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WELCOME TO SAMFORD UNIVERSITY!

Congratulations on reaching this most exciting stage in your life and welcome to Samford University’s Dietetic Internship! Samford University is the 87th oldest university in the United States. It was founded as a private Christian university under the name of Howard College in Marion, Alabama, in 1841. The campus moved to Birmingham in 1887, and in 1965, the school was renamed Samford University to honor benefactor and trustee Frank Park Samford. The University is known for high educational standards and its beautiful campus that is located in Birmingham, Alabama. It was described as the “Williamsburg of Alabama” when the present campus opened in 1957. From humble beginnings in Marion, with only 31 students, Samford is now home to over 5,500 students and commands a rank of 4th among Regional Universities in the South in the 2019 *U.S. News and World Report*’s annual college rankings and is the highest ranked university in Alabama in any peer group.

Founded by the Alabama Baptists, Samford stresses vigorous learning and personal faith by developing innovative teaching, learning, and research, and maintaining in the campus community an exemplary Christian ethos and culture.

The Nutrition and Dietetics Department’s Dietetic Internship program is a fully accredited post-baccalaureate certificate program, which can be combined with coursework leading to a Master of Science in nutrition degree or a Master of Public Health degree. The Department of Nutrition and Dietetics is one of 5 departments within the School of Public Health, in the College of Health Sciences.

Our goal is to provide a rigorous didactic coursework combined with unparalleled learning experiences, supervised by preceptors, that will prepare you to be successful registered dietitian nutritionists (RDNs). Our Christian philosophy as a university and as a program calls us to a high standard. Our hope is that you will continue this high standard for those you will be serving.

We look forward to working with you as an intern and later when you become a registered dietitian nutritionist.

Blessings,

Suresh Mathews, PhD, FACN, FICS
Nutrition and Dietetics Department Chair
GENERAL INFORMATION

PURPOSE OF THE HANDBOOK
This handbook is to be used as a reference and guide to learn more about the Samford University dietetic internship program. The information will review steps to take to apply for an intern position as well as provide information once selected as a Samford University dietetic intern. The guidance provided is for academic policies and rotation purposes. The handbook is reviewed annually, with the last review completed May 2019 for the programmatic year of August 2019 - December 2020.

INTRODUCTION TO SAMFORD UNIVERSITY
“There are many great institutions of higher education, but there is only one Samford University. Here, a dedicated faculty and energetic students join to create a community of learning and faith like no other. The beauty of Samford’s campus is virtually matchless, but it pales in comparison to the quality of our people. From the classrooms and laboratories to the artistic stages and athletic venues, the minds and souls of Samford people make the real difference. Samford people bring the best, they are demanding and compassionate, and they know the importance of engaging the world with a faith that calls them to serve.” --- Dr. Andrew Westmoreland, President of Samford University

MISSION
The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility, and service to others.

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the community will be: innovative in teaching, learning, and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

Core Values
The Samford community values lifelong:
• Belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord
• Engagement with the life and teachings of Jesus
• Learning and responsible freedom of inquiry
• Personal empowerment, accountability, and responsibility
• Vocational success and civic engagement
• Spiritual growth and cultivation of physical well-being
• Integrity, honesty, and justice
• Appreciation for diverse cultures and convictions
• Stewardship of all resources
• Service to God, to family, to one another, and to the community.

Introduction to the Nutrition and Dietetics Department
The Nutrition and Dietetics Department is one of five departments in the School of Public Health, within the College of Health Sciences. For more than 100 years, Samford University has been preparing students for careers in nutrition and dietetics. The Department offers two undergraduate degrees: a Bachelor of
Science in Foods and Nutrition and Bachelor of Science in Nutrition and Dietetics; a post-baccalaureate certificate program in dietetic internship, and a Master of Science degree in nutrition.

**Opportunities for graduate coursework while completing Dietetic Internship**

Dietetic internship students have the option of pursuing the Master of Science degree in Nutrition or the Master of Public Health degree (through the Department of Public Health), along with the dietetic internship certificate program. Coursework leading to both degrees are taken in conjunction with the dietetic internship and completed in the same four semesters. For individuals who have been accepted into the dietetic internship, the graduate school application process is waived. Students are enrolled in online didactic courses their first semester. During their second semester, students complete supervised practice courses required for the dietetic internship along with master's degree courses. Twenty-five credit hours earned during the dietetic internship will be applied towards the MS degree in Nutrition or towards the MPH degree.

For additional details, visit the following webpages:
MS Nutrition: [https://www.samford.edu/publichealth/master-of-science-in-nutrition](https://www.samford.edu/publichealth/master-of-science-in-nutrition)

MPH: [https://www.samford.edu/publichealth/master-of-public-health](https://www.samford.edu/publichealth/master-of-public-health)

**Department of Nutrition and Dietetics Faculty**

| Suresh Mathews, PhD, MPhil, MSc, FACN, FICS |
| **Professor/Chair, Nutrition and Dietetics Program** |
| Dr. Mathews is an accomplished educator, researcher, and administrator who previously served as Associate Professor and Graduate Program Director of Nutrition at Auburn University. He has taught a variety of courses in the didactic program in Nutrition and Dietetics, at both undergraduate and graduate levels, and mentored several MS students, PhD students, and post-doctoral fellows. In 2014 he was elected Fellow of the American College of Nutrition. He has published extensively in the area of obesity and diabetes and his research has been supported by grants from the American Diabetes Association, USDA National Institute of Food and Agriculture and other funding agencies. |

| Patricia H. Terry, PhD, RDN, LD, FAND |
| **Professor and Foods Lab Director, Department of Nutrition & Dietetics** |
| Pat Terry has been a professor of nutrition and dietetics at Samford University since 1990 and twice served as chair of the department. She received her PhD in Nutrition from Texas Woman's University. She has been a registered and licensed dietitian for over forty years. Dr. Terry has continued community nutrition involvement through Samford Wellness Kitchens, offering nutrition education classes and health fairs for families. In the Samford College of Health Sciences and the Department of Nutrition and Dietetics, Dr. Terry’s research has been food-focused, especially in the area of food science and experimental foods. She continues to mentor Samford undergraduate experimental foods students, who have won research awards at the state and national level. |
| Donna Seibels, MS, RDN, LD, FAND  
**Assistant Professor and Director, Didactic Program in Dietetics Professor**  
Donna R. Seibels began her dietetics career working with women, infants and children in the WIC program at the clinic level and eventually in the role of Area Coordinator for Public Health/WIC. After moving to Birmingham, she worked as a Senior Nutrition Consultant in the area of Nutrition Education and Breastfeeding support within the Jefferson County Health Department. From this position, Seibels was called to work with the Nutrition and Dietetics program at Samford University as Director of the Dietetics program. In addition to her work at Samford University, Seibels is an active member of the Birmingham District Dietetic Association, the Academy of Nutrition and Dietetics and the NDEP Practice group within the Academy of Nutrition and Dietetics. |

| Keith Pearson, PhD, RD, LD  
**Assistant Professor**  
Keith Pearson received his undergraduate education in dietetics in his home state of West Virginia before moving to Birmingham to complete his graduate training at UAB. His doctoral research focused on the role of dietary patterns in the development of cognitive decline in adults. Prior to Samford, Keith worked clinically as a dietitian at the Birmingham VA Medical Center and also served as an adjunct instructor at the University of Alabama and a freelance nutrition writer at Healthline. Coming to Samford has allowed Keith to combine two of his strongest passions: the field of nutrition and the education of future health professionals. |

| Amy Cameron, MS, RD, LD  
**Instructor and Dietetic Internship Director**  
Amy completed her undergraduate degree in Nutritional Sciences at Texas A&M University and Dietetic Internship and graduate degree in Clinical Nutrition from UAB. She comes to Samford following a seven-year career at Children’s of Alabama working in the Gastroenterology, Nephrology, and Cardiology Departments. Amy was the Unit Educator for the Nutrition Department and served as Adjunct Faculty for Pediatric Simulation Center. Amy spent much of her time at Children’s working with Dietetic Interns and has a passion for teaching and training the next generation of dietitians to serve their communities with the strengths God has given them. |

| Megan Kaal, MS, MBA, RDN, LD  
**Instructor and Clinical Coordinator**  
Megan Kaal received her undergraduate education here at Samford University. She traveled to Dallas to complete her dietetic internship at the Baylor University Medical Center. She returned to Birmingham where she worked for ten years at UAB Hospital as a clinical dietitian. Kaal gained significant experience in working with the geriatric population as well as in the outpatient setting of Cardiopulmonary Rehab and the radiation oncology clinic. Her role at Samford allows her to combine her love for learning with her clinical experience. In her free time Megan enjoys spending time outdoors and traveling. |
DIETETIC INTERNSHIP

The dietetic internship is a critical piece for careers in nutrition. It is a 16-month post-baccalaureate program in which a series of experiences are completed that are designed to prepare interns for a career in nutrition. Samford University’s program concentration area is community nutrition and public health, with a strong focus on leadership and advocacy.

On completing the program, the national Registration Examination for Dietitians offered by the Commission on Dietetic Registration (CDR) may be taken. Samford’s dietetic internship is committed to the enhancement of quality of life for individuals, communities and global societies through service and through the nourishment of body and spirit.

Mission

The mission of the Samford University Dietetic Internship is to produce entry-level registered dietitian nutritionists who are resourceful leaders, effectively serving the nutrition needs of diverse persons in their communities with integrity, compassion, and respect.

The program at Samford University is designed to provide the knowledge, practical skills, and professional values that meet the standards of education and core competencies for registered dietitian nutritionists established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND). The internship provides a concentrated experience in community nutrition and public health. It integrates four didactic courses with supervised practice in a planned progression of learning activities designed to advance interns’ ability to function as leaders in their profession, advocates for better health for diverse members of society, and compassionate providers of nutrition care and education. Samford’s internship is committed to the enhancement of quality of life for individuals, communities, and global societies through service and through the nourishment of body and spirit.

Upon completion of the program, graduates will be prepared to work with key leaders to influence policy and legislation. Graduates will be involved in helping to develop quality programs to improve health behaviors and influence health outcomes in response to the needs of the broader society in which they work and live.

Program Overview

The Samford University dietetic internship has a concentration in community nutrition and public health. Four didactic courses are integrated with supervised practice experiences. The supervised practice experiences are referred to as rotations. Rotations are defined as an assigned period of time interns spend at a particular site or facility in which the intern’s performance is formally evaluated. Examples are a seven-week community/public health rotation, a four-week lifestyle rotation, and a 13-week clinical rotation. (Refer to Overview of Rotation Experiences, for more information.)

The internship is a 16-month full-time program that begins in August with online didactic courses; the rotations beginning in January. The program ends in mid-December. The fall matching process is through the Dietetic Internship Centralized Application Service (DICAS). The program accepts 20 interns per year. Typically, fifteen (15) students will be based locally and five (5) designated for the distance track; however, the ratio may vary depending on the specific class. (Refer to Distance Learning, for more information.)
**Program Goals**
Samford University dietetic intern program goals apply equally to both local and distance students.

**Program Goal 1**
*Prepare graduates who are competent for entry-level practice as registered dietitians/nutritionists (RDN) in all core competencies and in the concentration area of community nutrition and public health.*

**Program Objectives for Goal 1**
- At least 80% of interns will complete the program within 24 months (150% of the 16-month program duration.
- For graduates seeking employment, 80% will receive employment in the field of nutrition and dietetics or related field within 12 months of program completion.
- At least 80% of graduates over a seven-year period will take the CDR credentialing exam for dietitian/nutritionists within 12 months of program completion.
- At least 80% of graduates over a five-year period will pass the CDR credentialing exam for dietitian/nutritionists within one year following the first attempt.
- At least 75% of employers who respond to a survey on program graduates in their first year of employment will rate them as “above average” on professional knowledge and skills expected in entry-level dietitians.
- On the alumni survey one-year post program completion, at least 80% of graduates will rate themselves as ‘satisfied’ or above with their ability to perform entry-level RDN competencies in their work.

**Program Goal 2**
*Prepare graduates to be entry-level dietitian nutritionists who are able to work with health care team and individuals from diverse economic, ethnic, and educational backgrounds.*

**Program Objectives for Goal 2**
- One year after program completion, 80% of graduating interns will report the internship experience improved their skills in delivering information, products, and/or services to a culturally diverse population.
- One year after program completion, 80% of graduating interns will report the internship experience improved their skills in working with health care team members.

**Program Goal 3**
*Produce graduates who are confident leaders capable of effective advocacy and beneficial service on behalf of the community and the dietetics profession at large.*

**Program Objectives for Goal 3**
- At completion of program, at least 80% of graduating interns will indicate improvement in their leadership ability.
- At completion of program, at least 80% of graduating interns will indicate improvement in their advocacy skills.
- Over a seven-year period, at least 80% of graduates will report leadership service in the dietetics profession and/or the community at large.

*(Note: ACEND required objectives must be evaluated annually using an average of data from the previous three years.)*
**ACCREDITATION STATUS**

Samford University’s Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600 or 312/899-0040 ext. 5400, acend@eatright.org.

**ADMISSION REQUIREMENTS**

Samford’s dietetic interns are expected to be independent self-starters who are flexible, passionate about their chosen profession, and willing to excel above the minimum performance standards. The internship program expects to cultivate confident leaders who are excellent communicators and respectful to the needs and desires of others.

