



MISSISSIPPI STATE UNIVERSITY™
DEPARTMENT OF BIOCHEMISTRY,
NUTRITION AND HEALTH PROMOTION

Dietetic Internship Handbook

**Mississippi State University
Food Science, Nutrition, and Health Promotion Department
Box 9805
Mississippi State, MS 39762-9805**

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Introduction

The Mississippi State University (MSU) Dietetic Internship (DI) and Master's (MS) program, offered in the Department of Biochemistry, Nutrition and Health Promotion, is a post-baccalaureate program designed to prepare interns for rewarding careers in traditional and non-traditional roles in the field of dietetics. Interns complete the requirements for the DI and the master's degree graduate within 23 months. The program provides 1064 hours of supervised practice experience in various clinical, food service management, community nutrition, and nutrition education settings where interns acquire skills and broaden their understanding of dietetics. The dietetic internship is offered in conjunction with an MSU master's degree in Food Science, Nutrition, and Health Promotion with a Health Promotion or Nutrition concentration. Graduate credits earned during the internship meet requirements for specific degree program concentrations. The number of graduate credits earned and applied will vary based on your MS concentration and the number of graduate courses you schedule per semester. In July prior to starting supervised practice, interns complete the 5- week, 3-credit graduate Advance Clinical Nutrition course which is typically offered in an online mode of delivery. During fall and spring semesters, interns simultaneously take MSU graduate courses in the evening while completing DI supervised practice experiences Monday through Thursday and a Friday morning class. Students can complete a majority of graduate degree coursework before the internship begins or finish graduate coursework and other graduate program requirements after they complete the internship. Students are encouraged to complete their graduate degree within 3 semesters or less after completing the MSU DI supervised practice hours. This will afford a minimal time gap between completion of the supervised practice and being eligible to sit for the RD exam.

A supervised practice/DI option is available for those who have completed a master's degree and hold a DPD verification statement. In July prior to starting supervised practice, interns complete the 5-week, 3-credit graduate Advance Clinical Nutrition course which is typically offered online. During fall and spring semesters, interns enroll in the DI supervised practice course (6 credits per semester) Monday through Thursday and a Friday morning class. The supervised practice/DI option for those who hold a master's degree is completed in 11 months. Once students successfully complete the dietetic internship with a prior verified graduate degree and are validated by the Commission on Dietetic Registration (CDR), they are eligible to take the RD exam and then practice as entry level practitioners.

Upon completion of the MSU DI/MS, graduates are ready to practice as entry level practitioners in community nutrition, health promotion, acute care, long-term care, and management of food and nutrition systems.

The purpose of the Dietetic Internship Handbook is to serve as a reference and resource for interns. The Handbook is one of the important documents that provide operational guidance to assist interns in their successful completion of the program.

The Role of ACEND®

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) is an autonomous accrediting agency for education programs preparing students to begin careers as registered dietitians or registered dietetic technicians. ACEND® is accountable to the Department of Education. Programs meeting the ACEND® Accreditation Standards are accredited by ACEND®. ACEND® serves and protects the public by assuring the quality and continued improvement of nutrition and dietetics education programs. <https://www.eatrightpro.org/acend>

Accreditation, Credentialing, Verification Statement Procedure and Licensure

The MSU DI/MS is accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND®), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0040 ext 5400. More information about accreditation can be found by clicking the link the ACEND <https://www.eatrightpro.org/acend>.

The MSU DI/MS is designed to lead to professional certification through the Commission on Dietetics Registration (CDR) of the Academy of Nutrition and Dietetics (AND). Students who complete the DI/MS program or DI with prior MS option eligible to take the Registered Dietitian (RD) exam.

Students who successfully complete the DI program, including the completion of the master's degree, will receive a verification statement signed by the DI Director. Upon successful completion of all program requirements, the DI Director signs the Verification Statement substantiating completion of the program and provides each intern with an electronic copy. An original copy is maintained indefinitely by the MSU DI Program. The DI Director completes and submits the registration eligibility application to CDR via the online Registration Eligibility Processing System (REPS). CDR is the credentialing agency for AND responsible for establishing and enforcing standards and qualifications for dietetic registration and minimum competency for entry-level practice. Students are then granted eligibility to sit for the registration examination for Registered Dietitian Nutritionists (RDN). As of July 1, 1999, CDR utilizes a computer assisted test (CAT) format. The DI Director provides information and guidance pertaining to the examination during exit week. Extensive information is also available at CDR's website, <https://www.cdrnet.org/>

Board certification does not confer state licensure. Specific licensure requirements vary from state to state, and among territories. Licensure for the RD may also be required depending on the state of practice. The state of Mississippi requires additional state licensure for dietitians practicing within the state. Those seeking to become employed as RDNs can learn more about Licensure Statutes and Board Information by clicking on the link [state regulations](#).

General Information

Program History

The MSU Pre-Professional Practice Program (AP4) preceded the DI. The AP4 was approved by the Commission on Accreditation for Dietetics Education (CADE) in August 1990. Fourteen students completed the AP4 requirements under the leadership of Dr. Betty Ector between 1990 and 1996. In 1994 CADE voted to convert all AP4 programs to DI's by 2000. In July 1995, the MSU nutrition faculty formed a design team consisting of Dr. Shirley Hastings, Dr. Catherine Boyd, Dr. Betty Ector, Dr. Wanda Dodson, Dr. Sylvia Byrd, and Ms. Carolyn Malone. Team members participated in national meetings and training workshops which provided leadership to conduct the self-study to become an accredited DI. Additionally, input was obtained from meetings held with the Foods, Nutrition, and Dietetics Advisory Board members and AP4 alumni. Developmental accreditation status was obtained in 1995. The self-study was completed and submitted to CADE in July 1996. Dr. Sylvia Byrd was then appointed Program Director in July 1996. The site visit was conducted September 16-17, 1996. In December 1996, the MSU DI/Graduate Studies Program was accredited by CADE. The latest self-study and site visit were completed May 2023. In February 2024, the ACEND board granted the Mississippi State University Dietetic Internship continued accreditation for a 7-year term ending June 30, 2031.

Dr. Sylvia H. Byrd, RDN, DI Director, 1996- 2006

Dr. Michelle L. Lee, RDN, DI Director, 2006 – 2010

Dr. Diane K. Tidwell, RDN, DI Director, June 2010 – 2011

Dr. Lynn Burney, RDN, DI Director, July 2011 – December 2012

J. Renee Matich, RDN, DI Director, January - February 13, 2013

Dr. Diane K. Tidwell, RDN DI Director, February 14, 2013 – July 2015

Dr. Terezie (Mosby) Tolar-Peterson, RDN August 2015 – July 15, 2022

J. Renee Matich, RDN, DI Director July 16, 2022 – January 15, 2024

Jaqlene Villalpando, RD, DI Director, January 15, 2024- present

Biochemistry, Nutrition, and Health Promotion Department Head and Faculty in Food Science, Nutrition, and Health Promotion Concentrations

(Current as of July 2024)

Daniel Peterson, PhD, Professor, Interim Head

Latarra Arterberry, PhD, Extension Specialist I

David R. Buys, PhD, Associate Professor, Associate Vice Provost for Health Sciences, MSU-Meridian's Riley Campus

Sylvia H. Byrd, PhD, RD, Professor, Nutrition and Project Director

K.C. Sam Chang, PhD, Professor, Food Science, Coastal Region

Mandy Conrad, PhD, RD, Assistant Clinical Professor, Nutrition, DPD Director

Courtney Crist PhD, Associate Extension Professor, Food Science

Brent J. Fountain, PhD, RD, Nutrition, Associate Vice President, Office of the Provost

Fauzia Khan, MD, PhD, Lecturer, Nutrition

Vicki Leach, Lecturer, Nutrition

Juaqula Madkin, MS, RD, Extension Instructor, Nutrition Rahel

Mathews MPH, PhD, RD, Assistant Professor, Nutrition

Renée Matich, MS, RD, Instructor, Nutrition, Dietetic Programs Coordinator

Ramakrishna Nannapaneni, PhD, Research Professor, Food Science

Leah Pylate, PhD, CHES, Assistant Professor, Health Promotion

K. Renee Snyder, PhD, CHES, Assistant Professor, Health Promotion
M. Wes Schilling, PhD, Professor, Undergraduate Advisor, Food
Science Juan L. Silva, PhD, Professor, Food Science
Diane K. Tidwell, PhD, RD, Professor Emeritus, Nutrition
Jaqlene Villalpando, MS, RD, Assistant Professor of Practice, DI Director
Amy Weiskopf, MS, RD, Lecturer, Nutrition
Kelly White, MS, RD, CSSD, Lecturer, Nutrition
Shecoya White, PhD, Associate Professor, Food Science
M. Katelyn Wolfe, MS, RD, Lecturer, Nutrition
Meng Yang, PhD, CHES, Assistant Professor, Health Promotion

MSU DI Program Mission

The mission of the MSU DI is to provide supervised practice experience which instills in dietetic interns ideals of **diversity**, citizenship, **leadership**, and service, and to provide an integrative approach to foods, nutrition, and health and prepare interns who are **competent entry-level registered dietitian nutritionists**. The program accomplishes this mission through learning experiences in a variety of practice settings with **diverse populations**, contrasting delivery systems, and research oriented graduate education.

MSU DI Program Goals

1. Program graduates will be competent entry-level registered dietitian nutritionists in a variety of entry level positions in the field of nutrition and dietetics.
2. Graduates are engaged leaders who work within diverse populations.

MSU DI Program Objectives*

1.
 - a. “At least 80% of interns complete program requirements within 17 months (150% of planned program length)” **(DI)**
Or
“At least 80% of interns complete program) requirements within 36 months (150% of planned program length)”. **(DI/MS)**
“At least 80% of interns complete program requirements within 17 months (150% of planned program length)” **(DI)**
Or
“At least 80% of interns complete program) requirements within 36 months (150% of planned program length)”. **(DI/MS)**
 - b. “Of graduates who seek employment, at least 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation)” **(DI/MS; DI)**
 - c. ”At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion” **(DI/MS; DI)**
 - d. “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%” **(DI/MS; DI)**
 - e. Based on Employer Survey conducted 12-16 months post-graduation, at least 80% of employers will respond that they are very satisfied (5) or satisfied (4) with graduate’s preparation for entry-level practice. **(DI/MS; DI)**
 - f. Based on graduate/alumni survey conducted 12 -16 months post-graduation, at least 85% of employed graduates will rate themselves as “prepared” or well-prepared” for their first position as an entry level dietitian. (based on 5-point scale well prepared – very unprepared). **(DI/MS; DI)**
2.
 - a. Five years post completion of the program at least 25% of graduates will work with diverse populations in service-oriented settings.
 - b. Five years post completion of the program at least 25% of graduates will obtain leadership or management positions.

