

**Student Handbook  
for the  
Dietetic Internship  
at the  
University of Wisconsin-Stout**

Director: Karen Ostenso-McDaniel, MS, RD, CD  
234 Home Economics Building  
Menomonie, WI 54751  
Phone: 715.232.2394

The University of Wisconsin-Stout Dietetic Internship  
is currently granted continuing accreditation status by the  
Commission on Accreditation for Dietetics Education  
of the American Dietetic Association  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
312/899-0040 ext. 5400

## Table of Contents

Internship Philosophy and Mission	1
Internship Goals	1
Learning Outcomes for Dietetic Interns	1
Description of the Internship Experience	2
Qualities of a Good Internship Candidate	3
Admission to the Dietetic Internship	3
Admission to the Dietetic Internship Two Tracks	3
Program Costs	7
Program Completion Requirements	8
Participation in the Dietetic Internship	9
Requirements	10
Matriculation	10
Evaluation	11
APPENDIX	13
Internship Retention and Dismissal Policy	14
Acknowledgement of Handbook Review -- Signature Page	15

## **Internship Philosophy and Mission**

The University of Wisconsin-Stout Dietetic Internship is committed to provide a high quality program that is recognized as an excellent model for the preparation of entry-level dietitians through an innovative and supportive supervised practice. The program seeks to provide opportunities for students to develop, integrate and practice core competencies needed for entry dietitians as well as additional emphasis area competencies to meet the criteria for general emphasis program. The Dietetic Internship supports the college and university system mission of developing human resources, developing student's heightened intellectual, cultural and humane sensitivities, technological expertise, a sense of value, purpose, and to serve society.

The University of Wisconsin-Stout Dietetic Internship is currently granted continuing accreditation by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext. 5400.

## **Internship Goals**

Goals of the Dietetic Internship are the following:

1. The Dietetic Internship will prepare highly qualified entry-level Registered Dietitians.
2. The Dietetic Internship will prepare graduates who demonstrate professionalism through their interpersonal relationships with patients and the health care team.
3. The Dietetic Internship will promote the appreciation for and utilization of research skills into practice settings.

## **Learning Outcomes for Dietetic Interns**

1. Interns will demonstrate the ability to apply research principles in dietetic practice.
2. Interns will develop professional skills, behaviors, and ethical practices and work well with others.
3. Interns will demonstrate the ability to manage food and nutrition service systems and staff.

## Description of the Internship Experience

### **Introduction**

The University of Wisconsin-Stout Dietetic Internship (DI) is a Graduate degree requiring program with a general emphasis. The Dietetic Internship provides a wide variety of experiences in Clinical Nutrition, Community Nutrition and Food Service Management in a variety of settings. The program requires registration for 18 graduate credits in supervised practice (FN-865).

### **Calendar**

The Dietetic Internship begins each August and ends typically by the second week in May. The Dietetic Internship program follows closely the academic calendar for Fall and Spring Semester with the exception of the introductory program meetings beginning the third week in August and the program wrap-up the second week in May. Interns will register for the 9 credits of Seminar FN-865 Fall Semester and 9 credits of Seminar FN-865 Spring Semester. Part of each Monday per month is reserved for Seminar class. Interns typically spend Monday through Friday (although occasional weekend and evenings may be required) at their designated supervised practice rotation. Interns are made aware of their academic and supervised practice rotations a minimum of 30 days prior to the start of their first rotation. The academic calendar and rotations may vary slightly from year to year dependent on facilities and fluctuating yearly calendar.

### **Rotations**

Clinical, community, and food service management rotations comprise the majority of the Internship experience. Opportunities exist to emphasize specific learning needs or interests. To date, 19 facilities are available for scheduling rotations within the three experiential categories: six public health departments, two school food service, two hospital food service, one hospital rehabilitation unit, five hospital clinical sites, one outpatient clinic, two long-term care rehabilitation center, and two county agencies on aging.

Students will generally be scheduled for experience at six facilities: one clinical, one public health, one outpatient clinic, one school food service, one hospital food service, and one agency on aging. The public health assignment will be based on students' geographic preference, prior experiences, and site availability. The length of time spent at each site is shown below; this listing does not necessarily represent the order of site assignment.