To be considered, the applicant must have:

- Minimum of a baccalaureate degree from an accredited college or university.
- Official transcripts of all prior academic work from all colleges and universities attended.
- Official “Verification Statement of Completion” or “Declaration of Intent to Complete” from an accredited Didactic Programs in Dietetics (DPD), with original signatures, issued within the past five years. Documentation of the plan or completion of the credits must be included in the application packet. Completion of the required course results in eligibility to apply. The selection process is a competitive process so there is no guarantee of internship placement based on completion of updated coursework. If the applicant obtains a position in the program, documentation of successful completion (B or better) of the coursework must be provided before the start of the program.
- Applicants must provide a Course Verification Statement dated no earlier than five years prior to the internship start date. Applicants who have completed an approved Didactic Program in Dietetics (DPD) five (5) or more years prior to the internship start date will be required to update their core knowledge with additional coursework and/or qualified professional experience in nutrition and/or foodservice in order to be eligible to apply to the internship at Samford University. Candidates are encouraged to contact the director to discuss additional coursework. Academic coursework will be recommended based on the applicant’s academic and professional experience and must be accomplished through an ACEND-accredited nutrition and dietetics program. Each applicant’s work history, experience, and recent education will be review. Generally, updating educational preparation for a dietetic internship requires completion of six credits of upper-level dietetics courses within the last five (5) years from a university with an ACEND-accredited didactic program in nutrition, with at least three (3) of the credits accomplished in the subject area of medical nutrition therapy (MNT). The applicant is expected to earn a B or better on these courses.

**Academic and Work Experience Requirements**

Samford University’s qualifying criteria for the dietetic internship is listed below. Upon acceptance into the dietetic internship, candidates are automatically accepted into the master’s program. There is not a separate process to complete for interns.

- A minimum cumulative GPA of 3.0 on a 4.0 scale
- A minimum GPA of 3.2 on a 4.0 scale for all major courses
- A minimum science GPA of 2.75 on a 4.0 scale
- GRE within the past 5 years
  - GRE Minimum scores: Verbal: 153; Quantitative: 144; Analytical: 4.0
  - GRE is waived if the applicant has successfully completed a graduate program with a cumulative GPA of 3.0 or above
  - Submit GRE official test scores to Samford University using the code 1302
• Possess 150 hours or more dietetics-related and/or food service work experience, volunteer or paid
• American citizens or permanent residents who learned English as a second language must score at least 575(paper) or 90(internet) on the Test of English as a Foreign Language (TOEFL) or a 6.5 on IELTS.

Exceptions to any admission requirements will be handled on an individual basis.

ADMISSION PROCESS

DICAS

Applicants to Samford’s DI program must complete the online centralized internship application, DICAS. The DICAS system is the process of applying to Dietetic Internship programs. One application is completed and sent with other information as requested by the internship programs to this centralized service. DICAS will verify the application for accuracy, calculate the GPA, and send the materials to the Dietetic Internship admissions department at Samford University. To apply, submit both an application through the centralized application process https://portal.dicas.org/ (DICAS) and a Dietetic Internship Supplemental Form, as explained on the website.

Digital Matching: Applicants must also register online at D+D Digital for computer matching and select dietetic internship priority choices. The D+D Digital web site is: https://www.dnddigital.com/index.html. Note: There is a computer-matching fee.

Before starting these applications, we recommend completing the following checklist:
• Obtain a student college transcript copy to complete the coursework section for the application.
• Set the following sites as “trusted” sites so all communication will be received: dicasinfo@dicas.org; donotreply@webadmit.org
• Create an application account at https://portal.dicas.org/ All application materials become the property of the Dietetic Internship at Samford University and will not be returned.
• Request official transcripts from each institution attended by using the transcript request form in DICAS.
• Complete the form, submit it to the registrar’s office of each institution attended and instruct them to enclose the form with the official sealed transcript. Transcripts must be sent to the DICAS Transcript Department.
  DICAS Online
  P.O. Box 9118
  Watertown, MA 02471
• DICAS accepts official transcripts sent directly from the registrar’s office only. Please send transcripts as early as possible and no less than four to six weeks before the application deadline due to the time needed by DICAS to verify the application.
• Pay the initial service fee of $40 when submitting the DICAS application; $20 for each additional institution.

With the online DICAS Application form, the applicant must submit the following:
• Resume / portfolio
• Letter of personal intent and career statement, limited to 3 pages, which explains:
  1. An explanation of the desire to enter the dietetics profession
  2. Significant professional responsibilities you have held
  3. Professional goals
  4. Reasons for applying, and how those reasons relate to the concentration areas and goals of Samford’s program
5. Personal strengths that will contribute to success in the program and in reaching goals
6. The preference of being a local or distant intern (refer to distance learning option)
7. Any other additional information important for the selection committee to know.

- Three (3) Letters of Reference with two (2) references from a prior faculty member, academic advisor, or other professional who has supervised academic studies. It is suggested that one (1) of the two (2) faculty member references be from the medical nutrition therapy instructor. The third letter may be from an employer or someone who can provide a knowledgeable testament regarding character, ethics, responsibility, potential for success, and other attributes which predict favorable performance in an internship.

Priority consideration will be given to applicants who have:
- Passed professional nutrition courses (community nutrition, food service, and medical nutrition therapy with a “B” or higher)
- Completed 150 hours or more dietetics-related and/or food service work experience, volunteer or paid
- Completed service work in the community
- Stated clear professional goals in their career statement
- Provided strong letters of application
- Demonstrate professional writing skills

**Early Acceptance/Preselect Option**
The DI has a preselect option for Samford University seniors majoring in Nutrition and Dietetics who wish to continue their education toward a graduate degree at Samford University. Interns admitted via the preselect option will be eligible for placement in either the on-campus or distance track. The preselect application and admission process will be conducted during the latter half of the fall semester of the senior year. Applicants will be notified of acceptance in the first two weeks of January. They will graduate the following May and will be admitted to the DI the following August. Applicants not admitted through the preselect option are still eligible to participate in the DICAS spring match cycle. Full acceptance via the preselect process is conditional on maintaining competitive performance in coursework, continued adherence to all university policies for academic integrity as set forth in the Samford University Student Handbook, adherence to individual class policies as set forth in class syllabi, and successful graduation and DPD verification. Requirements for application to the preselect option are the same as for all applicants, except preselect applicants do not have to participate in DICAS or D&D Digital Matching.

**Distance Learning Option**
Distance option students are part of the total 20 students accepted into the program; generally, more local students are accepted than distance students. The distance option must be clearly stated in the personal statement section of the application. After admission into the internship, and prior to the fall orientation, distance-learning students will receive a list of the needed rotations for based on the calendar schedule. Distance-learning students are responsible for finding internship preceptors to follow the calendar of rotations. It is not required but strongly encouraged to have preceptors for Medical Nutrition Therapy identified in the application process. Distance preceptors, just as local preceptors, must be registered dietitian nutritionists (RDNs) in good standing. The exception is the community and the food service rotations. Whereas RDN’s are preferred, these preceptors may be experts in these rotation areas. Expert status will need to be documented. It is preferred, but not required to have a preceptor with three or more years of experience. When accepted into the Samford program, distance students will provide contact information to the DI program director on all rotation preceptors. Preceptors are needed for the following experiences: public health/community, quantity food service management; child nutrition school-based program; medical nutrition therapy (hospital, long term care, and outpatient settings);
lifestyle; and a final practice rotation of the intern’s choice. Once the preceptor is identified, the director of the program works to secure a contract, provide an orientation to preceptor about the Samford program, and will provide the specific competency list and evaluation forms needed. The distance intern needs to have preceptors for each experience identified and communicated to the Internship Clinical Coordinator by August, prior to the first Fall semester. (Refer to Appendix 4 for the distance learning policy.)

The distance intern needs to have preceptors for each experience identified and communicated to the Internship Clinical Coordinator by August, prior to the first Fall semester. (Refer to Appendix 4 for the distance learning policy.)

The program requirements and costs are the same for the distance-learning student and the local student. The technical requirements for the distance student’s laptop or phone must have the capability to join in conference settings, such as WebEx or FaceTime. (Refer to the section, MANAGEMENT SYSTEMS USED IN THE INTERNSHIP). Although completing Supervised Practice and Master’s degree courses away from Birmingham, distance interns will be required to be present in Birmingham the following dates for orientations or in-person learning:

- August at the beginning of the first Fall semester (2 days)
- January at the beginning of Spring semester (2-3 days depending on calendar)
- August at the beginning of the second Fall semester (5 days)
- December at the end of the second Fall semester (5 days)

Transportation to Birmingham and lodging is NOT provided by Samford University.

Costs
Refer to the Financial Information Section.
ACCEPTANCE

MATERIALS REQUIRED UPON ACCEPTANCE

Once accepted into the program and prior to orientation, the following information must be received by Samford University:

Health Accountability

Each intern will be required to obtain a general physical examination and submit the completed health form prior to orientation. A standardized health form from Samford University, College of Health Sciences will be provided upon acceptance into the internship. This exam report must be signed by a physician and document general health, medical history, and proof of:

- Measles (or Rubeola), Mumps, and Rubella
- Tetanus, Diphtheria, Pertussis
- Varicella (or Varicella Surface Antibody)
- Hepatitis B series (or Hepatitis B Surface Antibody)
- PPD (TB) test
- Meningococcal (recommended but not required)

All proof will be uploaded to Employment Screening Service (ESS), or other company as contracted by the College of Health Sciences.

Employment Screening Service (ESS) contact information:
tracking@es2.com
205-445-2017

Health Insurance

Insurance must be carried by each dietetic intern. Proof of coverage is required prior to the start of the internship. Health insurance will be automatically supplied and billed by Samford University unless the student provides proof of insurance to waive this coverage.

Proof of health insurance will be uploaded to Employment Screening Service (ESS), or other company as contracted by the College of Health Sciences.

Professional Liability Insurance

The University covers the dietetic internship students under its professional liability and general liability insurance. However, it is recommended that all students get their own professional liability insurance in addition to what the University carries on the students.

Professional liability insurance can be purchased through Proliability- powered by Mercer which has a relationship with the Academy of Nutrition and Dietetics. Dietetic student insurance costs ~$22.

Substance Use and Background Check

The intern is responsible for the fee to obtain this clearance, which is provided through the company, Employment Screening Service (ESS), or other company as contracted through by the College of Health Sciences. (ESS is located at 2550 Southlake Park Birmingham, AL 35244; (205) 879-0143.) This includes drug testing and a criminal background check.
Samford University recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the health care profession. The School is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who encounter its faculty, staff, and students during scheduled learning experiences. The Samford Dietetic Internship strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs. For drugs or substances that are legal in some states but are illegal in Alabama, the drug test must be in compliance with Alabama laws, even if an internship rotation is completed in a state in which the drug or substance is legal.

Any dietetic intern who tests non-negative for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Alabama State Board of Examiners for Dietetics Nutrition Practice Rules and Regulations. Any dietetic intern who is aware that another dietetic intern is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to the DI Director.

**Statement of Purpose**

The intent of the Substance Abuse Policy is two-fold: to identify students who are chemically impaired and help them to return to a competent and safe level of practice. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are conducted in good faith and with compassion, dignity, and confidentiality.

**Testing Procedures**

The Samford Dietetic Internship Program requires the student to submit to drug testing under any or all of the following circumstances:

- Admission to the program
- Random testing as required by the clinical sites
- For cause (see Testing for Cause Statement)
- Part of a substance abuse recovery program

Failure to comply with random drug testing at the specified time without administrative permission will result in suspension from clinical attendance until testing is complete.

The Samford Dietetic Internship Program will utilize Employment Screening Service (ESS), or other company as contracted through by the College of Health Sciences, for collection of specimens. ESS will perform testing, utilizing the laboratory’s policies. The collection techniques will adhere to the guidelines in accordance with U.S. Department of Transportation 49 CFR Part 40 following chain of custody protocol. The process and procedure for sample collection will adhere to the contract between ESS and Samford University. Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics, or anxiolytics. Testing may include any of these drug categories. All positive results will be reported to the Medical Review Officer (MRO). After review by the (MRO), positive results will then be reported to the appropriate associate dean and/or department chair.

Any dietetic intern who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The decision to drug test for cause will be drawn from those facts in light of the experience of the observers and may be based on:  • observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug • erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, absenteeism, tardiness, and deterioration of work
performance • a report of drug use provided by reliable and credible sources which have been independently corroborated • information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional • evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while on a clinical site premise • conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction. Testing for cause will be conducted using the following procedure:

1. The faculty member will have another faculty member or health professional at the practice site to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the appropriate associate dean and/or department chair.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical site policies.
4. The student will be suspended from all rotation activities until the case has been reviewed by the appropriate personnel or committee designated.
5. If the lab test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class and clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If any part of the lab test is non-negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student is in violation of the Samford University Drug and Alcohol Policy. Violations will result in the imposition of disciplinary sanctions up to and including expulsion of the dietetic intern.
7. Confidentiality will be maintained.
8. Failure to comply with “for cause” drug testing will result in immediate administrative withdrawal and a course grade of “F”.