***Program outcomes data are available upon request.**

Dietetic Intern Responsibilities

The MSU Dietetic Interns have the following responsibilities:

1. Abide by the rules, regulations, policies, and procedures set forth by the MSU Graduate School.
2. Abide by the Code of Ethics for the Profession of Dietetics.
3. Abide by the rules, regulations, requirements, policies, and procedures of each site. Interns must demonstrate personal cleanliness, appropriate dress and appearance, attention to detail, promptness, tactfulness, consideration of others, respect, adaptability, initiative, integrity, a positive attitude, professionalism, and responsibility at all times.
4. Always adhere to all confidentiality policies. Interns must maintain the facility/agency/patient/client's right to privacy. Patient and employee information is considered confidential (documented and undocumented information). Do not discuss patients or their cases on the elevator, in the cafeteria, halls, or anywhere that may violate confidentiality or compliance with HIPAA. Any type of misuse of confidential information may result in dismissal from the MSU DI.
5. Consider the DI as the equivalent of a full-time job.
6. Be punctual and available throughout the rotation.
7. Be prepared for each rotation by reading required materials (texts, papers, articles, etc.) and completing assignments prior to or during each rotation.
8. Communicate with preceptors throughout each rotation and the program.
9. Inform preceptors and the DI Director of any change in his/her schedule in a timely manner and accept program changes that may arise.
10. Maintain a positive and hard-working attitude.
11. Leave muted/silenced cell phones in purse or desk. This includes no text messaging or using any type of social media during scheduled working/internship hours.
12. For the MS/DI, complete an MSU graduate degree. Degree completion within 12 months of completing the MSU DI is encouraged. The University policy has a time limit of 8 years for a completing an MS. [link](#)
13. For the DI prior MS option, provide an official transcript with date MS was conferred.

Accreditation Status of the MSU DI:

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Current Accreditation for DI Programs

The ACEND® 2022 Accreditation Standards for Nutrition and Dietetic Internship Programs were adopted September 1, 2021, and effective June 1, 2022. Requirements and accreditation standards state that all **Dietetic Internships must complete a minimum of 1000 hours of supervised practice experiences**. The MSU DI provides 1064 hours of supervised practice.

The 2022 Accreditation Standards for DI Programs Core Competencies for the RD (CRDNs)

Upon completion of the supervised practice component, each graduate's capabilities will include the following core learning outcomes/competencies.

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

Competencies:

- 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 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 r the nutrition and dietetics practitioner level of practice.

Competencies:

- 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 Nutrition and Dietetics Practice 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.
- CDRN 2.7 Apply change management strategies to achieve desired outcomes. CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to a 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.

Competencies:

- 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 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.

Competencies:

- CRDN 4.1 Participate in management functions of human resources (such as hiring, 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.

Competencies:

- 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 the 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.

Concurrent MSU DI and MS Degree Requirements:

The Dietetic Internship is offered in conjunction with an MSU Master's Degree in Food Science, Nutrition, and Health Promotion – Health Promotion Concentration or Nutrition Concentration <http://catalog.msstate.edu/graduate/colleges-degree-programs/agriculture-life-sciences/food-science-nutrition-health-promotion/>.

Students can complete a majority of graduate degree coursework before the internship begins or finish graduate coursework and other graduate program requirements after they complete the internship. Interns work closely with their assigned graduate faculty advisor to design a plan of study and schedule for graduate coursework. The University [policy](#) has a time limit of 8 years for completing an MS.

Supervised Practice/DI Option with Prior Earned MS Degree

A supervised practice/DI option is available for those who completed a master's degree and hold a DPD verification statement.

Graduation and Program Completion Requirements

The following DI program and graduate degree completion requirements must be successfully met to receive a Verification Statement, which qualifies the intern to sit for the Registration Examination for Registered Dietitians. Interns complete the requirements for the DI and concurrent master's degree within 23 months. Interns complete the requirements for the DI with prior earned master's option within 11 months.

DI/ Supervised Practice Completion Requirements

- Enroll as an MSU graduate student and meet all requirements (i.e., maintain required program 3.0 GPA, pass preliminary/comprehensive exams, pass thesis defense/capstone project) to maintain satisfactory progress and achievement in the graduate program while concurrently enrolled in the DI program
- Become a student member of the Academy of Nutrition and Dietetics (AND)
- Attend professional meetings (i.e., FNCE meeting, Mississippi AND meeting)
- Complete 1,064 hours of supervised practice
 - Complete all supervised practice rotations with a satisfactory evaluation by the preceptor. A satisfactory evaluation indicates the intern has demonstrated performance equivalent to that of an entry-level dietitian.
 - All competencies (CRDNs) for entry-level dietitians must meet or exceed expectations. CRDNs are evaluated and measured on a 9-point scale - Below expectations (1-3), Met expectations (4-6), Exceeded expectations (7-9)
 - All competencies (CRDNs) for entry-level dietitians must be met by DI program completion
- Successfully complete projects and assignments associated with rotations, Friday class, and the summer FNH Advanced Clinical Nutrition course assignments
- Complete all requirements of the DI program in 11 months

Performance will be evaluated on an ongoing basis throughout and at the end of each rotation. Satisfactory performance and practice skills must be demonstrated throughout the program as evaluated by each site coordinator or preceptor. Dietetic interns are eligible for graduation from the DI program when assignments are completed satisfactorily and when the intern has been in supervised practice for the required number of hours. All competencies (CRDNs) for entry-level dietitians must be met by DI graduation.

Master's Degree Completion Requirements

The Dietetic Internship is offered in conjunction with The Master of Science in Food Science, Nutrition and Health Promotion with a concentration in Nutrition or Health Promotion. Graduate hours earned during the internship apply based on the concentration. Specific completion requirements will vary by the concentration selected. In general, Master's Degree Completion Requirements concurrent with MUS DI include:

- Meet with graduate degree advisor to develop a plan of study and schedule classes each semester
- Schedule 1-2 graduate courses (3-6 credits), offered as evening classes or online delivery, concurrently with the supervised practice course (6 credits) for fall and spring semesters
- Meet required semester course load to achieve established graduation timeline
- Demonstrate satisfactory progress in graduate study (i.e., maintain required program 3.0 GPA, pass preliminary/comprehensive exams, pass thesis defense/capstone project)
- Complete 30 hours of graduate coursework for the Nutrition concentration and 33 hours of graduate coursework for the Health Promotion concentration
- Complete all academic and administrative requirements to confer MS degree (recommended within 3 semesters or less) after completing the DI program. The University policy has a time limit of 8 years for completing an MS. [link](#)

Professional Meetings: Interns are expected to become student members of the Academy of Nutrition and Dietetics (AND) by the time they enter the DI program. During the DI program, interns are required to attend specific professional meetings, such as the annual FNCE meeting, Mississippi Academy of Nutrition and Dietetic meeting, and the Northeast District Mississippi Academy of Nutrition and Dietetic meetings. Additionally, many interesting and informative workshops are offered within the Northeast Mississippi area and are sponsored by local hospitals, universities, or private companies. These programs can be scheduled for the interns as appropriate during their rotations.

Applied Learning Project: Interns will complete an applied learning (capstone) project and prepare it for presentation. Details about this assignment will be discussed during orientation.

Academic and Program Calendar

The MSU DI Advanced Clinical Nutrition is offered through online delivery the second summer term, which is usually in the beginning of July. This will allow any MSU DPD students to complete final coursework for their Bachelor of Science degree in the first summer term and graduate summer semester. The DI starts fall semester and interns complete the MSU DI over an 11-month period. Once enroll in FSNHP MS program, students can choose to complete the majority of coursework before applying and starting the internship. Alternately students accepted to the DI may start with the supervised practice and graduate coursework (fall and spring semester), complete DI requirements, and then finish the remaining graduate requirements (e.g., coursework, exams, thesis) in subsequent semesters. Interns in the DI with prior earned MS degree option complete DI requirements (fall and spring semester).

The DI program follows the MSU Graduate Calendar. Interns are not scheduled for rotations on University Holidays. Interns register for FNH 8286 Supervised Practice (6 Cr) course both fall and spring semester. Supervised practice in core (clinical, community, and food service) and elective rotations are scheduled Monday - Thursday 8AM - 5 PM. There is a Friday class from 9AM-11:50 AM. Interns receive their 32-week rotation schedules during fall orientation.

University Academic Calendar is available at <https://www.msstate.edu/calendars/>

MSU Dietetic Internship Semester Schedule		
Summer (July) Semester	Fall Semester	Spring Semester
FNH 8273 Advanced Clinical Nutrition 3 credits (online delivery)	FNH 8286 Supervised Practice – 6 credits	FNH 8286 Supervised Practice – 6 credits
DI and Concurrent Master’s Degree Semester Schedule		
Fall, Spring, and/or Summer Semesters/Terms	Fall and Spring Semesters	Summer and Fall or Fall and Spring Semesters
Prior to starting internship, schedule required graduate	Complete dietetic internship and 6-12 credits of required	
	Complete dietetic internship and 6-12 credits of MS degree	After completing dietetic internship, complete required

Student Resources:

Access to intern support services is available in many areas, including tutoring for several subjects, preparing for tests, developing effective study skills, writing assignments, choosing a career, using the library, health services, and counseling services.

Math Domain <https://www.math.msstate.edu/mdkiosk>

Student Counseling Services <https://www.counseling.msstate.edu/>

The Learning Center (TLC) <https://www.tlc.msstate.edu/>

Mitchell Memorial Library <https://www.library.msstate.edu/#gsc.tab=0> Student

Support Services <https://www.saffairs.msstate.edu/inclusion/assistance/> Career

Center <https://www.career.msstate.edu/>

The Writing Center <https://www.writingcenter.msstate.edu/> Holmes

Cultural Diversity Center <https://www.hcdc.msstate.edu/> Student

Health Center <https://www.healthcenter.msstate.edu/>

Visit the [Student Affairs Link](#) for a comprehensive list of available student services. For Online Education Students, the same student services are available and can be viewed by clicking the link to [Student Services](#).

Tuition, Fees, and Expenses:

To learn more about costs to students, please view [Tuition and Fees](#). At MSU, our traditional campus classes continue to utilize a mixture of online and face to face delivery of curriculum. It is important to understand that tuition rates for “Online Education” relate to MSU’s distance education program. This program is designed for students who do not intend to take classes on any one of MSU’s physical campuses.

Program fees and expenses include MSU Graduate School application fee, MSU DI application fee, internship fee, ServSafe Certification, background check services, textbooks, school supplies, campus parking permit, housing, travel, meals, AND student membership, health insurance, professional liability insurance, vehicle insurance, and state and professional meeting attendance fees.

Interns need to have access to a computer/laptop and high-speed internet to participate in MSU’s online administration services (Banner) and online learning management platform (Canvas). Computers and internet access is available at the MSU Library computer lab if an intern does not have a personal computer and/or access to the internet.

Estimated Expenses for MSU Dietetic Internship Program¹

Fees and Expenses	Resident	Non Resident
MSU Dietetic Internship Program Application Fee, Graduate School application fee, DICAS, D&D matching	\$210.00	\$210.00
Tuition² http://www.controller.msstate.edu/accountservices/tuition/		
Graduate Tuition ⁶ (Price per credit hour)	\$537.00 ² /credit hour	\$537.00 ² /credit hour + Non-resident fee of \$931.50/credit hour
Other Fees and Expenses²		
Internship Fee ⁵	\$2,500.00 ⁵	\$2,500.00 ⁵
MSU Campus Parking Permit	\$180.00 ²	\$180.00 ²
Estimated cost for textbooks (Appendix), supplies (scrubs, etc.)	\$500.00	\$500.00
ServSafe Training	\$180.00	\$180.00
Student Health Insurance ³	\$1,201.00	\$1,201.00
Professional Liability Insurance ⁴	\$24.00	\$24.00
Physical Exam	\$75.00-\$250.00	\$75.00-\$250.00
Living Expenses (housing, food, etc.)	Amount varies	Amount varies
Interns provide their own living arrangements	\$\$	\$\$

Professional Membership/Meetings		
AND Student Membership	\$60.00	\$60.00
Professional Meetings: FNCE (required), Mississippi Dietetic Association Annual Meeting (required,) and Northeast District Dietetic Association Meetings (required) Attendance at a Review Course for the Registration Examination	Meeting expenses will be paid from internship fees	Meeting expenses will be paid from internship fees
Transportation	Amount varies	Amount varies
Background check, fingerprinting, drug testing	Amount varies	Amount varies
Interns must provide own transportation between the university and facilities and must carry sufficient automobile insurance coverage for collision and liability. Carpooling with other interns in the same rotation is encouraged.		

