentations (on or off campus). See policy: “Dress and Grooming for Professional Presentations” for specific information.

Field Trips

- Interns must observe SHSU Dress and Grooming Standards

Dress and Grooming for Professional Presentations

Overview

Professional dress lends credibility to the speaker and allows the audience or client to concentrate on the speaker and the message rather than be distracted by the speaker's appearance.

Procedure

- Interns are required to dress professionally when making presentations (on or off campus). Professional Presentation dress includes:
 - Tailored clothing
 - A third layer (i.e., jacket, cardigan, etc.)
 - A collar either on the jacket and blouse or shirt
 - Tie for men
- Appropriate tailored clothing can range from a matched suit (very tailored) to an unmatched (softly tailored) to an unstructured jacket (casual tailored) depending on the setting and student personality. See the following page for examples of each level.
- A third layer can be a jacket/blazer, cardigan, or sweater.
- The collar can be on the jacket and blouse/shirt, jacket only, or shirt only. A collared shirt under a collarless jacket or cardigan is appropriate, as is a collarless shirt under a collared jacket. Collared attire looks more polished than collarless attire.
- Men should wear a tie—the pattern can be very formal or more casual depending on the occasion.
- Select clothing to complement the body shape.
- Select a color to complement the complexion. Neutral colors are versatile and include black, grey, brown, tan, taupe, cream, navy blue, teal, wine/plum, olive, and sage. Your suit does not have to be black. Patterns like tweed, stripes, and plaids are appropriate if professional in appearance.
- Women can wear either slacks, skirts, or dresses. Tight, revealing clothing, or capris slacks are not appropriate for presentations. Skirts and dresses of appropriate length.

- Accessories should not be large or noisy to avoid distracting the audience.

Name Tag/ID Badge

University Name Tag should be worn when participating in rotations unless the facility provides an ID badge.

If the facility provides ID badges, this identification card will be worn during supervised rotation experiences and related activities.

Community Uniform

Polo Shirt

The community uniform consists of a polo shirt the student will order vendor designated by the SHSU Combined MS/DI Program. The SHSU Combined MS/DI Program logo will be embroidered on the left breast pocket. The shirt must be buttoned-up with a minimum of 2 buttons and tucked into the pants.

Pants

Students will wear professional jeans or khaki pants. Capri, low-rise, 5-pocket, and cargo pants are not allowed. If a belt must be worn, it should be brown or black with no additional adornments.

Shoes

Students must wear non-porous (no cloth/fabric) closed-toed, closed-heeled tan, brown, or white shoes with white or tan dress socks. Plain and clean boots may be worn but may not have an excess of 1 inch on the heel. Pants are not to be tucked into the student's boots. Clogs, sandals, flip-flops, and other open-back or open-toe shoes are not to be worn.

Supervised Practice Uniform

Uniform Requirements

1. Students are expected to wear their hair in a neat, well-groomed style. Long hair must be worn secured and out of the face. Plain hair pins or cloth headbands may be worn. Headbands (if worn) must be cloth style. Students are not allowed to wear plastic headbands as these can be broken and used as weapons. Bows and similar hair accessories are not allowed. Men with mustaches or beards are expected to have facial hair neatly trimmed at all times so that a HEPA mask can be worn in the clinical area.
2. Students are expected to demonstrate a professional appearance in the supervised practice area. Do not wear perfume, cologne, or other strong scents, including strong deodorants. Make-up and hair color should be professional. Any clinical agency may not wear artificial eyelashes. Personal hygiene should be of the highest quality so one does not smell smoke, body odor, bad breath, etc.
3. Jewelry should be limited to a single pair of small, simple post-earrings and wedding band(s) when in direct patient care. Large dangling earrings, multiple pairs of earrings, or jewelry adorning body piercings other than the ears are not permitted. The earrings are to be worn only in the lower part of the ear lobe. No facial piercings, including nose, lip, and eyebrows, will be permitted during clinical experiences. Elaborate rings are not permitted in clinical areas. Bracelets and necklaces are not allowed in the clinical area.
4. Fingernail polish may not be worn in the supervised practice area. Fingernail length should be appropriate for the performance of safe, hygienic care. Due to the possibility of infection, acrylic, silk, gel, or other supplemental nails are not permitted in immediate patient care areas.
5. The SHSU Combined MS/DI student badge will be worn on the uniform. Badges must not have any embellishments or adornments. Badge holders must be clipped onto the collar with the picture visible. No lanyards can be used. The only exception is if the facility requires the student to use a facility-required name tag.
6. Students are not to wear the uniform or any student identifying insignia (patch or name tag) except during SHSU-designated learning experiences or traveling to and from the supervised rotation experiences. Uniforms are known to hold bacteria and other microbes and should not be worn in any establishment serving or selling food or

