



Combined Master of Science in Nutrition / Dietetic Internship Program

Dietetic Internship Program Supervised Practice Handbook for 2024 – 2026

Department of Foods and Nutrition

2 Convent Road

Morristown, NJ 07960

www.steu.edu

This handbook is designed to support students enrolled in supervised practice.

This handbook does not replace the
official Saint Elizabeth University policies and procedures.

It is the responsibility of the student to know and
follow all institutional policies and procedures.

All material in this handbook is presented in a good faith effort to inform students
of SEU DI Program of current policies and procedures.

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*Effective July 1, 2020, the College of Saint Elizabeth formally became
Saint Elizabeth University.*

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Welcome

Welcome to the combined Master of Science in Nutrition with Dietetic Internship (MS/DI) at Saint Elizabeth University! The MS/DI Program is consistent with the mission of Saint Elizabeth University's endeavor to develop an academic community that supports each person in the pursuit of knowledge, competency, and personal development. It is the desire of the Program faculty to instill within each student the ethical and social responsibility to make a positive difference in the lives of others and their community, as lifelong learners, and as active, informed and responsible individuals and leaders in the profession of nutrition and dietetics.

Since 1991, Saint Elizabeth University has continued to meet eligibility requirements for the national Registered Dietitian Nutritionist (RDN) examination. Currently, students choose between two unique concentrations to meet the interest and growing demand for dietitians specializing in: Entrepreneurial Nutrition Practice (ENP) OR Community & Public Health Nutrition (CPHN).

History of Distinction in Nutrition and Dietetics at Saint Elizabeth University

- **1991:** First class admitted under Approved Preprofessional Program (AP4) in Dietetics becoming the first post-baccalaureate program at the formerly named College of Saint Elizabeth (CSE). Second supervised program in the NJ state
- **1995:** Consistent with changes with Educational Requirements and Accreditation Standards, the AP4 converts to a Dietetic Internship
- **2009:** Per Accreditation standards, practice hours increased to 1,200; includes two new concentrations: Nutrition Education and Counseling (NEC) and Food and Nutrition Business and Communications (FNBC)
- **2012:** Approval for Individualized Supervised Practice Pathway (ISPP) for those with DPD Verification Statements and doctoral degrees. This pathway was discontinued in 2018
- **2015:** First class of combined MS/DI, two concentrations are streamlined into one Entrepreneurial Nutrition Practice (ENP) concentration
- **2019:** Program enrollment expanded to allow up to 36 students per year, simultaneously added Community & Public Health Nutrition (CPHN) concentration
- **2022:** Consistent with 2022 ACEND Standards, practice hours reduced to 1,000 starting with class of 2023

The mission of Saint Elizabeth University, sponsored by the Sisters of Charity of Saint Elizabeth, is to be a community of learning in the Catholic liberal arts tradition for students of diverse ages, backgrounds, and cultures.

Through the vision of Elizabeth Anne Seton, Vincent de Paul, and Louise de Marillac, and rooted in the Gospel values and in Catholic Social Teaching, Saint Elizabeth University affirms its solidarity with the poor and its commitment to service to the community.

*Saint Elizabeth University, as an engaged institution of higher education, driven by mission and informed by our Catholic Sisters of Charity traditions, seeks to live the following core values to achieve our mission, vision and strategic goals: **Integrity, Social Responsibility, Leadership, and Excellence in Teaching and Learning.***

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Faculty and Staff Directory

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Program Description

Combined Master of Science in Nutrition/Dietetic Internship Program

The combined Master of Science in Nutrition/Dietetic Internship Program (MS/DI) is completed in 38 credits. Accepted students complete 20 hours of online MS in Nutrition coursework prior to completing 18 credits of Dietetic Internship (DI) program-specific coursework, which includes the minimum hours of supervised practice required by ACEND for accreditation. Students who successfully complete the program receive a Master of Science in Nutrition and a Verification Statement of program completion. They are then eligible to take the National Registration Examination for Dietitians (RD/RDN).

Professional Credentialing

The RD or RDN (Registered Dietitian / Nutritionist) is the nutrition expert in food and nutrition, challenged to translate the interdisciplinary knowledge into practical applications. Some RDNs work as clinical or community dietitians, providing consultation and medical nutrition counseling for optimum nutrition to individuals and groups in clinics, health care facilities, medical offices, school systems, corporations, fitness centers, and in private practice. Others work with professional athletes, in spas, on cruise ships, and in other entrepreneurial careers.