¹ Interns may not schedule additional responsibilities such as assistantships and full-time jobs as they will be working in assigned facilities Monday–Thursday and will have DI class on Friday mornings. Interns will take one graduate class each semester and summer (must take Advanced Clinical Nutrition in summer) in addition to FNH 8286 Supervised Practice Experience.

² These costs are estimated as average cost, based on the best available information and subject to change or personal difference or needs. Total shown includes tuition, activity fees and do not include course participation fees, special fees, or overload tuition. Additional information is available in the Graduate Bulletin at <http://www.grad.msstate.edu/> and at <http://www.controller.msstate.edu/accountservices/tuition/> (Prices will increase yearly and may not be correct as of this printing)

³ This insurance is sponsored through the MSU Student Association. It is a voluntary plan for students and their dependents. Prices may change. Information on student health services and student health insurance is available at www.health.msstate.edu or

http://www.health.msstate.edu/healthcenter/insurance_student.php or by calling (662) 325-5895.

⁴ Professional liability insurance is required for Dietetic Interns. One choice for insurance is Proliability, administered by AMBA Administrators, Inc.,. Information and registration for this insurance can be found at www.proliability.com. Individual quotes vary but typically range from \$24-30 per year for students.

⁵ Portion of this fee will be utilized to pay for educational opportunities, materials and travel necessary to complete training for the DI program competencies.

⁶ Full time vs. Part time graduate status is dependent on approval and verification of graduate degree on admission into the DI program and per the discretion of the dietetic intern based on desire to qualify for financial aid

Financial Aid and Scholarships:

Various forms of financial aid such as loans and/or part-time employment are available for dietetic interns. Federal Aid Programs are based on need as determined by the federally mandated needs analysis. Information on eligibility rules and application guidelines can be found in the MSU Bulletin or prospective students may contact Department of Student Financial Aid and Scholarship, Box 6035, Mississippi State, MS 39762, 662-325-2450 or 662-325-3990, <http://www.sfa.msstate.edu/>.

Awards may also be available through AND, professional and honorary fraternities, and foundations. The Academy of Nutrition and Dietetics (AND) Scholarship links for financial assistance can be found at <https://www.eatrightpro.org/acend/students-and-advancing-education/career-information/financial-aid>

Mississippi State University offers graduate students an array of financial aid opportunities found at: <https://www.grad.msstate.edu/funding-tuition>

Policies and Procedures

Students and faculty at MSU are subject to the operating policies and procedures found at <http://www.msstate.edu/dept/audit/mainindex.html> and in the MSU Bulletin at <http://catalog.msstate.edu/>

Student Identify Verification and Privacy Protection

MSU has policies and procedures in place for distance instruction and/or online testing to verify student identity and to protect the privacy of student information for all students (traditional Starkville Campus and Online Education Campus). In an ever-vigilant effort to protect students, faculty, and staff from security threats, verify identity, and protect privacy, MSU has implemented a two-factor authentication process - [Duo](#). Student records are handled in compliance with the Family Educational Rights and Privacy Act ([FERPA](#)) and applicable Mississippi laws and protects the privacy of student education records. Mississippi State contracts with [Honorlock](#) for online proctoring services at no cost to students. Mississippi State University's formal agreement with Honorlock supersedes Honorlock's general Terms of Services and includes specific legal requirements for the privacy and security of student information. Mississippi State University's formal agreement with Honorlock supersedes Honorlock's general Terms of Services and includes specific legal requirements for the privacy and security of student information.

Withdrawal from the University:

Any student leaving the University prior to the end of the period of enrollment, except for temporary absences, must initiate withdrawal procedures in the Office of the Graduate School. By completing this procedure, the student will prevent future difficulties in obtaining transcripts, or in reentering the University, and will avoid having F's automatically recorded for all courses taken during the semester. Visit [Withdrawal from the University](#)

Withdrawal from an Individual Course:

Individual courses may be dropped without a grade from a student's schedule through the fifth (5th) regular university class day. Individual courses may be dropped with a grade of "W" from the sixth (6th) through the thirtieth (30th) regular university class day by processing a drop form. Visit the [Graduate Calendar](#) for specific dates. Students dropping the only course in which they are enrolled must process a withdrawal from the University rather than processing a course drop. Visit [Academic Add-Drop Policy](#)

Refunds of Tuition and Fees:

Students who reduce their course load during a semester to a level which results in a reduction in tuition and fees may receive a 100% refund for the courses dropped until the 5th day of classes. For students who formally withdraw from the University, tuition and most fees may be refunded based on a prorated scale and last date of attendance. Visit the Refund Schedule to view the prorated scale for withdrawals.

Insurance Requirements:

Health and professional liability insurance are required for interns in the MSU DI. Interns may obtain health insurance through the [MSU Student Health Center site](#) and professional liability insurance through [Proliability](#), administered by AMBA Administrators, Inc, or other insurance company. Estimated cost for liability insurance and the MSU sponsored health insurance program are listed under Fees and Expenses. Interns who can show proof of independent health insurance coverage may choose not to enlist in MSU's health plan.

Students With Disabilities:

MSU provides appropriate support and accommodations for students through the voluntary disclosure of a disability and a request for accommodation. For details, visit [Students With Disabilities](#). Please inform the DI Director as soon as possible to allow sufficient time to arrange accommodations.

MSU Honor Code:

MSU is dedicated to the discovery, development, communication and application of knowledge in a wide range of academic and professional fields. The MSU Honor Code is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student. For details, visit [The MSU Honor Code](#).

Equitable Treatment:

Mississippi State University does not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law. The University will not tolerate unlawful discrimination, harassment, or retaliation and is committed to preventing or stopping them whenever they may occur at the University or in its programs. Further details about MSU equal opportunity and nondiscrimination can be found in [OP 3.2](#). The MSU DPD follows University policy related to equitable treatment of all students. University policy is to comply fully with the requirements of Title IX of the Education Amendments of 1972, as well as other applicable laws and their implementing regulations. Specific policies related to the University's commitment to non-discrimination and anti-harassment may be found at: <https://www.policies.msstate.edu/> The University's Office of Institutional Diversity and Inclusion mission and goals state, "The Office of Institutional Diversity and Inclusion is committed to developing services, programs, and initiatives that foster successful recruitment and retention of faculty, staff, and students from diverse and under-represented groups. To this end, the Office strives to develop partnerships within communities to promote diversity which is an essential element of the mission of the University. Furthermore, the Office provides leadership and support toward developing a comprehensive and institution-wide approach to achieving and sustaining a diverse and pluralistic community of students, faculty, and staff." ACEND® offers a series of webinars to address diversity, equity and inclusion in its accredited programs. The webinars are free and provide 1.5 CPEUs each. All ACEND® stakeholders (faculty, administrators, preceptors, students, interns, etc.) are invited.

Protection of Private Information/Access to Personal Files:

The University recognizes that the maintenance of student information and educational records is necessary and vital to assist the student's education and development and to provide opportunities for University research and policy formation. The University recognizes its obligation to exercise discretion in recording and disseminating information about students to ensure that their rights of privacy are maintained.

The University will furnish annual notification to students of their right to inspect and review their education records; and the right to request amendment of educational records considered by them to be inaccurate or misleading or that violates privacy or other rights; and of their right to a hearing should the University decline to amend such records. This annual notice will be published in the University's Bulletin. The University utilizes the Guide for Retention and Disposal of Records as published by the American Association of Collegiate Registrars and Admissions Officers as the policy for disposal of students' records.

The following guidelines have been developed to insure the privacy rights of students. For the purposes of this policy statement, a student is defined as an individual who has been admitted and has been in attendance in a component unit of the University. Classification as a student in one component unit of the University (e.g., undergraduate program) does not infer that the person has been accorded the rights outlined below in other components units (i.e., graduate school, professional schools, branch campus).

Students have the right to be provided a list of the type of educational records maintained by the University which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the University to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any materials or document in the educational record of the student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Students do not have access to: financial records of their parents; confidential letters and statements of recommendation which have been placed in the educational record prior to January 1, 1975, provided such letters of statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right to access, respecting admission, application for employment, and the receipt of an honor or honorary recognition.

Students do not have access to: instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual except substitute Campus Security records, which are maintained apart from the educational records, are used solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the Alumni Office records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his or her capacity, or to records created in connection with the treatment of students under these conditions which are not disclosed to anyone other than the individuals providing treatment. A physician or appropriate professional of the student's choice may review these records.

Students should contact the appropriate office to inspect and review their records. An office may require that a University official be present when a student inspects and reviews his educational records. Any questions concerning a student's access to records should be directed to the Registrar.

Release of Directory Information:

The University without the student's written consent may release directory information. Directory information consists of all items listed on the student's enrollment form except social security number, PINS, and test scores. Participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information is considered directory information.

A student may deny the release of directory information by requesting that the information not be released. This should be done at registration time. The student who is in attendance must notify the Registrar's Office in writing each semester of enrollment to deny the release of this information. To deny release of participation in recognized activities the student must notify the Provost and the Academic Dean in writing. To deny the release of athletic information, the student must notify the Director of Athletics in writing. To deny the release of directory information, a student must give the above notification each semester of registration. A former student, one who is not in attendance, must contact the appropriate offices to deny the release of directory information.

Student Directory information will be made available to private businesses, religious organizations, and other non-university organizations in the following manner: (1) the campus Directory is believed to be accurate (some students may have requested their names not be listed), (2) the University is not responsible for inaccuracies in the information, (3) a list of computer labels will not be available to any non-university group, and (4) appeals will be handled by a subcommittee composed of the Registrar, student member, and Dean of Student Services.

Release of Educational Records:

The University will release a student's education record(s) upon the student's written request. The student must: (1) specify the records to be disclosed, (2) include purpose(s) of the disclosure, and (3) state the party or parties and the address to which the information is to be disclosed. The student shall, upon request, receive a copy of the record that is to be disclosed. It is University policy to furnish single copies of a student's record at no charge except for the standard transcript fee, if applicable.

The University may release students' educational records to the following without prior written consent:

1. University officials who have a legitimate educational interest in the records. University officials are defined as teachers, administrative personnel and other employees except personnel of the security or law enforcement unit of MSU who in the performance of the duties require access to student records. If University officials are required in the performance of their duties to review the educational records of a student, this will be considered to be a legitimate educational interest.

2. Officials of another school in which the student intends to enroll upon request of the transfer school.
3. Government representatives of the Comptroller General of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
4. Appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
5. To organizations conducting studies for, or on behalf of the University or its agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information, furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
6. To accrediting organizations to carry out accrediting functions.
7. To parents of a dependent student as defined in section 152 of the Internal Revenue code of 1954. University officials may release educational records to parents on the basis of written certification from the parent that the student is a dependent as defined under the Code.
8. To comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
9. To appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released, that information will only be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.