beverages (restaurants, grocery stores, etc.). Uniforms are not to be worn where the public may question the professionalism of the wearer (such as in a bar or nightclub). Uniforms are solely meant to be worn in the care of patients, families, and groups within the context of learning experiences.

7. Preceptors retain the authority to dismiss from supervised practice experience any student who does not conform appropriately to the uniform code.
8. Rotation attire: Varies with clinical agencies. Students should follow the preceptor's directions and should dress professionally. No jeans, tee shirts, shorts, Capri pants, low-rise pants, sandals, or flip-flops are permitted. Clothing should be of modest length and should not cling. Plunging necklines are not permitted
9. When giving presentations in class, proper business attire is required.
10. Some clinical or food service experiences may require modifications in the uniform policy. The preceptor will advise students of these modifications prior to that experience.
11. Tattoos must be covered entirely.
12. Hijabs worn in the supervised practice setting should be black with no additional adornments or patterns.

Business Etiquette

Students are an integral part of the Department of Human Sciences during their supervised practice experiences, and their appearance, words, and behavior will reflect upon that department and SHSU. Therefore, the rules for verbal communication listed below should be adhered to in all professional situations.

1. Introduce yourself by first and last name to patients and employees, and state that you are a student intern.
2. Always address or refer to any staff dietitian, supervisory personnel, or dietetic student as Miss, Mrs., and Mr. while in the facility.
3. When visiting patients, always address them as Miss, Mrs., or Mr. except in the case of pediatric patients who can be addressed by their first name.
4. In the work environment, men and women are peers - chivalry is not only unnecessary but could be dangerous if misperceived.
5. Always introduce a lower-ranking person to a higher-ranking person. Initially, learn to fit in by being formal toward everyone. Then

gradually, depending upon the climate, establish friendships or cordial working relationships with other employees.

6. A poor handshake is often associated with negative character traits. Conversely, a firm handshake made with direct eye contact is the most positive impression you can leave.
7. People should always extend a hand when greeting someone in the workplace.
8. Make eye contact as it shows that you are interested in what they have to say. To maintain eye contact and still seem natural, direct your gaze below the other person's eyebrows or at the bridge of their nose. Also, mirror their expressions: If they smile, you smile. This creates a sense of empathy.
9. Face the other person directly to show you are open and friendly. Standing tall with good posture signals that you are strong and self-assured. Mind your hands: keep them comfortably at your sides.
10. Despite temporary placement & student status, regard yourself as a professional and a staff member. Prepare yourself to expect & accept that problems and frustrations will occur. When problems occur, be patient and pleasant; cope with problems with an attitude toward solution and negotiation.

Gifts & Gratuities

Students may not accept gifts or gratuities from institutions or patients/clients for services provided during their supervised practice experiences.

Community & Professional Organization

Community Organization

During the program, students may be required to attend student organization meetings, such as SHSU Food Pantry or SHSDA (SHSU student dietetic association).