Successful completion of this Program leads to eligibility to take the national Commission on Dietetic Registration (CDR) examination to become a Registered Dietitian/Nutritionist and the conferral of a Master of Science degree in Nutrition with a concentration in either Entrepreneurial Nutrition Practice or Community and Public Health Nutrition. Students completing the MS/DI program and successfully passing the CDR examination for Registered Dietitian/Nutritionist meet the requirements for licensure in New Jersey.

The Dietetic Internship Program of the Saint Elizabeth University is granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics through December 31, 2025. ACEND is a specialized accrediting body recognized by the United States Department of Education. The address and phone number of ACEND is 120 South Riverside Plaza, Suite 2190, Chicago, Illinois, 60606, 312/899-4876.

NJ State Licensure

The United States Department of Education now requires that colleges and universities with programs designed to prepare students for professional licensure or certification provide appropriate disclosure. SEU's DI program is ACEND accredited and meets the NJ regulations for licensure passed January 2020, meeting USDE criteria for "States for which the institution has determined that the curriculum meets State requirements for licensure/certification."

On January 13, 2021*, a license was to be required in New Jersey to practice "medical nutrition therapy" or to use any of the specified protected titles, including "nutritionist." The Dietetics and Nutrition Licensing Act also sets forth a detailed, more broadly defined scope of practice for licensees, meaning that New Jersey will license individuals to practice dietetics and nutrition broadly (thereby letting citizens know who is qualified), while narrowly tailoring the exclusive scope of practice of MNT only for licensees, limiting the class of providers for services where the risk of harm is the greatest. Protected titles include *dietitian nutritionist*,

nutritionist, dietitian, dietician, nutrition counselor, nutrition specialist, LDN, LD, LN, nutritional therapy practitioner, licensed dietitian nutritionist, licensed nutritionist, or any other designation or title indicating qualification to provide medical nutrition therapy.

The progression of licensure has been significantly slowed because of COVID-19. Once approved, regulations can be written, and an application process will be put into place. For more information on NJ licensure for dietitians-nutritionists visit: **NJ State Statutes 2020 45:16B-1.**

For updates on the NJ Consumer Affairs for State Board for Dietitians and Nutritionists visit <https://www.njconsumeraffairs.gov/dan> and <https://eatrightnj.org/licensure-and-public-policy> (Last viewed June 23, 2024)

For national information, please visit Eatright.org for more on national licensure and certification: <https://www.eatrightpro.org/advocacy/licensure/licensure-map>

Mission, Goals, & Objectives of the MS / DI*

Mission Statement of the Dietetic Internship Program

The mission of Saint Elizabeth University's combined Master of Science in Nutrition with Dietetic Internship Program is to provide graduates with didactic and supervised practice experiences meeting the requirements of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to prepare graduates for competent practice as Registered Dietitian Nutritionists.

Rooted in the University's institutional mission, Saint Elizabeth University's combined Master of Science in Nutrition with Dietetic Internship extends the University's long history of academic excellence and quality education with strong faculty guidance to support the professional development and commitment to service of each dietetic intern within their chosen concentration of Entrepreneurial Nutrition Practice or Community and Public Health Nutrition. **Revised August 2022*

Goal One

Graduates will be prepared for competent entry-level positions in dietetics meeting the Core Competencies for the Registered Dietitian Nutritionist (CRDN) as established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) with an emphasis on acquisition of knowledge and practice skills specific to the Entrepreneurial Nutrition Practice Concentration or Community and Public Health Nutrition Concentration.

Objectives:

- **1.1. Program Completion** (Required Element): At least 80% of interns complete program requirements within 12 months (150% of supervised practice length)
- **1.2. Graduate Performance on Registration Exam** (Required Element): The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (This report is provided 2 times a year.)
- **1.3. Graduate Performance on Registration Exam** (Required Element): At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- **1.4. Graduate Employment** (Required Element): Of program graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- **1.5. Employer Satisfaction** (Required Element): 80% of employers of program graduates will indicate they feel interns were prepared for competent entry-level practice at a level of 3 or higher on a scale of 1-5 (5 highest) on a Targeted Employer Survey.
- **1.6. Student Success**: 95% percent of graduates who enter the program will successfully complete the program.

Goal Two

Graduates will develop skills and a commitment to service through the exposure to community rotations and professional development coursework.

Objective:

- **2.1 Mission Aligned**: Upon completion of the program, 80% of graduates will indicate that they have developed leadership and professional dietetic practice skills and a continued commitment to service at a level of 3 or higher on a scale of 1-5 (5 highest).