No personal information on a student will be released without a statement from the University to the party receiving the information that no third party is to have access to such information without the written consent of the student.

This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (20U.S.C.#8 1232g) and is not intended to impose any restrictions or grant any right not specifically required by this Act.

Professional Behavior:

Professional behavior and professional, ethical conduct are always expected during the DI. A positive professional attitude must be conveyed to the site coordinators/preceptors, supervisors, all other site personnel, patients/clients, students, faculty, and the DI Director. Students are guests of the site. Preceptors volunteer their time to contribute to and further the profession of dietetics, and they deserve the utmost respect. **Remember that your placement is a privilege, not a right.**

It is not acceptable for students to complain about workload or any other issues related to their internship program or professors while at their sites and while attending classes. **Concerns or problems should be addressed privately with the DI Director.**

Employee Replacement:

Dietetic Interns are participating in a supervised practice site for educational purposes. **Dietetic Interns should not be used to replace employees.** Interns will be asked to assist employees or demonstrate competency in an area by completing a task or working in a station (for example) but should not be used to replace employees. The DI Director should be contacted if questions arise regarding this policy.

Confidentiality of Patient Information Medical Records:

Dietetic interns are required to adhere to all confidentiality policies in place at their assigned sites. HIPPA guidelines must be followed at all sites. Remember that you must keep confidential all information that you receive at the facilities regarding a particular patient and his or her family. Failure to do so can result in dismissal from the program. Do not discuss patients in public areas such as cafeterias, elevators, restrooms, etc. Discuss patients only in staff-secured areas with appropriate personnel. A medical record or chart is a legal document that can be used as evidence in a court of law. documentation must follow the guidelines outlined by the facility.

Professional Appearance:

The dietetic intern represents the MSU DI program, the facility in which each rotation takes place, and the dietetics profession. Your personal appearance communicates a message to patients, their family members, preceptors, colleagues, and other health care providers that you are a professional. It is your responsibility to be neat, clean and appropriately dressed during your rotations and when attending professional meetings or engaged in other activities that are part of the program requirements. You are expected to conform to each rotation site's dress code policy (See MSU DI Dress Code Policy in the Appendix).

Liability for Safety in Travel to or from Assigned Areas:

Interns will be required to provide their own transportation to facilities. Automobile insurance (liability) in the state of Mississippi is mandatory. MSU and the MSU DI program assume no liability.

Inclement Weather:

In the event of, or when, there is the possibility of bad weather conditions, it is the intern's responsibility to be in contact with the site coordinator/preceptor and DI Director. Weather conditions are difficult to predict and may vary from location to location. Do not assume you are not to report to a site if the schools in that county are closed or if MSU is closed. You can call the local Mississippi Highway Patrol office to evaluate travel conditions to the various sites. Your safety is our priority.

Physical Exam/Immunization/Health Record:

All MSU students are required to have proof of immunity to MMR (measles, mumps and Rubella). To meet state and federal health code and facility guidelines MSU DI interns are also required to have a physical examination, tuberculin testing within the past 6 months prior to commencing the supervised practice, varicella, Tdap, Hepatitis B, seasonal flu vaccines, and many require COVID 19 vaccine. Interns participating in the MSU-DI must comply with the requirements established by the sites facilitating the internship. They are independently operated entities removed from the university and are entitled to set their own requirements and standards.

Exposure to Infectious Diseases:

During your rotations it is possible that you may be exposed to an infectious disease. In the event you are exposed, you are required to follow the standard operating procedure for that facility.

Injury and/or Illness:

Should any intern become ill or sustain any injury while at the facility, expedient emergency care shall be obtained. Interns are responsible for financial/medical insurance to cover such emergencies and follow-up care as needed.

Interns must immediately notify the DI Director (contact information is in the Appendix) of medical or nonmedical emergencies and the preceptor or site coordinator if they are going to miss a rotation due to injury, illness, or extenuating circumstances. It is the intern's responsibility to make up any missed work/time from a rotation at the convenience of the preceptor and site coordinator. This includes leaving early, arriving late, etc., during a scheduled day at any facility. Interns are responsible for rescheduling any missed planned experiences with the site coordinator.

Drug Testing and Criminal Background Checks:

Interns are required to complete fingerprinting and criminal background check prior to placement in supervised practice facilities. The cost of the background check is the responsibility of the student. Drug testing and additional criminal background checks may occur if required by the individual supervised practice facilities.

Some facilities may also reserve the right to require random drug testing. The cost of additional drug testing and additional background checks is the responsibility of the student. If there is a criminal history, it would be at the discretion of the receiving institution to determine if the infringement would be of such significance that the student would not be allowed to train in the facility. If a student is rejected from multiple facilities based on the Criminal Background Check, Mississippi State University and the DI may not be able to find experiential learning sites and, as a result, the student may not be able to complete DI requirements.

Attendance Policy:

Interns must immediately notify their site coordinator and/or preceptor if they are going to miss a rotation due to illness or other extenuating circumstances. The Program Director must also be notified of absences when they occur. The Program Director may be reached at 662-325- 5902 and voice mail is available when the Director is not available. You may also call the main office at 662- 325-3200. Interns are responsible for rescheduling missed work/time at the convenience of site coordinator/preceptor. All absences and reason for absences must be noted on the intern evaluation form. All assignments and projects must be completed by the given deadlines. The meeting of deadlines is a significant factor in all evaluations. Extended absences may require that the intern withdraw from the program.

Leave of Absence:

It is the policy of the MSU DI to allow an intern to take a leave of absence from supervised practice, not to exceed one year. Any intern who has completed at least one month of supervised practice may request a leave of absence. Interns who request a leave of absence who have completed less than one month of supervised practice time may be granted their leave of absence or may be asked to delay their supervised practice until the following August depending on the length of time the absence is required.

If an intern requests a leave of absence from the DI, they must alert the DI Director immediately and provide a letter requesting the leave of absence. Interns who do not report to their assigned supervised practice rotation without pre-approval from the DI Director may be removed from the program without the ability to return.

Any intern granted a leave of absence will be required to restart the supervised practice on the agreed date. They will complete any missed supervised practice hours (program total = 1,064 hours), supervised practice rotations, projects and assignments associated with rotations, Friday class, and the summer FNH Advanced Clinical Nutrition. All evaluation and competencies (CRDNs) for entry-level dietitians must meet expectations for DI program completion.

Examples of reasons that may require a leave of absence are medical conditions undergoing treatment, death of an immediate family member, or pregnancy. The DI Director will review any intern request individually. The DI Director reserves the right to either grant or refuse delay of program entry to any appointed intern. It is the policy of the MSU DI to work with each situation individually and try to establish a schedule change which accommodates the site coordinators and the intern.

Tracking Supervised Practice Hours:

Interns will track their supervised practice hours in professional work settings and in alternate practice activities, such as simulation, case studies and role playing on a time sheet located in in their MyState Canvas DI HUB course. Time sheets will be collected at the end of the internship.

Vacation, Holidays, and Absences:

During the supervised practice experience, vacation time is not granted. The interns will observe University designated holidays <https://www.hrm.msstate.edu/benefits/employee-holidays> or holiday as scheduled by the site coordinator or preceptors. Overtime, work on weekends and during holidays is a possibility at some facilities.

Cell Phones and Electronic Devices:

The use by students of cell phones, messaging devices, laptops, tablets, smartwatches, and other electronic devices is prohibited in the classroom unless authorized by the instructor or by a student's accommodation through the Disability Resource Center. See [university policy](#). They are also not allowed at rotation sites unless authorized by site preceptors. Individual preceptors may allow respectful use of electronic devices for work-related issues only, such as researching drug interaction information or nutrient database information, etc. The intern should obtain approval from the preceptor before using any electronic device at a supervised practice location. Failure to act professionally with regards to this policy may lead to dismissal from the DI program.

Grievances

The DI program director is responsible for receiving and handling complaints from interns, faculty, preceptors, and others directly involved with the program. To ensure that concerns are addressed in an appropriate and timely manner, the program's procedure for resolving issues and documenting each stage of the processes should be followed. The DI Director maintains communications related to grievances and works with the appropriate individual(s) to resolve the issue. A grievance file is maintained in the DI Director's office, with documentation of the final outcome.

Intern Grievances Academic

The graduate student should seek the counsel of the Dean of Students (<https://www.students.msstate.edu/>) to determine whether the grievance has sufficient merit to warrant the initiation of the academic grievance procedure, if the grievance should be referred to some other office or if the grievance falls under another policy of the University.

Procedure

1. Address concerns or problems with the responsible party, i.e., professor, instructor, staff, or program director. Students should make all attempts to communicate and resolve concerns with the responsible party prior to proceeding to the next step.
2. If an agreement is not reached, the intern may present an appeal to the BNHP Department Head.
3. If an agreement is not reached, students should consult the graduate catalog, click link <http://catalog.msstate.edu/graduate/other-information/student-grievances/>
4. The Graduate Student Academic Grievance Procedure (AOP 12.37) has established standardized procedures concerning such grievances. The procedures contained in AOP 12.37 are designed to address academic grievances of graduate students and to provide a mechanism to resolve them. Graduate students may contact the Graduate School concerning this process.

Supervised Practice

DI students with a grievance against a preceptor or rotation site staff member should follow this procedure.

Procedure

1. Address concerns or problems with the responsible party, i.e., preceptor, site staff member, or program director. For major concerns, discuss with the DI Director before meeting with preceptors or site staff. Interns should never bypass their immediate site supervisor and go directly to higher-ranking personnel or a different department within the site organization. Students should make all attempts to communicate and resolve concerns with the responsible party prior to proceeding to the next step.
2. If an agreement is not reached, the intern should again confer with the DI Director who may consult with the BNHP Department Head and/or on the preceptor to resolve the issue. The grievance procedure against a preceptor will not go beyond this level.
3. If the intern and DI Director are not able to resolve the dispute, the student may be removed from the site and assigned to another site. Violations of professional standards will be addressed on an individual basis.

DI Program

DI students with a grievance against the DI program should follow this procedure.

Procedure

1. Address concerns or problems with the DI Director. Students should make all attempts to communicate and resolve concerns with the responsible party prior to proceeding to the next step.
2. If the intern fears retaliation from the director, they may directly report to the BNHP Department Head.
3. If no resolution is found, the intern should identify the problem and clearly document the situation in writing. They should present documentation to the DI Director and BNHP Department Head who will then arrange a combined meeting with all parties involved to resolve the issue.

4. If no resolution is found, a meeting will be arranged involving the Dean of Students who may be able to resolve the complaint or refer the intern to the appropriate office (i.e., College of Agriculture and Life Sciences Dean or Graduate School Dean).
5. After following all the above steps, program-specific complaints that have not been resolved can be directed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Complaints should be submitted to ACEND only after all other options within the DI program and MSU have been exhausted. ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400. A compliant investigation form should be completed and mailed to the Accreditation Council for Education in Nutrition and Dietetics at the above address. The complaint must be signed by the complainant. Anonymous complaints will not be considered. For additional information visit the site <https://www.eatrightpro.org/acend/students-and-advancing-education/filing-a-complaint>

Preceptor Grievances

If a preceptor has a grievance against an intern, DI Director, or DI program they should follow the procedure.