If a test result is non-negative, the dietetic intern may request a re-test of the original urine sample. A dietetic intern who desires to have the original sample re-tested must file a written request with the Nutrition and Dietetics Department Chair within three (3) business days following notification of a positive drug test result. The student will be responsible for all costs of the retest. If the re-test is negative the student will be reinstated.

If a non-negative test for substance abuse is found once a student is re-admitted, the dietetic intern will be dismissed from the Samford Dietetic Internship Program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the Program.

**Background Check**

Background checks are completed for all dietetic interns. The criminal history background check is needed to work in facilities that are defined by Act 169 of 1996 as amended by Act 13 of 1997. These facilities are defined as Home Health Care Agency, Adult Daily Living Centers, Personal Care Homes, and Community Homes for Individuals with Mental Retardation, State Mental Hospitals and Nursing Facilities.

Students selected for admission are admitted pending the results of a background check. Each dietetic intern will have a background check completed through ESS, or other company as contracted through by the College of Health Sciences. Additional checks once enrolled, may be requested by certain facilities, and will be at the intern’s expense.
Students must report any arrests or legal convictions that occur prior to or during their nutrition/dietetics education. Reportable examples include, but are not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The Dietetic Internship reserves the right to release information regarding the student’s criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions will result in dismissal from the Dietetic Internship Program. A student’s admission may be withdrawn, or the student may be dismissed due to findings from the background check. Students dismissed will be considered for readmission on a case by case basis depending on the particular situation.

Interns will receive an email from ESS through the Samford email. Follow the link as instructed. Any major credit card is accepted. Costs for International students and students who reside in certain states will be more. For more information, contact Customer Service at ESS, (205) 879-0143. If you encounter any problems completing this process, please contact Customer Service at ESS, (205) 879-0143. In the case that a rotation facility requires additional clearances that are not part of Samford University’s general requirements, it will be the responsibility of the intern to submit the required paperwork in a timely manner. Completion of all ancillary testing and checks is the responsibility of the intern.

**Valid Driver’s License and Car Insurance**

The location of the facilities will vary requiring driving. The travel demands will require each intern to have a valid driver’s license, a dependable mode of transportation, and valid car insurance. If the driver’s license expires prior to the completion of the program, the intern is expected to provide an updated driver’s license. If the car insurance expires prior to the completion of the program, the intern is expected to provide an updated copy of their car insurance. The intern is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, meetings, and to and from Samford University.

**PREPARATION FOR INTERNSHIP AFTER ACCEPTANCE**

After being accepted into the Samford University Dietetic Internship, but prior to reporting to rotations, materials will be provided for learning. The reading assignments, case studies, and medical overview are to assist students in being prepared for the internship.

**REQUIRED CAMPUS WEEKS**

All students, including distance-learning students, are required to spend designated weeks on campus. This is mandatory. The first week of the first semester will be used to introduce students to the campus, computer programs used, and expectations. The spring semester week will have exams administered before rotations begin. These exams include, but are not limited to HIPPA requirements, vocabulary testing, and metric conversions. Interns must score 80% or higher on all exams before moving into the rotation experiences. The fall week is used for presentations skills and professional seminars and follow up as needed based on rotation self and skill evaluations. The last session is in December. It is used for the mandatory review class for the national exam and awards presentations.
**ACADEMIC PLAN OF STUDY**

The curriculum awards a total of 25 credit hours for successful completion of didactic and supervised rotation coursework. Master’s level courses to complete a MS, MPH, or similar degree are in addition to the outline described below. The plan of study for the Dietetic Internship with MS and the Dietetic Internship with MPH can be found at [https://www.samford.edu/publichealth/dietetic-internship](https://www.samford.edu/publichealth/dietetic-internship) under Plan of Study. Every effort is made to limit the course load to 11 or less hours per semester.

Interns will be grouped in one of four cohorts. The online didactic work will be offered at set times during the internship, and all cohorts participate at the same time. Supervised Practice rotations are staggered through the year and are scheduled by cohorts. For example, some cohorts will be in a food service rotation, while other cohorts are in a community health or medical nutrition therapy rotation. The cohort division is explained below.

### Cohorts 1 and 2

<table>
<thead>
<tr>
<th>Spring Semester (January)</th>
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</thead>
<tbody>
<tr>
<td>Academic Course Work</td>
</tr>
<tr>
<td>NUTR 501 Nutrition Counseling and Wellness Promotion (3 credits)</td>
</tr>
<tr>
<td>NUTR 510 Research Methods and Applications in Dietetics (3 credits)</td>
</tr>
<tr>
<td>Supervised Practice</td>
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<tr>
<td>NUTR 504 Supervised Practice in Food System Management (2 credits)</td>
</tr>
<tr>
<td>NUTR 505 Supervised Practice in Community Nutrition (2 credits)</td>
</tr>
<tr>
<td>NUTR 507 Supervised Practice in Child Nutrition Programs (1 credit)</td>
</tr>
<tr>
<td>Summer Semester (May)</td>
</tr>
<tr>
<td>Supervised Practice</td>
</tr>
<tr>
<td>NUTR 506 Supervised Practice in Medical Nutrition Therapy (MNT) (4 credits)</td>
</tr>
<tr>
<td>Fall Semester (August)</td>
</tr>
<tr>
<td>Academic Course Work</td>
</tr>
<tr>
<td>NUTR 502 Cultivating Nutrition Health: Strategies for Chronic Disease (3 credits)</td>
</tr>
<tr>
<td>NUTR 503 Management Leadership in Nutrition and Dietetics (3 credits)</td>
</tr>
<tr>
<td>Supervised Practice</td>
</tr>
<tr>
<td>NUTR 508 Supervised Practice in Lifestyle Medical Nutrition Therapy (1 credit)</td>
</tr>
<tr>
<td>NUTR 509 Culminating Practicum for DI (3 credits)</td>
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</tbody>
</table>

### Cohorts 3 and 4

<table>
<thead>
<tr>
<th>Spring Semester (January)</th>
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</thead>
<tbody>
<tr>
<td>Academic Course Work</td>
</tr>
<tr>
<td>NUTR 501 Nutrition Counseling and Wellness Promotion (3 credits)</td>
</tr>
<tr>
<td>NUTR 510 Research Methods and Applications in Dietetics (3 credits)</td>
</tr>
<tr>
<td>Supervised Practice</td>
</tr>
<tr>
<td>NUTR 506 Supervised Practice in Medical Nutrition Therapy (MNT) (4 credits)</td>
</tr>
<tr>
<td>NUTR 507 Supervised Practice in Child Nutrition Programs (1 credit)</td>
</tr>
<tr>
<td>Summer Semester (May)</td>
</tr>
<tr>
<td>Supervised Practice</td>
</tr>
<tr>
<td>NUTR 504 Supervised Practice in Food System Management (2 credits) or NUTR 505 Supervised Practice in Community Nutrition (2 credits)</td>
</tr>
<tr>
<td>NUTR 508 Supervised Practice in Lifestyle Medical Nutrition Therapy (1 credit)</td>
</tr>
</tbody>
</table>
**Fall Semester (August)**

<table>
<thead>
<tr>
<th>Academic Course Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 502 Cultivating Nutrition Health: Strategies for Chronic Disease (3 credits)</td>
</tr>
<tr>
<td>NUTR 503 Management Leadership in Nutrition and Dietetics (3 credits)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervised Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 504 Supervised Practice in Food System Management (2 credits) or NUTR 505 Supervised Practice in Community Nutrition (2 credits)</td>
</tr>
<tr>
<td>NUTR 509 Culminating Practicum for DI (3 credits)</td>
</tr>
</tbody>
</table>

**DIDACTIC COURSES IN THE INTERNSHIP**

The didactic portion involves on-line classes each semester. Samford utilizes the Canvas Computer Based System for course work. Students are informed of their progress in didactic course work through grades earned on case studies, discussion boards, papers, group projects, or other assigned work. All didactic work must be completed independently and successfully in order to complete the internship.

The majority of the time in the internship will not require being on campus. However, there are designated times that all interns, local and distance learning, must be on campus. These are typically the first week of each semester.

Birmingham interns will be required to be present for Monday classes in the Spring semester. Distance students will be required to be present in the class via WebEx, or other form of communication chosen by the Internship Director. A schedule for these classes will be provided to the interns at the January orientation. These classes are typically in the Spring semester but are not limited to this time period. The intern should refer to the schedule provided.

Additionally, all interns, both local and distance, are expected to be on campus for the following:
- Beginning of initial fall semester (approximately 2 days)
- Beginning of spring semester and start of rotations (approximately 2-3 days)
- Beginning of second fall semesters (full week)
- End of second fall semester and rotations (full week)
*Specific dates will be provided at the beginning of the program*

The didactic courses are:

**Nutrition 501 - Nutrition Counseling and Wellness Promotion.** Interviewing and counseling methods, incorporating principles of counseling skill development; client-centered counseling techniques focused on behavior change.

**Nutrition 502 - Cultivating Nutrition Health: Strategies for Reducing Chronic Disease.** Exploration of global and national chronic disease trending while reviewing evidence-based approaches in the broad realms of community nutrition and public health.

**Nutrition 503 - Management Leadership in Nutrition and Dietetics.** A comprehensive, integrative, and practical focus on leadership and management theories/concepts.

**Nutrition 510 - Research Methods and Applications in Dietetics.** Focus is on the fundamentals of research design in nutrition.

**ROTATION EXPERIENCES**

No intern will be allowed in a supervised practice setting without a current physical, immunization record, and all other clearance forms on file with the Program Director. It is Samford’s obligation to protect the public through clear polices of how interns will be trained.
Interns will rotate through various prearranged sites and work with registered dietitian nutritionists or experts in the rotation area. The rotation will vary in length from 3 weeks to 13 weeks. During longer rotation lengths, the intern will have the opportunity to work in a variety of facilities. Every effort is made to place interns in sites that are of interest to them. Interns will perform planned staff relief during the Foodservice, Community, and MNT rotations; however, interns cannot be used to compensate for or support employee shortages and/or absences in any facility.

**Overview of Rotation Experiences**

The internship is designed to offer rotation experiences and didactic learning simultaneously. Each rotation will have required readings and simulation module experiences. As detailed earlier, these will be posted in Canvas under the appropriate course.

Rotation courses are:

- **Nutrition 504 Supervised Practice in Foodservice Systems Management.** Set in quantity food production sites, the tasks assigned, and simulation module will enforce food production skills, food safety regulations, and management principles.
- **Nutrition 505 Supervised Practice in Community Nutrition.** Traditional and non-traditional public health settings will provide experience in working with diverse age groups and socioeconomic and cultural backgrounds.
- **Nutrition 506 Supervised Practice in Medical Nutrition Therapy (MNT).** Advanced clinical nutrition experience will be gained by working in health care facilities, including inpatient, out-patient, and long term care while utilizing written and verbal medical communication skills.
- **Nutrition 507 Supervised Practice in Child Nutrition Programs.** Through working with child nutrition directors in a multi-school setting, exposure to food service management, federal and state regulations for child nutrition programs, and school wellness requirements will be gained.
- **Nutrition 508 Supervised Practice in Lifestyle Medical Nutrition Therapy.** The opportunity to integrate evidence-based MNT with comprehensive lifestyle interventions (within the dietetics scope of practice) in community based settings will be provided.
- **Nutrition 509 Culminating Supervised Practicum: Community Nutrition/PH Concentration**

The culminating practicum, in a setting of the intern’s choosing in the broad realm of public health/community nutrition, will contain elements of service and will require an ability to meet a target population’s cultural, educational, and/or social requirements for nutrition intervention.

**Rotation Requirements**

Interns are required to work a minimum of 32 hours per week during supervised field experience. The experiences are generally planned for Tuesday – Friday, with Monday being used for the academic work associated with the program. In addition, interns will participate in staff orientation offered and required by the facility.

The site preceptor determines the intern’s working schedule. Interns are required to document their total number of hours for the week at the professional work setting using the computer system, Typhon Group Health Solutions Student Tracking System. The evaluation form completed by preceptors validates the hours earned at the facility. Competencies learned and time spent in simulation labs, case study assignments as an alternate practice experiences, and role playing will also be entered into Typhon. Hours approved as PAL hours are also entered in Typhon. Refer to PAL in the PLAN OF STUDY EXCEPTIONS section.

Lunch is NOT included in the working hours. Working on assigned modules at home or other locations such as coffee shop or library is NOT included in the working hours. Driving to/from sites is NOT included in working hours.
The intern may be expected to work some weekends. These are scheduled by the site supervisor(s). Therefore, the intern should not make any arrangements for weekends without assuring that they will be free. Interns should not request permission from their supervisors to leave early on Friday or to arrive late on Monday the following week for personal travel plans. Activities performed by interns during rotations are educational in nature; therefore, no monetary compensation will be paid to the intern by the facility or the facility’s patients or clients. Interns are not considered employees of the rotation site. When working directly with patients, families, and staff the intern will identify themselves as student interns regardless of the rotation site.