Professional Organization

Students are required to be members of the Academy of Nutrition and Dietetics. During the program, students are expected to attend two (2) professional nutrition/dietetics meetings, such as Texas FNCE or a meeting sponsored by an area dietetic association or health care facility.

RDN Review Course

Students must complete an on-site RDN review course. Students are responsible for the cost of the program. It is the responsibility of the students to study for the exam throughout the program in preparation for the CDR exam. Ideally, students should study one to two hours per week outside of supervised practice.

Program, Preceptor & Teaching Evaluation

Student input regarding the preceptors, the facilities, and the SHSU Combined MS/DI Program, in general, is strongly encouraged.

Faculty and Course Evaluation

At the end of each semester, students can evaluate the course and course faculty. Anonymous evaluation summaries are returned to faculty after the semester ends.

Facility and Preceptor Evaluation

At the end of each supervised practice rotation, students are given the opportunity to evaluate the facility and preceptor. These evaluations are used to make rotation changes if necessary.

Program Evaluation

Graduating students are given an opportunity to evaluate the entire program during the last two (2) weeks of their last semester. In addition, students are encouraged to give constructive input to improve the program.

Preceptor Evaluation

Interns will complete rotation evaluations after each rotation. These evaluations are completed online and accessed by the Internship Director. The DI Director will compile the results of these evaluations and provide feedback to the preceptors via email. This will be completed during the summer months (June and July) and emailed to the preceptor before the start of the new academic year.

Graduation

Application for Degree

On or before the 12th class day of the last semester, graduating students must apply for graduation following the Registrar's guidelines and due dates: <https://www.shsu.edu/dept/registrar/graduation/graduation-checklist.html>

Official Transcript with Degree Conferral

At the end of the last semester, students must request an official transcript with degree conferral be sent to the DI Director after graduation: <https://www.shsu.edu/dept/registrar/>

Exit Evaluation

Within the last two (2) weeks of the program, the DI Director will meet with all graduating students to review and complete the student exit packet from the Commission on Dietetic Registration (CDR). Attending this meeting is mandatory for each graduating student.

CDR Graduating Student Instructions: <https://www.cdrnet.org/program-director/dietetics-program-students-and-graduates>

Students will complete an online exit survey over their experience in the SHSU Combined MS/DI Program.

Responsibilities

Role of DI Director, Faculty, and Preceptors

1. Establish, clarify, and guide the student in achieving ACEND competencies and student goals.
2. To aid the student's learning process by helping him/her recall information and knowledge from previous course work.
3. To direct the student's attention to focus on priorities.
4. To identify factors that will contribute to effective oral and written communication skills.
5. To provide opportunities for the student to apply knowledge and practice dietetics in foodservice management, research, community, and clinical.
6. To identify motivational possibilities.
7. To use evaluation feedback to help students improve their skills.
8. To assist the student in transferring knowledge and skills to new problems and situations.

DI Director Responsibilities

Maintain all aspects of the Combined MS and Dietetic Internship Program.

1. Provision or delegation of responsibilities to assure year-round coverage of director responsibilities in the absence of the director or in cases where the director's full-time appointment does not cover all 12 months. If the director assigns some responsibilities to other individuals, the director must ensure that all program director responsibilities are accomplished throughout the year.
2. Development of policies and procedures for effectively managing all components of the program and ensuring fair, equitable, and considerate treatment of prospective and enrolled interns.
3. Student recruitment, advisement, evaluation, and counseling.
4. Maintenance of program accreditation, including:
 - a. Timely submission of fees, reports, and requests for significant program changes;
 - b. Maintenance of the program's student records, including student advising plans and verification statements;
 - c. Maintenance of complaints about the program received from students or others, including disposition of the complaint;
 - d. On-going review of the program's curriculum to meet the accreditation standards;
 - e. Communication and coordination with program faculty, preceptors, and others involved with the program;
 - f. Facilitation of processes for continuous program evaluation and student learning outcomes assessment and
 - g. Timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration (CDR) credentialing exam.
5. Direct, organize, and supervise operational activities of the Sam Houston Combined MS and Dietetic Internship Program.
6. Manage dietetic internship budget/funds.
7. Utilize new improvements and technology to improve the dietetic internship program.
8. Complete exit interviews with all students.
9. Obtain input from preceptors and rotation sites to ensure a high-quality program.
10. Attend advisory committee meetings. The DI Director will be a part of and report to all stakeholders to provide updates and evaluations on the internship, such as written summaries and analyses of outcome measures.