Public Health	8 weeks	Inpatient Clinical	14 weeks
School Food Service	4 weeks	(Hospital and Long-term Care)	
Hospital Food Service	2 weeks	Outpatient Clinical	4 weeks
Choice Week	1 week		

In addition, a student will spend one week at a site of his/her choosing for additional experience to be based on interest or need, as well as attend professional conferences related to nutrition. This rotation will be planned either in conjunction with the initial Internship rotation plan or on an "as available" basis if the student is able to identify a site only after direct Internship experience. Students will receive a rotation schedule at least 30 days prior to starting the Internship. Students are requested to convey personal vacation and research time needs to facilitate the development of a functional schedule and minimize schedule modifications during supervised experience.

## **Qualities of a Good Internship Candidate**

Qualities the internship program looks for in its applicants in addition to knowledge include:

1. Leadership experience such as holding a position in a school dietetic organization or other volunteer organization.
2. Work experience, especially in nutrition and food service is very helpful. Also experience in community or public health is beneficial.
3. Volunteer experience or independent student in a dietetic related area.
4. Professional skills such as communication, multitasking (being able to manage many responsibilities such as work, school and extracurricular activities, and good a relationship with faculty.
5. Self-motivation is another important quality.

## **Admission to the Dietetic Internship**

The University of Wisconsin Stout Dietetic Internship is a Graduate degree requiring program with admittance through two tracks:

- Degree Track: Graduate Food Science and Nutrition/DI combination program applicants.
- Non-Degree Track: Students with a completed graduate degree in Food and Nutrition or similar degree from an accredited university, Postgraduate Dietetic Internship Specialization program.

## **Admission to the Dietetic Internship's Two Tracks**

### **Admission Requirements for the Degree Track**

Students with a Bachelor of Science degree in nutrition or a related field who meet American Dietetic Association (ADA) Didactic Program in Dietetics (DPD) requirements are eligible for admission to the combined Graduate/DI program. Students with a Bachelor of Science in a related field may have appropriate background for graduate study in nutrition. However, it is necessary to complete all requirements of a DPD prior to application to the Combination Graduate/DI program. The department has a CADE-accredited undergraduate program to facilitate completion of DPD requirements. Certain courses may be taken at the graduate level to meet these requirements.

- Bachelor's degree with a minimum cumulative GPA of 3.0 on a 4.0 scale, GPA of 3.0 or above in professional courses.
- If English is a second language, an iBT TOEFL score of 61 (500 paper-based, 173 computer-based). The graduate record exam (GRE) is not required.
- Official Transcript of undergraduate coursework.
- Verification of completion of a dietetic program approved by the Commission of Accreditation of Dietetics Education or intent to complete CADE didactic requirements prior to the start of the internship. This verification statement is required of all students entering an internship program that is approved by the Commission on Accreditation of Dietetics Education.

- An acceptable review on the Background Disclosure Document and Department of Justice Criminal History Record Check to be completed prior to start of internship rotations.

**Pre-selection** into the Degree Track will be available to three University of Wisconsin-Stout DPD students that intend to continue their education with the UW-Stout Food and Nutrition Combination Graduate/DI program. Students interested in applying for **pre-selection** should submit all Dietetic Internship application materials by **December 1** (postmarked). Notification of pre-selection acceptance into the program will be made by December 14. **Students that are admitted through pre-selection must not apply through D&D Computer Matching.**

If the applicant is not pre-selected they may still apply to the University of Wisconsin-Stout Graduate/DI Combination Track through D&D Computer Matching (see section on D&D matching) or any other Combination/DI program.

### **Degree Track Application Procedure**

Submit the Dietetic Internship Program Application (available on the UW-Stout DI Website) by February 16, 2009 (postmarked). Pre-select applicants used dates under the Pre-selection section.