**Rotation Facilities Site Examples**

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Supervised Practice Site Examples</th>
<th>Weeks (4-day week)</th>
<th>Supervised Practice Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>On campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community</td>
<td>Health departments, Community aging sites, YMCA, community teaching gardens, professional associations</td>
<td>7</td>
<td>224</td>
</tr>
<tr>
<td>Food Service Management</td>
<td>Health care settings, cafeterias, retail food establishments</td>
<td>6</td>
<td>192</td>
</tr>
<tr>
<td>Child Nutrition</td>
<td>Elementary, middle, and high school settings</td>
<td>3</td>
<td>96</td>
</tr>
<tr>
<td>Medical Nutrition Therapy</td>
<td>Hospitals, outpatient clinics, long term care facilities</td>
<td>13</td>
<td>412</td>
</tr>
<tr>
<td>Lifestyle</td>
<td>Outpatient, community settings</td>
<td>5</td>
<td>160</td>
</tr>
<tr>
<td>Culminating/Specialty Practicum</td>
<td>Varied</td>
<td>7 (5 days/week)</td>
<td>280</td>
</tr>
</tbody>
</table>

**Professional Growth**

In addition to the course work and the rotation experiences, the 12-month internship has time built in for professional growth.

- Attending a minimum of three (3) local/district dietetic association meetings is required.
- Attending a state dietetic association meeting is required. Local students are required to attend the Alabama Dietetic Association meeting. Distant interns will go to their respective state’s annual
• Interns are financially responsible for the costs incurred. The intern is responsible for booking his/her own hotel room.

• A national level meeting, such as FNCE, is strongly encouraged.

**Volunteer Activities**
In addition to the course work and the rotation experiences, the 12-month internship has an emphasis on giving back to the community. Each dietetic intern is required to participate in 2 volunteer activities over the course of the internship. These activities may be at the discretion of the intern but will be nutrition and foods related. The Director and Clinical Coordinator will share any volunteer opportunities with the interns as they become available. Note that rotation-based activities such as Camp Seale Harris or Vacation Bible School do not count toward these volunteer activities as they contribute to rotation hours.

**Academic and Rotation Integrity**
Interns are expected to demonstrate personal integrity in their work and actions. (Refer to Samford’s Academic Integrity Policy located in Appendix. The intern director will review written assignments. The intern will discuss the simulation module with the appropriate preceptor as well.

**Grading Policies (Assessment of Intern Learning)**
Samford University’s grading system uses a plus and minus variation with the exception of “A+,” “F+” and “F. A statement of the meaning of each symbol is found in the university catalog website.

Grades represent faculty appraisal of the quality of work. Term grades are assigned by faculty members and can be changed only for just cause and with administrative approval. Each grade is assigned a numerical value, and quality points are determined by multiplying the value assigned to the grade earned in the course by the credits. See the university catalog website for the current requirements.

The grading scale used follows the College of Health Sciences.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
<td>C+</td>
<td>77 – 79.9</td>
<td>D-</td>
<td>60 – 62.9</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92.9</td>
<td>C</td>
<td>73 – 76.9</td>
<td>F</td>
<td>59 and lower</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89.9</td>
<td>C-</td>
<td>70 – 72.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>83 – 86.9</td>
<td>D+</td>
<td>67 – 69.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82.9</td>
<td>D</td>
<td>63 – 66.9</td>
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</tr>
</tbody>
</table>

A minimum GPA of 3.0 is required to be awarded the Dietetic Internship Certificate. An intern must re-take a didactic class if a grade of a C or lower is earned. An intern must earn a B or higher in a Supervised Practice course (rotation) before moving onto the next course or rotation.

**Rotation-Specific Grading**
The Supervised Practice or rotation portion includes practice hours and written assignments in each of the six rotations (Food Service Systems Management, Community, Medical Nutrition Therapy (MNT also referred to as clinical), Child Nutrition, Lifestyle MNT, and the Culminating/Specialty Practicum). The required number of practice hours must be completed in order to complete the internship program. Preceptors will be formally evaluating the interns’ performance and achievement of competencies at the end of each rotation. For rotations lasting longer than four weeks, preceptors will complete a mid-point evaluation. The written assignments include simulation modules, projects, case studies, presentations, and papers that will be graded in the same manner as the didactic program course work. These written assignments will be posted on the Canvas computer management system.
RESPONSIBILITIES

FACILITIES’ AND PRECEPTORS’ RESPONSIBILITIES
Each facility will enter into a written agreement with Samford University agreeing to participate in having dietetic interns in a supervised practice training. The facility selected will provide health care to patients/customers in a setting which is suitable for instruction of dietetic internship students. Each facility will have a designated preceptor.

The preceptors will be knowledgeable, up to date in their specialty, demonstrate logical thinking for interns, and relate theory to practice. Preceptors will be responsible for supervising the rotation education, which includes working with the intern or delegating the responsibility to a qualified staff person, tracking attendance, and completing performance evaluation. The preceptor will not use an intern as replacement for an absent employee.

SAMFORD UNIVERSITY RESPONSIBILITIES TO STUDENTS AND FACILITIES
The Dietetic Internship director will schedule the interns for each facility rotation; provide the competencies and objectives, and the evaluation forms. During the rotation, the director will be in contact with the preceptor to ensure the learning opportunity is appropriate for the facility and the intern. The director will assist the student in providing any additional written documentation needed by the facility.

The program director will establish and maintain a confidential file for each intern. The files will contain information including rotation evaluations and examples of projects or work. These files will be accessible to the intern upon request. The file will be considered private.

TITLE IX
Samford University is committed to the creation and maintenance of a safe learning environment for students and the University community. In accordance with federal policy all University employees are required to report information related to discrimination and harassment which includes, but is not limited to, sexual assault, relationship violence, stalking, and sexual harassment. For this reason, if you tell a faculty member about a situation of sexual harassment or sexual violence or other related misconduct, the faculty member must share that information with the University Title IX Coordinator. If you wish to speak with an employee who is not required to report information, you can find a list of confidential resources listed in the online student handbook and the Title IX website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

SERVICE ANIMALS IN ROTATIONS
Service animals are allowed per site standards. Note that service animals are not allowed in food prep areas. An intern requiring a service animal will need to notify the Internship Director or Clinical Coordinator at time of admission in order to make accommodations when planning rotations.
STUDENT RESPONSIBILITIES

Attendance
The Dietetic Internship follows the College of Health Sciences graduate calendar. The schedule will have a short break between each semester in addition to observed holidays. The yearly calendar with dates is found on the Samford University website. [https://www.samford.edu/departments/registrar/academic-calendar-b](https://www.samford.edu/departments/registrar/academic-calendar-b)

A calendar will be provided with the rotation dates at the beginning of the internship. It is important to note that attendance on campus is required at the beginning of each semester for all interns, including, distance learning students, unless otherwise notified. All interns will also be required to come to campus the last week of the internship.

Holiday breaks includes time at Thanksgiving and the Monday after Easter. Depending on the rotation schedule, the Martin Luther King holiday, Memorial Day, July 4, and Labor Day may be taken. If an intern needs to make up any hours missed during the year due to illness or approved absence, the missed time will be made up during the intern’s time off. Interns will schedule routine medical or dental appointments during vacation time or open weeks.

Daily Attendance and Absences
Interns must be present for each day at each rotation. If it is necessary for the intern to be absent for any reason (including illness, pregnancy, or other circumstances) from his/her supervised practice setting, the director and the rotation preceptor MUST be notified within two hours of the scheduled arrival time. Personal business is not an acceptable reason for an absence. Doctors’ appointments are not acceptable reasons for an absence and must be made on off-duty time. If this is not possible an intern must request permission from his/her preceptor to reschedule rotation time so no rotation time is lost. Interns should not schedule appointments before receiving approval from his/her preceptor and the program director. If an intern is dismissed from a site for a day because of weather, facility day off, legal holiday, etc., interns must contact the dietetic internship program director as soon as possible.

An intern may have up to two (2) personal/sick days to use at their discretion throughout the internship. These must be scheduled ahead of time and in writing with the Dietetic Internship Director and site preceptor. If the intern is absent from a site without prior notification and permission, the site preceptor will notify the dietetic internship director. Documentation will be made in the interns file and the director will meet with the intern within one (1) week to discuss the reason for the absenteeism. If an intern is absent for more than three (3) days throughout the year, the dietetic internship director will determine whether the intern will be dismissed from the program or whether other consequences will apply.

As noted in the section, Rotation Requirement, all supervised practice hours will be documented by the intern using the Typhon Group Health Solutions Student Tracking System. All interns will submit the Typhon log weekly. The rotation schedule must be completed as pre-determined by the dietetic internship director and preceptor. The primary preceptor will verify and sign for the hours for which the interns were in attendance and designate an approved manager/supervisor/or secondary preceptor to verify any remaining hours in his/her absence.

The distance intern supervised practice rotation schedule is determined by the Dietetic Internship Director, the intern, and preceptors, and must be completed according to the submitted schedule. If an extenuating circumstance arises that necessitates altering a rotation and/or facility, a request must be written to the preceptor immediately, and at least one month prior to the scheduled rotation start.
Tardiness
Interns are expected to be at each rotation at the required time. Upon arrival at the site, the intern is to report to the site director or assigned personnel. At the discretion of the site supervisor, any degree of lateness will result with the site supervisor notifying the dietetic internship director. After five (5) incidents of tardiness the intern will be required to work a free weekend at a site assigned by the program director. Regular tardiness is unacceptable behavior. Depending on the number and severity of cases, tardiness will result in the intern receiving a written notice and possibly being dismissed from the program.

Illness, Accident, Injury
In the event of injury or illness while at an assigned supervised practice site, the intern should contact their site supervisor immediately and the program director or clinical supervisor as soon as possible. If an illness or injury requires the intern to leave or miss hours at a facility, it is the intern’s responsibility to contact the site supervisor as soon as possible and arrange a schedule to make up the missed hours. For an injury while at a supervised practice site, the intern should contact the site supervisor immediately and seek appropriate medical treatment while following the policies and procedures of the facility for on-the-job injuries. The Dietetic Internship Director must be notified as soon as possible. The Incident Form is found in Appendix 7.

Funeral and Family Emergency Leave
If a death or severe illness occurs in the immediate family of an intern, the intern should arrange for appropriate time off with the DI program director prior to leaving. The intern will then be responsible for making up the missed work during their vacation time, an open week, or other available time during or at the end of the program.

Attire/Dress Code
Interns are expected to dress in a professional manner for rotations, field trips, and any other public interactions representing Samford’s internship. Clothing should convey a professional, conservative image. The Samford Dietetic Internship nametag should be worn at all times in class, in rotations, and on field trips.

The dress code is in effect regardless of the standards at a particular site, unless a site has a more stringent or formal dress requirements. The preceptor has the right to alter the dress code for specialized environments that require special dress, e.g. inventory stocking or wellness activity. If the facility dress code is more relaxed than the DI dress code, the preceptor and student are to understand that the DI dress code takes precedence and the student is expected to follow it. The intern should obtain a copy of the facility dress code on or before the first day of clinical rotations. If an intern’s appearance is considered inappropriate by the preceptor, the intern will be asked to correct the situation before participating in scheduled activities and the intern will be required to make up time missed. In such cases, the preceptor shall notify the DI director. A repeat violation within the same experience will result in removal from the practice site.

Hygiene and neatness are of the utmost importance. Hair must be clean and neatly styled. Hair must be a biologically normal color throughout the entire internship (no un-natural colors). Male interns must not have excessive facial hair; if present, facial hair must be neatly trimmed.

Jewelry should meet facility policies. In addition, rings are limited to wedding rings/bands with one ring per hand. Watches should be professional in appearance. Earrings are plain, post-type earring per ear and limited to one per ear. No dangling earrings or gauged ears. Body piercing other than in the ears will not be worn. This includes but is not limited to nose and eyebrow piercings.
Tattoos must be covered throughout the entire internship.

For supervised practice in food production areas, all regulations from the Health Department must be followed. Closed-toed, non-slip shoes must be worn. Hair shoulder-length or longer must be pulled back in a restraint and hairnets or other hair covering which contains all hair must be worn while in production or service areas. If male interns have facial hair, it must be covered while working in food production or service areas. Fingernails must be short, clean, and if a polish is used, it should be clear. No artificial nails are permitted.

If assigned to a fitness center or teaching garden, interns are to dress appropriately yet professionally for the setting.

If a lab coat is required by the rotation, a clean and pressed white lab coat should be worn over professional attire. Lab jackets are to be of a plain style. The Samford University dietetic internship program patch will be ironed on the left sleeve three inches below the shoulder seam. Interns are responsible for laundering and ironing lab coats.

Interns are only allowed to wear scrubs if approved by the rotation site. For example, some hospital or foodservice sites have their employees wear scrubs. In this case it is appropriate for an intern to wear scrubs as well; however, it must be approved by the site. All scrubs must be professional and solid in color.

Footwear should be appropriate for the site and follow all codes and regulations of the site. For example, food production will require closed-toed, non-slip shoes and clinical rotations will require closed toed shoes. Running shoes are generally not to be worn at rotations, but clean, presentable running shoes can be worn with scrubs if approved by the rotation site. If there are any doubts regarding footwear requirements, always ask your preceptor before starting the rotation. Footwear restrictions are for safety purposes.

Regardless of rotation facility dress code, items shown in the Table below* are never acceptable for supervised practice, field trips, or any other public interaction representing Samford's Dietetic Internship.

