

# OAKWOOD UNIVERSITY DISTANCE DIETETIC INTERNSHIP

## STUDENT HANDBOOK (Policies & Procedures)

---

**Althea Joseph, Ph.D.(c), RDN, LDN**

Distance Dietetic Internship Program Director

**Juliana Draper, RDN, LD, CDCES**

Distance Dietetic Internship Program Assistant Administrative Coordinator

### **Nutrition & Dietetics Department**

*7000 Adventist Blvd, NW*

*Huntsville, Alabama 35896*

Telephone: 256-726-7228 or 256-726-7236

Fax: 256-726-7232


E-mail: [ajoseph@oakwood.edu](mailto:ajoseph@oakwood.edu)

[ddip@oakwood.edu](mailto:ddip@oakwood.edu)



# Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the

 Academy of Nutrition  
and Dietetics

Oakwood University's Distance Dietetic Internship has accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995, (312) 899-0040 ext. 5400.

<http://www.eatrightPro.org/ACEND>

## Table of Contents

<b>FACULTY AND ADMINISTRATION</b> .....	6
<b>ADVISORY COMMITTEE</b> .....	6
<b>INTRODUCTION</b> .....	7
<b>PROGRAM MISSION STATEMENT</b> .....	7
<b>PROGRAM GOALS AND OBJECTIVES</b> .....	8
<b>PERSONAL CHARACTERISTICS</b> .....	8
<b>ROTATION SCHEDULE</b> .....	8
<b>DEVELOPING ROTATION SCHEDULE</b> .....	8
<b>POTENTIAL SITES FOR FOOD SERVICE</b> .....	9
<b>POTENTIAL SITES COMMUNITY NUTRITION</b> .....	9
<b>POTENTIAL SITES CLINICAL NUTRITION</b> .....	9
<b>ROTATION HOURS</b> .....	10
<b>ROTATION SITES AND PRECEPTORS</b> .....	10
<b>HOW TO LOCATE YOUR OWN PRECEPTOR</b> .....	11
<b>WHEN DO I NEED AN RE/RDN PRECEPTOR?</b> .....	11
<b>WHEN SHOULD I START LOOKING FOR A PRECEPTOR?</b> .....	12
<b>WILL THE OAKWOOD UNIVERSITY DDIP FIND A PRECEPTOR FOR ME?</b> .....	12
<b>HOW CAN I FIND A PRECEPTOR?</b> .....	12
<b>I HAVE IDENTIFIED MY PRECEPTOR, NOW WHAT SHOULD I DO?</b> .....	12
<b>WHAT IS A PRACTICE SITE?</b> .....	13
<b>WHAT IS AN AFFILIATION AGREEMENT?</b> .....	14
<b>CODE OF ETHICS FOR THE PROFESSION OF DIETETICS</b> .....	15
<b>DIETETIC INCLUSIVE CENTRALIZED APPLICATION SERVICES</b> .....	17
<b>MATCHING PROCESS</b> .....	17
<b>ACADEMIC ENTRANCE REQUIREMENTS</b> .....	17
<b>PROGRAM COMPLETION REQUIREMENTS</b> .....	18
<b>PROGRAM REQUIREMENTS</b> .....	18
<b>REMEDIAL PLAN/POLICY</b> .....	20
<b>ASSESSMENT OF PRIOR LEARNING</b> .....	21
<b>ACCESS TO PERSONAL FILES</b> .....	22

**CONFIDENTIALITY** ..... 22

**DISMISSAL** ..... 22

**COMPLAINTS POLICY & PROCEDURES** ..... 22

**GRIEVANCE POLICY** ..... 22

**FILING A COMPLAINT WITH ACEND** ..... 23

**IMMUNIZATIONS AND MEDICAL EXAMS** ..... 23

**UNPROFESSIONAL BEHAVIOR DEFINED** ..... 23

**LEAVE OF ABSENCE POLICY** ..... 24

    ATTENDANCE ..... 24

    TARDINESS ..... 24

    WORK BREAKS ..... 24

**INTERNS REPLACING EMPLOYEES** ..... 24

    SICK DAYS ..... 24

**INJURY OR ILLNESS WHILE IN A FACILITY FOR SUPERVISED PRACTICE** ..... 24

    BEREAVEMENT ABSENCES ..... 24

    LEAVE OF ABSENCES ..... 25

    BAD WEATHER OR OTHER EMERGENCIES ..... 25

    TRANSPORTATION AND PARKING ..... 25

    CELL PHONE USE ..... 25

    LIABILITY INSURANCE ..... 25

    PATIENT INFORMATION CONFIDENTIALITY POLICY ..... 25

    BLOOD/BODY FLUID EXPOSURE GUIDELINES ..... 26

    DRESS CODE ..... 26

    SUPERVISED PRACTICE PERFORMANCE ..... 27

**IDENTITY** ..... 27

**DISCIPLINARY ACTION** ..... 27

**OAKWOOD UNIVERSITY CALENDAR OF EVENTS** ..... 28

**HOLIDAYS** ..... 28

**PROFESSIONALISM** ..... 29

**ILLNESS/EMERGENCY** ..... 29

**INSURANCE** ..... 29

**DRUG TESTING AND CRIMINAL BACKGROUND CHECKS** ..... 29

**TRAVEL** ..... 29

**TUITION PAYMENT** ..... 29

**TUITION REIMBURSEMENTS** .....29

**WITHDRAWAL AND REFUND OF TUITION**..... 30

**ESTIMATED EXPENSES** ..... 31

**FINANCIAL AID INFORMATION**..... 33

**LOAN DEFERMENTS**..... 33

**HOW TO BECOME A REGISTERED DIETITIAN NUTRITIONIST (RDN)**..... 33

    FOR INDIVIDUAL WITH FOREIGN DEGREE WHO ARE INTERESTED IN BECOMING AN RDN ..... 33

**LICENSURE**..... 34

    PROFESSIONAL LICENSURE AND CERTIFICATION (PLC) REQUIREMENTS ..... 34

**HOUSING**..... 36

**CHAPLAIN/CAMPUS MINISTRIES** ..... 36

**ACCESS TO DISTANT STUDENT SUPPORT SERVICES** ..... 36

**CAREER PLANNING & PLACEMENT** ..... 36

**ADMISSIONS OFFICE**..... 36

**GRADUATION** ..... 37

**NON-DISCRIMINATORY POLICY STATEMENT**..... 37

**CORE COMPETENCIES FOR THE REGISTERED DIETITIAN**..... 37

## Faculty and Administration

Provost for Academic Administration  
James Mbyirukira, Ph.D.  
Email: [mbyirukira@oakwood.edu](mailto:mbyirukira@oakwood.edu)

Dean of Health Professions, Education, and Social Sciences  
Dorothy E. Forde, PhD, RNC-NIC, CNS  
Email: [defore@oakwood.edu](mailto:defore@oakwood.edu)

Chair of Nutrition & Dietetics  
Director of Master of Public Health  
Earl Henry, DrPH, MPH  
Email: [ehenry@oakwood.edu](mailto:ehenry@oakwood.edu)

Dietetic Internship Director  
Althea Joseph, Ph.D.(c) RDN, LDN  
Email: [ajoseph@oakwood.edu](mailto:ajoseph@oakwood.edu)

Dietetic Internship, Administrative Program Coordinator  
Juliana Draper, RDN, LD, CDCES  
Email: [jdraper@oakwood.edu](mailto:jdraper@oakwood.edu)

### **Advisory Committee**

Andi Bolton, RD, CNSD  
Sofia Wrentmore, RD, LD

Sal Castillo, RD, LD

Evelyn Crayton, Ed.D., RDN, LDN,  
FAND

Dorothy Forde, Ph.D., RNC-NIC, CNS

Althea Joseph, Ph.D.(c), RDN, LD

Sherine Brown-Fraser, Ph.D., RD, CPT

Earl Henry, Dr.PH, MPH

Kylie Hughes, RDN, LD

Angela Newton, MBA, RDN, LD

Joycelyn Peterson, Dr. PH, RD, LD

Prudence Pollard, Ph.D., MPH, SPHR, RD

Denise Shaver, Ed.D.