11. Verify student completion of supervised practice experiences for ACEND and CDR.
12. Meet with Department Chair and other 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 students and employers.
13. Perform other related duties as required to ensure the success of the dietetic internship.

Coordinate and supervise all aspects of the educational activities of the students in the Sam Houston State University Combined MS and Dietetic Internship Program.

14. Plan and conduct orientation for the dietetic internship.
15. Determine the rotation schedule and sequence based on the facilities and preceptors and in accordance with the policies and procedures for the program.
16. Participate in the evaluation of the practice and academic achievements of the students.
17. Act as a liaison with the rotation site preceptors and the students to maintain the high quality of supervised practice experience content.
18. Maintain/keep updated liability (malpractice) insurance provided by SHSU throughout the program.
19. The HS faculty and facility staff provide a resource network for each other, the student, and the Combined MS and DI Program. The DI Director, faculty, and preceptors may counsel students regarding program and career planning, clinical education, and professional matters.

Rotation Site and Preceptor Responsibilities

1. Preceptors must be credentialed and licensed as appropriate to meet state and federal regulations for the area in which they are supervising interns.
2. Provide supervised training according to curricula provided by the SHSU DI Director as determined in collaboration with each facility.
3. Provide workspace for student(s) as available.
4. Provide qualified professional(s) to supervise student(s) during the rotation.
5. Evaluate the student competencies in the required learning experiences with the assistance of the Dietetic Internship Director.
6. Assist with the overall internship evaluation to maintain and improve the quality of the SHSU Dietetic Internship Program.
7. Do not use students to replace employees.

Student Responsibilities

1. To perform specific tasks such as conducting in-services or quality improvement, the preceptor may have difficulty completing during the usual schedule.
2. To act as an extension of the dietitian to better supervise employees.
3. To help define what the preceptor does through questions and explanations.
4. To help solve problems creatively when assigned to a particular problem to research and resolve.
5. To bring new knowledge and perspectives to the assigned facility.
6. To help update staff on the latest information in dietetic practice.

Most supervised practice programs and SHSU Combined MS/DI Program rely heavily on preceptors to train and evaluate students in clinical, food service management, and community rotations. Remember that the preceptors have their job to perform daily, so they are not always available to the student. This means that the student may need to assume more responsibility for learning than in the past. Remember, you are not an expert; the Dietitian/preceptor has been in practice and knows about practice in dietetics or their specific field.

Be sensitive to the needs of the staff at the facility. In other words, volunteer to do work beyond your assignment's scope. Try to become part of the staff, not merely an observer. It is also your responsibility to make appointments with your preceptor and keep him/her informed of your progress and your needs. If you do not know what is expected of you, ask!

Do not expect to be an expert upon completion of your supervised experiences. However, realize you will be "practice-ready" as an entry-level dietitian.

Supervised Practice Placement

Supervised practice opportunities are available in Huntsville and the surrounding areas. The DI Director will assign students to supervised practice experience rotation sites. The availability of appropriate rotation sites determines student placements and may vary from semester to semester. If possible, as available, efforts will be made to assign students to supervised practice sites closer to their preferred location.

At times, rotation site availability changes throughout the semester and is beyond the control of the SHSU Combined MS/DI Program. Therefore, the student may drive long distances to their supervised practice rotation site than initially planned.