**All** internship applications must be sent to the Dietetic Internship Director, Karen Ostenso-McDaniel, MS, RD, CD, 234 Home Economics, University of Wisconsin-Stout, Menomonie, WI 54751. The Dietetic Internship Application form instructs applicants to provide several items as listed below:

- If English is a second language, an iBT TOEFL score of 61 (500 paper-based, 173 computer-based).
- Official transcript of undergraduate coursework.
- Verification of completion of a dietetic program approved by the Commission of Accreditation/Approval of Dietetics Education or intent to complete CADE didactic requirements prior to the start of the internship. This verification statement is required of all students entering an internship program that is approved by the Commission on Accreditation of Dietetics Education.
- Three letters of recommendation.
- Resume.
- Statement of Intent and Career Philosophy.
- Dietetic Internship Application Fee of \$45 USD, check payable to UW-Stout (non-refundable).

**All Combination/DI Track applicants including Pre-selection applicants** must also apply to the Graduate School located at 130 Bowman Hall, University of Wisconsin-Stout, Menomonie, WI 54751-0790, Phone: 715.232.2211, Email: [gradschool@uwstout.edu](mailto:gradschool@uwstout.edu):

- Graduate School application (paper form) through the mail or submit the application online. Both forms, as well as other important application information can be found on the "[Applying for Graduate School](#)" section on the Graduate Studies website
- Two copies of your official transcripts are required.
- The application fee is \$56 USD payable to UW-Stout; applications will not be processed without the application fee.

**Combination Graduate/DI Degree Track Applicants (not including Pre-selected applicants) must use D&D Computer Matching procedures (Please see section on D&D Computer Matching.).**

### **Admission Decisions**

Admission decisions are made by majority vote of the Internship Admissions Committee. In the event of a tie vote, input from precepting registered dietitians will be sought, and if necessary, after consultation, the vote of the preceptors will be the tie-breaking vote.

Unless requested at the time of application, application materials will not be returned. Letters of recommendation will be excluded from all returned application material.

### **UW-Stout Non-Degree Track Dietetic Internship (this is the current Postgraduate Dietetic Internship Specialization)**

The Non-Degree Track is a stand alone Dietetic Internship. Admission to the Non-Degree Dietetic Internship requires a Master's degree.

### **Internship Admission Requirements**

- Completion of a post-baccalaureate degree in Food and Nutrition or related degree from an accredited university, intent of completion degree paperwork will be accepted. Course work including **the thesis project (if required) must be completed successfully by August 1 prior to the internship start or your slot will be forfeited and you will be replaced by an alternate. If your spot is forfeited you may reapply to the DI the following year.**
- Verification of completion of the Didactic Program in Dietetics from an approved/accredited undergraduate program.
- Overall GPA of 3.0 or above on a 4.0 scale; GPA 3.0 or above in professional courses.
- Recent relevant work experience beyond that required for course requirements (may be either paid or volunteer).
- Medical Nutrition Therapy course(s) completed no more than four years prior to the application to the University of Wisconsin-Stout Dietetic Internship.

### **Non-Degree Dietetic Internship Application Procedures**

Complete a [Dietetic Internship Application](#) (available on the University of Wisconsin-Stout website) form and submit by **February 16**, (postmarked) of each year to the Dietetic Internship Director, Karen Ostenso-McDaniel, MS, RD, CD, 234 Home Economics, University of Wisconsin-Stout, Menomonie, WI 54751. The Dietetic Internship applicants must provide several items as listed below in addition to the application:

- A standard verification form signed by the Director of a Didactic Dietetics Education Program that is accredited by the Commission on Accreditation for Dietetics Education (CADE).
- Three letters of recommendation.
- Resume.
- Statement of Intent and Career Philosophy.
- An official transcript of all graduate level course work.
- An official undergraduate transcript.
- If English is a second language, an iBT TOEFL score of 61 (500 paper-based, 173 computer-based).
- Dietetic Internship Application Fee of \$45 USD, check payable to UW-Stout (non-refundable).

### **D&D Computer Matching Instructions**

Applicants applying to the Combination Graduate/DI program who are not pre-selected and DI applicants **must** participate in the computer matching selection process. Information about the computer match and mark/sense cards may be obtained from any approved didactic dietetics program director or from D&D Digital Systems (515) 292-0490, <http://www.dnddigital.com/>. You may apply online by paying the registration fee, \$50 using a Visa or MasterCard. Otherwise, you can download an application and complete the prioritized list of selected DI Programs. The application and fee must be postmarked by February 15 using certified mail and return receipt. Send to:

D&D Digital Systems  
ADA DI Computer Matching  
304 Main Street, Suite 301  
Ames, IA 50010

There is no charge for computer match information; participation in the computer match process carries a fee of \$50.