DI Program Outcomes are available upon request from Program Director

MS / DI Program and Curriculum Overview

Mission Statement of the MS in Nutrition

The mission of the Master of Science in Nutrition Program is to provide excellence and innovation in teaching and outreach in order to engage learners in a collaborative, interactive learning environment that encourages critical inquiry and informs ethical, evidence-based nutrition practice in a spirit of service, social responsibility, and leadership.

YEAR 1

Online Graduate Coursework

Entrepreneurial Nutrition Practice (ENP) Concentration (20 credits)

REQUIRED:

- FN 620 Child and Adolescent Nutrition (2)
- FN 625 Health Promotion and Aging (3)
- FN 630 Interventions & Strategies for Weight Management (3)
- FN 650 Advanced Nutrition & Metabolism (3)
- FN 655 Research Methods for Health Professionals (3)
- FN 677 Program Design & Management in Community Nutrition (3)

ELECTIVE:

- FN 624 Integrative Nutrition & Health Therapies (3) **OR**
- FN 671 Sports Nutrition for Health & Performance (3)

Community and Public Health Nutrition (CPHN) Concentration (20 credits)

REQUIRED:

- FN 620 Child and Adolescent Nutrition (2)
- FN 625 Health Promotion and Aging (3)
- FN 626 Public Health Nutrition (3)
- FN 630 Interventions & Strategies for Weight Management (3)
- FN 650 Advanced Nutrition & Metabolism (3)
- FN 655 Research Methods for Health Professionals (3)
- FN 677 Program Design & Management in Nutrition (3)

Year-1 graduate courses are delivered online during the first year of the program. Students are full-time taking the required 9 credits (graduate-credit load).

Graduate courses with crossover supervised practice hours:

- FN 677 includes practice hours (80 hours) as part of the coursework and may be completed in any geographic location if other program requirements are met.
- FN 626 includes practice hours (12 hours) as part of the coursework.

YEAR 2

Supervised Practice Courses and Rotations

*Year 2 requires students to reside within driving distance of Morristown, New Jersey

Supervised Practice Course Alignment	Supervised Practice Rotation Alignment	Semester
Dietetic Internship Core Courses (14 credits)	Rotation Units / Professional Work-Primary	Schedule
FN612 Experiential Learning in Clinical Nutrition Care (6)**	Clinical Preparation (<i>new F2024</i>) Medical- Surgical Nutrition Support	Fall or Spring
FN602 Advanced Experiential Learning in Clinical Nutrition Care (1)	Entry-Level Clinical Extended Care Pediatrics Outpatient Clinical	Spring
FN606 Professional Communications in Nutrition and Dietetics Practice (3)	Nutrition Education & Counseling (NEC)	Fall or Spring
FN608 Experiential Learning in Dietetic Management (3)	Departmental Management	Fall or Spring
FN613 Experiential Learning in Community Nutrition (1)	Community Service Community Health programs	Fall or Spring
Dietetic Internship Concentration Courses (3 credits)**		
FN604 Experiential Learning in Entrepreneurial Nutrition Practice (3)	NEC-ENP Supermarket/Retail services	Fall or Spring (ENP)
FN610 Experiential Learning in Community and Public Health Nutrition (3)	Federal & Public Health Nutrition services	Fall or Spring (CPHN)
Dietetic Internship Capstone Requirement (1 credit)**		
FN694 Capstone in Supervised Practice in Dietetics (1)	Self-Designed Elective	Spring

Important: Calendar for Supervised Practice is NOT the same as for the University general courses.

Rotations associated with courses are scheduled in a rotation and schedules may be changed due to circumstances at practice sites; the program reserves the right to schedule courses in a different order.

MS / DI Course Descriptions are provided in the Appendix.

Core Competencies for the RDN 2022 Accreditation Standards

Introduction: The SEU's DI Core Competencies form the basis of the curriculum for supervised practice. The Core Competencies comply the ACEND 2022 Educational Standards that all programs must follow. The SEU DI Supervised Practice courses align the core competencies in a structured curriculum that provides the breadth and depth to ensure students meet the requisite skills for entry-level practice as a Registered Dietitian Nutritionist. Additionally, the program has identified concentration competencies. Students should review and understand the requirements for meeting the core competencies and concentration .

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

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
- CRDN 1.5 Incorporate critical-thinking skills in overall practice

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

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimes, carbohydrate to insulin ratio, B12 or iron supplementation).
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

- CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.