Rotation Schedule

Students will be emailed their rotation schedule and rotation information, such as preceptor contact information and site requirements. This will be sent at the start of the Fall and Spring semesters.

Practice Journal

Students will upload completed documents into their Practice Journal regularly. The DI Director will provide the Practice Journal template. Students must use Blackboard DI Organization for the Practice Journal.

FORMS

SHSU MS/DI

Pre-Select Application Checklist

Please print this page and submit it with all your application materials in one packet. Send application materials to:

Dr. Tabbetha D. Lopez, R.D., L.D.
Sam Houston State University
Department of Human Sciences Margaret Lee Houston Building Suite 119

Fill out the following items:

Calculate the GPA to three decimal places. Multiply grades (4-point scale) in each class by credit, add them all together, and divide by the total credits in the category.

Overall DPD GPA all college classes taken, weighted by credit hour, does not include graduate classes	
Graduate GPA if applicable	
DPD Professional GPA DPD courses excluding science	
DPD Science GPA DPD Science courses. Science classes required for your DPD – e.g. Anatomy and Physiology, Bio-Chemistry, organic Chemistry, Microbiology etc.	

Check the following items, when completed.

<input type="checkbox"/>	Personal Statement
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Verification statement signed by your Didactic Program Director (or official, signed “Declaration of Intent” to Complete Degree and ADA -approved Minimum Academic Requirements”)
<input type="checkbox"/>	Three letters of recommendation
<input type="checkbox"/>	Transcripts

Name _____ Signature _____ Date _____

Cell Phone Number

xxx-xxx-xxxx
(Phone number where you can be reached on Appointment Day.)

Dietetic Internship Program Application

Verify application requirements of each program to which you wish to apply.
Not all programs use this form. All information must be typed/printed.

Date _____

Name

(Last) (First) (Middle or Maiden)

Present Address

(Street) (Apt #)

XXX-XXX-XXXX

(City) (State) (Zip Code) (Phone)

Permanent Address
(If different)

(Street) (Apt #)

(City) (State) (Zip Code) (Phone)

E-mail address		Social Security Number

Foreign Applicants: Designate Immigration Status

Expiration Date:

Actual or Expected Date (Month/Year) Baccalaureate Degree conferred.		Actual or Expected Date (Month/Year) DPD Course requirements completed.

Grade Point Averages:

Overall Undergraduate
(See page 6.)

DPD
(See page 6.)

Overall Graduate
(If applicable)

Graduate Record Exam Results:

(If taken, include a copy with your application.)

- Not all programs require GRE scores.
- Check each program's admission requirements.
- Leave blank if not applicable.

Date Taken
(Month/Year)

Verbal
Score

Quantitative
Score

Analytical
Writing
Score

Use the following steps, to unlock this document so it is editable, i.e. you are able to modify box sizes, font etc.

1. Open the file in Word.
2. Place your cursor to the right side of the taskbars at the top of the page.
3. Right click and select Forms.
4. The Forms taskbar will appear.
5. Click on the lock icon. (It is usually the last one to right on Forms taskbar.)

The form is now unlocked and editable. Treat it as you would any table in a Word document. After making edits, you can re-click on the lock icon. This allows you to once again jump between fields with the tab key and the drop down boxes, work as intended.

Education: List all colleges or universities attended, with most recent listed first.

College/University	City and State of College/University	Start and End Dates (Month/Year)	Degree

Recommendations: List the names of the 3 individuals who will complete your recommendation forms.

Name	Title	Address	E-mail and Phone
			Email: Phone:
			Email: Phone:
			Email: Phone:

Work experiences in the past five (5) years: List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the number of hours, use hrs./wk. for reoccurring work and volunteer experiences and total hours for limited time volunteer and practicum/field experiences. (Note: if you have professional dietetics work experience from over five years ago, you may include it.) Use additional pages as needed.