Elizabeth McCahill, RDN, LDN

LaToya Dixon, Ph.D.

Debra Tindle, MS, RDN

Krovoy Whyms

---

## INTRODUCTION

Welcome to Oakwood University, School of Health Professions, Education, and Social Sciences, Department of Nutrition and Dietetics and Distance Dietetic Internship Program (DDIP). Our administrators, faculty, and staff are very pleased that you have selected DDIP to pursue your professional education and training. The DDIP is designed to prepare you for entry-level positions in the dietetics field. It is important to your success to have clear and realistic goals. We will do all we can to help you clarify and achieve them.

The DDIP Intern Handbook was developed to familiarize you with the program policies and procedures you must follow while enrolled in the DDIP. Please review this handbook thoroughly and retain it as a source of ready reference.

The policies and procedures contained in the handbook provide a basis and a rationale for the fair and equitable treatment of all DDIP participants. The DDIP Internship Handbook outlines accepted policy based on compliance with the 2022 ACEND Accreditation Standards and provides the framework within which the program director, faculty, staff, preceptors, and interns can work together effectively.

The DDIP requires 1000 hours of supervised practice in the core areas of medical nutrition therapy, food service management, and community nutrition. This is a distance program that requires the interns to obtain their rotation sites in their home geographical area. The program helps obtain sites and preceptors as needed. Interns are required to attend a one-week orientation experience. Upon successful completion of the dietetic internship program, interns receive a verification statement. This qualifies interns to take the professional registration examination given by the Commission on Dietetic Registration (CDR) which is the credentialing agency. Passage of this examination allows interns to become qualified professional registered dietitians/nutritionists.

Thirty-five interns will be accepted each year. The DDIP concentration is Medical Nutrition Therapy (MNT).

## PROGRAM MISSION STATEMENT

The Oakwood University (OU) DDIP trains, dietetic practitioners, to serve in the fields of dietetics and nutrition. It provides didactic and experiential opportunities that enable interns to develop skills, demonstrate professionalism, apply knowledge, and work effectively to improve the quality of nutrition for the people they serve. The program integrates faith and learning, preparing individuals to serve God and man.

## PROGRAM GOALS AND OBJECTIVES

**Goal #1** – To assist graduates in completing the internship program in a timely manner by providing needed support, guidance, and resources.

- a. At least 80% of full-time interns will complete program requirements within 15 months (150% of the

- planned program length).
- b. At least 80% of part-time interns will complete program requirements within 30 months. (150% of planned program length).
  - c. Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
  - d. At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
  - e. The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
  - f. Eighty percent of employers will rate graduates "3" or greater on a 5-point Likert scale as being entry-level prepared.

**Goal #2** – To prepare graduates with entry-professional level dietitian skills and knowledge to improve the nutritional status and health of the diverse communities they serve.

- a. At least 50% of interns will be ethnically diverse or male.
- b. At least 80% of the program graduates will rate the adequacy of program preparation "3" or greater on a 5-point Likert scale.

Program outcomes data is available upon request.

## PERSONAL CHARACTERISTICS

Interns need to possess the following personal characteristics to succeed in the OU DDIP:

- Heightened maturity level due to expectations of program and preceptors.
- Excellent interpersonal communication skills due to the multitude of preceptors, other allied health professionals (physicians, nurses, speech therapists, directors, managers), and patients/clients with an intern must interact.
- Ability to work well independently and in groups due to the autonomous nature of individual rotation schedules, with opportunities for advanced-level experiences.
- Perseverance, adaptability, and flexibility due to the extensiveness of all that must be accomplished in the program.

## ROTATION SCHEDULE

### Developing Rotation Schedule

The DDIP is a distance program with an emphasis concentration in Medical Nutrition Therapy (MNT). Interns are required to locate their own preceptors in their own geographic area.

The Academy of Nutrition and Dietetics has created Find a Preceptor Database. The Find-a-Preceptor Database search feature allows program directors and potential or current interns, who are members of the Academy, to search for and contact preceptors willing to teach interns within their practice area. [Search Preceptor \(eatrightpro.org\)](http://eatrightpro.org)

The Find-a-Preceptor Database allows you to search for preceptors who offer remote experiences. Check the remote box on the website to search for preceptors who offer remote experiences. Examples provided of



remote authentic work experiences include but are not limited to, using telehealth to counsel clients/patients, developing educational materials remotely for a community site, and creating menus for a food service facility.

We have put together an Excel form to help you develop your rotation schedule. This rotation schedule will be emailed upon request and will be available in D2L after enrollment. We have designated 160 hours to the foodservice, 200 hours to community, 560 hours to clinical, and 80 hours elective. We expect you to begin your internship with food service and community before completing your clinical hours. This allows a progression in developing your knowledge and practice skills before proceeding to your clinical rotation which may require more focus, breadth, and depth of knowledge, skills, and comfort in a practice setting. Finally, your name must be on the rotation schedule. Please double-check your math to be sure your hours are correct.

### Potential Sites for Food Service

School district food service, hospital or acute food service, rehabilitation/assisted living food service. Other food service sites can provide food service hours but check with the administrative coordinator or program director if you are unsure.

### Potential Sites for Community Nutrition

Meals-on-wheels, Head Start, Child Development Lab, Senior Center, WIC, and Food Bank. Other community nutrition sites can provide community nutrition hours but check with the administrative coordinator or program director if you are unsure.

### Potential Sites for Clinical Nutrition

Acute care, Long-term care, Medical Center, Community Hospital, Rehabilitation center, Outpatient center, or Dialysis center. Other clinical nutrition sites can provide clinical nutrition hours but check with the administrative coordinator or program director if you are unsure.

Please note, that actual dates are based on preceptor availability. Dates for your rotations should be arranged in chronological order and presented on the rotation schedule in chronological order. If there is a question about the appropriateness of a potential site or preceptor, please contact the program director or administrative coordinator. Interns must engage in appropriate activities to obtain ACEND core competencies during site rotations. The program director or an administrative coordinator will speak with the intern if there is a concern about sites on the rotation schedule that are questionable in terms of preceptor qualification, appropriateness of site, and ability to meet ACEND core competencies.

## \*ROTATION HOURS

Due to limitations related to COVID-19 ACEND has reduced rotation hours from 1,200 to 1,000. Therefore at least 1,000 hours are required to successfully complete the DDIP. In addition, a minimum of **700 hours** in authentic, professional work settings is mandatory. Authentic activities in real-world professional settings do not need to be in-person, but they must include real clients/patients (such as telehealth) and/or entail real-life situations. The remaining **300 hours** can be met by alternate practice activities such as participating in simulations, completing case studies, and attending professional meetings or webinars. The DDIP has purchased subscriptions to NCPro for resources to provide alternate practice activities to help complete required hours.

## ROTATION SITES AND PRECEPTORS

### **Interns Are Responsible for Securing Their Own Sites and Preceptors.**

#### HOW TO LOCATE A PRECEPTOR

The DDIP requires you to locate your own practice sites and preceptors. You must contact the program director as soon as possible upon deciding that you are interested in attending the OU DDIP to provide help and guidance in locating your practice sites and preceptors. Submitting potential preceptors with your DICAS application will increase the favorability of your application.

To locate your own supervised practicum sites and/or preceptors, you may have several questions. The information listed below provides guidance on practice sites and preceptor requirements.

#### **Who can be a Preceptor?**

- Registered Dietitians Nutritionists (RD / RDN)
- Licensed Dietitians (LD), Certified Dietitians (CDN)
- Nutritionists
- Registered Nurses (RN), Nurse Practitioners (NP), Clinical Nurse Specialist (CNS)
- Physicians' Assistants
- Food Service Directors (Schools, Hospitals, Nursing Homes, etc.)
- Pharmacists
- Licensed Social Workers, Licensed Psychologists
- Certified Diabetes Care and Education Specialists
- Physical Therapists
- Speech Therapists
- Program Directors
- Administrators (such as in a nursing home or assisted living)
- Medical Doctors with full-time nutrition practices.
- Please note that regardless of the discipline, all credentials and experience will be evaluated for appropriateness and relevance to the rotation and experiences the student will be completing.