Procedure

Address concerns or problems with the intern or the DI Director. Preceptor should make all attempts to communicate and resolve concerns with the responsible party prior to proceeding to the next step.

1. If an agreement is not reached, the preceptor can contact the DI Director or BNHP Department Head. The preceptor presents documentation to the DI Director and/or BNHP Department Head who will then arrange a combined meeting with all parties involved to work to resolve the issue.
2. If an agreement is not reached at the level of the Department Head, the preceptor should contact the Dean of the College of Agriculture and Life Sciences who may be able to resolve the complaint or refer the intern to the appropriate office (i.e., College of Agriculture and Life Sciences Dean or Graduate School Dean).
3. Preceptors should only submit complaints directly to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) after all other options with the program and institution have been exhausted.
4. ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. A copy of the accreditation standards and ACEND's policy and

5. procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877- 1600 extension 5400. A compliant investigation form should be completed and mailed to the Accreditation Council for Education in Nutrition and Dietetics at the above address. The complaint must be signed by the complainant. Anonymous complaints will not be considered. For additional information visit the site <https://www.eatrightpro.org/acend/students-and-advancing-education/filing-a-complaint>

Disciplinary Process/Termination:

Interns must abide by policies and procedures of facilities while completing their planned experiences. Failure to comply with stated policies and procedures would compel the site coordinator at the facility to issue a Warning Notice to the intern. The facility site coordinator will document on facility letterhead, any incidence whereby an intern fails to comply with the policies and procedures of the facility while completing their planned experiences. The DI program director will receive a copy of the Warning Notice for the intern's file and meet with the intern to discuss the Warning Notice. After receipt of three warning notices, the intern may be asked to leave the DI program. The purpose of the Warning Notice is to provide documentation of an incident which may lead to an intern's termination from the DI program.

An intern may also be terminated from the program if their work is deemed unsatisfactory. Interns receive evaluations following each of the rotations from the preceptor or site coordinator. Each intern is accountable for obtaining his or her evaluation. Copies are maintained in the intern's file. If part of a rotation is not acceptable (receiving numerous “1” or “2” scores, particularly after December), the intern is responsible for arranging with the preceptor a strategy to make up the planned experience. Failure to complete any of the required planned experiences prohibits interns from receiving their Verification Statement of Completion of the DI/MS and may lead to termination from the program.

Evaluation

Written Assignments:

All written assignments will be reviewed by the preceptor prior to the completion of the rotation. The preceptor may require revision as he/she deems necessary. When an assignment has been completed to the preceptor's satisfaction, the assignment will be placed in an intern folder and the date of completion will be indicated on the intern's rotation evaluation form. At the end of the rotation, the facility will return all assignments and the signed evaluation form to the intern. The intern is responsible for submitting assignments and completed evaluation forms to the DI Director. All assignments are graded as acceptable, marginal, or not acceptable. If the student assignment is marginal or not acceptable, he/she will be given one chance to rework the assignment.

Student Performance and Practice Evaluation:

A high level of academic integrity and professional and ethical behaviors are expected from interns. Interns will follow the [MSU Honor Code](#) and the [Code of Ethics for Nutrition and Dietetics Profession](#). Course instructors follow intervention strategies designed to promote academic integrity. The DI Director monitors student academic and supervised practice experience for early detection of academic or supervised practice difficulty and to address concerns promptly. The timeline for monitoring includes one month, two and a half months, and end of the semester for graduate course progress and final grades. Supervised practice is monitored by weekly check-ins throughout the semester, several times a month when supervised practice assignments and exams are graded, at the end of each rotation, and at the mid-rotation point for rotations longer than 2 weeks. When a concern

is identified the intern will meet with the DI Director and or preceptor within in one week to address the issue and develop a plan for remediation as needed.

Student Performance

Course progress grades will be posted at 30th day of class and 10th week of classes using the MSU Banner system. Most graduate faculty use the MSU Canvas course management system to record grades and provide feedback on exams and assignments. University policy requires course evaluation criteria to be listed on course syllabi. Timely feedback from professors and student self-monitoring of academic performance will allow early detection of academic difficulty. Academic advising meetings occur though out the year and academic progress is monitored, and concerns are addressed. A graduate student will be placed on probation by the department when academic deficiencies occur, but the student can potentially meet all degree requirements successfully. To learn more about academic probation click on the link <http://catalog.msstate.edu/graduate/academic-policies/academic-requirements/#probationtext>

Supervised Course Practice Evaluation

In the Supervised Practice course exams and assignments are used to assess knowledge and build and teach competencies outlined in the ACEND 2022 Standards. Exam and assignment grades and feedback are posted in Canvas, typically within one week of completion. If students are unable to achieve the outcome measure for the CRDNs evaluated in the Supervised Practice course, they will meet with the instructor to develop a remediation plan that may include supplemental readings, modules, working with the [University Writing Center](#), and revising and resubmitting projects. Students are encouraged to use informal peer review and also submit early drafts to instructor who will review and provide feedback. The course grade evaluation includes submitting preceptor evaluation after completion of each rotation which are reviewed and discussed with the students. During each Friday of class, time is devoted to rotation check-ins to address any potential concerns (performance-related or academic). The DI Director offers weekly drop-in sessions for interns to ask any assignment or supervised practice related questions they may have.

The DI Director reviews all performance evaluations for early detection of difficulty at supervised practice. The DI Director also regularly checks in with preceptors at various points throughout the semester to identify if there are any performance concerns. Meetings with interns are scheduled to address performance concerns and develop remediations plans when needed. Preceptors complete written evaluations at the end of each rotation; however feedback and guidance are offered throughout the rotation as formative evaluation. For rotations longer than 2 weeks, preceptors provide a mid-rotation oral evaluation to identify strengths and areas for improvement. After following all the above steps supervised practice expectations, preceptors will contact the DI Director to discuss and then help the intern develop a plan to improve and meet expectations through extended rotation time or alternate rotations.

Interns will be evaluated by preceptors using the corresponding evaluation sheet for the specific rotation /site. (Located in the DI HUB on Canvas). Each evaluation is based on a 9-point scale:

7-9	Exceeded expectations O	Always applies self and integrates materials, applies concepts, completes excellent work
4-6	Met expectations	Applies self, usually integrates materials and/or applies concepts, completes good work
1-3	Below expectations	Applies self to the minimum that is required to complete task, prepared and/or unable to understand basic materials

An intern must receive a 4 or better to be considered competent in that area. Should an intern score less than a 4, a conference will be held with the intern, the preceptor and the DI Director. A plan and identified timeline will be developed for remediation in the matter. Should the intern not score a 4 or better in the approved timeline, the intern may be subject to dismissal, pending review of the reasons for poor performance and the intern’s inability to complete the remedial actions. The review will include the DI Director, site coordinator and the intern.

In addition to evaluations, interns can be given a formal warning for inappropriate behavior. Examples of inappropriate behavior include complaint by the preceptor or site coordinator of chronic tardiness and/or missed work, insubordination to faculty, preceptors, or site coordinators, and theft. If an intern receives a total of three warnings from at least two different facilities, the intern may be asked to leave the DI.

Forms:

Evaluation sheet/forms (Clinical, Food Service Management, Community Nutrition, Intern Rotation Evaluation, etc.), Rotation Evaluation, and Competency Journals will be provided at orientation and electronic versions will be available on Canvas.

Procedure for Evaluation at Each Site:

The following procedure/order will be followed when evaluating intern performance and evaluating the rotation/experience at each site. Intern Performance

- Interns will provide site-specific evaluation sheet to the site coordinator and/or preceptor. They may add detailed descriptions of formative activities for CRDNs that were covered in the rotation.
- The site coordinator and/or preceptor will complete the evaluation sheet (Clinical, Food Service Management, Community Nutrition, etc.) during the intern’s rotation.
- The site coordinator and/or preceptor will review the evaluation with the intern and both the intern and the site coordinator and/or preceptor will sign and date.
- The intern will turn in their signed evaluation (Clinical, Food Service Management, Community, etc.) to the DI Director as soon as the rotation is complete and upload it on Canvas.

Rotation Evaluation

- Intern completes **Rotation Evaluation** form (intern evaluates each site/rotation), submit it to DI Director on the last day of the rotation and upload a copy on Canvas.
- The DI Director will review the Rotation Evaluation and share results with the preceptor/site coordinator after the intern has graduated.

- Interns complete a mid-year and end-of-year survey that evaluates rotations and preceptors. The survey information is used for early detection of any concerns and for summative program evaluation.

Procedure for Journal at Each Site:

Each rotation has a set of competencies (CRDN) listed on the rotation (Class, Clinical, Foodservice, Research, Staff Relief, Sports Nutrition) evaluation template. Some or all of these competencies may be accomplished and evaluated at that specific rotation site. You are required to complete all of the competencies set by the 2022 Accreditation Standards by the end of your supervised practice experience. The **2022 Standards Competency Journal** contains all of the competencies/learning outcomes you are expected to accomplish throughout your rotations. You will most likely repeat some competencies. This will contribute to your proficiency level and is to be expected. Please remember that what is planned is not always what happens. Planning is important but being flexible is just as important. Instructions for completing the Intern Competency Journal located in the DI HUB on Canvas. It is good practice to present the journal and rotation evaluation forms on the first day of your rotation at a specific site in order to plan the supervised experience appropriately. The journal will be periodically reviewed by DI Director as soon as the rotation is completed.

Retention, Remediation, and Support Services

Students are advised to become self-directed learners and make use of available tools including their DPD/DI notes, textbooks, and online resources. All students will be provided with RD Exam Preparation Resources (e.g., All Access, EatRight Prep, Visual Veggies) which will be used to assess their knowledge, identify weak areas, prepare for rotations, and develop a study plan for the credentialing exam. A remediation plan is required when interns are not meeting expectations based on rotation evaluations, assignment grades, tests/quizzes, and other assessments. Preceptors are also encouraged to communicate with the DI Director whenever they see areas of concern with an intern, outside of the formal evaluations.

Additional support will be provided by the internship director to meet the needs of each individual intern. The internship director will assess each student's needs based upon grades from DI class assignments, quiz/test scores, reports, observations On-Site, and any self-identified challenges by the intern. The DI Director will work with the student to develop a plan (e.g., MSU Writing Center, remedial courses/modules/materials, tutoring, and coaching).to help students that are struggling to enhance their performance. Students will be referred to appropriate university support services like Student

Support <http://www.catalog.msstate.edu/undergraduate/studentlife/services/student-support-services/>, or the Center for Academic Excellence <http://www.catalog.msstate.edu/undergraduate/studentlife/services/learningcenter/>.

Prior Learning:

All interns will be assessed for prior learning and given up to 300 supervised practice hours for the prior learning. The prior learning will be assessed by the Director as follows:

- Graduate Assistantships (GAs)
Any intern that has a GA will be given supervised practice hours based on the hours worked in their GA and the type of work they are doing. They will be given credit for ACEND competencies based on their GA. The GA must keep a record of hours worked and date and exact competencies they met (providing proof with the GA preceptors' signature).
- Previous Work Experience

Interns must provide a resume, portfolio, and other forms that contains the learning activities completed in their previous work experience. Credit for competencies met, will be given to the intern based on their resume, portfolio and employment history.