SEU DI Specific Competencies

ENP: The program specific competencies for the Entrepreneurial Nutrition Practice Concentration:

- DI.ENP 1.1 Performs Nutrition Care Process in a community setting with emphasis on incorporating multiple strategies for behavior change (e.g., self-monitoring, stress management, stimulus control, problem solving, contingency management, cognitive restructuring, and social support), referring clients to the appropriate support services as needed.
- DI.ENP 1.2 Uses various media formats and tools, such as television, radio, social media, print to create social marketing campaign and/or provide nutrition messages both in retail or campus settings.

CPNH: The program specific competencies for the Community and Public Health Nutrition Concentration:

- DI.CPHN 1.1 Performs the Nutrition Care Process in a community setting with an emphasis on addressing food and nutrition related priority health needs for a target population.
- DI.CPHN 1.2 Promotes food security through education, nutrition counseling, and social marketing campaigns in diverse nutrition and health education settings.

Admissions, Registration, Orientation, & Statement on Distance Education

Admission to the Program-General Application

Applicants must meet all admission requirements outlined below and on the Dietetic Internship webpage <https://steu.edu/di>. Admission is made without regard to race, color, creed, sex, age, physical handicap, and ethnic or national origin. Please refer to the program webpage for most recent information.

Application through DICAS and D&D Digital: The program participates in the Dietetic Internship Centralized Application System (DICAS) as well as the D&D Digital national matching and appointment process. Because the program includes online coursework it may not meet the requirements of international student visas. International applicants should contact the Dietetic Internship Director for more information. Students can access the application information at <https://www.steu.edu/diapp>.

Application requirements for all students are submitted through DICAS and include:

- Application form
- 3 letters of Recommendation
- Narrative
- Resume
- Transcripts from all institutions attended. If coursework was completed outside of the U.S., a third-party evaluation of transcripts must be provided to determine U.S. equivalency.
- DPD Verification OR Letter of Intent (for application process)
- Proof of Student Membership in the Academy of Nutrition and Dietetics
- Interview (to be scheduled by Program for eligible applicants after application deadline)

SEU DI Concentration: Beginning in August 2023, both the ENP and CPHN concentrations will begin together in August/Fall semester.

NOTE: The Pre-select Admission Option to the Program for SEU Undergraduates is no longer available (August 2024).

Second Round Match Applications

If we do not match a full class during the D&D Digital Matching Process in April, we will offer open positions to those who have already applied to the combined MS/DI Program at the University. Open positions are offered to unmatched students in rank order based on the Selection Committee's ranking.

If open positions still exist after this process, the program will follow the second-round match process and accept new applications. Applications will be collected using second round guidelines, from Thursday when the DICAS portal is reopened through the following Monday morning (5 days) at 8:00 a.m., when the portal will be closed. (Please note if this falls during Easter break, the DI Office is closed Thursday through Sunday.)

Applications will be scored on Monday after DICAS portal closes and phone interviews will be held on Tuesday and/or Wednesday between 9:00 a.m. and 4:00 p.m. Applicants will be contacted by phone to schedule an interview. A faculty committee will review applicants by Thursday (one week after DICAS portal opens) and offers will be made by phone on or before Thursday or Friday. Applicants must accept or decline the position at the time of the offer. Openings may occur after these processes because of matched/accepted students dropping out of the program. In this event, the program faculty will give priority acceptance to qualified Saint Elizabeth University students and then additional applicants.

Direct Admit into Dietetic Internship Pending Vacancies

The SEU Dietetic Internship reserves the right to fill any post-match openings with applicants who already hold a master's degree (in any area) and DPD Verification Statement. Applicants may be conditionally accepted prior to completion of DPD Verification Statement and master's degree, but both must be completed by the start of the Dietetic Internship. Recency of education will be assessed by faculty, which may result in additional required coursework to be completed by the applicant before or during supervised practice. Prospective students are encouraged to contact the Dietetic Internship Director for more information and will be required to submit:

Qualified applicants will be required to provide:

- Application form (obtained from DI Director);
- Recommendation (2 professional letters using form provided);
- Letter of application (indicating choice of concentration and reason for interest);
- Transcripts from all institutions attended;
- DPD Verification Statement;
- Resume; and
- Interview

Registration for the Program

Accepted students will be directed to complete a formal online registration process to into the University's Enrollment Management portal for the MS/DI. A program completion plan will be provided, and students will be asked to sign a *cohort registration form* which allows for *automatic* registration each semester until the MS/DI coursework and supervised practice is completed. Automatic registration allows for faculty or the program coordinator to register each student in the cohort to help streamline the registration process. In some cases, students may also be instructed to register for courses through Self-Service. At each registration point, a faculty advisor will remind students of the timeline for course registration and the need for *course approval* through Self-Service. Students retain full responsibility for ensuring all registration requirement steps are completed each semester and within the timeline outlined. Failure to meet missed deadlines may result in delays in registration and access to financial aid.