There are some experiences that you are required to complete, that must be supervised by Registered Dietitians, but in other cases, the preceptor may be a member of a team that is involved in nutrition and dietetics issues with patients, clients, or businesses and may act as a “primary preceptor” helping you find other preceptors through his or her experience and contacts.

#### **When do I need an RD / RDN Preceptor?**

You **MUST** have at least one qualified RD / RDN preceptor for clinical rotations.

#### **When should I start looking for a Preceptor?**

**It is NEVER TOO EARLY** to start inquiring, such as at the completion of a summer job in nutrition and dietetics or after volunteer work, even in your sophomore or junior year. Volunteering or job shadowing during

the school year or in the summer during your undergraduate program is a great way to develop a relationship with potential preceptors.

### Will the Oakwood University DDIP find a Preceptor for me?

The DDIP director will help you determine whether a preceptor is acceptable and will help with other leads, to help round out the breadth and depth of your experiences. We will keep a list of preceptors available for precepting and will help you locate suitable preceptors, but it is YOUR responsibility to find your own Preceptors. The extent to which it appears that you have made efforts to connect with potential preceptors will be important in how we view your application to the DDIP. The DDIP director has the final decision on whether a particular preceptor is acceptable. Contact the DDIP director Althea Joseph PhD(c), MS, RDN, LDN at [ajoseph@oakwood.edu](mailto:ajoseph@oakwood.edu) for additional information.

### How can I find a Preceptor?

- You may have to use some imagination to find people willing to help you.
- Talk with your program director and other academic advisors, professors, and your state dietetic association and ask for their assistance in locating preceptors.
- You might want to start by contacting someone for whom you have worked in the past or someone in a place where you have volunteered and explain to them what you are trying to accomplish. We suggest that you try to find names and personalize your requests rather than send blanket e-mails “to whom it may concern”. You may want to ask friends and family about people they may know. It might help to show them this document.
- Cold calling (just calling from a list of RDNs (Registered Dietitian Nutritionists) found online who have not necessarily shown an interest in precepting) or calling RDNs working in places who already work with interns, either because they host an internship or because they have long standing relationships with interns, may work depending on availability.
- The accrediting body of the Academy of Nutrition and Dietetics maintains a list of RDNs who have indicated that they are willing to be preceptors. You may find the list on the [Find a Preceptor Link](#) on the ACEND section [eatright.org/pro](http://eatright.org/pro) if you are a student member.
- As a student member of a Dietitian Practice Group (DPG). You have direct access to potential preceptors. Students have been successful in finding preceptors by sending an email to the DPG member list.

If someone is leaning toward agreeing to be a preceptor but has questions that you cannot answer to their satisfaction, have them call or email the DDIP director **Althea Joseph, Ph.D.(c), RDN, LDN** at [ajoseph@oakwood.edu](mailto:ajoseph@oakwood.edu)

### I have identified my Preceptors. Now what should I do?

Each student or preceptor must submit a completed [Preceptor Qualification Form](#) and/or attach his/her resume and brief record of continuing education activities to [ddip@oakwood.edu](mailto:ddip@oakwood.edu)

### The [Preceptor Qualification Form](#)

or resume serves as documentation that the preceptor has agreed to precept you and provides the information that we need to determine that the preceptor has the appropriate credentials to supervise the practice activities.

Be aware that the Preceptor must agree to complete and submit the required documentation.

### What is a “practice site”?

The practice site/ facility is an organization or business that provides the opportunity for the student/intern to complete the required supervised practice. Examples of Supervised Practice Sites:

• Addictions Clinic (Alcohol/drug)	• Hospice
• Ambulatory Care Clinics (Adult/Pediatric)	• Indian Health Service
• Cardiac Rehabilitation Center	
• Clinical Research Center	
• College/University Foodservice	• Long Term Care Foodservice
• College/University Health service	• Long Term Care/Subacute Clinical
• Computer Systems Corp	• Managed Care System
• Cooperative Extension	• Mental Health Facility/Service
• Correctional Facility	• Military Field Operations
• Corporate Foodservice	• Non-Profit Agency (American Heart Assoc., American Cancer Assoc., American Diabetes Assoc., etc.)
• Corporate Test Kitchen	• Office for Aging
• Department of Health	• Pediatric-Based Program/Clinic
• Developmental Disabilities Center	• Pharmaceutical Sale
• Diabetes Education Center	• Rehabilitation Center
• Doctor’s Office	• Renal Dialysis Outpatient Center
• Fitness/Athletic Club	• School Foodservice/Residential Dining Center
• Food Nutrition Consulting	• Senior Citizen Program/Meals on Wheels
• Food Bank	• State/Federal Agency or Task Force
• Grocery/Supermarket	• Wellness Program Wholesale/ Retail Food Corp
• Head Start	• WIC

• Health Care Foodservice	
• Health-related Children's Camp	
• Homeless Shelter/Soup Kitchen	
• Hospitals	
• Addictions Clinic (Alcohol/drug)	• Hospice
• Ambulatory Care Clinics (Adult/Pediatric)	• Indian Health Service
• Cardiac Rehabilitation Center	
• Clinical Research Center	
• College/University Foodservice	• Long Term Care Foodservice
• College/University Health service	• Long Term Care/Subacute Clinical
• Computer Systems Corp	• Managed Care System
• Cooperative Extension	• Mental Health Facility/Service
• Correctional Facility	• Military Field Operations
• Corporate Foodservice	• Non-Profit Agency (American Heart Assoc., American Cancer Assoc., American Diabetes Assoc., etc.)
• Corporate Test Kitchen	• Office for Aging
• Department of Health	• Pediatric-Based Program/Clinic
• Developmental Disabilities Center	• Pharmaceutical Sale
• Diabetes Education Center	• Rehabilitation Center
• Doctor's Office	• Renal Dialysis Outpatient Center
• Fitness/Athletic Club	• School Foodservice/Residential Dining Center
• Food Nutrition Consulting	• Senior Citizen Program/Meals on Wheels
• Food Bank	• State/Federal Agency or Task Force
• Grocery/Supermarket	• Wellness Program Wholesale/Retail Food Corp
• Head Start	• WIC
• Health Care Foodservice	
• Health-related Children's Camp	

• Homeless Shelter/Soup Kitchen	
• Hospitals	

### What Is an Affiliation Agreement?

An affiliation agreement is an agreement that is required between Oakwood University and the practice site/facility where you will meet with your preceptor to complete your practicum hours. These agreements will be completed between Oakwood University and the practice site/facility once you have been accepted to the program. Occasionally some facilities prefer to use their own version of an agreement, in which case Oakwood University and the practice site/facility will work together to reach an agreement. The Oakwood University Affiliation Agreement document is provided here and upon request. This agreement must be completed for each facility.

## CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

### Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code.

### Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
  - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
  - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
  - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
  - a. The dietetics practitioner does not, in professional practice, discriminate against others on the

- basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
- b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
  - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
    - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
    - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
    - c. The dietetics practitioner provides accurate and truthful information in communicating.
  7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
    - a. The dietetics practitioner withdraws from practice when he/ she has engaged in abuse of a substance such that it could affect his or her practice.
    - b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
    - c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

#### Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
  - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
  - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

#### Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes

appropriate action whenever a conflict arises.

- a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
  - b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
- a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD,” “RDN” or “Registered Dietitian” “Registered Dietitian Nutritionist;” “DTR” or “Dietetic Technician, Registered;” “CS” or “Certified Specialist;” and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
  - b. The dietetics practitioner does not aid anyone in violating any CDR requirements or in representing themselves as CDR-credentialed when they are not.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

#### Responsibilities to Colleagues and Other Professional

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
  - b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

## DIETETIC INCLUSIVE CENTRALIZED APPLICATION SERVICES

Dietetic Inclusive Centralized Application Services (DICAS) is a web-based application service used by students to apply to multiple programs by completing a single online application. DICAS simplifies and streamlines the application process as only one application needs to be completed.