- Prior learning hours will be given on a 1 to 1 ratio.
- The tuition and fees for the Dietetic Internship will remain the same, regardless of the amount of prior assessed learning granted

APPENDIX

CONTACT INFORMATION
THE MSU DI DIRECTOR AND COORDINATOR

Jaqlene Villalpando, MS, RDN, LD

Assistant Professor of Practice & Dietetic Internship Director
Department of Biochemistry, Nutrition, and Health Promotion
206 Herzer Building, Stone Blvd.
Mississippi State University - Starkville, MS 39762
jar356@msstate.edu
Office phone: (662) 325-5902
Department phone: 662-325-3200
FAX: 662-325-8728

Renée Matich, MS, RD, LD

Instructor and Dietetic Programs Coordinator
Department of Biochemistry, Nutrition & Health Promotion
160 A Herzer Building, Stone Blvd.
Mississippi State University – Starkville, MS, 39762
jrm34@msstate.edu
Office phone: 662-325-3664

FACILITIES

BAPTIST MEMORIAL HOSPITAL-GOLDEN TRIANGLE

COORDINATOR Stephanie Markham, MS, RD, LD
Stephanie.Markham@BMHCC.org
Clinical Nutrition Manager

MAILING ADDRESS: Baptist Memorial Hospital-Golden Triangle
2520 5th Street, North
Columbus, MS 39703

PHONE NUMBERS Clinical Office 662-244-1530 FAX 662-244-2530
Ms. Carley Markham 662-244-1597 (office)

DIRECTIONS TO FACILITY FROM STARKVILLE: Go east out of Starkville on Highway 82 bypass to Columbus. In Columbus, get off on the 18th Street exit and follow the signs pointing to the hospital.

PARKING: Park in public parking areas the first day of the experience. For the major part of the experience you will park in the employee parking area.

EMERGENCY PHONE NUMBER/PAGER FOR SITE COORDINATORS/PRECEPTORS:

Ms. Jaqlene Villalpando 662-803-7476

FRESENIUS MEDICAL CARE WEST POINT

COORDINATOR: Carrol Ball, MS, RD, LD
Carol.Ball@fmc-na.com

MAILING ADDRESS: 1612 West Church Hill Road
West Point, MS 39773

PHONE NUMBER: 662-494-1530 (Office phone)

DIRECTIONS TO FACILITY FROM STARKVILLE: Go east out of Starkville on Highway 82 bypass to Tupelo, Highway 45. In West Point, get off on the Highway 45, turn left on W Church fill Rd, and follow the signs pointing to the hospital.

FRESENIUS MEDICAL CARE GOLDERN TRIANGLE

COORDINATOR: TBA

MAILING ADDRESS: 92 Brookmoore Drive
Columbus, MS 39705

PHONE NUMBER: 662-327-9200 (Office phone)

DIRECTIONS TO FACILITY FROM STARKVILLE: Go east out of Starkville on Highway 82 bypass to Columbus. In Columbus, get off on the 18th Street exit and follow the signs pointing to the hospital. Take the first road on the right (Brookmore Drive) and the dialysis center is on the right.

FRESENIUS MEDICAL CARE STARKVILLE

COORDINATOR: Christy McKinley, RD LD
christy.henley@freseniusmedicalcare.com

MAILING ADDRESS: 111 Eudora Welty Drive
Starkville, Mississippi 39759

PHONE NUMBER; (662) 615-9493 (Office phone)

DIRECTIONS TO FACILITY FROM STARKVILLE: Go west via MS-12 and turn right onto Stark Rd. Then turn left onto Abernathy Rd and go straight till Eudora Welty, then turn right.

FRESENIUS MEDICAL CARE ADDITIONAL SITES

Lewisville	Jennifer Griers, RDN, LD – Jennifer.Griers@fmc-na.com
Oxford	Jenna Moore, RDN ,LD - Jenna.Moore@fmc-na.com
Philadelphia	Emily Shepherd, RDN ,LD - emily.shepherd@freseniusmedicalcare.com
Jackson	Dana Price, RDN ,LD – Dana.Price@fmc-na.com
Tupelo	Mary McGee, RDN ,LD– Mary.McGee@fmc-na.com
Winston/Winona	Jennifer Grierson, RDN, LD jennifer.grierson@freseniusmedicalcare.com

MS DEPARTMENT OF HEALTH -WIC

REGIONAL NUTRITONIST Latossia Clark, MS, RDN, LD
Latossia.Clark@msdh.ms.gov
1203 Louisville St.
Starkville, MS, 39759
(662) 323-7327

MAILING ADDRESS: MS State Department of Health, District IV
P.O. Box 1487 (Lynn Lane), Starkville, MS 39760

PHONE NUMBERS: 662-323-7313, District Office, Starkville
662-324-1011 FAX
662-494-4514 Clay County Health Department, West Point
662-328-6091 Lowndes County Health Department,
Columbus

DIRECTIONS TO FACILITY FROM STARKVILLE: To Clay County Health Department (West Point, MS): Highway 82 East, exit on 45 Alternate North (West Point, Tupelo). Following this into West Point, go to 2nd traffic light, turn right on Broad Street, cross the railroad tracks, go to first red light, turn left on North/South Division, go one block. The Health Department is the cream color brick building on the right.

To Lowndes County Health Department (Columbus, MS): Highway 82 East, take 18th Avenue exit, turn right, go to the 2nd traffic light, turn right onto Military Road. Follow this road until you see the fire station on the left side of the road. The Health Department will be the 2nd building on the left from the fire station.

To Monroe County Health Department (**Aberdeen, MS**): Follow Hwy 82 E to Hwy 45 N. Continue Hwy 45 N through West Point to Hwy 25 toward Aberdeen. In Aberdeen go through two traffic lights and turn left on the next street after the second traffic light. The Health Department will be on the left side of this road.**(Amory, MS)**: Follow Hwy 82 E to Hwy 45 N. Follow 45 N through West Point to Hwy 25 toward Aberdeen. Follow the signs on Hwy 25 to Amory. Just inside the city limits of Amory you will pass a Ford Dealership on the left side of the hwy. The Health Department will be past the Dealership on the left side of the road and across for Dowdle Gas Company.

PARKING: Parking is available anywhere, except for the handicap areas.

MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE

COORDINATOR: Qula Madkin, MS, RDN, LD, CDCES
jmg11@msstate.edu
Extension Instructor

MAILING ADDRESS: MSU Extension Service Box 9805
945 Stone Blvd
Mississippi State, MS 39762-9805

PHONE NUMBER: 662 325 3200

DIRECTIONS TO MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE FROM STARKVILLE: Location may vary depending on projects. Contact coordinator of this site to verify location at least one week before the scheduled supervised experience.

PARKING: Use University student parking with current valid parking decal.

NORTH MISSISSIPPI HEALTH SERVICES - TUPELO

COORDINATOR: Keri C. Purser, MS, RD, LD
KPurser@nmhs.net
Operations & Performance Improvement Manager
Food & Nutrition Services

MAILING ADDRESS: NMMC Food & Nutrition Services
830 South Gloster Street
Tupelo, Mississippi 38801

PHONE NUMBERS (area code 662):

377-3734 FAX
377-3018 Clinical Dietitian's Office
377-3018 Main Unit - Tray line, Diet Office, Galley
377-3019 Main Unit - Food Court, Production
377-3760 Main Unit - Procurement
377-3525 Central Kitchen
377-3622 Behavioral Health
377-4950 Women's Health Care
365-4135 Baldwin Nursing Home

EMERGENCY PHONE NUMBER FOR COORDINATOR K. Purser: 601-218-4765 (cell phone)

Contact information for the individual preceptors will be given to each intern during orientation at NMMC-Tupelo prior to beginning rotations at this site.

DIRECTIONS TO FACILITY FROM STARKVILLE: U.S. Highway 82 East to U.S. Highway 45 North to Tupelo. Exit Eason Boulevard. Turn left. Stay in the middle lane. Turn right onto Garfield Street (Garfield angles at the 2 o'clock position at the intersection of Eason Boulevard and Green Road).

PARKING: Park in the employee parking area

STUDENT HEALTH CENTER MISSISSIPPI STATE UNIVERSITY

COORDINATOR:

Suzanne Bowen, RDN, LDN, CLS

see65@msstate.edu

MAILING ADDRESS: Department of Health Promotion and Wellness
Longest Student Health Center
P.O. Box 6338
Mississippi State, MS 39762

PHONE NUMBERS: 662-325-7683 OFFICE

DIRECTIONS TO FACILITY FROM STARKVILLE: MSU Campus Longest Student Health Ctr.

PARKING: Use University student parking with current valid parking decal.

EMERGENCY PHONE NUMBERS FOR COORDINATOR:616-560-2998 (Cell)

CHOCTAW INDIAN RESERVATION/FOOD DISTRIBUTION CENTER

COORDINATOR: Connie Black, PhD, RDN, LDN

Connie.Black@choctaw.org

MAILING ADDRESS: Mississippi Band of Choctaw Indians
142 Industrial Road/ P.O. Box 6010
Choctaw, Mississippi 39350

PHONE NUMBER: 601-650-1731

EMERGENCY PHONE NUMBER FOR COORDINATOR: 601-650-1794 (cell number)

DIRECTIONS TO FACILITY FROM STARKVILLE: Take Highway 25 S and take last exit, then take MS-15 S toward Philadelphia, turn right onto Highway 16 W, turn right at the signs for Choctaw High School (Recreation Rd), turn right onto Industrial Rd and the Distribution Center will be on your right.

PARKING: Park in the parking lot of the distribution center.

STARKVILLE SCHOOL DISTRICT FOOD SERVICE

COORDINATOR: Ginny Hill, MS, RDN

ghill@starkvillesd.com

MAILING ADDRESS: Henderson Ward Stewart Elementary
200 Dr. Martin Luther King Jr Drive West
Starkville, MS 39759

PHONE NUMBER: 662-615-0028 (Office)

DIRECTIONS TO FACILITY FROM STARKVILLE: Take Highway 182 W (Martin Luther King Jr Drive) until you reach School Street. Take a right at the light at School Street. Follow the road all the way back until you have to turn left. You will see a gate labeled Child Nutrition. Please ring the bell and you will be let in.

PARKING: Park in employee parking.

NORTH MISSISSIPPI MEDICAL CENTER (Clinical-elective)- WEST POINT

COORDINATOR: Brandy Henson, RDN, CDE
bhenson@nmhs.net

MAILING ADDRESS: 835 Medical Center Drive
West Point, MS 39773

PHONE NUMBER: 662-495-2340

DIRECTIONS TO FACILITY FROM STARKVILLE: Take Highway 82 E toward West Point. Exit onto US-45 ALT N toward West Point. Follow US-45 ALT N until you reach Medical Center Drive. Turn right onto Medical Center Drive. Destination will be on right.

Parking: Park in the main lot.

EMERGENCY CONTACT: 662-660-4069

ARAMARK FOODSERVICE MISSISSIPPI STATE UNIVERSITY

COORDINATOR: Dwight Turner
turner-dwight2@aramark.com

MAILING ADDRESS: MSU Fresh Food Company
710 Bully Blvd
Mississippi State, MS 39762
PHONE NUMBERS: 407-712-3901 cell phone

DIRECTIONS TO FACILITY FROM STARKVILLE: MSU Campus Dining Fresh Food Company.

PARKING: Use University student parking with current valid parking decal.