Name of Employer / Organization	Position Title	Start and End Dates (Month/Year)	Hrs./Wk. or Total Hours	Paid, Volunteer, or Practicum
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1.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

2.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

3.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

4.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

5.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

6.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

Work experiences in the past five (5) years, continued

Place of Employment and/or Practicum	Position, Title	Start and End Dates (Month/Year)	Hrs./Wk. or Total Hours	Paid, Volunteer, or Practicum
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7.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

8.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

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Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

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Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

11.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

12.

Supervisor's Name and Title:

Email:
Phone:

Key Responsibilities:

Didactic Program in Dietetic (DPD) Courses: Include all courses required to meet DPD requirements at your college or university. If a course has not been completed, indicated INC in the No. of Credits column. See instructions on page 6.

Use additional pages as needed. (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to one type of unit.)

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned
			<input type="checkbox"/>				
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					Totals Credits		Total Grade Points

I certify the information I have provided in this application is true and accurate and recognize any false or incorrect statements made herein will be grounds for my dismissal from the program. I understand I must provide an original copy of a signed Verification Statement substantiating completion of academic requirements prior to start date of program.

_____ Date

_____ Signature

Instructions for Completing Grade Point Averages

CALCULATING UNDERGRADUATE GPA: (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to one type of unit.)

- Example 1 – Pat completed all courses required for an undergraduate degree in nutrition from one university.
 - Pat should use the calculated GPA on the institution’s transcripts.

- Example 2 - Sarah earned an undergraduate degree in sociology with a minor in nutrition. She attended two community colleges and a state university to fulfill all degree requirements. She took several general interest courses while attending these colleges, although the courses did not meet any specific degree requirements. These courses are listed on her transcripts. Sarah also took a ceramics class at a fourth community college during one summer. It was the only course she took from this college and is not one of the three colleges she attended to meet her degree requirements. Sarah will calculate the Undergraduate GPA using the transcripts from the three institutions she attended where she earned credits towards her undergraduate degree. Because Sarah did not transfer her ceramics course grade to her degree granting institution, it will not be included in the Undergraduate GPA calculation. General interest courses Sarah took from the three credit earning institutions will be included.

	College/University 1		College/University 2		College/University 3	
	Credits	GPA	Credits	GPA	Credits	GPA
From Transcripts	15	3.90	24	2.90	89	3.32
Grade Points Earned ^a	58.5		69.6		295.48	

^aTo calculate Grade Points Earned, multiply the number of credits times the GPA for each respective institution separately.

^bTo calculate the Undergraduate GPA; divide the Total Grade Points Earned by the Total Credits. In this example: $423.58 \div 128 = 3.31$.

Total Grade Points Earned =	423.58
Total Credits =	128
Undergraduate GPA^b =	3.31

CALCULATING DPD GPA:

Each university has specific courses which meets Didactic Program in Dietetics (DPD) requirements. The DPD Director at the university where you earned or will earn the Verification Statement indicating you are eligible to apply to a dietetic internship will have a list of these courses. The following scale should be used to calculate Grade Points Earned for your DPD GPA. For repeated courses, list both grades earned but use only the higher grade to calculate the DPD GPA.

Grade earned	Grade Points Earned for each credit
A+, A, A-	4.0
B+, B, B-	3.0
C+, C, C-	2.0
D+, D, D-	1.0

Sample completed form:

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned	
Midtown University	Chem 113	Chemistry	<input type="checkbox"/>	Fall '04	3	B	9	
	Chem 114	Chemistry Lab	<input checked="" type="checkbox"/>	Fall '04	1	A-	4	
	A&P 202	Physiology (includes lab)	<input checked="" type="checkbox"/>	Fall '03	0	D	0	
	A&P 202	Physiology (includes lab) (retook class)	<input checked="" type="checkbox"/>	Fall '04	4	C+	8	
Centerville Comm. College	Psych 100	Intro to Psychology	<input type="checkbox"/>	Summer '04	3	A	12	
	Eng 101	English Composition	<input type="checkbox"/>	Summer '04	3	B+	9	
Eastside State University	Nutr 344	Food Management	<input type="checkbox"/>	Spring '05	3	B-	9	
	Nutr 444	Advanced Nutrition	<input type="checkbox"/>	Spring '06	INC*			
					Totals Credits	17	Total Grade Points	51
						DPD GPA	3.00	

*INC Incomplete - currently enrolled or to be completed.