Application matching results, Notification Day and Appointment Day timeline and guidelines are available on the D&D Digital Computer Website.

### **Admission Decisions**

All admission decisions are made by majority vote of the Internship Admissions Committee. In the event of a tie vote, input from precepting registered dietitians will be sought, and if necessary, after consultation, the vote of the preceptors will be the tie-breaking vote.

Unless requested at the time of application, application materials will not be returned. Letters of recommendation will be excluded from all returned application material.

Once admitted to the DI Program, enroll with the Graduate School as a Special Student (non-degree applicant), in order to register for the 18 credits, 9 credits in the fall and 9 credits in the spring. Contact the Graduate School for instructions or visit the Graduate School webpage, <http://www.uwstout.edu/programs/grad.shtml>. You must be registered prior to the start of the internship, the third week in August.

### **Required Credits**

All interns must register for 18 graduate credits in supervised practice to complete the Internship experience (FN-865). Students in the Combination Graduate/DI program may apply eight of these credits toward professional electives. A minimum of 40 credits is currently required for completion of the FNS Master of Science degree. Non-degree track Dietetic Internship students need to register for the 18-credit supervised practice experience as a special student of the Graduate School prior to the start of the internship. The interface between the University of Wisconsin-Stout Master of Science degree, and non-degree internship credits is shown below.

	<b>Degree Program Thesis (Plan A)</b>	<b>Degree Program Thesis (Plan B)</b>	<b>Non-degree Dietetic Internship</b>
Research Project	6	2	-
Research Preparation	10-13	10-13	-
Core Classes	5	5	-
Professional Selectives	16-23	16-23	
Internship <sup>1</sup>	18	18	18
<b>TOTAL (minimum credits)</b>	<b>50</b>	<b>50</b>	<b>18</b>

<sup>1</sup> Up to 8 credits of the Internship may be applied to the graduate program; counted as professional selective course work.

Students in the degree program may take courses during the summer term and WinTerM to lighten their semester load and to stay on track with the program schedule. Degree program students must complete their thesis and course work prior to the start of the supervised portion of their program.

### Program Costs

<b>Fees (Based on 2008/2009)</b>	<b>Cost</b>
Degree Track: Graduate program plus Internship <sup>1</sup>	\$17,296 (in-state) \$27,700 (out of state)
Non-Degree Track: Internship Program only <sup>1</sup>	\$6,227 (in-state) \$9,998 (out of state)
Graduate Program Application Fee	\$56
Special Student Enrollment	No Fee
Internship Program Application Fee	\$45
D&D Digital Matching Fee (Not needed for Pre-select)	\$50
On-Campus Housing	See information below
Housing in the Menomonie area Median rent cost/month <sup>2</sup>	\$395
Student Health Insurance Plan through UW-Stout <sup>3</sup>	\$1,013
Liability Insurance <sup>4</sup>	\$20
Laboratory Coat	\$40
Background Check	\$15
Student Membership to American Dietetic Association 2008-2009	\$49
Transportation	Please see note below
International Diabetes Center Conference	\$300

<sup>1</sup>These costs are estimated as average cost, based on the best available information and subject to change or personal difference or needs.

<sup>2</sup>The cost is based on the best information available and subject to change.

<sup>3</sup>The premium will vary based on individual choice and rates may increase. See plan for coverage on UW-Stout Health Services webpage.

<sup>4</sup>Professional liability is required for Dietetic Interns. This insurance is available through Marsh of Seabury & Smith at 1-800-621-3008 ext. 45105, and is endorsed by the American Dietetic Association. Interns pay \$20-34 for \$1/\$3 million Limits of Liability

### **Transportation Costs**

Interns are responsible for their own transportation. Costs of maintaining a vehicle and expenses from driving to sites are also the responsibility of the intern. Costs will vary depending on distance to site and could be substantial given the price of gas. Therefore, the cost of transportation should be factored into total cost of program.

### **Housing Costs**

Information on University Housing for Graduate Students – see the following web link for information on housing [http://www.uwstout.edu/housing/living\\_options.html](http://www.uwstout.edu/housing/living_options.html). Graduate students can stay in dorms or stay in the multitude of rentals both houses and apartments located near the campus.