## MATCHING PROCESS

1. Submit application with Dietetic Internship Centralized Application Service (DICAS) for Spring by February 15<sup>th</sup>
2. Go to [DICAS Portal](#) to complete the application.
3. Elect Oakwood University as a designation for application.



4. Pay the fee to apply. One dietetic internship is \$50. Pay \$25 for each additional dietetic internship program application.
5. Pay the \$100 DDIP application fee no later than February 15<sup>th</sup>
6. Participate in Zoom Pre-Match Interview. The OU DDIP Internship program will contact students with DICAS applications for Oakwood University after February 16.
7. Submit Prior Learning Experience Application required documents for review.

## ACADEMIC ENTRANCE REQUIREMENTS

- Completed the following core nutrition/dietetics courses:
  - Clinical Nutrition I & II (Medical Nutrition Therapy I & II)
  - Food Systems Management
  - Advanced Nutrition (Macronutrient/Micronutrient/Metabolism)
- Completed the following science courses:
  - Anatomy and Physiology
  - Microbiology
  - General or Intro to Inorganic Chemistry
  - Organic or Intro to Organic Chemistry
- An official BS degree transcript demonstrating degree conferral and a verification statement must be submitted to the program director two weeks before orientation by email: [ddip@oakwood.edu](mailto:ddip@oakwood.edu).
- Minimum Grade Point Average (GPA) 3.0
- Acceptance by Oakwood University
- Acceptance to Oakwood University Master of Public Health- Nutrition & Wellness Concentration or have already attained a master's degree from an accredited university or provide a transcript evaluation of master's degree.

## \*PROGRAM COMPLETION REQUIREMENTS

- Satisfactorily complete 1,000 supervised practice hours including 700 hours of face-to-face supervised practice hours.
- Meet performance standards and receive passing grades from all preceptors and on all program online unit exams by a passing grade of 80% or greater on the Mid-Term or Exit Exam.
- Completion of rotations in clinical, foodservice, community, and elective.
- Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics Code of Ethics.
- Understand and sign the RDE Misuse form once submitted to CDR.
- Submit completed e-portfolio after completion of program requirements.
- Interns will be provided with a signed verification statement after successful completion of all program requirements.
- Official master's degree conferred transcripts.
- DPD Verification Statement
- Tuition and Fees paid in full.

### PROGRAM REQUIREMENTS:

1. Full-time interns are required to complete at least 30 to 35-hour weeks in their rotations to finish the program within ten months. There are times when extenuating circumstances inhibit an intern from

completing the program on time. In these cases when it is evident that the intern will not finish on time, the intern must petition for more time by March 31 to complete program requirements. The petition must include a signed Program Completion Plan. However, interns must complete the program within a total of 15 months or no more than 150% of the normal planned program length. After 15 months the intern may be required to reapply to the program. Readmission is not guaranteed and will be determined by the DDIP Intern Selection Committee on a case-by-case basis. Considerations in making this determination depend on the program completion plan, unforeseen circumstances that have slowed progress, demonstration of commitment and compliance with program policies and procedures, and level of progressive competency.

2. Interns enrolled in the part-time option must complete close to 15-hour weeks in their rotations to complete the program within twenty months. If extenuating circumstances inhibit an intern from completing the program on time, then the intern must submit a petition to the program director by October 31<sup>st</sup>. The petition must include a signed Program Completion Plan. The part-time intern must complete the program within 30 months or no more than 150% of the normal planned program length. After 30 months, the intern may be required to reapply to the program. Readmission is not guaranteed and will be determined by the DDIP Intern Selection Committee on a case-by-case basis. Considerations in making this determination depend on the program completion plan, unforeseen circumstances that have slowed progress, demonstrating commitment and compliance with program policies and procedures, and level of progressive competency.
3. Interns must meet weekly with program specified DDIP member to briefly discuss concerns, help with finding rotations, review of assignments, exam results, discussions of preceptor evaluation, intern difficulties, or other needs. Interns must schedule Zoom meetings where time has been designated to meet with interns.
4. Interns are expected to submit a weekly rotation schedule with the updated rotation hours each week by Sunday at 11:59 pm via the dietetic internship software program or email directly to the program director or program coordinator. Rotation schedules must reflect progress in the program. Weekly reported hours may include a combination of supervised hours and alternate practice hours commensurate with full-time (at least 30- 35 hours) or part-time hours (close to 15 hours).
5. Any unexcused absence during any rotation can result in dismissal from the program. Any absence must be made up and is the responsibility of the intern.
6. The intern is responsible for calling the preceptor and program director to notify them of the absence and the reason for it.
7. Unexcused tardiness during any rotation can result in dismissal from the program. The intern is responsible for calling the preceptor and program director to notify them of the tardiness and the reason for it.
8. All assignments must be satisfactorily completed by the specified date.
9. It is the Intern's responsibility to check the Oakwood e-mail address throughout the internship program to stay abreast of program announcements and updates.
10. The dietetic internship software is a tool that the DDIP uses to collect program-required documents, rotation hours, and weekly summaries for tracking the intern's progress throughout the dietetic

internship.

11. The 2024-2025 intern cohorts are currently required to use the dietetic internship software to help manage program documents. A link to access the account will be provided. Customer support is also available to help with any technical difficulties. A list of required documents is in D2L. The dietetic internship software should be used to store these documents.
12. Preceptors will receive an email generated by the dietetic internship software to confirm rotation hours.
13. Interns are required to upload completed Affiliation Agreement and [Preceptor Qualification Form](#) in the dietetic internship software or email them directly to the program director or program.
14. All other communication: Interns are directed to email or text the program director to report illness or other emergencies. Interns may also email or call program coordinators and/ or the department office manager. Emails, calls, or text messages will be returned within 24 hours during the week and within 48 hours over the weekend if there is no emergency.
15. The DDIP has integrated resources to provide a curricular review for the RDN Exam. The materials in this program have been updated according to the RDN domains, content, and format of the current RDN exam. This program is designed to help you successfully complete the DDIP and pass the CDR RDN Exam.
16. There are three required full exams associated with this program.
  - All three exams will be proctored by the program director or program coordinators.
  - Instructions to schedule and Zoom link for the proctored exam will be provided.
  - The schedule for taking the exams is outlined in your syllabus.
  - Interns who fail to achieve 80% on either the Mid-term or Exit Exam must submit a study plan along with a petition to take the Exit Exam one final time.
- To complete the program and obtain the verification statement to sit for the CDR RDN Exam interns must successfully achieve the following:
  - A passing grade of 80% on the Mid-Term/Exit Exam.
  - 3/5 or better on all ACEND competencies for 2022 competency assessments
  - 1000 rotation hours (at least 700 of supervised practice and up to 300 hours of alternate practice) according to program requirements in food service, community, clinical nutrition/dietetics, and an elective.
  - Completion of all program required quizzes, and assignments.
- The program has quizzes and review material required to complete it. These activities are also designed to help interns strengthen curricular, practice weakness areas, and pass the Exit Exam. The program director or program coordinators will follow-up with interns regarding persistent low grades (less than 80%) on quizzes and assignments during weekly meetings.
- To exit the program, interns must complete the e-portfolio of all required items including:
  - final rotation schedule, preceptor competency checklist and preceptor evaluation, timesheets, and assignments.
- Interns will be provided with a signed verification statement after passing the exit exam and completing internship rotations/assignments and other required projects.
- Tuition and fees paid in full.
- Master's degree date conferred transcript.

- The DDIP has adopted the Required 2022 ACEND Standards Core Competencies into the program. Interns are now required to complete the remaining rotations using the 2022 Core Competencies.