To calculate DPD GPA, divide the Total Grade Points by the Total Credits.
In this example: $51 \div 17 = 3.00$

WAIVER and RECOMMENDATION FORM

To the applicant: Please complete the following:

Name: _____
(Last, first, middle or maiden)

Date of Graduation: _____

The applicant should sign and date one of the following statements:

- 1) I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicant's Signature _____

Date _____

- 2) I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant's Signature _____

Date _____

Works Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility/Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Potential as a Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to Applicant: Advisor: Teacher: Work Supervisor: Other:

If Other, please indicate relationship:

How long have you known applicant?

How well do you know applicant?

Do You: (Check appropriate box.)	Highly Recommend	Recommend	Not Recommend
	5 <input type="checkbox"/>	4 <input type="checkbox"/> 3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

Strengths:

Qualities that Require Further Development:

Name: _____

Signature: _____ **Date:** _____

Position: _____

Place of Employment: _____

Address: _____

City

State

Zip code

Phone: _____ **Email:** _____

**Privacy, Confidentiality, and Security Training Completion and Agreement
Sam Houston State University Dietetic Internship**

As a Dietetic Intern, you will have access to private, confidential, and secure information. This information may include, but not be limited to:

- Patient records
- Student information (lab results, performance evaluations, etc.)
- Employee information (salaries, disciplinary actions, etc.)
- Proprietary information (recipes, business ideas/plans, prototypes, etc.)
- Financial information, including vendors and employer.
- Company records (reports, memos, communications, peer reviews, contracts, etc.)

This privacy, confidentiality, and security agreement requires you to agree to:

- Complete all privacy, confidentiality, and security training required by the Dietetic Internship and supervised practice sites.
- Do not disclose or discuss any private, confidential, secure information with others, including family or friends.
- Not divulge, copy, release, sell, loan, alter, or destroy any information unless authorized.
- Not discuss private, confidential, secure information in a setting where others can overhear the conversation (hallways, cafeteria, elevators, nursing stations).
- Only access information that you legitimately need to know.
- Report to the appropriate leadership any breach of the above, either by you or someone else.
- Not allow someone else to use your access codes/authorizations.

Signing this document acknowledges

1. You have completed all the training indicated in the Dietetic Internship Handbook and by the Dietetic Internship Director. You will complete any future training required by the internship or supervised practice sites.
2. You understand the training and above information.
3. You agree to abide by the contents of this agreement and all training.

Failure to comply with the agreement may result in disciplinary action per program policy.

Dietetic Intern Name: _____

Signature: _____

Date: _____

**STUDENT AGREEMENT
SAM HOUSTON STATE UNIVERSITY**

The student hereby agrees to the following:

1. Be enrolled as a graduate student/internship student.
2. Comply with all Affiliated Rotation Sites rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Affiliated Rotation Site and SHSU. Students who feel they must leave or not start an internship for which they have registered must do the following: (1) Consult the SHSU department/college internship coordinator or faculty member supervising the internship and explain their reasons for wanting to discontinue the internship. (2) If the department agrees with the student's decision, the internship provider must be given appropriate, timely notice about the discontinuance. (3) If the decision to discontinue comes after the drop deadline, the student must petition to quit the internship. (4) If the student has received money from a SHSU college or department to help defray expenses associated with the internship, the student may be required to give back an amount commensurate with the time not spent in the internship. Students who leave internships early without notifying their SHSU supervisor and the internship site supervisor may receive a low or failing grade for the internship and may be blocked from registering for future internships.
4. Work conscientiously under the direction of the supervisor assigned by the Affiliated Rotation Site, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Affiliated Rotation Site supervisor and the SHSU Internship Coordinator.
6. Complete all SHSU academic assignments and course work as outlined by the applicable department.
7. Adhere to SHSU's Honor Code and the Affiliated Rotation Sites' Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Affiliation Agreement between SHSU and the Affiliated Rotation Sites. I acknowledge that it is incorporated by reference into this Agreement and that I am bound by such terms and conditions therein which specifically apply to interns.
9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
10. Authorize SHSU's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as an intern may involve risks not found in study at SHSU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places,

and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.

Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that SHSU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that SHSU is not responsible for matters that are beyond its control, including, without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.

1. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an intern.
2. Acknowledge and agree that SHSU is acting as an internship facilitator only and that SHSU will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events and outcomes caused by Affiliated Rotation Sites actions, inactions or negligence, even if SHSU has been advised of the possibility of such.
3. Acknowledge and agree that as an Intern, I am placed with the Affiliated Rotation Sites in order to receive educational experience as part of my academic curriculum; my duties performed as an Intern are not performed as an employee of the Affiliated Rotation Sites but rather in fulfillment of the academic requirements of my educational experience and are to be performed under direct supervision by the Affiliated Rotation Sites personnel. To the extent allowed under state and/or federal law, neither the Affiliated Rotation Sites nor SHSU is required to provide worker's compensation coverage for my participating in this educational experience.
4. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Affiliated Rotation Sites. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Sam Houston State University in the creative work or internship performance without the express written permission of Sam Houston State University.

Dietetic Intern Name: _____

Signature: _____

Date: _____

HIPAA Confidentiality Statement

Sam Houston State University Dietetic Internship

Dietetic Intern Name: _____ Date: _____

The discussions, uses and disclosures addressed by this agreement mean any written, verbal, or electronic communications. All patient protected health information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature are considered confidential.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment at the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law by this HIPAA Confidentiality Statement and by law.

I understand that, while in the clinical setting or at any other time or location, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than staff of the clinical site and my instructor.

I understand that I may not remove any record from the clinical site without authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the PHI as possible.

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of the PHI, may only be used or disclosed for health care training and educational purposes at Sam Houston State University and must remain otherwise confidential.

I understand disclosure of PHI or other confidential information may result in clinical, civil, and criminal liability. Disclosure of PHI or other confidential information to unauthorized person(s) or access to or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by Sam Houston State University and or the clinical site I was assigned to at the time of the violation.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement by me to the Dietetic Internship Director.

I hereby acknowledge, by my signature below, that I understand the PHI, other confidential records, and data to which I have knowledge and access in the course of my clinical studies with SHSU are to be kept confidential and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances, to the extent

necessary to fulfill my clinical and classroom assignments. I understand my duty to maintain confidentiality continues even after I am no longer in clinical or classroom settings at Sam Houston State University.

I am familiar with the guidelines at my clinical setting pertaining to the use and disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of Sam Houston State University.

Signature: _____ Date: _____

Handbook Received

Signed Agreement by the Dietetic Intern

I have read the DI Student Handbook of the Department of Human Sciences, Sam Houston State University, and am familiar with its contents. I agree to abide by the terms and policies contained therein as long as I am a student in the Dietetic Internship Program accredited by the Accreditation Council for Education in Nutrition and Dietetics.

The department has made no promise or guarantee that upon graduation from the Dietetic Internship, I will find employment in dietetics, nor does it ensure that as a graduate of the Program, I will pass the Commission on Dietetic Registration Exam.

Signed: _____

Date: _____

APPROVED BY:

Michael T. Stephenson, Ph.D.
Provost and Senior Vice President for Academic Affairs

Date