### **Financial Aid**

The Stout University Foundation distributes \$500,000 in [scholarship awards](#) to undergraduate and graduate students each year. In addition, the [Financial Aid Office](#) works with students to ensure that the maximum amount of funding available is received. To be eligible for federal and state financial aid funding, you must be a U.S. citizen or permanent resident, and submit a Free Application for Financial Aid (FAFSA). Also, students who meet the financial requirements may qualify for work study grants. These provide an hourly stipend in return for research or other teaching assistance.

The University of Wisconsin-Stout provides funding on a competitive basis for student research projects. Awards for a small research project will be up to \$500 (*between 16 and 25 proposals funded per year*). These are intended to fund smaller scale projects or dissemination of research findings. Larger research projects may be funded up to \$2,000 (*up to five funded per year*). The due date for applications is the 15 of each month.

Graduate assistantships are offered by an academic department. The actual tasks vary; sample tasks include assisting faculty with large classes, laboratory management or research. Some assistantships provide health benefits in addition to a salary. Application forms are available at the [Graduate School](#) web site. Completed application forms are forwarded to the program director. Additionally, submitting a resume and letter of interest in an assistantship to the academic department chair would be advisable if you want serious consideration for an assistantship. Speaking directly with the program director and department chair about your interest in a graduate assistantship is recommended.

## **Program Completion Requirements**

### **Completion of the Degree Track: Combination Graduate/DI Program**

The graduate Food and Nutritional Sciences Masters Program and the Dietetic Internship requirements must be satisfactorily completed before the Verification Statement is supplied. After verifying that all graduation requirements have been successfully met, (which includes internship rotations, seminar assignments, experiences and evaluations, strong e-portfolio rating, and a defended and signed thesis or Plan B paper) the program director provides six verification statements to the graduating intern and sends documentation to The Commission on Dietetic Registration (CDR) that internship requirements have been met. This is completed after the student's degree has been conferred. A copy of the verification statement and length of rotations and other documentation is kept in the student's file.

At the wrap-up session the student is given an Exit Packet to assist in the Registration Eligibility application on-line process.

### **Completion of the Non-degree Dietetic Internship Program**

Completion of the Dietetic Internship requirements must be satisfactorily completed before the Verification Statement is provided. After verifying that all requirements have been met successfully, (which include internship rotations, seminar assignments, experiences and evaluations, and a strong e-portfolio rating), the program director provides six verification statements to the graduating intern and sends documentation to The Commission on Dietetic Registration (CDR) informing them that internship requirements have been met. A copy of the verification statement and length of rotations and other documentation will be kept in the student's file.

At the wrap-up session the student is given an Exit Packet to assist in the Registration Eligibility application on-line process.

### **Participation in the Dietetic Internship**

Participation in the Dietetic Internship requires registration in FN-865 Supervised Practice in Medical Nutrition Management, for a total of 18 credits, 9 credits Fall Semester and 9 credits Spring Semester. In addition to adherence to the assigned rotation schedule, course enrollment includes mandatory attendance at a seminar scheduled monthly. The Internship experience will not be considered complete unless seminar performance was also acceptable.

Upon notification of acceptance into the University of Wisconsin-Stout Dietetic Internship program, students will have an entrance conference with the Internship Director. During this conference, the rotation schedule will be planned; site availability, and personal needs and interests will influence schedule development. The initial appointment with the Internship Director will also serve as a time for communication about Intern rights, responsibilities, and requirements. Interns will meet on a regular basis with the Internship Director for evaluative, supportive, and guidance opportunities.

### **Intern Rights**

Dietetic interns can expect to benefit from the Academic Climate Goals of the University of Wisconsin-Stout. These goals may be obtained from the Graduate College.

In addition, dietetic interns can expect to:

- receive adequate information about each site, including performance expectations prior to a site assignment,
- receive timely formative evaluation regarding both performance and professionalism,
- be treated with respect, without discrimination, and work in a professional, supportive setting.