EMERGENCY PHONE NUMBERS FOR COORDINATOR:
407-712-3901 cell phone

MISSISSIPPI STATE UNIVERSITY SPORTS NUTRITION

COORDINATORS: Pamela Bartz, RD, CSSD, CSCS
pbarts@athletics.msstate.edu
Director of Sports Nutrition

Cristina Desemone, MS
crd468@msstate.edu
Assistant Director of Sports Nutrition

MAILING ADDRESS: Holliman Athletic Center / Shira Fieldhouse
235 Lakeview Drive

Mississippi State, MS

PHONE NUMBERS: 662-325-1935 (Athletic Office)
662-325-0489 (Cristina Office)

DIRECTIONS TO FACILITY FROM STARKVILLE: MSU Holliman Athletic Center/Shira Fieldhouse

PARKING: Use University student parking with current valid parking decal.)

GROWING HEALTHY WAVES (School Foodservice – elective)

COORDINATOR: Donna Loden,
RD
donna@loden.us

MAILING ADDRESS: 903 Fillmore Dr.
Tupelo, MS 38801

PHONE NUMBERS: 662-260-8742 (Ms. Kelsey's cell)

DIRECTIONS TO FACILITY FROM STARKVILLE: U.S. Highway 82 East to U.S. Highway 45 North to Tupelo. Exit Eason Boulevard. Continue on W Eason Blvd and take Garfield St to Fillmore Dr.

PARKING: Park in the main lot.

EMERGENCY PHONE NUMBERS FOR COORDINATOR: 662-260-8742

OTHER HELPFUL RESOURCES:

Starkville:

OCH Regional Medical Center 662-323-4320
Starkville Police Department 662-323-4131 Oktibbeha
County Sheriff's Office 662-323-2421
Mississippi State Highway Patrol Office (Starkville) 662-323-5315
Fire Department 662-323-1212

Mississippi State University:

University Police 662-325-2121
Longest Student Health Services 662-325-2431
Student Counseling Services 662-325-2091 or 662-325-3333 (emergencies)
Office of the Graduate School 662-325-7400 grad@grad.msstate.edu
Financial Aid 662-325-2450 financialaid@saffairs.msstate.edu
Career Center 662-325-3344 career@career.msstate.edu
Testing Services 662-325-6610 testing@saffairs.msstate.edu
The Learning Center (tutoring services) 662-325-2957 tlc@colled.msstate.edu

Estimated Mileage and Travel Costs to Facilities

Below are estimates of round-trip mileage to the rotation sites from the MSU campus for the duration of the

internship, based on estimated number of weeks at each site.

Baptist Memorial Hospital-Golden Triangle: Columbus, MS
~60 miles x 4 days/week x 8 weeks = ~1,920 miles

Fresenius Medical Care Golden Triangle: Columbus, MS
~60 miles x 4 days/week x 2 weeks = ~480 miles

Mississippi State Department of Health: sites will vary (below are some that you may travel to)
~8 miles to and from District Office and Oktibbeha County Health Department (Starkville, MS)
~36 miles to and from Clay County Health Department (West Point, MS)
~60 miles to and from Lowndes County Health Department (Columbus, MS)
~60 miles to and from Winston County Health Department (Louisville, MS)
~78 miles to and from Monroe County Health Department (Aberdeen, MS)
~100 miles to and from Monroe County Health Department (Amory, MS) This rotation
is estimated at 4 days/week x 3 weeks

Mississippi State University Extension Service: MSU campus
If the intern is to travel for this rotation, they will be given the option to travel with the preceptor, so no personal mileage
will be accrued.
This rotation is 4 days/week x 3 weeks

North Mississippi Medical Center: Tupelo, MS
~140 miles x 4 days/week x 10 weeks = ~5,600 miles (carpooling is encouraged)

Starkville School District Food Service: Starkville, MS
~6 miles x 4 days/week x 1 week = ~24 miles

North Mississippi Medical Center (Food Service): West Point, MS
~40 miles x 4 days/week x 1 week = ~160 miles (carpooling is encouraged)

Mississippi State University Student Health Center: MSU campus
If the intern is to travel for this rotation, they will be given the option to travel with the preceptor, so no personal mileage
will be accrued.
This rotation is 4 days/week x 3 weeks

Choctaw Indian Reservation/Food Distribution Center
~130 miles x 4 days/week x 3 weeks = ~1,560 miles (carpooling is encouraged)

The estimated amount of travel to rotation sites is 11,000 miles. Costs for mileage vary tremendously depending on price of gasoline, miles per gallon of your automobile, etc. Carpooling is encouraged. Additional travel may be required to attend meetings. You are encouraged to carpool whenever possible. However, please be aware that you need to be at the site when preceptors or staff to whom you are assigned requires you to be there. Preceptors and others may not be able and do not need to change their schedules to accommodate your desire to carpool

DIETETIC INTERNSHIP BOOKLIST

Required Books:

1. Mordarski B., Nutrition Focused Physical Exam Pocket Guide 3rd Edition. ISBN 9780880912068 (print) or ISBN 9780880912204 (eBook)
2. Width, M. and Reinhard, T., The Essential Pocket Guide for Clinical Nutrition 3rd Edition. ISBN 978128197839 (print).
3. Medical Dictionary of your choice or a reputable online source such as www.nlm.nih.gov/medlineplus/mplusdictionary.html
4. Medical Nutrition Therapy textbook of your choice. Recommendations:
 - Mahan, L. K., & Raymond, J. L. (2017). *Krauses food & the nutrition care process* (14th ed.). St. Louis, MO: Elsevier.
 - Nelms, Sucher, Lacy, Roth. *Nutrition Therapy & Pathophysiology*, 3rd edition.
5. Escott-Stump, S. Nutrition and Diagnosis-Related Care, 8th edition. ISBN 978-1-4511-9532-3173
6. Academy of Nutrition and Dietetics. Nutrition Care Process Terminology. eNCPT. Student subscription \$25. (required)
7. Academy of Nutrition and Dietetics. Nutrition Care Manual. <https://www.nutritioncaremanual.org/sso.cfm?c=mississi> available through the library.
8. Academy of Nutrition and Dietetics. Pediatric Nutrition care Manual. <https://www.nutritioncaremanual.org/sso.cfm?c=mississi2>. available through the library
9. Pronsky, Z.M., et al. *Food-Medication Interactions Handbook*. 18th edition (may order at foodmedinteractions.com for \$42.95 total with shipping; may be able to find cheaper on other sites). ISBN: 0-9710896-6-3

Other Useful Resources (these are not required):

1. Pennington. Food Values of Portions Commonly Used. 18th edition
2. AND Pocket Guide to Nutritional Assessment (3rd edition) ISBN: 978-0-88091-489-5
3. AND Pocket Guide to Enteral Nutrition (2nd edition) ISBN: 978-0-88091-469-7
4. AND Pocket Guide to Lipid Disorders, Hypertension, Diabetes, and Weight Management (2nd edition) ISBN: 978-0-88091-985-2
5. Fragakis & Thomson. The Health Professional's Guide to Pop. Dietary Supplements. 3rd edition

Useful Websites:

1. Office of Dietary Supplements <http://ODS.od.nih.gov/>
2. Lab Tests Online www.labtestsonline.org/
3. USDA National Nutrient Database for Standard Reference <http://www.ars.usda.gov/ba/bhnrc/ndl>
4. Agricultural Research Service www.ars.usda.gov/foodsearch
5. National Heart, Lung, and Blood Institute <http://www.nhlbi.nih.gov/guidelines/index.htm>
6. The National Guideline Clearinghouse™ www.guideline.gov
7. American Society for Parenteral and Enteral Nutrition (ASPEN) www.nutritioncare.org

Tips for Success during Supervised Practice

Progressive Steps Through Supervised Practice	Do	Don't
Self-Assessment: Acceptance of Placement	<ol style="list-style-type: none"> 1. Analyze your interests, values & goals & be certain your faculty advisor is fully aware of them. 2. Despite temporary placement & student status, regard yourself as a professional & a member of the staff. 3. Prepare yourself to expect & accept that problems & frustrations will occur. 4. When problems occur, be patient & pleasant; cope with problems with an attitude toward solution & negotiation. 	<ol style="list-style-type: none"> 1. Do not act as if you know all the answers. Remember, as a student, you are placed in the agency for a learning experience. 2. Do not let yourself become involved in internal conflicts
Routine Office Matters	<ol style="list-style-type: none"> 1. Be sure to find out where you are to work—office, desk space, chair, telephone, etc. so you know your operational base. 2. Be aware of office practices regarding dress, protocol, office hours and flexibility, holidays. Follow rules set for regular staff. 	<ol style="list-style-type: none"> 1. Do not expect any special treatment.
Orientation	<ol style="list-style-type: none"> 1. Request & read information you need regarding the organizational structure, names of key people, office policies & procedures to facilitate your orientation. 2. Determine what information you may need which has already been compiled. Find out who is knowledgeable in your own office and others. 3. Become familiar with the entire agency so you can see where you fit. Review: <ol style="list-style-type: none"> a. Annual reports, program plans, program descriptions, etc. b. Budget documents c. Organization charts 	<ol style="list-style-type: none"> 1. Do not take too long to familiarize yourself with the agency, staff, etc. 2. Do not let yourself “take sides” in office politics. 3. Do not be critical of the nutrition staff if documents & plans do not follow the format learned in school. The format & procedures for such documents as plans, budgets, etc. are usually dictated by the agency or a higher governmental entity.

Integrating into the New Environment	<ol style="list-style-type: none"> 1. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees. 2. Quickly learn the people who facilitate the work-flow. 3. Attempt to gain an appreciation for the clerical and secondary functions of the agency, for they are the building blocks of the primary mission. A finished project can be delayed, altered, or expedited depending upon the inclination of the clerical staff! 4. Develop a list of persons to know in your working environment so when you need to contact them, you have their phone numbers. You may want to include other information, e.g., the context of your meeting, the date, the person's position, etc. 5. In order to become involved with the process of management, make an effort to attend meetings, be included on reading lists, and in other day-to-day management activities. 6. Record events that occur to assist with preparation of your documentation for the competencies (keep a daily journal of what you are doing and learning). 	<ol style="list-style-type: none"> 1. Do not become so assertive as to threaten other employees; however, appear competent enough to establish a basis for receiving favorable recommendations. 2. Do not exercise authority. However, do be ready to offer suggestions. 3. Do not become "pigeon-holed" but attempt to expand your knowledge by contacting program managers in other divisions to gain insight into the organization as a whole. Contacting managers in other agency units or other agencies should always be coordinated through your preceptor.
Establishing the Task(s) & Assignments	<ol style="list-style-type: none"> 1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation. 2. Evaluate your assignments in terms of the amount of time available during your rotation. 3. If occasionally asked to perform routine work, remain pleasant and complete the tasks. However, if a majority of your assignments constitute busywork, speak with your preceptor. If necessary, inform the Dietetic Internship Program director and ask for assistance. 4. Plan carefully around the time available to you so time limitations will not be a problem. Draw a time line so you and your supervisor will be able to realize the time required for an assignment. 	<ol style="list-style-type: none"> 1. Do not hesitate to contact the internship director if the experiences are not in line with the competencies. 2. If you feel a task is irrelevant, do not accept the task without asking questions about its relevance. However, do not ask questions in such a way as to be offensive. 3. Do not allow yourself to be overloaded with tasks no other staff member will do. 4. Once you have learned a procedure or task, do not be tempted to repeat it. Your mission is to move on and gain as much varied experience as possible. 5. Do not pretend you performed a certain type of task when, in fact, you have not; do not

		<ol style="list-style-type: none"> refrain from asking questions until you understand the task at hand. 6. If you leave an unfinished product, do not leave it in such a condition that no one else would be able to continue working with it.
Developing Student/Preceptor Rapport	<ol style="list-style-type: none"> 1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience. 2. Assure your preceptor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile. 3. If you suffer from "lack of guidance", remedy the situation by either approaching your preceptor or dietetic internship director. However, it is necessary to respect the preceptor's extensive responsibilities and to be as understanding of his/her work schedule as he/she is of yours. 4. You should be innovative and not expect constant supervision. Be positive and demonstrate initiative. 5. With respect to your preceptor, remember he/she is responsible for your relations with other sections & departments. Make contacts pleasant, productive, and quick—not wanting to be the cause of any negative feelings between you and others. 	<ol style="list-style-type: none"> 1. Do not fail to have regularly scheduled meetings with your site coordinators, preceptors, and/or DI Director so you can acquire feedback.