Orientation

To assist students with understanding the University's policies, procedures and available services and prepare students for the on-line and supervised practice learning environments, the program offers multiple required orientations.

Year 1: SEU and Graduate Program in Nutrition

University-wide Orientation - Attendance is highly recommended

- Prior to the start of the program, the University offers an orientation program that introduces the student to the available student services, IT and library resources, and other general information.
- Students will be oriented to the on-line teaching learning environment, meet FN Department faculty and may participate in a seminar or other academic activity.

MS in Nutrition Orientation – Mandatory (virtual)

- Prior to Master of Science in Nutrition coursework, students are required to attend a mandatory virtual orientation.
- Typically held in June, date announced in April.

Year 2 Supervised Practice

DI Mini-Orientation – Mandatory (virtual)

- Prior to Supervised Practice, students are required to attend a mandatory virtual orientation .
- Typically held in June, date announced in April.
- Pre-preparation work, important medical and background check compliances, and other information specific to supervised practice will be reviewed.

Supervised Practice Orientation – Mandatory on campus / Required part of supervised practice hours

- First week of the supervised practice program for all students.
- Review of Handbook and on onboarding requirements, review of prework, practice activities, curriculum review, and orientation to supervised practice.

Use of Distance Education & Technology Requirements

As defined by the US Department of Education, Distance Education is education where instruction is being delivered to students who are separated from the instructor/program director and that supports regular and substantive interaction between the students and the instructor/program director, either synchronously or asynchronously. Year 1 of the combined MS/DI program, where students complete 100% online graduate coursework, is considered Distance Education. *Year 2 of the combined MS/DI program*, while supervised practice and Monday didactic and simulation classes are in-person, there will be times where students meet virtually with the DI Director, Department Chair, or DI Faculty virtually. Additionally, virtual participation in class discussion, coaching, check-ins, remediation, advisement, and other activities may occur during the year. Therefore, year 2 of the program is assessed at 1-49% per ACEND classification of virtual time, and is thus also considered Distance Education. *All virtual supervised practice experiences must include webcam for identity verification and participation.*

As the combined MS/DI provides Distance Education, certain technology requirements are therefore required by students from the start of the program (even before the start of the program as a virtual Orientation is held for students prior to the commencement of Year 1). Students must have access to a computer with internet, camera, and microphone access. Students will be using a myriad of learning management resources (Moodle, Self-Service, PRISM, email, etc.) and must be able to access these resources and others which may be assigned by faculty or preceptors for the duration of the program. For support, students have access to the University's Department of Information Technology, Mahoney Library, and SEU's Student Success Center.

Tuition and Fees

The following program costs are for the 2024-2025 academic year for full-time interns. Tuition for the combined MS/DI is estimated at \$39,864 for 38 credits as outlined below (estimate at \$1026 per credit).

Data provided as of 07/25/2024; updated data is available at the SEU published website at: <https://www.steu.edu/admissions/tuition-and-fees/graduate/tuition>. Saint Elizabeth University reserves the right to make changes in the tuition and fee structure as needed. Please refer to the University Graduate Catalog for more information.

Tuition and Fees	Estimated Fall/Spring Cost	Estimated Total Program
Tuition (19 credits/year)	\$19,494	\$38,988
University Fees (\$325/semester)	\$ 711	\$ 1,422
Mandatory Accident Insurance	\$ 103	\$ 206
Malpractice Insurance (\$25 per course)*	\$ 200 (DI only)	\$ 200
Graduation Fee	(one-time fee)	\$ 200
Parking	\$ 160/ year	\$ 160
Capstone Fee (FN694)	N/A	\$ 500
Total	\$20,493	\$41,526

Additional Dietetic Internship Program Costs

Interns should budget for additional program-related expenses, which include the following:

Lab Coats	\$ 100.00 (approximately)
Student Academy Membership	\$ 58.00
Textbooks and Supplies	\$ 500.00-750.00
Academy Resources (i.e., eNCPT; Adult Nutrition Care Manual)	\$ 35; \$80 student subscription/year
Physical Examination and Tests	Variable
Criminal Background Search (approx.)	\$ 60.00
Health Insurance*	\$ 3,215.00
Travel	Variable

For Master of Science in Nutrition courses, required textbooks are listed through SEU Virtual Bookstore located on the University's main webpage. For Supervised Practice, a complete book list is distributed at the DI Virtual orientation. Required textbooks for the Dietetic Internship are primarily those utilized in DPD programs. Required Academy subscriptions are published in the Dietetic Internship Program booklist.