## MEDIAL PLAN/POLICY

Interns are given three attempts to receive a passing evaluation on all competencies. In rare cases, when interns do not pass competency activities/assignments within two attempts, he/she may need to reschedule that rotation with his/her preceptors or find another preceptor to supervise and evaluate the competency and meet with the program director. If the intern is unable to pass any competencies (3/5, 2022 Competency Assessment Period) on the third attempt, then the intern will be dismissed from the program.

## ASSESSMENT OF PRIOR LEARNING

The program has established specific guidelines for interns regarding credit for prior learning, including program-specific limitations and documentation needed.

Assigning credit for prior learning:

Application For Prior Learning Credit		
Area of Assessment	Requirement (Program Specific Limitations)	Required Documentation <a href="#">Prior Learning Request Form</a>
Job Experience	<p>Training/Job Experience must have been received at a facility which meets the requirements as stated below:</p> <ul style="list-style-type: none"> <li>• The facility must be accredited by the Joint Commission or the State.</li> <li>• Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor with credentials to support the area of supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Intern Job Description</li> <li>• <a href="#">Preceptor Qualification Form</a></li> <li>• Preceptor Qualifications (can be viewed on page 10 of this document).</li> </ul>
Intern Length of Experience	A minimum of six months employment, at least 20 hours per week, in the emphasis area of the rotation.	Supervisor letter of recommendation verifying length of experience, type of position, performance evaluation, and recommending the intern as a candidate for the program.
Competency Skills/ Type of competency	Interns must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit; if any of the competency skills have not been met during employment, the prospective intern must arrange with the facility to complete those skills before credit can be granted	<ul style="list-style-type: none"> <li>• Located in Preceptor Handbook</li> <li>• Signed document "Supervised Practice Curriculum/<a href="#">Competencies Evaluation</a>."</li> </ul>

When the requirements listed in the table are met, the intern may be granted credit equivalent to the number of

hours required for that rotation as stated in the “Suggested Rotation Schedule.” The required documentation must be provided along with the application to the program. Credit will be assigned during the admissions process.

Interns may apply to be granted partial credit for prior work or volunteer experiences toward completion of their supervised practice hours. Credit is only offered for core rotations, food service, or community nutrition for interns who are not Diet Tech Registered. We do offer credit for clinical nutrition for interns who are Diet Tech Registered.

Interns may receive up to 25% maximum reduction of 1000 hours (250 hours). Paid work or volunteering must have been completed during the last five years. Rotation schedules should reflect the credited number of supervised practice hours.

Email all documents in the Prior Learning Application to [ddip@oakwood.edu](mailto:ddip@oakwood.edu). \*The cost to review and evaluate this application is included in the current tuition and fees.

## ACCESS TO PERSONAL FILES

These records are maintained by the program director. Access to your records is limited to the program director, yourself, and other authorized persons. Your access to your own records is provided on a ‘need to know’ basis. If it is necessary to review your records, you should contact the program director who will be present during your review. You have access to your application, performance appraisals, attendance records and notices of commendation/discipline. You do not have access to letters of recommendation.

## CONFIDENTIALITY

Interns must maintain strict confidentiality for all patients or clients in hospitals or community programs per HIPPA guidelines.

## DISMISSAL

The following are specific grounds for immediate dismissal:

- Failure to comply with the requirements of the program.
- Failure to comply with the Professional Code of Ethics as outlined by the Academy of Nutrition and Dietetics
- Failure to comply with the confidentiality policy.
- If housed on campus, failure to comply with the University's rules.
- Unsatisfactory program performance
- Aggressive or disrespectful behavior

## COMPLAINTS POLICY & PROCEDURES

### Grievance Policy

At times, issues can arise between an intern, preceptor, or program director. To ensure that concerns are addressed in an appropriate and timely manner, students should follow the program’s procedure for resolving issues and document each stage of the process.

1. Address concerns or problems with the responsible party, i.e., professor, preceptor, or program director.

Students should try to communicate and resolve concerns with the responsible party before contacting the program director.

2. If no resolution is found, identify the problem, and clearly document the situation in writing. Present documentation to the DDIP director who will then arrange a combined meeting with all parties involved to work to resolve the issue. If the grievance is with the DDIP director, submit documentation to the Chair of the Department of Nutrition & Dietetics.
3. If no resolution is found, the DDIP director will arrange for a meeting with the Dean of Nursing and Allied Health Professions and all parties involved. An impartial third party will be called to act as a mediator if appropriate.
4. If no resolution is found, a document detailing the concern will be submitted to the Vice President of Academic Affairs at Oakwood University. A meeting will be scheduled with all parties concerned, including the Vice President of Academic Affairs. The final decision will lie with the Vice President of Academic Affairs.
5. If these steps do not culminate in a resolution, the student should follow the University's [Student Complaint Policy](#).
6. Once all University procedures have been exhausted and the matter remains unresolved, file a formal complaint with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND). All intern matters will be handled in a private and non-retaliatory manner. Interns are assured that they may discuss their concerns with the program director or other faculty members without fear of retaliation.
7. A record of complaints from interns and others, including the resolution, will be kept for seven years.

## FILING A COMPLAINT WITH ACEND

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) has established a process for reviewing complaints against accredited programs to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Students may submit a complaint to ACEND only after all University grievance procedures have been exhausted. For instructions on filing a complaint to ACEND, review the [ACEND Policy and Procedure Manual](#).

ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, promotion, or dismissal of interns.

## IMMUNIZATIONS AND MEDICAL EXAMS

Interns are required to obtain a thorough physical examination before starting the program. Proof of negative TB, PPD, and hepatitis tests are mandated before admission into the program, along with MMR immunization documentation. During the supervised practice experiences, each intern must adhere to specific policies of each affiliating site for health screening and tests.

## UNPROFESSIONAL BEHAVIOR DEFINED

Failure to behave according to accepted standards applied to practicing health professionals, including failure

to demonstrate respect for faculty, staff, preceptors, and patients. Examples of unprofessional behavior include (1) falsification of patient records, (2) improper practice of the profession, (3) willful neglect of a patient, (4) improper use of equipment or participation in activities that may damage equipment, supplies, and/or private and public property, (5) misrepresentation of professional status, (6) falsification of student records, (7) failure to respect the confidentiality of patient information, (8) failure to adhere to established dress codes, and (9) engaging in personal (i.e., romantic or sexual) relationships with faculty, staff, preceptors, patients, or other individuals involved in the learning experience.

## LEAVE OF ABSENCE POLICY

### ATTENDANCE

If you are unable to attend a scheduled rotation, you must contact the preceptor and the program director.

### TARDINESS

Interns are expected to report promptly to their assigned rotation sites to remain there as scheduled. If a student will be late arriving, a call should be made to the preceptor and program director as soon as possible.

### WORK BREAKS

Work schedule permitting, breaks are allowed. Permission should be obtained from the supervising preceptor or manager before taking a break or leaving the duty station.

### INTERNS REPLACING EMPLOYEES

Interns in supervised practice may not replace employees.

### SICK DAYS

Sick-time benefits are provided by the program for the student's protection during illness. The student must notify by phone or email the program director and the supervising preceptor of illness as early as possible before their scheduled time of duty. They should describe the nature of the illness and the expected time of return to the rotation. Students are required to give eight hours' notice when possible. If eight hours' notice is not possible, a minimum of two hours' notice should be given. Students will be eligible for **three days of sick leave** during the entire program; additional sick days require a physician's statement.

### INJURY OR ILLNESS WHILE IN A FACILITY FOR SUPERVISED PRACTICE

The affiliated entity will provide the same emergency medical care to the intern as would be given to employees. Payment for the treatment rendered for the illness or injury is the intern's responsibility.

Oakwood University and the affiliated facilities are not liable for any injury or accident occurring during travel to and/or from areas assigned (rotations). Each dietetic intern is to be covered under personal liability/auto insurance for travel to and from assigned affiliation sites and experiences.