<table>
<thead>
<tr>
<th>*The following items are considered inappropriate and are not to be worn, even if allowed by the rotation facility dress code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeans</td>
</tr>
<tr>
<td>Shorts</td>
</tr>
<tr>
<td>Tops or bottoms which show the midriff or expose cleavage</td>
</tr>
<tr>
<td>Any clothing that is too tight or too short</td>
</tr>
<tr>
<td>Sheer fabric without undergarments</td>
</tr>
<tr>
<td>Tops with only spaghetti straps which show under garments</td>
</tr>
<tr>
<td>Warm-up suits, sweatshirts, sweatpants, yoga pants, or other exercise type clothing</td>
</tr>
<tr>
<td>Wrinkled apparel</td>
</tr>
<tr>
<td>Hats or headgear unless related to cultural/religious beliefs or practices (caps are allowed if they are permitted as hair restraints by a foodservice rotation site)</td>
</tr>
<tr>
<td>Pants should be at the waist or hips, no undergarments should show</td>
</tr>
<tr>
<td>No excessive make up and no perfume</td>
</tr>
</tbody>
</table>
**Professionalism**
Interns are always expected to maintain a high standard of professionalism. Interns will conduct himself/herself with honesty and integrity. Refer to the Code of Ethics for the Profession of Dietetics publication.

During rotation experiences, eating, chewing gum, and smoking will be permitted only in designated areas and at assigned times. As a professional courtesy, cellular telephones must be turned off or on “vibrate”, during rotations. Phone calls and/or text messages should only be received during work hours for emergency purposes or as approved by the preceptor. Many facilities do not allow the use of cellular devices due to the interference with medical equipment. There should be no texting or use of social media during work hours.

Some hospitals will provide the dietetic intern with a pager during MNT rotation. These must be returned to the facility at the conclusion of the rotation.

**Attitude**
Attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. Interns must display friendly attitudes, a willingness to learn in all rotations, demonstrate initiative, follow instructions, accept responsibilities and work-related requests as appropriate, and willingly work all assigned hours.

**Preparedness**
Interns are expected to be adequately prepared for rotation. Being prepared for rotations includes contacting site supervisors at least one week prior to a rotation and completing outside readings and modules before starting the rotation.

**Work Standards**
Interns are expected to adhere to the Code of Ethics for the Profession of Dietetics and follow the scope of practice as detailed by the facility.

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

Responsibilities to the public
3. Considers the health, safety and welfare of the public at all times.
4. Complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in the Code.
5. Provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. Does not engage in false or misleading practices or communications.
7. Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.
Responsibilities to clients
8. Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. Treats clients and patients with respect and consideration.
10. Protects confidential information and make full disclosure about any limitations on his/her ability to guarantee full confidentiality.
11. In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.

Responsibilities to the profession
13. Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills, and to apply them in practice.
15. Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. Permits the use of his/her name for the purpose of certifying the dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
17. Presents professional qualifications and credentials accurately.
18. Does not invite, accept, or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to colleagues and other professionals
19. Demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

Code of Ethics for the Profession, eatright.org, 2016

Scope of Practice
Scope of practice in nutrition and dietetics encompasses the range of roles, activities and regulations within which nutrition and dietetics practitioners perform. For credentialed practitioners, scope of practice is typically established within the practice act and interpreted and controlled by the agency or board that regulates the practice of the profession in a given state.
Minimum Hardware and Software Requirements
The following are the recommended requirements for purchasing a Notebook computer. A netbook or tablet should not be used as the main or primary device. A Chromebook, Netbook or tablet such as an Apple iPad or Galaxy Tab run on an operating system that does NOT meet the minimum requirements below. You MAY use a Microsoft Surface Pro or Surface Book if it meets the criteria below. The Microsoft Surface Go*** is not recommended as a primary device.

<table>
<thead>
<tr>
<th>Windows-based Computer</th>
<th>Macintosh Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel Core I series or AMD Processor</td>
<td>Macbook Air or Macbook Pro</td>
</tr>
<tr>
<td>120 GB hard drive or larger</td>
<td>120 GB hard drive or larger</td>
</tr>
<tr>
<td>At least 4GB of memory</td>
<td>At least 4GB of memory</td>
</tr>
<tr>
<td>CD\DVD Drive*</td>
<td>CD\DVD Drive*</td>
</tr>
<tr>
<td>Wireless Capability</td>
<td>Wireless Capability</td>
</tr>
<tr>
<td>Windows 8 or Windows 10 Pro, Windows 10</td>
<td>Mac OS X 10.10 or higher</td>
</tr>
<tr>
<td>Home or higher***</td>
<td>Microsoft Office 365 or Office</td>
</tr>
<tr>
<td>Microsoft Office 365 or Office 2013, 20</td>
<td>Office 365 for Mac**</td>
</tr>
<tr>
<td>16 or later</td>
<td>Standard or Student Edition 2011, 2016 or later</td>
</tr>
<tr>
<td>Antivirus software*</td>
<td>Antivirus software*</td>
</tr>
</tbody>
</table>

* Check with your instructors before purchasing a computer with a CD/DVD. You can also purchase an external CD/DVD if needed.

** Microsoft Office 365 can be downloaded free from this site: http://www.samford.edu/ts Select Services; Student services; Microsoft Office for Students. Follow the instructions on this page.

*** Windows 10 S is not fully supported at this time. If you have Windows 10 S, I would recommend upgrading to Windows 10 Pro from the Microsoft Store.

Antivirus Software
These recommendations come from the Campus Technology site. Each program is free and it only takes a few minutes to download and install. Only install one of these anti-virus programs. If you have any questions or need help feel free to contact Doug Davis, ddavis1@samford.edu or Chris Roper, clroper@samford.edu. Disregard if you already have an anti-virus program installed on your computer.


You will also need updates for the following programs for viewing online lectures, pdf files, etc.

- Silverlight – getsilverlight.microsoft.com
- Java – www.java.com
- Adobe Flash and Reader – get.adobe.com
SOFTWARE
Word processing, spreadsheet, presentation, and browser software is needed, at a minimum.

TECHNOLOGY RESOURCES
Technology Services (TS) at Samford University provides technologies to support students, faculty and staff. Services include classroom technology, wireless, administrative systems, email, and support. The Service Desk is located in the University Library on the lower floor room 012. Assistance is available Monday through Friday 7:00 a.m. until 7:00 p.m. Call (205) 726-2662 or e-mail support@samford.edu for additional information. The computing resources and assistance described here are all free of charge to Samford University students.

COMPETING LABORATORIES
General access computer laboratories are available, except during times when one or more of the labs may be scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs. For more information about laboratory resources, see the computer lab page at www.samford.edu/labs.

WIRELESS NETWORK ACCESS
Samford University offers wireless network access across the entire campus. This service provides students and employees the convenience and flexibility of using portable computing devices. For more information, see the wireless networking Web page at www.samford.edu/wireless

CANVAS
Canvas is the web based learning management system used at Samford. Canvas is used for posting assignments, tracking progress, posting graded assignments, and many other functions.

TYPHON
The Typhon Group Health Solutions Student Tracking System is used for rotation documentation for time logs and competencies met. All supervised practice hours will be documented using. Interns are encouraged to make Typhon entries a daily basis but required on weekly basis. Refer to Rotation Requirements Section for additional Typhon information.

SECURITY
All online information systems used by students and personnel at Samford are accessed securely via the Central Authentication Service (CAS). CAS authenticates user log-on to multiple applications without gaining access to user security credentials, such as a password. All students, distance and local, officially admitted to Samford are provided with a secure access for logging into the Samford portal which then allows a secure log-in to the Canvas distance education platform. This creates a secure environment for assignment submissions, exams, grading and other student performance information.
PRIOR ASSESSED LEARNING (PAL)

As described, the Samford Dietetic Internship is composed of field experiences, called rotations, and academic work. If a student has prior experience in a particular area and is proficient in the skills set and competencies, a waiver may be requested through the Prior Assessed Learning (PAL) process. An intern’s previous work, long-term volunteer experience, and/or achievement may qualify for PAL credit if learning that meets core competencies for registered dietitian nutritionists can be demonstrated. Coursework in dietetics education or other academic programs is excluded from PAL.

Procedures
The PAL application is made after an applicant is officially appointed to the Samford dietetic internship (after D&D Digital matching process is complete). A written request for the approval must be made in writing. The request must contain proof of years of practice as specified in the PAL chart and a job description explaining the task and responsibilities. Completed requests must be submitted to the director no later than one month (30 days) prior to the beginning date of the initial internship semester.

PAL application materials may be submitted via email to Dietetic Internship Director, Ms. Amy Cameron, acamero1@samford.edu, or via mail to:
Dietetic Internship Program
Attn: Ms. Amy Cameron, MS, RD, LD
SAMFORD UNIVERSITY
800 Lakeshore Drive
Birmingham, AL 35229

The dietetic internship director will consult with the Department Chair and lead a faculty review of all submitted PAL forms and determine if and how much credit will be given. Additional documentation or clarification may be requested. Calls, emails, or letters will be sent to contact persons listed on the applicant’s documentation to verify prior learning activities.

PAL CREDIT RUBRIC

<table>
<thead>
<tr>
<th>Institutional Foodservice Management Supervised Practice</th>
<th>Six (6) months to one (1) year work experience can earn up to 32 hours PAL credit. One (1) to five (5) years’ work experience can earn up to 96 hours PAL credit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNT Supervised Practice</td>
<td>Not eligible for PAL</td>
</tr>
<tr>
<td>Supervised Practice in Child Nutrition</td>
<td>One (1) year or more can earn up to 32 hours of PAL credit IF managerial responsibilities were a majority (over 51%) of the job duties held.</td>
</tr>
<tr>
<td>Community Nutrition/Public Health</td>
<td>One (1) to four (4) years’ work experience can earn up to 96 hours PAL credit; Five (5) and more years’ work experience can earn up to 128 hours PAL credit.</td>
</tr>
</tbody>
</table>

Total rotation time credited for PAL may not exceed 256 hours. PAL hours are logged into the Typhon computer system. Tuition and fees for the internship remain the same regardless of the amount of PAL credit awarded. Although interns will still receive the full 25 internship credits, there will be a notation on the official transcript stating the hours that are waived due to PAL credit. Refer to Appendix 2.
Successful completion of the Samford Dietetic Internship requires achievement of 100% of all didactic and supervised practice competencies outlined by the ACEND 2017 Standards for Internship Programs in Nutrition and Dietetics, and program concentration competencies defined by the dietetic internship, and demonstrated by:

- Achieving a minimum rating of meets competency/meets expectations (3 on a 4 point scale) in all supervised practice rotations and associated assignments and
- Achieving a grade of B (80%) or higher in all dietetic internship courses (NUTR 501, 502, 503, and 510) and on specific didactic assignments for each course (as indicated on course syllabi).
- Completing of all didactic coursework and mandated 1,200 hours of supervised practice must occur within 150% of program length (24 months). In order to successfully complete the Samford DI, all supervised practice hours and didactic course work must be successfully completed. All ACEND competencies must be met and evaluations from rotations must be satisfactory. Evaluation meetings and conference calls are held to monitor the interns’ progress in achieving the core competencies. Evaluation of performance in facilities is done at end of each intern’s supervised practice rotation. The Program Director will provide feedback to the intern on an informal basis throughout the internship. If an intern receives a grade lower than meets standards for any rotation, they must repeat and pass part or all of the rotation. The make-up rotation will be completed during the intern’s scheduled off time and/or after the conclusion of the regular program year. There is no guarantee that the same site or rotation will be available.
- Adherance to all behavioral and academic integrity standards are expectations for successful completion of the Dietetic Internship, as outlined in the Academy’s Code of Ethics and Standards of Professional Performance and the Samford University policy on academic integrity as outlined in the student handbook.
- If an intern is struggling with class or supervised practice material, one-on-one support from the internship faculty member teaching the course or directing the supervised practice will be provided. Difficulty in grasping key concepts or applying core knowledge and skills in supervised practice will be identified through preceptor assessment or by faculty grading of assigned work. Interns having difficulty will be counseled by the supervising faculty and assisted with applying specific approaches to improve the learning process. If necessary, remedial work will be provided to ensure the intern has grasped the material and can apply it in more than one situation. Interns desiring tutoring will be assisted in identifying appropriate options. The university’s Communication Resource Center offers free tutoring for all Samford students for all types of oral, written, and critical reading assignments, including research projects.
- Interns will be counseled through the process of attempting to achieve performance improvement. If an intern is unwilling or unable to correct the deficit, and therefore unable to fulfill required program competencies, the intern will be required to withdraw from the program. Withdrawal procedures will include assistance by the DI Director to help the intern identify their strengths and alternate career paths. Referral to the Career Counseling Center will be offered as appropriate. (https://www.samford.edu/departments/career-development-center/)

**Maximum Time for Internship Completion**

All dietetic internship students must complete the program within 150% of the initial program length, which is equal to 24 months.
COMPLETION OF THE INTERNSHIP AND VERIFICATION STATEMENT

Verification of successful completion of the dietetic internship will be given to all interns who complete all didactic and supervised practice components according to the established performance requirements. Verification statements and other required information will be submitted to the Commission on Dietetic Registration (CDR) to establish eligibility to sit for the Registered Examination for Dietitians (RD Exam). Copies of the Verification Statement are also provided to interns to use for state licensure applications and proof of registration eligibility for potential employers.

After completing the dietetic internship, graduates will be competent to function as entry level registered dietitian nutritionists but must obtain state licensure (if applicable) and pass the national registration examination for registered dietitian nutritionists within a certain time period as specified by a new employer.