*Refers to Student Health Insurance purchased through the University's affiliate. Students are required to provide proof of insurance and submit a waiver to avoid this charge. Students are responsible for the cost of their living and transportation expenses including insurance, housing, and meals. These costs may vary depending upon living arrangements, length of commute, and supervised practice site arrangements.

Financial Aid and Scholarships

Students may be eligible for graduate financial assistance in the form of loans and loan deferments by completing the *Free Application for Federal Student Aid*. Please make an appointment with the SEU Financial Aid Office located on the second floor of Santa Rita Hall. Visit <https://www.steu.edu/financialaid>

The Academy of Nutrition and Dietetics provides scholarships to students applying to graduate programs and nutrition and dietetic programs. Scholarships are awarded on a competitive basis. Students must be Academy members and it is highly recommend holding membership in one of the Dietetic Practice Groups (DPGs.) Applications for scholarships are available on the *Academy of Nutrition and Dietetics Foundation* webpage. Scholarship applications are generally due in March. Other resources: Independent Colleges Fund of New Jersey, Hispanic Leadership, American Association of University Women (AAUW of Bergen and Madison NJ), to name a few. Application requirements and filing deadlines vary. If you need a recommendation from a faculty member, please remember to ask with timely consideration. Academy link: <https://www.eatrightpro.org/leadership/honors-and-awards/grants-and-scholarships> Independent Colleges Fund NJ link: <https://njcolleges.org/>

DI Policies & Procedures

*Updated July 2024

Program policies and procedures shall protect student civil rights, privacy of information, and comply with the institutional equal opportunity program.

Credit for Prior Learning, Equitable Treatment & Access to Personal File

Policy 1. Credit for Prior Learning and Prior Learning Assessment

To receive credit for prior work experience in supervised practices, students must follow the University's *Professional Experience Learning Assessment* (PELA) process. The student will be required to provide a comprehensive learning portfolio indicating how the learning objectives of the *SEU DI Curriculum Manual* have been achieved. This includes, but is not limited to, confirmation of work experience from an employer, sample works created by students, unit evaluations and a narrative reflection of how the student previously has met the competency/competencies being challenged. The DI Director reserves the right to request additional validation as needed to ensure ACEND competencies have been achieved. Use of the process may reduce (but is not guaranteed to reduce) overall credits but will result in a reduction in supervised practice hours per evaluation. The awarding of practice hours is individualized but generally does not exceed 200 hours.

Initial request or Step 1 for a PELA must be received no later than the end of the first week of program orientation. Please refer to the PELA request form provided with Handbook Appendix D.

Once the initial request form is received, DI Director and DI faculty will review. *If accepted*, student must complete **Step 2** which will include a detailed assessment on how the related rotation competencies and activities and practice experiences were met.

- In general, credit for prior learning may be granted for *FN608 Experiential Learning in Dietetic Management (3)* and / or *FN613 Simulated and Experiential Learning in Community Nutrition*. Full or partial credit may be granted.
- No credit will be allowed for *FN612 Simulated Practice & Experiential Learning in Clinical Nutrition Care*, but students may submit a PELA to petition for more advanced-level clinical practice.

To be eligible, the student must either have full-time work experience or the equivalent in the supervised practice area/rotation being challenged or must have met the competencies through an ACEND accredited program within seven years of the start of supervised practice. However, no undergraduate-level or DPD-related experiences will be considered. **It is the student's responsibility to demonstrate how each requirement was met. Step 2 documentation must be submitted to the DI Director NO LATER THAN 5 WEEKS before the start of the rotation.** Final acceptance and determination of credit for prior learning and supervised practice hour determination, will be decided by the SEU DI Director and Faculty. Students may not appeal the final decision.

If accepted, please note the following University guidelines: **Students who are granted prior learning experience credit in place of required academic coursework will be required to pay the University PELA fee for transcript processing (approximate cost: \$350 per course).** PELA granted courses will appear on transcripts as "P" for pass. *Please review the SEU Academic Policies at <https://steu.smartcatalogiq.com/en/2023-2024/academic-catalog/academic-policies/> and Tuition and fees for PELA at <https://www.steu.edu/admissions/tuition-and-fees/graduate/course-related-fees>.* Processing of the final PELA request must include approved and signed by the DI Director, Foods and Nutrition Department Chair, and College of Professional Studies Dean.