### BEREAVEMENT ABSENCES

Students may be given **up to three days leave** of absence to attend funerals for members of their immediate



families (parents, husband, wife, children, brothers, sisters, brother-in-law, sister-in-law, sons-in-law, or daughters-in-law). To be eligible for bereavement leave, the students should notify the program director immediately. The student will be responsible for completing all objectives and hours in the rotation affected.

## LEAVE OF ABSENCE

Extended leaves of absence may be granted for serious medical conditions or special circumstances that prevent the student from completing supervised practicum rotations. The student must submit a written request to the program director with supporting documentation. Sick leave granted for serious illness or injury to a member of the intern's immediate family will be restricted to a **maximum of three days**. The same procedures and definitions of immediate family outlined in bereavement absences apply to emergency absences. Any requests for absences from duty should be requested in writing for approval by the program director

## BAD WEATHER OR OTHER EMERGENCIES

Health care is different from many organizations, having many departments operating on an around-the-clock, seven-days-per-week schedule. These essential services cannot be suspended, and the policy toward severe weather must reflect the different nature of the rotations and the diversity of the various departments.

Interns assigned to patient care areas in hospitals, which must remain open, are expected to make every effort to get to the assigned duty area. Be prepared to stay overnight, if necessary. Interns assigned to areas outside the hospitals, which do not open during extremely severe weather, should call the preceptor to whom they are assigned for special instructions and/or assignments.

## TRANSPORTATION AND PARKING

You are expected to provide your own transportation to and from practicum sites. You are responsible for liability for safety in travel to or from assigned areas. You must provide a copy of your liability insurance. You are to follow the parking guidelines at each facility.

Interns are expected to park in designated areas. When parking at affiliation sites, you must obey the facilities' parking regulations. The preceptor at each facility will provide you with parking information.

## CELL PHONE USE

Cell phones or other personal electronic devices (iPads etc.) may not be used during supervised practicum rotations. Interns may use cell phones during designated breaks. Cell phones must be placed in "silent" mode during rotations.

## LIABILITY INSURANCE

The University provides liability insurance to all students registered for the internship. The coverage protects students in any assigned supervised practice site to which they are assigned as a student.

## PATIENT INFORMATION CONFIDENTIALITY POLICY

Patient and employee information is considered confidential. This applies to documented and undocumented

information. Failure to maintain confidentiality of patient information is grounds for dismissal from the program.

- DO NOT discuss patients or their cases with anyone except as necessary to provide patient care.
- DO NOT discuss patient cases on the elevator, cafeteria, halls, or other public places.
- DO NOT post any patient information or photos on social media

## BLOOD/BODY FLUID EXPOSURE GUIDELINES

Students may be exposed to blood/body fluids during their clinical rotation. As all blood and body fluids are considered infectious, regardless of the perceived status of the source individual, all interns must follow OSHA guidelines for universal precautions to prevent contact with blood or body fluids in clinical rotation sites. This includes use of gloves, eyewear, protective clothing, proper care of sharp objects, and other precautionary measures.

## DRESS CODE

It is our belief that the dress or appearance promotes a positive, professional image that projects a caring atmosphere to the clients and patients. Interns will be expected to follow the program's dress code for all rotations, and meetings/conferences. In instances where a facility's dress code differs from the program's dress code, students should follow the preceptor's instruction keeping in mind that they are representing the profession and Oakwood University.

- All students are expected to maintain standards of neatness, cleanliness, grooming, and professional dress. Inappropriate clothing is defined as evening wear, sheer fabrics, low necklines, sundresses, halter dresses, spaghetti straps, jeans, jean-type pants, cargo pants, tank tops, t-shirts, tube tops, midriff tops, shorts, miniskirts, athletic wear, leggings, sweatpants/sweatshirts.
- Clothes should be clean, wrinkle-free, and loose-fitting to allow for freedom of movement. Shirttails must be tucked in for men.
- White lab coats are required and should be worn over professional clothes during clinical rotations.
- Dresses/skirts cannot exceed two inches above the knee in length.
- Patterned, appliquéd or seamed hosiery is not acceptable. Socks are required for men.
- Clothing with slogans or advertisements should not be worn.
- Shoes must be clean and in good repair. Shoes should be a comfortable height, appropriate for the work environment and consistent with professional attire. No tennis shoes or sandals without heel straps are allowed.
- Sunglasses (or other tinted, non-prescription glasses) should not be worn inside the facilities.
- Caps or hats are not acceptable.
- Jewelry should be conservative. No facial jewelry is allowed (except earrings). Body piercing other than the earlobe is not acceptable business dress. Jewelry should be limited to:
  - Rings: no more than 2 per hand (not to extend above the knuckle).
  - Earrings: no more than 2 pairs may be worn. Earrings will be no larger than two inches in diameter or length.
- Nails should be no longer than one-half inch from the end of the finger; acrylic nails are not allowed.

Nail polish should not be worn in food production areas.

- Hair should be neat and clean. Bandannas, headbands, or any extreme adornment is not allowed.
- Miscellaneous: Gum chewing is not allowed during rotations, makeup should be appropriate for business hours, perfume is not allowed, and identification should always be worn during rotations/

## SUPERVISED PRACTICE PERFORMANCE

Interns are required to receive a minimum overall score of 3/5 on the 2022 ACEND Competency Evaluations. Students receiving an overall score below the minimum requirement during a rotation will meet with the program director to develop a plan for performance improvement. The student may be required to repeat the rotation to ensure satisfactory achievement of ACEND-required core and program-defined emphasis competencies. The decision to repeat a rotation is at the discretion of the program director.

Interns will be expected to let their preceptor, and the program director know if they are struggling in their supervised practicum. Preceptors will be expected to make the student and program director aware of any issues or concerns as soon as they arise. Interns will be assessed throughout mid-term, and during the summative evaluation of each rotation by their primary preceptor or program director.

In addition, in cases where *it* becomes evident that the student will not meet performance standards the program director will provide guidance with designating an alternate career path that aligns with the student's interests, strengths, and abilities.

Students receiving below 80% on a quiz or an exam, and 11 on a 25-point scale on a practice activity will be required to repeat the assignment or practice activity to assure satisfactory achievement of ACEND-required competencies. For students who do not receive a satisfactory score on the repeat evaluation, the program director may elect to work with the student to resolve issues that may be present in specific performance areas.

## IDENTITY

All interns are assigned a unique ID and password which enables them to access the protected online software portals used in the program. This creates a secure environment for assignment submissions, exams, and other student performance information. The burden of proper password security resides with the person to whom the password is assigned; students are responsible for all activities associated with their user ID.

## DISCIPLINARY ACTION

Regulations and procedures are necessary for the orderly progression of the DDIP. Depending on the gravity of the situation, a progressive discipline process will be used as follows:: Oral Warning: This may be given for substandard performance, poor attendance, and other types of offenses that occur for the first time. The time frame for immediate correction will be determined by the PD and the intern.

1. Written Warning with Imposed Probation: The written warning is given for substandard performance, poor attendance, and other types of offenses that occur for the second time. The time frame for immediate correction will be determined by the PD and the intern.

2. Program Dismissal: If any of the above is not addressed and corrected in the appropriate time frame, dismissal from the program will occur. Once an intern has been dismissed from the program, re-entry will not be allowed.

A student may be dismissed from the program without any prior disciplinary action for grave offenses which include but are not limited to: entering the program by submitting false information, committing an act of academic or non-academic misconduct, and failing to maintain confidentiality of patient information.