REGISTRATION / RDN CREDENTIALING

Employers usually will allow six months to one year for successful passage of the RD Exam. Passing the RD exam grants the privilege of using the professional suffix “RD” (registered dietitian) or “RDN” (registered nutritionist). The two credentials have identical meanings. The RD / RDN credential signifies that an individual has undergone the appropriate education, training, and mentoring to protect the safety of the public where food and nutrition issues are concerned and indicates to the public that the individual is the recognized nutrition expert. After successfully completing the registration exam, sign RD, or RDN after the last name.

Please note: RDE is not a credential and should not be used. A complaint with CDR can be filed on an individual using RDE, RD Eligible, Registered Dietitian Eligible or RD if they are not registered as an RD with CDR.

The Samford Dietetic Internship provides hours for a master’s degree. Upon completing the advanced degree as well as any future additional certifications, follow the guidelines on the appropriate order for credential placement. See the Guidelines for Credential Placement on the Commission on Dietetic Registration (CDR) website.

STATE LICENSURE

Forty-six states have enacted legislation regulating the practice of dietetics. State licensure and state certification are entirely separate and distinct from registration or certification by the Commission on Dietetic Registration. Information on state licensure and certification may be found on the CDR Webpage as a service to licensed dietetics professionals and state licensure boards. For dietetics practitioners in Alabama, this is the Alabama State Board of Examiners for Dietetics/Nutritionists. The website will provide directions and forms required for license application.

A current state license allows for the use of the professional suffix “LD” (licensed), or “LDN” (licensed dietitian nutritionist) for a temporary time-period while preparing for the RD exam. After passing the RD exam, if your state has a licensure law, the credentials will be written as RDN, LD or RD, LD.
CONCERNS AND WITHDRAWALS

HANDLING COMPLAINTS FROM INTERNS
Students have a right to file a complaint regarding any aspects of the program, including but not limited to preceptors, training sites, faculty, or course or supervised practice requirements without fear of retaliation. When a complaint is received by an intern, the complaint will be discussed in detail with the intern. The next step will include the Dietetic Internship Director discussing the complaint with the Nutrition and Dietetics Department Chair. When necessary, the situation will be discussed with the Dean of the School of Public Health. Each step in the complaint process will be documented and will culminate in a written summary and action plan. If the complaint is not resolved, a grievance may be filed with Samford University according to the guidelines provided in the university student handbook.

HANDLING COMPLAINTS FROM PRECEPTORS
When a complaint is received from a preceptor, the complaint will be discussed in detail with the preceptor and the intern separately and then together. The next step will include the Dietetic Internship Director discussing the complaint with the Nutrition and Dietetics Department Chair. When necessary, the situation will be discussed with the Dean of the School of Public Health. If necessary, a meeting may be held between the DI Director, the intern, the preceptor, and the Nutrition and Dietetics Department Chair. Each step in the complaint process will be documented and will culminate in a written summary and action plan.

REMEDICATION
If an intern cannot demonstrate satisfactory performance for any didactic course or supervised practice rotation, the intern is required to consult with the internship director to schedule time in addition to normal supervised practice hours to repeat the task(s) required to demonstrate competence. For supervised practice, this time is scheduled in conjunction with the preceptor of the rotation in question. Tutorial support is provided as needed. Also refer to completion requirements.

Tutorial support is provided as needed. Interns who are struggling with class or supervised practice material can expect one-on-one support from the internship faculty member teaching the course or directing the supervised practice. Difficulty in grasping key concepts or applying core knowledge and skills in supervised practice is identified through preceptor assessment or by faculty grading of assigned work. Interns having difficulty will be counseled by the supervising faculty and assisted with applying specific approaches to improve the learning process. If necessary, remedial work will be provided to ensure the intern has grasped the material and can apply it in more than one situation. Interns desiring tutoring will be assisted in identifying appropriate options. The University’s Communication Resource Center offers free tutoring for all Samford students for all types of oral, written, and critical reading assignments, including research projects.

WITHDRAWAL
If an intern cannot demonstrate adherence to program policies and procedures as set forth in this handbook, the Samford Student Handbook, and guidelines identified on the University website, the intern will be required to withdraw from the program.

Interns will be counseled through the process of attempting to achieve performance improvement. Should intern performance fall below the defined expectations to the point they are not able or willing to
correct the deficit, and therefore unable to fulfill required program competencies, the intern will be required to withdraw from the program.

An intern may withdraw from the program at any time. Withdrawal procedures will include assistance by the DI Director to help the intern identify their strengths and alternate career paths. Referral to the Career Counseling Center will be offered as appropriate. (https://www.samford.edu/departments/career-development-center/).

Once an intern withdraws, his/her position in the program is closed and is no longer available for readmittance. If the intern wishes to reenter the program, he/she must reapply as a new student. Previously paid tuition and fees are not refundable. Should the intern reapply and be re-accepted, the previous fees and tuitions will not be credited toward costs for the program.

**LEAVE OF ABSENCE**

An intern wishing to take a leave of absence from the internship may request to do so in writing to the program director. The granting of the requested leave is at the discretion of the program director, pending approvals from the Department Chair of the Nutrition and Dietetics Division, Dean of the School of Public Health, and the Vice Provost of the College of Health Sciences. The time frame associated with a leave of absence is not counted in the 18 months necessary to complete the internship.

**REINSTATEMENT**

If a student has been dismissed from the internship for any reason, no future application will be considered. Students returning from an approved leave of absence will be reinstated into the Internship and will continue at the point where they left off.
FINANCIAL INFORMATION

For the most current information concerning tuition and program fees please refer to the Samford University web pages. (https://www.samford.edu/admission/graduate/tuition-and-fees) Personal budgeting plans will want to include expenses in addition to cost of living (such as housing, food, etc.) that are incurred with the program. These costs include books, lab jackets, student dietetic membership dues, conferences and other professional meetings, private vehicle costs, registered dietitian nutritionist study books and programs, and similar items. An estimated cost breakdown is as follows:

<table>
<thead>
<tr>
<th>Anticipated Expenses Associated with the Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietetic Internship Dietetic Internship Tuition Deposit (one-time fee)</td>
</tr>
<tr>
<td>Parking</td>
</tr>
<tr>
<td>Tuition per credit, per semester (degree or audit)</td>
</tr>
<tr>
<td><em>DI: 25 credits; MS: approximately 15 credits; MPH: approximately 17 credits</em></td>
</tr>
<tr>
<td>Technology fee</td>
</tr>
<tr>
<td>One Time Clinical Lab Fee (includes drug screen) Charged with NUTR501</td>
</tr>
<tr>
<td>Campus Life fee</td>
</tr>
<tr>
<td>Background and Drug Screen (ESS) (additional drug screen each occurrence $40)</td>
</tr>
<tr>
<td>Physical exam</td>
</tr>
<tr>
<td>Books and other resources</td>
</tr>
<tr>
<td>Typhon Group Health Solutions Student Tracking System fee</td>
</tr>
<tr>
<td>Professional liability insurance</td>
</tr>
<tr>
<td>Health insurance</td>
</tr>
<tr>
<td>A.N.D. student membership</td>
</tr>
<tr>
<td>Lab coats</td>
</tr>
<tr>
<td>Conferences/professional meetings* (optional)</td>
</tr>
<tr>
<td>Housing</td>
</tr>
<tr>
<td>Private vehicle (required) / gas cost</td>
</tr>
<tr>
<td>Technology: phone, computer (required)</td>
</tr>
</tbody>
</table>

FINANCIAL AID

Federal financial aid is available only to students enrolled in degree-granting programs. Therefore, interns enrolled in the dietetic internship certificate program are not eligible to receive federal financial aid. However, by enrolling in the master’s degree program, federal aid is possible. Financial aid from external sources such as scholarships and private loans are available. Interns are responsible for all expenses incurred during the program but may seek the assistance of the Financial Aid Services office to identify low-interest educational private loans for graduate students. The Office of Financial Aid can also be reached via phone or email at (205) 726-2905 and ofa@samford.edu.
UNIVERSITY AND CAMPUS SERVICES

The following university services are available to Samford dietetic interns, and additional details may be accessed in the Campus Services section of the Student Handbook.

- University Center: The Hub 24/7 service center, post office, Samford Shop, cafeteria and food court
  o https://www.samford.edu/campus-map/?university-center
- Career Development Center
  o https://www.samford.edu/departments/career-development-center/
- Counseling Services
  o https://www.samford.edu/departments/counseling/
- Disability Resources
  o https://www.samford.edu/departments/disability-resources/
- Campus Dining Services
  o https://www.samford.edu/departments/dining/
- Emergency Notification System via wireless messaging (RAVE)
- Samford Information Channel
  o https://www.samford.edu/departments/marketing/radio
- Post Office
  o https://www.samford.edu/departments/post-office/
- Public Safety and Emergency Management
  o https://www.samford.edu/departments/public-safety/
- University Health Services
  o https://www.samford.edu/departments/health-services/
- Campus Recreational Facilities
  o https://www.samford.edu/campus-recreation/facilities

COUNSELING AND TESTING SERVICES

The mission of the Samford Counseling Services & Wellness Programs is to empower the students of Samford University to realize their academic and personal potential by promoting psychological, social, and spiritual wellness through individual counseling and outreach programming. Counseling Services & Wellness Programs will provide a comprehensive guidance and counseling program to assist students to define and accomplish personal and academic goals to all students.

Students with disabilities who wish to request accommodations should register with Disability Resources (205-726-2980, disability@samford.edu, University Center Room 205, www.samford.edu/dr). Students who are registered with Disability Resources are responsible for providing the dietetic internship director with a copy of their accommodation letter and scheduling a meeting with the director to discuss how their approved accommodations will apply to this internship. Accommodations will be implemented after the meeting and a review of the accommodation letter.

The Test Proctoring Center is provided as a service to assist faculty in their efforts to provide testing accommodations for students with disabilities. The Center proctors tests ONLY for students registered with Disability Resources.
Location: Ralph W. Beeson University Center, Room #205
Hours: Monday - Friday 8:00 AM-12:00 PM (exams must be finished by NOON)
1:00 PM-4:00 PM (exams must be finished by 4:00 PM)
Additional information on test proctoring may be found on the University website.
UNIVERSITY LIBRARIES
A number of excellent libraries are housed on the University campus: The Samford University Library, the Lucille Stewart Beeson Law Library, and the Global Drug Information Center, located in the McWhorter School of Pharmacy. Holdings supporting the internship are primarily housed in the Samford University Library. Qualified staff members are at the circulation desk and the computer help desk for faculty and students. The Teaching and Learning Center, providing computer services and technology support services to faculty and students, is located in the University Library. (https://www.samford.edu/library/)

Currently, total periodical subscriptions in the University Library are over 62,000 and the total number of bound or electronic volumes is over 515,000. The library provides access to 3,948 current journals in medicine and health sciences. Total holdings include bound volumes, electronic books, books, periodicals, newsletters, videos, government documents, and computer assisted instruction materials. Resources are also available to students and faculty in the other libraries on campus. The University Library is open approximately 95 hours a week with a minimum of five (5) staff members.

In addition to the collection housed at the University Library, the University is a member of the Birmingham Area Consortium for Higher Education (BACHE), the Network of Alabama Academic Libraries, SOLINET, and OCLC. The BACHE allows students and faculty to check out books from the University of Alabama at Birmingham libraries, the Birmingham Southern College library, and the University of Montevallo library. The library also has reciprocal borrowing agreements with the American Theological Library Association and the Libraries Very Interested in Sharing consortia.

Library services that will assist distance interns include: electronic data bases, an extensive subscription catalog of e-journals, distance access to interlibrary loan materials, and free mailing of interlibrary loan materials to students enrolled in the distance education programs.

DIETETICS PROGRAM RESOURCES
Nutritionist Pro software, food models, books and other reference materials are available in the Nutrition and Dietetics office. Loans on books and other materials owned by the department will be checked out by DI Program faculty. Interns are responsible for replacement costs if items are missing or damaged. Access to the Academy Nutrition Care Manuals for Adults, Pediatrics, and Sports Nutrition is available through the University Library online catalog.

Technology resources, computer laboratories, and wireless network are addressed in the section, Management Systems Used in the Internship.
UNIVERSITY POLICIES AND REQUIREMENTS

EQUAL OPPORTUNITY
Samford University is an equal opportunity institution that complies with applicable law prohibiting discrimination in its educational and employment policies and does not unlawfully discriminate on the basis of race, color, sex, age, disability, or national origin. The university has a responsibility to clearly communicate its commitment to equal opportunity in education and employment, and to making its programs and services accessible to those with disabilities. Use the following approved statements as appropriate on marketing materials.
https://www.samford.edu/departments/marketing/non-discrimination-statement

PROTECTION OF STUDENT CONFIDENTIALITY
Much of the information (e.g. payroll and grade information) stored in computing and information technology systems is considered confidential and in some cases is protected by laws such as the 102 Family Educational Rights and Privacy Act. Legitimate access to confidential information is determined by factors such as job responsibility or permissions explicitly granted by the owner, or duly appointed steward of the information. Those with such legitimate access to confidential information are to safeguard its confidentiality by knowing to whom such information may be released and by not allowing its release in any form to unauthorized individuals. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted.

HEALTH INSURANCE
Students are required to carry health insurance while enrolled at Samford. Refer to Acceptance Section.