### **Intern Responsibilities**

Dietetic interns at the University of Wisconsin-Stout have the following responsibilities:

- to abide by the rules, regulations, policies, and procedures as set forth for graduate students by the Graduate College at the University of Wisconsin-Stout and in the University of Wisconsin-Stout Student Handbook,
- to abide by the Code of Ethics for the Profession of Dietetics,
- to conform to the rules, regulations, requirements and suggestions of each site including, but not limited to those regarding leave and attendance, dress, behavior, resource needs, and interpersonal relations. More specifically, interns must demonstrate personal cleanliness, appropriateness of attire and appearance, attention to detail, promptness, tactfulness, consideration of others, adaptability, initiative, integrity, a positive attitude, and responsibility at all times. In addition,

interns must maintain the agency/facility/patient's/client's right to privacy; **misuse of confidential information may result in dismissal from the Internship,**

- to inform the University of Wisconsin-Stout Internship personnel about any personal or professional factors that may affect performance and/or evaluative activities so that remediative actions may be taken as necessary/possible.
- to provide a resume and letter of introduction with professional interests and goals to the site preceptor at least 10 days prior to site participation so that scheduling may reflect intern interests, strengths and weaknesses,
- to consider the Dietetic Internship as the equivalent of a full-time job.

A student's ability to meet these responsibilities will be reviewed as directed in the Retention and Dismissal Policy that is included in the appendix of this handbook.

## Requirements

Fulfillment of the aforementioned responsibilities will require both emotional and material resources. **Emotional resources** are required so that interns exercise good judgment in their assessment and care of patients/clients and interaction with co-workers. Interns must be able to function under stress, adapt to changing environments and practice styles, and demonstrate the balance necessary between empathy and professional distance to deliver effective and efficient nutritional care.

The **material needs** include:

- reliable transportation because Internship sites may be more than 70 miles from Menomonie, Wisconsin; the majority of sites are within 35 miles of Menomonie, Wisconsin,
- automobile and personal health insurance; additional liability insurance for activities not covered by the University of Wisconsin-Stout Liability Insurance are necessary and can be secured from the American Dietetic Association.
- evidence of good physical health and an immunization profile that fulfills the requirements of the Joint Commission on Accreditation of Health Care Organizations;
- an acceptable review on the criminal background check required by the State of Wisconsin for all persons working in healthcare institutions and agencies,
- a white laboratory coat and name badge with name and the identifier, "UW-Stout Dietetic Intern,"
- textbooks specializing in diet therapy, public health/community nutrition, physiology, nutrition assessment, and food composition, (a current listing of recommended texts may be obtained from the Internship Director),
- basic school and office supplies,
- a hand-held calculator,
- associate membership in the American Dietetic Association.

## Matriculation

For each Internship site, the lead preceptor has the responsibility to approve or disapprove matriculation. Matriculation from the Dietetic Internship is approved by the Internship Director.

### Site-Based Matriculation

The lead preceptor at each Internship site considers input from other site preceptors and evaluations conducted at that site to assess/approve completion of program competencies and objectives. The assessment is documented on the evaluation form that is completed at

the final evaluation of the intern. The lead preceptor categorizes the intern's performance, denotes a failing or passing grade, and indicates if the passing grade was given with or without hesitation.

The lead preceptor may assign a passing grade to an intern who has demonstrated competent performance, but document that the intern has not met all of the performance requirements designated for that site. Reasons for this situation may be related to preceptor illness or unavailability, client load and patient profile, unforeseen and/or unique learning opportunities (e.g. a seminar, procedure, or conference) that take precedence over activities available at subsequent sites.

In the event that an Intern receives a passing grade without meeting all site performance criteria, the Internship Director reviews the intern records to insure that required performance criteria not met at that facility have been met previously or will be included in future sites. This review process is incorporated into the Global Assessment process.

### **Dietetic Internship Matriculation**

The Internship Director is responsible for assuring that the intern has met all the performance criteria for dietetic interns. During Internship participation, the Internship Director reviews the competencies and objectives met at each site and revise an intern's schedule or site objectives based on need to fulfill specific performance requirements. The revision may include, but is not limited to repeating part or all of the activities and assignments for a site or site type, requiring additional assignments or hours of work at a future site, or addressing performance needs through assignments and activities required in the Internship seminar.