## Oakwood University Calendar of Events/Holidays and Internship Dates

Fall 2024-2025 ACADEMIC CALENDAR	
Online/Web Registration for New, Transfer, and Re-Admit Students, Dietetic Internship Interns	April 8-July 31
Dietetic Internship Last Day to Withdraw with 100% Tuition Reimbursement	July 22
Dietetic Internship Orientation	July 22-26
Dietetic Internship- Last day to turn in program documents (Drug screens etc.)	July 26
Last Day to Waive Health Insurance Charges	Aug. 14
Last Day for 90 Percent Tuition Refund (University Students)	Aug. 21
Financially Clear	July 22-Aug. 21
Last Day for 75 Percent Tuition Refund	Aug. 30
Last Day for 50 Percent Tuition Refund	Sept. 6
Graduation Applications due for May 2025	Oct. 11
Last Day to Process Terminal Leave/Complete Withdrawal/ Incomplete	Nov. 11
Final Exams	Nov. 22, 24-26
Holiday Break (Thanksgiving/Christmas/New Year's)	Nov. 25-Jan. 2
All grades due	Dec. 9
Internship Semester Ends	Dec. 31

Spring 2025 ACADEMIC CALENDAR	
Instruction Begins/Late Registration for All Students	Jan. 8
M. L. King's Birthday Observed	Jan. 20
Spring Break	Mar. 3-9
Last Day to Extend Length of Program to 150% (October 2025)	March 31
Tentative Graduation List 2025 to Chair	Apr. 4

Graduation Applications Due for Spring 2026	Apr. 18
Final Exams	Apr. 27-30
Graduation FULL-TIME 10-MONTH PROGRAM COMPLETION DATE	May 9 May 31

\*These dates are subject to change without prior notification

## HOLIDAYS

Holidays observed are as follows: Labor Day, Thanksgiving through Christmas break. New Year's Day and Martin Luther King, Jr.'s Birthday

Observance of the University holidays and scheduled breaks may depend on intern preference (such as observance of specific religious activities), and preceptor availability. Interns are advised to schedule at least one week of vacation in the fall semester and in the spring semester.

All rotation hours and program requirements should be completed by May 3, 2025, to participate in the University graduation ceremonies on May 9, 2025. This completion date must be reflected in your rotation schedule.

## PROFESSIONALISM

### ILLNESS/EMERGENCY

In the unlikely event that an intern will be late, the intern should call the rotation preceptor as a professional courtesy. If a day must be missed, both the preceptor and program director should be contacted. Make-up of any missed work is the responsibility of the intern. If an emergency occurs, appropriate arrangements must be made with the preceptor and program director. If illness or other unusual circumstances cause a prolonged interruption within the program, the intern must complete a leave of absence form. The intern may return as soon as possible or continue the program the following year if approved by the program director. A letter explaining the reasons for this interruption must be given to the program director. It should also be stated in the letter the date the intern plans to complete the program, not to exceed two years beyond the interruption. Only the rotations and objectives that were not completed must be satisfactorily completed. If the tuition cost increases, only the difference in tuition must be paid.

## INSURANCE

All interns must purchase general and professional liability insurance, at least one million for each occurrence/ and three million in aggregate. This general and professional liability insurance covers unexpected injury or illness while in a facility for supervised practice. Evidence of insurance coverage will be given to the rotation facilities upon request. Evidence of car, malpractice, and health insurance must be documented before orientation week.

## DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

Interns are subject to drug testing and criminal background checks for internship and per the policy of a supervised practice facility. A facility may have specific dates for drug or background checks which may require them to be re-done. These costs are the responsibility of the intern.

## TRAVEL

Oakwood University is not responsible or liable for accidents occurring in travel to and from program-assigned areas. Interns are responsible for their own transportation and car insurance.

## TUITION PAYMENT

Continued acceptance in the program is contingent on receipt of tuition. Payment of tuition must be received, at the latest, a week before the program starts. If financial aid does not arrive by the above due date, written official evidence of these monies is required.

Please contact the Office of Student Accounts 256-726-7027 / Fax: 256-726-7133

Lani Sharpe / Director, Student Accounts [lsharpe@oakwood.edu](mailto:lsharpe@oakwood.edu)

## TUITION REIMBURSEMENTS

If a student decides not to enter the program at least 10 days before the program starts, 100% of tuition is reimbursed except for \$100 application fee and \$ 400 secure match fee. There is no tuition refund if withdrawal/dismissal occurs after this time. If the intern plans to attend and can return the next year, then they are considered a new applicant.

## WITHDRAWAL AND REFUND OF TUITION

If a student chooses to withdraw from the DDIP program and Oakwood University, the procedure for withdrawal is as follows:

- An intern may withdraw from the DDIP at any time. If the intern later wishes to re-enter the program, he/she must reapply as a new intern. Please complete the Formal Withdrawal Form and submit the form to the DDIP director. This is your official withdrawal from the program.
- To officially withdraw from Oakwood University interns must submit the appropriate documentation required by the Registrar's Office. When officially withdrawing, the student may be eligible for a tuition refund depending on the withdrawal date. Failure to withdraw from the University may result in a balance owing.

## ESTIMATED EXPENSES

### **Distance Dietetic Internship Program (DDIP)**

#### **Financial Policies**

**Schedule of Charges  
For Academic Year 2024-2025  
[SUBJECT TO CHANGE]**

**Tuition, Fees & Expenses, Estimated Costs  
Financial Aid, Loan Deferments, Post Program Completion**

### **BEFORE MATCH:**

Application Fee (money order)	\$ 100
DICAS* Fee: First Application	\$ 50
Each additional application	\$ 25
D&D Digital**	\$ 55 (no longer after Spring 2024)

\* *Dietetic Internship Centralized Application Service (DICAS)*

\*\**Fee to participate in **national** matching process*

**AFTER MATCH:**

<b>TUITION</b> (24 Credits) 12 credits per term	\$12,000	(\$6,000 per semester, Fall & Spring)
<b>FEES</b>		
Secure Match***	\$ 400	
Technology/General	\$ 824	(\$414 per semester, Fall & Spring)
Certificate of Completion^	\$ 75	(Fall only)
Graduation Fee (optional)	\$ 271	
Late Registration Fee	\$ 195	

^*Oakwood University Certificate of Completion*

**OTHER ESTIMATED EXPENSES**

<b>Onboarding Dietetic Internship software</b>	\$ 200
Academy of Nutrition & Dietetics Student Membership	\$
60	
Malpractice Liability Insurance	\$ 50
Background Check	\$ 50
ServSafe Certification exam^^	\$ 36
Basic Life Support Course^^^	\$ 50

^^*If not already certified and required at facility*

^^^ *if required at facility*

Dietetic Internship software program	\$ 200
--------------------------------------	--------

Books and Software expense	\$ 50 - \$500
Drug Screening	\$ 40- \$60
Uniform clothing	\$ Varies

(non-slip shoes, scrubs, lab coat)	
Car Insurance required	\$ Varies
Health Insurance required	\$ Varies
Immunizations/ Proof of Immunity	\$ Varies
Transportation, living and professional clothing expenses while in the program	\$ Varies

**RDN EXAM REVIEW\*** \$ 375 -\$ 800 (varies based on program)

**MANDATORY ONE-WEEK ORIENTATION AT OAKWOOD UNIVERSITY / Virtual Platform may apply**

Transportation to Huntsville	\$ Varies
Transportation from West Oaks to Meeting Venue	Provided
Lodging	
<ul style="list-style-type: none"> <li>• West Oaks: Oakwood University</li> <li>• Local hotels in area</li> </ul>	<ul style="list-style-type: none"> <li>\$ 25 a night</li> <li>\$Varies</li> </ul>
Food	
<ul style="list-style-type: none"> <li>• Breakfast and Lunch</li> <li>• Dinner</li> </ul>	<ul style="list-style-type: none"> <li>Provided: Vegetarian Meals</li> <li>\$ Varies based on personal restaurants choice</li> </ul>

**FINANCIAL AID**

FAFSA loans available contact Oakwood University Financial Aid Office at 256-726-7209.

**LOAN DEFERMENTS**

Loan Deferments: Are available for participating in Dietetic Internship

**AFTER PROGRAM COMPLETION**

Graduates pay Pearson Vue to take RDN Exam	\$ 200
Graduates pay state licensure fees	\$ Varies per state
Graduates pay CDR for registration	\$ 60

**MASTER OF PUBLIC HEALTH**

Oakwood University Master of Public Health with a concentration in Nutrition & Wellness

<https://oakwood.edu/wp-content/uploads/sites/8/2020/03/Graduate-Costs.pdf>



## FINANCIAL AID INFORMATION

Opportunities exist for dietetic interns in need of financial assistance. Grants, low interest loans, or scholarships may be available from corporations, community or civic groups, religious organizations, the Academy of Nutrition and Dietetics, the District Dietetic Associations, and Oakwood University.