INSURANCE COVERAGE
The university does not assume any responsibility for personal items brought onto campus. Items damaged in the buildings due to, but not limited to the following: maintenance, inclement weather, theft, water or fire are not covered by university insurance.

ILLNESS AND HEALTH SERVICES
University Health Services (UHS), St. Vincent's at Samford provides outpatient healthcare services to students attending the university. Staffed by a full-time physician, the clinic provides primary medical services, including acute care for illness and injuries, health maintenance and management of stable, chronic conditions. Located on the east side of F. Page Seibert Hall, the clinic is equipped with radiology and an on-site CLIA waived lab. Hours of operation are Monday through Thursday from 8 a.m. - 4:30 p.m. and Friday from 8 a.m. - 3 p.m. The number for University Health Services is 205-726-2835.

INCLEMENT WEATHER
Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal university operations, including cancellation of classes or events; the calendar schedule may be adjusted. Recorded announcements of weather-related or other closings of the university can be heard by calling the SAM-INFO message system at 205-726-4636. In addition, the Office of Communication notifies local radio and television stations of campus closings. In case of emergency, the RAVE alert system is activated.
SEXUAL HARASSMENT, VIOLENCE, AND ASSAULT
Samford University strives to create and maintain a study and work environment that is fair, humane, and responsible so that each member of the University community is treated with dignity and rewarded for such relevant considerations as ability and performance. The University prohibits any acts of sexual harassment, sexual violence or sexual assault by students, or any retaliation related to acts or reports of any acts. When allegations of sexual harassment, sexual violence or sexual assault by a student are reported, and a student is found to have violated University policy, sanctions will result and may include expulsion. All members of the Samford community are expected to not infringe upon the rights of others. Sexual harassment, sexual violence and sexual assault cannot be tolerated and are prohibited by the University. Please report any incidents. Active involvement is important for the safety of the whole Samford community. Any member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. The Crisis Center (tel. 205-323-7777) provides 24/7 confidential support to anyone in the Birmingham area, and the Samford Safe Haven website describes reporting options and other resources.

A copy of the Samford University Student Handbook may be obtained on line at: http://www.samford.edu/uploadedFiles/_Files/Student-Handbook.pdf
APPENDICES

APPENDIX 1 - SAMFORD UNIVERSITY DIETETIC INTERNSHIP ETHICAL BEHAVIOR

<table>
<thead>
<tr>
<th>Policy Area: Ethical Behavior</th>
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<tbody>
<tr>
<td>Title of Policy: Academic Integrity and Professional Behavior</td>
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<tr>
<td>Effective Date: February 3, 2014</td>
</tr>
<tr>
<td>Approved Date: August 15, 2014</td>
</tr>
<tr>
<td>Review Date: May 2016, May 2018, May 2019</td>
</tr>
</tbody>
</table>

Rationale or background to policy
The program must have systems to maximize the likelihood that all interns who are accepted into the program will successfully complete it with the knowledge, skills and professional values required for practice. This entails adherence to Samford University policies and procedures for academic integrity as well as to the Academy’s Code of Ethics.

Policy Statement
In keeping with the missions of Samford University, the College of Health Sciences and the dietetic internship, students are expected to adhere in every instance with the following ideals:

“A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.” Samford Office of Student Service and Values Advocacy

Code of Ethics for the Profession of Dietetics, from the Academy of Nutrition and Dietetics:
- The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness
- The dietetics practitioner supports and promotes high standards of professional practice

Procedures
In accordance with the Samford University’s Code of Values and the definitions of academic integrity outlined in the student handbook, and with expectations set forth in the Academy Code of Ethics, if a student’s behavior is found to be unethical by a consensus vote of the DP faculty, the following progressive steps will be applied:
- A verbal warning and counseling
- A written warning and notification of the internship admissions committee
- Dismissal from the program based on consensus decision of the admissions committee, with each step in the process fully documented and placed in the student’s permanent department file.

For violations of academic integrity, the internship aligns itself with university procedures as described in the Samford University Student Handbook, located on the university website. A copy of Samford University’s policy and procedures is also included in the Appendices. There can be overlap between the two realms of dietetics ethical violations and university academic integrity. If inappropriate conduct violates both of these domains, the procedure for handling the matter will default to the Code of Ethics violation procedures in the interest of maximally assuring protection of the public from potentially harmful practice.
## APPENDIX 2 - SAMFORD UNIVERSITY DIETETIC INTERNSHIP PRIOR ASSessed LEARNING

<table>
<thead>
<tr>
<th>Policy Area:</th>
<th>Prior Assessed Learning (PAL)</th>
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<tbody>
<tr>
<td>Title of Policy:</td>
<td>Assessment of Prior Learning for Internship Credit</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>February 3, 2014</td>
</tr>
<tr>
<td>Approved Date:</td>
<td>August 15, 2014</td>
</tr>
<tr>
<td>Review Date:</td>
<td>October 2015, April 28, 2017, May 2019</td>
</tr>
</tbody>
</table>

### Rationale or background to policy
Assessment of prior learning is designed to grant internship credit in specific rotations of the internship based on the qualified applicant's previous life experiences including work, volunteer, achievement, or education.

### Policy Statement
The Samford DI has a process for granting internship credit in specific rotations of the internship based on an assessment of prior learning or competence. An intern’s previous work, long-term volunteer experience, and/or achievement may qualify for PAL credit if learning which meets core competencies for registered dietitian nutritionists can be demonstrated. Coursework in dietetics education or other academic programs is excluded from PAL.

### Procedures
PAL application is made after an applicant is officially appointed to the Samford dietetic internship (after D&D Digital matching process is complete). A written request for the approval must be made in writing. The request must contain proof of years of practice a specified in the PAL chart and a job description explaining the task and responsibilities. Completed application materials must be submitted to the dietetic internship director no later than one month (30 days) prior to the beginning date of the initial internship semester.

PAL application materials may be submitted via email to DI Director Ms. Amy Cameron at acamero1@samford.edu, or via mail to:
Dietetic Internship Program  
Attn: Amy Cameron, MS, RDN, LD  
SAMFORD UNIVERSITY  
800 Lakeshore Dr.  
Birmingham, AL 35229

The dietetic internship director will lead a faculty review of all submitted PAL forms and determine if and how much credit will be given. Additional documentation or clarification may be requested. Calls, e-mails or letters will be sent to contact persons listed on the applicant's documentation to verify prior learning activities.

### PAL Credit Rubric
- **Foodservice Management Supervised Practice** - Six (6) months to one (1) year work experience can earn up to 32 hours of PAL credit; One (1) to five (5) years’ work experience can earn up to 96 hours PAL credit.
- **Community Nutrition Supervised Practice** - One (1) to four (4) years’ work experience can earn up to 96 hours PAL credit; Five (5) and more years’ work experience can earn up to 128 hours PAL credit.
- **Child Nutrition Programs Supervised Practice** - One (1) year or more can earn up to 32 hours of PAL credit IF managerial responsibilities were a majority (over 51%) of the job duties held.
- **Medical Nutrition Therapy Supervised Practice** is not eligible for PAL.

Total rotation time credited for PAL may not exceed 256 hours. PAL hours will be documented in Typhon computer program with all rotation hours earned during the internship. Tuition and fees for the internship remain the same regardless of the amount of PAL credit awarded. Although interns will still receive the full 25 internship credits, there will be a notation on the official transcript stating the hours that are waived due to PAL credit.
Rationale or background to policy
In accordance with the 2017 ACEND Accreditation Standards for Dietetic Internships, the program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities, to ensure that facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve.

Policy Statement
The program director and/or clinical coordinator will select new rotation sites based on the ability of the site to provide dietetic interns with practical experiences which facilitate achievement of program mission, goals, objectives, and core and concentration competencies.

The program director or internship faculty having relevant expertise will discuss with the lead preceptor and review competencies and learning activities appropriate to the site’s emphasis area. Scheduling procedures, length of rotation and learning activities will be mutually agreeable to both the dietetic internship and primary preceptor. An affiliation agreement will be obtained for all rotation sites providing a supervised practice rotation, and/or which will have an ongoing relationship for intern training throughout the program. The exception is for learning sites located on Samford University’s campus. Affiliation agreements must be signed by both parties before interns may be placed in rotation at that site. Ongoing site evaluation will occur through intern evaluations, correspondence with the primary preceptor, and observations of the program director or other internship faculty when visiting the site.

Formal affiliation agreements have been developed, or in the event the agreement is prepared by the precepting site, reviewed by Samford University’s College of Health Sciences’ Contract Attorney. The program director follows the rules and guidelines set and mandated by the Contract Attorney’s office. The affiliation agreements are maintained in good standing and are filed in the office of the program director. The duration of each affiliation agreement is three years.

Procedures
The formal agreement is in effect when the following have occurred:

a. The site indicates willingness to precept Samford dietetic interns
b. Facility and preceptor credentialing/ expertise have been confirmed
c. The dietetic internship policy and procedure manual has been reviewed
d. Program mission, goals, objectives, and rotation-specific competencies have been reviewed to determine whether the site can provide experiences which meet requirements
e. The program director has visited the facility, or conducted an in-depth interview via phone or email, to ensure adequacy and provide preceptor training
f. The facility acknowledges it can meet expectations for intern training and signs the agreement
APPENDIX 4 - SAMFORD UNIVERSITY DIETETIC INTERNSHIP PRECEPTING FACILITIES AND ORGANIZATIONS FOR DISTANCE-SUPERVISED PRACTICE ROTATIONS

<table>
<thead>
<tr>
<th>Policy Area:</th>
<th>Precepting Facilities and Organizations for Distance-Supervised Practice Rotations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Policy:</td>
<td>Process for Site Selection and On-Going Review for Effective Intern Training</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>February 3, 2014</td>
</tr>
<tr>
<td>Approved Date:</td>
<td>August 15, 2014; May 2017; March 2018; May 2019</td>
</tr>
</tbody>
</table>

Rationale or background to policy
In accordance with the 2017 ACEND Accreditation Standards for Dietetic Internships, the program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities, to ensure that facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve.

Policy Statement
All components of facility and preceptor qualifications expressed in the “Process for Site Selection and On-Going Review for Effective Intern Training” Policy applies, with the following additions:
Using the guidelines provided by the program, distance interns will be responsible for identifying and engaging supervised practice sites that are appropriately accredited and which provide qualified preceptors. Once identified the intern will submit facility and contact names to the program director no less than 10 weeks prior to the beginning date of the rotation.

The program director or internship faculty having relevant expertise will establish contact via phone, email, and/or Voice over Internet Protocol (VoIP) in order to meet with the lead preceptor and review competencies and learning activities appropriate to the site’s emphasis area. The facility must demonstrate, through documentation of accreditation, licensure, and credentialing. Tools such as a website, descriptive brochure of the facility and its services, or other reliable information will be reviewed to validate an appropriate supervised practice experience will be provided. Scheduling procedures, length of rotation, and learning activities will be mutually agreeable to both the dietetic internship and primary preceptor. An affiliation agreement will be obtained for any rotation site providing the equivalent of a full supervised practice rotation, and/or which will have an ongoing relationship for intern training throughout the program. Affiliation agreements must be signed by both parties before interns may be placed in rotation at that site. Ongoing site evaluation will occur through intern evaluations, correspondence with the primary preceptor, and analysis of the depth and quality of the distance interns’ work as demonstrated on assignments.

The remaining sections of the “Process for Site Selection and On-Going Review for Effective Intern Training” Policy apply as written.
Rationale or background to policy
The program or sponsoring institution must produce and make available to interns a complaint policy that includes procedures to be followed in the event of a written complaint related to the ACEND accreditation standards, student rights to due process, and appeal mechanisms. Students must receive information on how to submit a complaint to ACEND for unresolved complaints related to the ACEND accreditation standards.

Policy Statement
Students have the right to file a complaint regarding any aspect of the program, including a preceptor, supervised practice facility, course or supervised practice requirements, etc. without fear of retaliation.

Procedures
Complaints will be addressed with the following process:
1. File a written complaint with the dietetic internship director within 90 days from the recording of the final grade in the relevant didactic or supervised practice experience
2. Provide information to the dietetic internship director at a mutually agreed time and forum about the circumstances of the complaint so the process may go forward.
3. Participate in the scheduled meeting with the dietetic internship director and any other parties directly involved in the complaint for the purpose of developing a resolution to the complaint.
4. If the complaint is not resolved satisfactorily in the Dietetic Internship Department, a grievance may be filed with the university according to the guidelines provided in the university student handbook.
5. As a last resort, any unresolved complaints related to professional accreditation standards or other professional issues, students may contact:

The Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza
Suite 2190
Chicago, IL 60606-6995
1-800-877-1600, ext. 5400
APPENDIX 6 - SAMFORD UNIVERSITY ACADEMIC INTEGRITY POLICY

PROPOSED PROCESS TO MANAGE ACADEMIC DISHONESTY ISSUES
The purpose of this proposal is to offer a process for adjudicating academic integrity violations by undergraduate students. This document is not intended to supplant existing graduate or professional school academic integrity processes. This process may be used by graduate or professional programs that do not have an academic integrity process in place.