Policy 2. Equitable Treatment and Protection

Saint Elizabeth University is committed to ensuring a just and ethical campus environment where all campus community members have the opportunity to participate and succeed. SEU is committed to a culture of equity and inclusion that is central to the University's mission, identity, and core values. The DI Program upholds this commitment.

In accordance with Human Resources policy (#25) of the SEU Employee Handbook: Inclusion Position Statement - Compliance and Admissions Policies:

“Saint Elizabeth University does not discriminate on the basis of sex, class, income, geographical location, veteran status, race, creed, color, religion, disability, age, marital status, sexual orientation, gender identity or expression, or national origin, in the administration of its admissions, educational policies, scholarship and loan programs, or other University policies including employment. In addition, discrimination and/or harassment of any kind will not be tolerated from faculty, staff, students, or guests. Respect, understanding, and a basic generosity of spirit are expected.”

Students have avenues to address complaints, grievances, or improper treatment through the inclusion process. Please refer to the Dean of Student Affairs, David Hill: DHill@steu.edu.

In accordance with Title IX policies, “Saint Elizabeth University complies with Title IX of the Education Amendments of 1972, which prohibits all recipients of federal funds from discriminating based on gender in its educational programs and activities. The University also prohibits harassment based on sex, race, or other bases listed above, and prohibits sexual assault, dating violence, domestic violence, stalking, or other forms of violence against its students and employees. Any of these acts or other acts of violence will not be tolerated.”

Students have avenues to address complaints, grievances, or improper treatment through the Title IX process. Please refer to: <https://www.steu.edu/title-ix>

A full copy of the Title IX policy can be found at the above link. If ever in doubt, please ask!

Policy 3: Confidentiality of Student Records/Student Privacy Information

All Employees of SEU are required to abide by the policies governing review and release of student educational records. The Family Education Rights and Privacy Act (FERPA) of 1974 mandates that information contained in a student's education file must be kept confidential. FERPA was written specifically for students and guarantees them three primary rights:

- The right to inspect and review educational records.
- The right to seek to amend educational records.
- The right to have some control over the disclosure of information from those educational records.

FERPA does not guarantee the absolute right to hide all records such as directory information, name, enrollment status, curriculum, dates of attendance, and degrees received. Students may block release of this information by completing the **FERPA Authorization to Release Information**. Refer to SEU's FERPA policy located in the Academic Policies webpage at <https://steu.smartcatalogiq.com/2023-2024/academic-catalog/academic-pol>. More information on FERPA is available through the US Department of Education website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Release of Student Health Records, Immunization and Background Checks can be released to Supervised Practice sites/facilities. This documentation is requested as part of onboarding to Supervised Practice. Please refer to the specific policies outlined in this Handbook. This information is maintained by a third party and issued directly to the student for uploading into PRISM®.

Policy 4: Access to Personal Files – Program Files

Official paper and digital files will be established for each applicant who accepts and appointment into the program. This file will include application*, DPD verification, official transcripts, and application evaluation* (*not available for review). Documents that are created or compiled as part of the program such as signature pages, remediation plans, and any disciplinary actions may be included in these files. All paper files are stored in locked files and all digital files are password protected. If a student would like access to any of these documents during the program, they must submit a request to the DI Director. The program will also comply with all policy and procedures regarding academic records as established by SEU.

Academic Progression, Evaluation & Grading

Policy 5. Academic Progress in Master of Science in Nutrition Coursework

Students accepted into the combined MS in Nutrition/Dietetic Internship must comply with all requirements regarding good academic progress to maintain status as MS/DI accepted students and continue in the program.

Full time graduate work requires approximately 40 hours of study and course participation each week.

Academic progress is reviewed after each semester. Students who fail to maintain a 3.20 cumulative grade point average in their coursework are automatically subject to probation and to suspension from the degree program if a 3.00 cumulative grade point average is not achieved in the third semester. (Spring, summer and fall each counted as a semester.) A student will receive an academic warning when she/he receives their first "C/C+" grade. A second "C/C+" grade will place the student in suspension. Please refer to the SEU Academic Catalog for graduate programs. **Students must have a 3.0 cumulative grade point average or higher to continue on into supervised practice.**

A student on probation is required to meet with the Director of the Graduate Program to discuss the conditions of probation. In addition to cumulative grade point average, consistency of work, ability to meet deadlines, and other academic conduct are evaluated during probation. Failure to meet the conditions and standards of probation will result in suspension. While on academic probation, the student's credit load may be restricted.