### **Matriculation Implication**

Successful completion at a site may require a remediation process to ensure that all performance requirements are met for the Dietetic Internship. Unsuccessful performance at a site does not automatically translate to failure of the Internship. As addressed by Item F of the *Internship Retention and Dismissal Policy*, (page 14), remediative counseling and practice may be necessary to fulfill performance criteria. Following reasonable effort by the Dietetic Internship, unsatisfactory fulfillment of the Internship retention criteria is addressed by the Suspension and/or Dismissal section of the *Internship Retention and Dismissal Policy*.

## **Evaluation**

The Dietetic Internship practices an evaluation protocol with formative, summative, qualitative, and quantitative components. Performance is assessed by preceptors, Internship administration, and the intern.

### **Self-Evaluation**

The student completes a self-evaluation near the end of the experience and shares this with the preceptor. The evaluation is submitted to the Internship director after being used as a component of performance assessment.

### **Overall Performance Review**

Performance is assessed for fulfillment of student-developed, and preceptor approved objectives that are based on the "Competency Requirements for Entry-Level Dietitians." The Performance Review incorporates both preceptor and Internship director evaluations. For site rotations lasting less than four weeks, one performance review is completed near the

end of the experience though weekly reviews are encouraged. Rotations lasting four weeks or longer will utilize a weekly or bi-weekly review and a final (summative) evaluation.

### **Skills Assessment**

Each site will use oral and/or written methods to assess performance and attainment of competency requirements. These methods are developed in cooperation with the Internship Director. Tutorial participation is accompanied by preceptor feedback and evaluation on a daily basis.

### **Portfolio Assessment**

Interns develop a formative portfolio during each site experience. The portfolio is planned with preceptor input. Examples of appropriate portfolio items include case studies, chart notes and assessments, handouts or summaries from conferences and continuing education programs attended, nutrition education materials developed or modified, results of evaluations, special projects or tasks, e.g., menu analysis or development, quality improvement activities, reports or contributions to facility reports, and intern-centered goals. During the internship, the Intern and Internship Director will assess the formative portfolio. The intern will select artifacts that meet the e-portfolio criteria and are representative items, thus creating a summative portfolio as an overall representation of the intern's skills, experiences, and goals. A "strong" rating on their e-portfolio is required for successful completion of the internship program.

### **Seminar Activities**

The Internship seminar is conducted as a classroom course. Evaluation techniques that are common to classroom formats are employed. For example, students may be evaluated on case study presentations, responses to written questions, ability to articulate site and Internship expectations and experiences, papers, and examinations. Graduate level performance is expected. Seminar will meet once per month.

### **On-Site Visits**

The Internship Director will conduct periodic on-site visits to assess performance, growth in interpersonal and communication skills, and learning or experiential needs. These visits are recorded on the Performance Review form.

### **Nutritional Therapy Skills Evaluation/Counseling Skills Evaluation**

Preceptors review and assess ability to conduct nutritional assessments, develop nutritional care intervention plans, document and follow-up the plan, and counsel/educate clients. This global assessment of nutritional therapy and counseling skills is conducted several times during the site experience to demonstrate strengths, weaknesses, and growth or skill acquisition.

The Intern will meet with the Internship Director periodically to be informed of his/her progress and be given an opportunity to review or discuss preceptor evaluations and site events that impacted upon student performance or learning. These three meetings will occur after the first rotation, at the mid-point of the internship, and near the end of the last rotation.

### **IMPORTANT NOTE:**

Internship participation is the equivalent of a full-time job and students should not anticipate meeting expenses with paid jobs.

**Appendix**  
**To**  
**Student Handbook for the**  
**Dietetic Internship**  
**at the**  
**University of Wisconsin-Stout**

## Internship Retention and Dismissal Policy

The Dietetic Internship maintains and enforces a policy addressing retention and dismissal issues to provide interns with information related to their progress in acquiring the skills and competencies essential to professional practice and to facilitate a functional relationship between the intern, preceptor, practice facility, and the University of Wisconsin-Stout.