Vital Elements of Successful Experience	<ol style="list-style-type: none"> 1. Do make the most of your situation. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the agency or facility. 2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to. 3. As a student, be aware that educational training is an important tool to be used in the working world. Classroom theories are helpful, but there are exceptions and situations that require flexibility and experience when putting book learning to work in the “real world.” 4. Develop and maintain careful, quality work habits. 5. Since staff may be busy, schedule meetings with individuals several days in advance. 6. Take advantage of training workshops offered inside and outside of the organization. 7. Keep a positive attitude and remember that new ideas take a long time to implement. 	<ol style="list-style-type: none"> 1. Do not become discouraged when your prepared reports go through a refining process when reviewed by staff. Remember, they are the experts and know what will get the job done. Your job is to gain experience and knowledge while keeping an open mind. 2. Do not refrain from contributing. 3. Do not be defensive when you make mistakes. Mark it off as par for the course and continue on. Remember you are there to develop your talents and skills. 4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics (be an impartial observer).
Future Direction	<ol style="list-style-type: none"> 1. Be aware of the possibility you may discover a change in your career objectives based upon your experiences. 	<ol style="list-style-type: none"> 1. Do not expect to be an expert upon completion of your supervised experiences. But do realize you will be “practice-ready” as an entry level dietitian.

Adapted from Koehler, Cortus T.: The Intern and the Internship from Beginning to End, Teaching Pol. Sci., pp. 329-335, April 1980.

CODE of ETHICS for the Nutrition and Dietetics

Effective Date: June 1, 2018

Profession Preamble

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.

- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals. Document, code and bill to most accurately reflect the character and extent of delivered services.
- g. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- h. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- b. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- c. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- d. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- e. Refrain from verbal/physical/emotional/sexual harassment.
- f. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- g. Communicate at an appropriate level to promote health literacy.
- h. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners

use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118:132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Link: <https://www.writingcenter.msstate.edu/>

MSU DIETETIC INTERNSHIP DRESS CODE POLICY

The dietetic intern represents the Mississippi State University Dietetic Internship Program, the facility in which each rotation takes place, and the dietetics profession. Your personal appearance communicates a message to patients, their family members, preceptors, colleagues, and other health care providers that you are a professional. It is your responsibility to be neat, clean and appropriately dressed during your rotations and when attending professional meetings or engaged in other activities that are part of the program requirements. **You are expected to conform to the dress code policy for each site. Name tags must be worn at all times.** You may be given special name tags to wear at specific facilities.

Your Student ID will be your badge. You must always wear your ID in the facilities (badge holders will be provided). It must be visible on you at all times.

Scrubs* may be worn at six of the rotation sites. Listed below are the dress code requirements for each of the sites for the internship.

Baptist Memorial Hospital-Golden Triangle: black scrubs and white lab coat

Fresenius Medical Care: any color scrubs and close toed shoes

Mississippi State Department of Health: black scrubs or business casual attire**

Mississippi State University Extension Service: business casual and comfortable shoes

North Mississippi Health Services-Tupelo: back scrubs or business casual attire and white lab coats

Starkville School District Food Service: casual professional attire

Choctaw Indian Reservation/Food Distribution Center: business casual attire or any color scrubs

Student Health Center Mississippi State University: any color scrubs or business casual attire

Aramark: casual professional attire with non-slip safety shoes

Sports Nutrition: internship polo, athletic wear (Adidas preferably and Mississippi State shirts with tennis shoes)

General requirements (check with each site):

- Clothing must fit properly and be neat and wrinkle-free.
- Proper undergarments must be worn.
- Shoes: shoes should completely cover feet; discretely colored tennis shoes may be worn with scrubs. Socks should be worn with tennis shoes.
- Hair should be clean and neatly controlled. Hair must be placed in a hair restraint in food production areas.
- Discrete jewelry may be worn, for example, wedding bands and small earrings. No dangling necklaces, earrings, or bracelets, rings with stones are not allowed in food production areas.
- Nails should be clean and short in length. Artificial nails are not allowed and nail polish is not allowed in food production areas. Nail polish should be modest in color if allowed.
- Strong fragrances should be avoided (perfume, cologne, body sprays, etc.).
- Subtle cosmetics may be worn.
- All visible piercings should be removed, except for ears. One earring allowed in each ear.
- Tattoos should not be visible.
- Beards, sideburns, and mustaches should be short and well-groomed. Beards must be covered in food production areas.

*Scrubville in Starkville, MS is a source for scrubs. Reasonably priced brands and styles include: Cherokee Uniforms (Ladies V-neck top and elastic waist pants), Urbane by Landau (Classic crossover top and boot-cut drawstring pant), and Scrub Zone by Landau (V-neck 2 pocket top and unisex drawstring pant). We may also have some limited scrubs in the MSU DI Bully's Closet where past interns donated scrubs. Ask the DI director.

**Business casual attire: a step down from professional business attire. Professional business attire is more formal and would be worn to an interview (example: suit). An example of business casual attire would be slacks (no jeans), a nice blouse with or without a jacket or sweater (cardigan).

ROTATION FORMAT AND EVALUATION PROCESS

Prior to Each Rotation:

1. Preferably one week or several days prior to beginning a new rotation contact the Site Coordinator/Preceptor of that rotation and introduce yourself and explain that you will be the intern assigned to them during _____ (provide a time frame).
2. Ask the preceptor the following:
 - a. What time should I report for the rotation?
 - b. Where should I meet them?
 - c. Is there any special information I need to know?

During Each Rotation:

Please have available copies of the evaluation sheet for that site and the Competency Journal for the Site Coordinator/Preceptor. Interns are required to complete the objectives and planned experiences/activities (competencies) during the rotation. Keep track of your rotation competency on the Competency Journal and have each Preceptor sign and date each activity as completed. On the first day of the rotation your Site Coordinator/Preceptor should provide you with a tentative schedule of your time with them. Please be timely and professional. Please have all assignments and readings completed as assigned and turn in to the Preceptor on time.

Most facilities prohibit any use of personal email, texting, social media, etc. during assigned work time. These activities should be confirmed to break time or before and after scheduled supervised practice.

Competency Journal

The 2022 Standards for Dietetic Internship Competency Journal (found in the DI Hub Canvas) contain all of the competencies you are expected to accomplish in your supervised practice experiences (also called rotations). Most of them will be met at several rotations but each one must be met in at least one of your supervised practice rotations. The journal provides a description of the activities you are expected to complete at each rotation. Please remember that what is planned does not always happen. Planning is important but being flexible is just as important. Your Competency Journal is to be updated and the planned activities are completed during your time at that rotation. You should be self-motivated to ensure that the competencies are completed. The journal is to help you ensure that you are meeting the competencies. When a planned activity is completed, please ensure that you record it in the journal.

At the End of Each Rotation:

Note: We are transitioning to an electronic process and procedures will be updated.

Procedure for Evaluation at Each Site: The following procedure/order will be followed when evaluating student performance and evaluating the rotation/experience at each site:

- Intern will turn in a completed **Rotation Evaluation** form (intern evaluates each site/rotation) to DI Director on the last day of the rotation.
- The DI Director will review the Rotation Evaluation and share results with the preceptor/site coordinator after the intern has graduated.
- Intern will arrange a time to meet to review the completed the rotation Competency Journal and Evaluation with the site coordinator and/or preceptor.
- Site coordinator and/or preceptor will discuss the Intern's evaluation (Clinical, Food Service Management, or Community) with the intern on the last day of the rotation. Both the intern and

preceptor will date and sign the evaluation sheet.

The intern will turn in to the DI Director as soon as possible (via Dietetic Internship Hub on Canvas):

1. Original assignments, projects, quizzes, etc.
2. Completed, signed, and dated original rotation evaluation sheet (Clinical, Food Service Management, Community, etc.)

For each competency listed in the Competency Journal , the intern will provide the date, the name of facility where you completed the competency, a description of the activity, and a signature of the preceptor to verify completion. Competency Journal which will be reviewed on a regular basis by the DI Director.

Dietetic Intern Immunization Checklist Form

To be completed prior to Intern beginning his/her rotations at facilities. Check appropriate boxes and provide complete information. Upload documents in DI HUB

NAME OF INTERN (please print): _____

M.M.R. (MEASLES, MUMPS, RUBELLA) are given instead of individual immunizations.

Born before 1957

Must have proof of two does Measles, one dose Rubella and one dose Mumps.

DATE: _____

Born after 1957

Must have proof of one dose of MMR or positive titer to Rubella and Rubeola.

Evidence of immunity by Rubella and Rubeola immune titers

Rubella titer DATE: _____ *AND* Rubeola titer DATE: _____

TUBERCULOSIS – TB TEST MUST HAVE BEEN GIVEN WITHIN SIX (6) MONTHS

Tuberculin skin test: Positive _____ Negative _____ DATE: _____

If positive have you:

1. Had a chest x-ray? Negative. _____ Positive. _____ DATE: _____

2. Been treated with Anti-Tubercular Drugs? _____ Yes _____ NO DATE: _____

VARICELLA (CHICKENPOX)

Had disease or positive immune titer (Specify date of titer) DATE: _____

Have not had disease

Have had vaccine DATE: _____

HEPATITIS B VACCINE

Evidence of Hepatitis B vaccine for all direct patient care providers. Facility Coordinator to determine if Hepatitis B vaccine is required (see Infection Control Manual “Exposure Control Plan”).

Hepatitis B vaccine required? _____ YES _____ NO

SERIES DATE: 1. _____ 2. _____ 3. _____

It is the responsibility of the Intern to immediately contact the Facility Coordinator, Facility’s Employee Health Department, and the Dietetic Internship Director if the Participant:

- is exposed to Varicella (Chickenpox) or Shingles with a negative history of Varicella;
- is exposed to Measles, Mumps, or Rubella, if not immunized;
- is exposed to Pertussis (Whooping Cough); and/or
- acquires any of the above



Dietetic Internship Handbook Student Signature Page

I, (print your name) _____, confirm that I have received and read the Mississippi State University Dietetic Internship Handbook. I have read and understand the Code of Ethics, and the policies and procedures described. I have read, understand, and agree to the drug screening policy and guidelines. I have read, understand, and agree to the criminal background check. I am aware that it is my responsibility to understand and adhere to the information stated in the Handbook. If I have questions regarding any part of the content of the Handbook, I am aware that it is my responsibility to seek clarification from the Dietetic Internship Director.

Signature _____

MSU Student ID Number _____