Scholarship eligibility criteria are usually published in the September A.N.D. Journal. Scholarship forms may be requested from the Program Director.

### **FINANCIAL AID:**

Contact Oakwood University Financial Aid Office at 256-726-7209 or (256) 726-7237.

Or contact Oakwood University Financial Aid Office Mr. Craig Wright at [cwright@oakwood.edu](mailto:cwright@oakwood.edu)

## LOAN DEFERMENTS

Loan Deferments are available while enrolled in the DDIP.

## How to Become a Registered Dietitian Nutritionist (RDN)

The pathway to become an RDN via a dietetic internship program includes:

- Earn a minimum of a graduate degree from an accredited dietetics program.
- Complete a supervised practice requirement.
- Pass a national exam for RDNs.
- Meet requirements to practice in your state.
- Stay up to date in dietetics through continuing education.

\*\*Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the RDN credentialing. To be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.

Oakwood University offers an online Master of Public Health with a concentration in Nutrition and Wellness.

<https://graduate.oakwood.edu/mph/>

Upon successful completion of the DDIP, graduates will be a candidate for the credentialing exam by CDR to become an RDN.

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements [Click Here](#)

For individuals with foreign degrees who are interested in becoming an RDN:

“Each country has their own credentialing agency with policies and procedures that an individual must comply with to meet registration eligibility requirements and become credentialed in that country. Individuals who want to be credentialed as a RD in the US (United States) must comply with CDR’s eligibility and examination requirements.

If your degree is from outside the US, you must have your transcript evaluated by an approved Foreign Degree Evaluation Agency. A detailed course-by-course evaluation is recommended. After receiving your evaluation report, you will need to contact the program director of an ACEND accredited Didactic

Program in Dietetics (DPD) or Coordinated Program (CP) to request they review your transcript and foreign degree evaluation report. They will determine to what degree your prior learning meets current requirements and counsel you regarding any additional coursework needed to complete their program requirements.”

For more information on Foreign Degree Evaluation Agencies, please [Click Here](#). Please visit CDR and ACEND websites for more information.

## Licensure

### Professional Licensure and Certification (PLC) Requirements

The DDIP is designed to lead to the professional credential of Registered Dietitian Nutritionist (RDN). While there is a national professional exam, The Registered Dietitian Nutrition Examination, associated with the RDN credentials, specific licensure requirements vary from state to state. if you are interested in learning about potential professional licensure requirements in your state login to the following link for more information [Click Here](#)

**Department of Nutrition and Dietetics: Distance Dietetic Internship Program – Intern Communication**

Dear Student,

In compliance with the U.S (United States). Department of Education and the Alabama Commission on Higher Education (ACHE) for participation in the National Council for State Authorization Reciprocity Agreement ([NC-SARA](#)) Oakwood University is providing you with information pertaining to professional licensure and certification in correlation with the **Dietetic Internship** program based on your current or prospective enrollment in the program.

Upon successful completion of the dietetic internship program, the interns receive a certificate. This qualifies them to take the professional registration examination given by the Commission on Dietetic Registration (CDR) which is the credentialing agency for the Academy of Nutrition and Dietetics (AND). Successful passage of this examination allows interns to become qualified professional registered dietitians.

Passing the Registration Examination for Dietitians and earning the national Registered Dietitian (RD) credential qualifies dietitians for licensure or certification in most states and is mandatory for all states requiring the RD credential. In addition to meeting the requirements for the RD credential, persons enrolled in Oakwood University's Dietetic Internship Program must investigate and meet the requirements in each desired state of practice. Therefore, you are strongly encouraged to contact the appropriate licensing agency in the U.S. states and territories where licensure is desired to obtain the most up-to-date information about licensure requirements and to confirm how the Oakwood University Distance Dietetic Internship program facilitates those requirements. Additional information related to nutritionist, licensed nutritionist, and registered dietitian requirements by state can be found on

The [Nutrition ED](#) or [CDR Licensure](#) websites. Please contact your academic

## HOUSING

Oakwood University provides housing within walking distance of campus. Please visit our web address: <http://www.oakwood.edu/woa/> or e-mail [westoaks@oakwood.edu](mailto:westoaks@oakwood.edu) or call 256-726-8457.

## CHAPLAIN/CAMPUS MINISTRIES

Oakwood University Campus Ministries is deeply committed to the spiritual development of each person on campus. It is our goal to see the "character of Christ" formed in "us." At Oakwood University we believe that the nature of our life and faith is shaped by the quality of our relationships with God, each other, and the world. There are several entities at Oakwood which fulfill a major role in leading our students towards God.

- Chapel - Held each Thursday at 9:50 a.m.
- Adventist Youth Society - Held each Friday night at Oakwood University Church. Oakwood University Church is the "heartbeat" of the spiritual life of the campus. Services are held Wednesday evening, Saturday Morning, and Saturday afternoon Vespers.
- Power Hour - Every weekday at noon a group of students gather to study and pray together.
- This gathering has led to various outreach activities.
- The Chaplain's Office - Spiritual counseling is available to each student.
- A week of spiritual emphasis is conducted each semester.

## ACCESS TO DISTANT STUDENT SUPPORT SERVICES

If an intern has a need for a support service that is not locally available, then the program director must be contacted, and he/she will make arrangements for the necessary support.

## CAREER PLANNING & PLACEMENT

- . The primary goal of the Career Services Office is to provide opportunities to enhance professional competencies and marketability through:
  - Employment counseling.
  - Mini-workshops and individual counseling sessions on resume and cover letter writing, career-services orientation, and job-search strategies.
  - Job-listing service, which provides current information about specific employment opportunities.
  - Classroom visitations on employment trends, resume writing, job-hunting techniques, and career planning.
  - Literature provided by on-campus recruiters including career opportunities, benefits, salaries, and annual reports.
  - Videotapes, brochures, and booklets on interviewing and resume writing.
  - Annual Career Programs - Career Fair and Youth Motivational Task Force Conference.
  - Computerized resume service.

## ADMISSIONS OFFICE

Information on immigration procedures and Federal Regulations is available at the Admissions Office.

## GRADUATION

This is optional. Graduation Fees apply. A post-baccalaureate certificate of completion will be presented at the Oakwood University graduation ceremony. Proper attire for the graduation ceremony is a cap and gown. Interns are encouraged to invite family and friends to celebrate this important event. If interns choose not to participate in graduation their certificate will be placed in the mail once they have completed the program.

## NON-DISCRIMINATORY POLICY STATEMENT

Oakwood University is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of an intern is without prejudice or preference. Discrimination is not allowed in the school's scholarship and loan programs, education process/policies, and administered programs.

## CORE COMPETENCIES OF THE REGISTERED DIETITIAN

Accreditation Council for Education in Nutrition and Dietetics. 2022 Core Competencies for the Registered Dietitian.

Upon completion of the program, graduates are able to:

### **Domain 1 Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.**

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews, and scientific literature in nutrition and dietetics practice.

CRDN 1.3 Justify programs, products, services, and care using appropriate evidence or data.

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

### **Domain 2 Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the nutrition and dietetics practitioner level of practice.**

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork, and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contributes to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

**Domain 3. Clinical and Customer Services: Development and delivery of information, products, and services to individuals, groups, and populations.**

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups, and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition-focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending, and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating

and promoting responsible use of resources.

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals.

**Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.**

CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).

CRDN 4.2 Perform management functions related to safety, security, and sanitation that affect employees, clients, patients, facilities, and food.

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage, and disseminate nutrition information and data.

CRDN 4.5 Analyze quality, financial, and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste, and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.

CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service, and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

**Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage, or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.