Retention in the University of Wisconsin-Stout Dietetic Internship requires satisfaction of the following criteria:

- a. Meeting all of the UW-Stout Graduate College requirements such as residency.
- b. Exhibiting adherence to the professional ethical standards for dietetics professionals. **Code of Ethics for the Profession of Dietetics.** *Journal of the American Dietetic Association*, 99(1), 109-113.
- c. Demonstrating the professional behaviors and performance requirements of entry-level dietitians as defined by the American Dietetic Association and currently listed in *Dietetics, A Team Approach* by Payne-Palacio and Canter (1996, Merrill, Prentice-Hall: Columbus, Ohio), pages 39-45 and the *Accreditation Manual for Dietetics Education Programs*, (1997 ADA: Chicago, IL), pages 49-53.
- d. Performance reviews by Internship Director in conjunction with preceptor evaluations demonstrate an acceptable level of skill mastery. This level of mastery may be attained upon initial evaluation or after remediative counseling and practice has occurred.

**Suspension and/or dismissal** from the University of Wisconsin-Stout Dietetic Internship may follow unsatisfactory fulfillment of the retention criteria. The Internship Director, in cooperation with the advisory board and facility preceptors, reserves the right to suspend or terminate a student's participation in the Internship at any time in the Internship schedule for academic or performance-related reasons. The process leading to suspension and/or dismissal is detailed below:

1. Any faculty member, advisory board member, or facility preceptor can, at any time, request a review of a student's progress toward acquiring and exhibiting competencies necessary for professional practice. Such requests are forwarded to the Dietetic Internship Director. The written request must be signed and must detail the reasons for a request, citing specific situations when possible.
2. The Dietetic Internship Director notifies the intern, in writing, about the request for review of the intern's performance.
3. Students receiving a notice of unsatisfactory progress will consult with the Internship Director regarding the deficiencies and establish a remediation plan with specific written objectives. The remediation plan, which becomes part of the student's file, is shared with the intern and person(s) submitting the request for performance review. Failure to remediate deficiencies during a rotation-dependent time frame will result in consideration for suspension and/or dismissal from the Internship.
4. The suspension or dismissal decision will be made by a three-person committee, chaired by the Internship Director. The composition of the committee will be determined by the Internship Director pending the nature of the performance deficiencies, but will include at least one advisory board member in addition to the Internship Director. The facility preceptor initiating a request for performance review may provide factual information to the Committee, but may not participate in the suspension/dismissal decision. Interns are notified in writing of any action by the

Committee; this notice must be deposited for mailing or delivery within five working days of the Committee's decision.

If an intern's enrollment is suspended or terminated, s/he may request a review of the decision by the Dean, College of Education, Health and Human Sciences or his/her designee. The purposes of the review are to permit a dietetic intern an opportunity to challenge the factual information that formed the basis of the decision and/or to challenge the sanction; suspension or termination. Such a request must be made in writing to the Dean, College of Education, Health and Human Sciences or designee within 10 working days of notification of suspension or termination and it must identify the basis for the review or challenge to the factual basis and/or sanction. The intern may appear before the Dean or designee personally. A review shall be held within 10 working days of the date the Dean or designee receives the request, except that it may be held at a later date upon mutual agreement or upon order of the Dean or designee.

Following the conclusion of the review, the Dean or designee shall normally advise the intern and the Internship Advisory Board of his/her decision in writing within five working days.

The Intern or Internship faculty may appeal the decision of the Dean or the Dean's designee to the Associate Vice Chancellor within 10 working days of receipt of the Dean's decision. This appeal may include information presented in the first appeal, but must identify the basis or bases for the additional review. The intern and/or one or more members of the Internship Advisory Board may appear before the Associate Vice Chancellor or his/her designee. A review shall be held within 10 working days of the date the Associate Vice Chancellor or designee receives the request, except that it may be held at alter date upon mutual agreement or upon order of the Associate Vice Chancellor or designee. Following the conclusion of the review, the Associate Vice Chancellor or designee shall normally advise the intern and the Internship Advisory Board of his/her decision in writing within five working days. Interns wishing to appeal this decision may follow the procedure for positive action. In the meantime, the student is considered dismissed from the Internship.

I, \_\_\_\_\_, hereby acknowledge that I have thoroughly reviewed, understand, and will abide by the Dietetic Internship Retention and Dismissal policy and procedures.

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

Updated 6/27/08