ACADEMIC INTEGRITY
A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect. The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. The more dependent, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

ACADEMIC INTEGRITY VIOLATIONS
Academic integrity violations are acts of academic misconduct. The term academic integrity violation includes, but is not limited to, the following acts:
1. Offering for course credit as one's own work, in whole or in part, the work of another.
2. Plagiarism, that is, incorporating into one's work offered for course credit passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with quotation marks, footnotes, or another appropriate written explanation.
3. Offering for course credit one's own work, but work that one has previously offered for course credit in another course, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered.
4. Obtaining an unauthorized copy of a test or assignment in advance of its scheduled administration.
5. Taking an examination for another student or knowingly permitting another person to take an examination for oneself.
6. Giving, receiving, or obtaining information pertaining to an examination during an examination period, unless such action is authorized by the instructor giving the examination.
7. Divulging the contents of an essay or objective examination to a student who has not taken the exam.
8. Taking, keeping, misplacing, or tampering with the property of Samford University, a faculty member, or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library. Samford University | Academic Integrity Policy 2013-2014 2 of 7
9. Failing to follow the instructions of a professor in completing an assignment or examination, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage.
10. Witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it.
11. Altering or falsifying academic or student record documents such as transcripts, change of grade forms, University excuses, and add/drop forms.
12. Giving or receiving unauthorized assistance on an examination, assignment, project, or other academic assignment.
13. Making a false report of academic dishonesty.
14. Fabrication, falsification, or misrepresentation of data, results, analyses, or other studies, presenting the results of research or studies not actually performed, or manipulating or altering data to achieve a desired result, including the failure to report or suppression of conflicting or unwanted data.

I. PROCEDURES FOR ADDRESSING ACADEMIC INTEGRITY VIOLATIONS
A. Violations
In all instances of suspected academic integrity violations or academic misconduct, the faculty will decide whether an assignment or course grade adjustment, up to a grade of failure due to a violation of academic integrity (FX) for the course, is appropriate. The University Registrar serves as the Academic Integrity Officer (AIO).

A. Faculty Actions Based on a Suspected Academic Integrity Violation
1. The faculty member suspects that a student violated academic integrity as defined in Section I.
2. If the faculty member is resolved in the belief that academic dishonesty occurred, the faculty member must address the issue with the student within 15 University working days after discovering the alleged violation. Based on the situation, the faculty member should consider having a witness at the meeting with the student. Once a faculty member has charged a student with academic dishonesty, the student may not withdraw from or change status in the course until the matter is resolved.
3. The faculty member is encouraged to consult with his or her department chair and or dean and may disclose information necessary for the chair and/or dean to provide guidance as a school official with a legitimate educational interest. The faculty member may also consult with colleagues about the suspected academic integrity violation. All such communications shall comply with FERPA. Faculty members may also consult with the AIO regarding a suspected violation.
4. If, after further review, the faculty member is satisfied that no academic dishonesty occurred, no report is filed. At that point, the allegations are dismissed, and the matter is closed.
5. If, after further review, the faculty member continues to believe that academic dishonesty occurred, the faculty member will submit an assignment and/or course grade adjustment. The sanction imposed by the faculty member may be no more severe than an FX grade in the course. a. The student is notified of the assignment and/or course grade adjustment and the option to appeal per the grade appeal process. b. The AIO is notified for tracking purposes and possible follow up. If the faculty member believes that sanctions in addition to a changed assignment and/or course grade are warranted, the matter must be forwarded to the AIO for Academic Council review within 15 University working days of discovering the violation.
6. The faculty member and/or the department chair should retain all documents related to the academic integrity violation for at least five years following the date of the violation. Faculty members are required to report all instances of academic dishonesty to the AIO. The AIO is responsible for creating a repository for all academic integrity violations and maintaining documents related to academic integrity violation.

B. Matters Directed to the Academic Council
The Academic Council will adjudicate the following matters in instances of academic dishonesty involving undergraduate students:
1. Instances when it is the student’s second or greater academic integrity offense.
2. Instances where a faculty member requests Academic Council review for consideration of sanctions in addition to a grade and/or assignment adjustment due to the seriousness of an academic integrity offense. The AIO will determine whether a matter is the student’s first academic dishonesty infraction. In all instances where it is the student’s second or greater offense of
academic dishonesty, the infraction is automatically referred to the Academic Council to determine if additional sanctions are warranted. A matter may also be directed to the Academic Council for review if the faculty member believes that the academic integrity violation warrants additional sanctions.

C. The Academic Council deliberation process will proceed as follows:
1. The AIO will compile forms and documents related to all student integrity violations and submit them to the Academic Council.
2. The Academic Council Chair will assemble a Hearing Panel and convene a hearing.
3. The Chair may, when necessary, request assistance from legal counsel and other University departments, as appropriate.
4. The Hearing Panel may confer with the AIO for consistencies in sanctioning.
5. The Hearing Panel will deliberate and impose sanctions by majority vote. Sanctions may include, but are not limited to probation, suspension, or expulsion.
6. The Hearing Panel will notify the AIO of the decision. a. In the case of a Hearing Panel decision of no additional sanctions, the AIO will notify the student and the faculty. b. In the case of a Hearing Panel decision imposing additional sanctions, the AIO will notify the student, the faculty, and the dean(s) of the appropriate school(s).
7. Expeditious deliberation by the Hearing Panel is an important priority. The Hearing Panel must convene and make their deliberations within 20 University working days after receipt of the matter by the AIO. In any of these cases, if there are not 20 University working days remaining in the semester, the matter must be handled at the start of the next semester.

III. THE ACADEMIC COUNCIL
A. Composition
The Academic Council is composed of a faculty member from each of the University’s schools which provides undergraduate studies (Howard College of Arts & Sciences, Ida V. Moffett School of Nursing, Brock School of Business, Orlean Bullard Beason School of Education & Professional Studies and School of the Arts) and the University Library. The Council also includes five undergraduate students, one from each school. The faculty-to-student ratio for each hearing is three faculty members and two students. Faculty members must be full-time faculty with at least three years of instructional or library experience at Samford University. Each student member must have a cumulative grade point average of 3.0 or higher at the time of the appointment and during service. The student members shall be appointed annually by the deans of the participating schools. Faculty members shall be appointed for three-year terms by their respective deans. A chair shall be selected each year by the faculty members of the Academic Council, although a chair may carry over from year to year.

B. Duties of the Academic Council
1. Determines through the process of a hearing whether an accused student has consistently or severely violated matters of academic integrity.
2. Imposes sanctions for students who have consistently or severely violated matters of academic integrity.
3. Completes the Hearing Panel Decision Template and notifies the AIO of the outcome of matters referred to the Council.

C. Jurisdiction
The Academic Council has exclusive jurisdiction over all academic integrity matters brought before them.
IV. ACADEMIC COUNCIL HEARINGS

A. Members for a Hearing
A hearing is convened with a Hearing Panel comprised of three faculty and two student members of the Academic Council. The hearing will not be affected by a member of the Hearing Panel disqualifying himself or herself after a hearing has begun.

B. Recusal
A member of the Hearing Panel shall recuse himself or herself if he or she believes that, in reaching a decision as to whether or not an accused student has consistently or severely violated academic integrity, he or she cannot act on the weight of the evidence without bias or prejudice. The Hearing Panel may, by majority vote, recuse one of its members from sitting on a hearing if that would best serve the interests of the Academic Council and the University.

V. SANCTIONS

A. Sanctions Imposed by the Faculty Member - If the faculty member finds a student guilty of academic dishonesty the possible sanctions include, but are not limited to, failure/grade penalty on the assignment or test, rewriting the assignment or test, and failure/grade penalty in the course. If a faculty member believes that it is appropriate for a student to be placed on probation, suspended, or expelled for the academic integrity violation, the faculty member must refer the matter to the Academic Council. Faculty must refer matters to the AIO for Academic Council review within 15 University working days of discovering the violation.

B. Sanctions Imposed by the Academic Council - If the Hearing Panel determines that the accused student has severely or consistently violated academic integrity, it may impose sanctions against the student. Whenever sanctions are imposed, the format in section VIII will be used. Possible sanctions include, but are not limited to probation, suspension, and expulsion as defined below.

1. Probation A process or period that may include restrictions or required activities such as community service, educational classes, and/or prohibition from participating in co-curricular activities.
2. Suspension Termination of student status at the University for a specified period of time.
3. Expulsion Termination of student status at the University permanently or for an indefinite period of time.

VI. APPEAL OF SANCTIONS
Any grade may be appealed through the grade appeals process as outlined in the University catalogue. If the student wishes to dispute the sanction(s) imposed by the Academic Council, he or she may appeal the sanction decision in writing to the AIO within five University working days of the date he or she receives notice of the Hearing Panel decision. In such a situation, the AIO, in discussion with the Provost and Executive Vice President, may review the record of the hearing, and the student’s academic and disciplinary records, and based upon this review, decide to:

(1) Allow the sanction(s) to stand.
(2) Modify the sanction(s) or impose a different sanction(s).
(3) Suspend the sanction(s).

For issues regarding the same academic integrity incident, the AIO and Provost will consider a grade appeal and an appeal of the Academic Council’s decision on additional sanctions at the same time. The decision of the AIO and Provost as to the appropriateness of the sanction(s) is final.

VII. ACADEMIC COUNCIL CONFIDENTIALITY
The proceedings of the Academic Council and Hearing Panel are confidential and are subject to the provisions of the Family Educational Rights and Privacy Act and its implementing regulations.
VIII. HEARING PANEL DECISION TEMPLATE

HEARING PANEL DECISION TEMPLATE (This completed form must be provided to the student)

Does the Academic Council Hearing Panel decide to impose additional sanction(s)?
Yes  No

If yes, what additional sanction(s) does the panel impose?
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

State the reasons for imposing additional sanction(s) beyond the grade adjustment or other academic adjustment made by the faculty member:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Approved:

Signature of Hearing Panel Chair  Print Name (date)

Signature of Hearing Panel Member  Print Name (date)

Signature of Hearing Panel Member  Print Name (date)

Signature of Hearing Panel Member  Print Name (date)

Signature of Hearing Panel Member  Print Name (date)

Signature of Hearing Panel Member  Print Name (date)

The student may appeal this decision in writing to the AIO within five University working days of this notice.

POTENTIAL SANCTION(S) IMPOSED BY THE HEARING PANEL

(1) Reflection letter
(2) Skill remediation
(3) Academic integrity seminar
(4) Warning
(5) Probation
(6) Suspension
(7) Expulsion
(8) Withdrawal of credit for previously-accepted course or requirement
(9) Revocation of degree or certificate
(10) Referral to appropriate legal authorities
(11) Referral to the appropriate authorities (E.g., NIH, OIG, grant sponsors, etc.)
APPENDIX 7 - INCIDENT FORM

This form is to be completed and turned into the dietetic internship director’s office within 24 hours of the incident.

CLINICAL INCIDENT REPORTING FORM
SAMFORD UNIVERSITY
College of Health Sciences

Student Name: ___________________________ Date: _____________________
Department of __________________________________________________________
Clinical Course: ___________________________ Clinical Site ___________________________

Type of Incident:
Provide a brief description of the incident (omitting all Patient Health Information, (to comply with HIPAA)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Action Taken by Student
☐ Notified Department Date _____________
☐ Incident report completed Date _____________
☐ Narrative Written Date _____________
☐ Notify liability insurance carrier Date _____________

Action Taken by Department
☐ Notified Dept. Chair Date _____________
☐ Notified Dean of School Date _____________
☐ Discussed incident with student Date _____________
☐ Copy of narrative to student clinical file Date _____________
☐ Samford Risk Mgmt. notified Date _____________

THIS FORM IS FOR INTERNAL USE ONLY
**APPENDIX 8 – ADVISORY BOARD OF THE DEPARTMENT OF NUTRITION & DIETETICS**

**Advisory Board Chair:**
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Chair & Professor
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ATTACHMENTS

Attachment 1: VERIFICATION OF RECEIPT AND AGREEMENT, CONFIDENTIALITY STATEMENT

Samford University
Dietetic Internship Program
Internship Handbook of Policies and Procedures

VERIFICATION OF RECEIPT AND AGREEMENT AND CONFIDENTIALITY STATEMENT FILE COPY

I, __________________________________________ (print name) have received a copy of the Samford University Dietetic Internship Handbook. I understand that it contains important information regarding the Internship’s policies and my obligations as a Dietetic Intern. I have familiarized myself with the material in the Handbook and understand that I am governed by its contents. I attest that I understand all of the material presented in this handbook, and that I have been given the opportunity to clarify any information I did not understand.

I understand and agree that I am bound by all policies and procedures outlined in the handbook, as well as by the Academy of Nutrition and Dietetics Code of Ethics for dietetics professionals.

I understand and agree that the Samford University School of Public Health and the Dietetic Internship Program have made no promise or guarantee that upon completion of the internship program I will obtain employment in dietetics, nor do they ensure that upon completion of the internship program, I will pass the registration examination for registered dietitians.

I also understand and agree that in my performance as a Dietetic Intern, I will maintain the confidentiality of all medical and/or personal information regarding the patient, client and/or family at all times. I understand that any violation of this confidentiality will constitute a breach of the Health Insurance Portability and Accountability Act (HIPAA), the Honor Code of Samford University, and the Academy of Nutrition and Dietetics Code of Ethics.

STUDENT SIGNATURE: _____________________________________________
DATE: ________________________________

(Distance students: Upon completion, please submit this copy through the Canvas Dietetic Internship course website)