Students who are suspended from the MS in Nutrition program are no longer able to participate in supervised practice. However, they are eligible to apply for re-admittance to the MS in Nutrition Program after one calendar year past the semester of suspension. Students who do not maintain academic standards in the MS in Nutrition may be dismissed, in accordance with University policies and procedures, and will no longer be eligible to participate in supervised practice. In this event faculty will discuss other career options with the student.

Students are assigned a graduate faculty advisor during the first year of the program, and the DI Director serves as a secondary advisor until the second year of the program. The DI Director becomes the advisor for the supervised practice component of the program.

Policy 6. Graduate Credit

In the combined MS in Nutrition/Dietetic Internship Program, students complete 20** Master of Science in Nutrition-specific credits and 18 Dietetic Internship-specific courses. Students completing only the online coursework have NOT completed the master's degree; students must also successfully complete the dietetic internship-specific courses to complete the master's degree. Upon successful completion of the Dietetic Internship, 10 credits are accepted (transferred over) in the MS in Nutrition to complete the requirements of the MS in Nutrition as follows:

- FN604 Experiential Learning in Entrepreneurial Nutrition Practice (3) OR FN610 Experiential Learning in Public Health & Community Nutrition Programming (3)
- FN612 Simulated Practice & Experiential Learning in Clinical Nutrition Care (6)
- FN694 Capstone in Supervised Practice in Dietetics (1)

** Graduate coursework completed at another institution may be accepted for transfer at the discretion of the Director of the Graduate Program in Nutrition. However, 38 credits must be completed at Saint Elizabeth University, so acceptance of credits earned at another institution will require the student to take a different elective. All requirements of the program must be met, regardless of transfer credits accepted.

Policy 7. Evaluation of Supervised Practice Performance

Ongoing evaluation of Supervised Practice performance will be done by the DI Director, clinical faculty instructors/coordinators, and facility Educational Coordinator and/or Preceptors. Students may also complete self-evaluations for specific units.

Students will remain in good standing if they are meeting the expectations of the program including maintain a GPA of 3.0 or higher on a 4.0 scale, a score of 4 or above on core competency (CRDN) assessments, complete all tasks and assignments associated with the competencies and demonstrate professionalism performance standards in all settings. Note: Curriculum assessments will be maintained in the PRISM® the *Preceptor, Instructor, Student, Management* online management system adopted by the SEU DI program. (Access to PRISM® is restricted to SEU DI faculty and the student.)

Policy 8. Student Monitoring Policy

Students will be monitored via a variety of assessments to assure progression in supervised practice. For example in the clinical rotation, curriculum related assessments include formative *Unit Evaluations* and aligned competency measure and professionalism performance standards completed by preceptors. A *Summative Rotation Evaluation* is completed as a final assessment by the Clinical Faculty that integrates preceptor and didactic evaluation towards meeting core competencies. Therefore, in general, students are assessed weekly to biweekly by preceptors throughout the program. Additionally, DI faculty complete a *Mid-Program Evaluation* that includes a student self-evaluation. This evaluation has an emphasis on progress in the program and professionalism, including professional behavior, overall strengths and areas for improvement. Student self-assessment is threaded throughout the program.

Policy 9. Probationary Status for Initial Acceptance in Supervised Practice

All students will be on probation during the *first 3 weeks* of supervised practice. During this period, students must demonstrate satisfactory performance in both the supervised practice experience and didactic portion of the program.

Policy 10. Supervised Practice Remediation/Improvement

Remediation is a process that allows students the opportunity to demonstrate satisfactory achievement of the program. Remediation plans are individualized and can be implemented through all phases of the program as required, based on **Academic** and **Professional** performance, and / or as determined by the DI and Graduate Faculty.

Failure to remain in good standing or satisfactory achievement will result in remediation. If at any time a student is not able to meet the expectations, a remediation plan will be developed.

Students who are unable to fulfill these requirements will promptly receive a written course of action plan for remediation and tutorial support, or recommendation to withdraw from the Program as outlined in this section. This is a rare occurrence, but in the event of a withdrawal, faculty will discuss other career options with the student. *A student who fails to (but not limited to):*

- To complete all required program onboarding;
- Demonstrate successful progression in academic work associated with supervised practice ;
- Meet assignment and deadline tasks;
- Meet and complete all required practice hours;
- Demonstrate the ability to perform in supervised practice :
- Demonstrate self-direction in the supervised practice setting;
- Utilize the learning time appropriately;
- Meet academic integrity standards; and
- Behaves in an unprofessional manner.

Policy 11. Academic Remediation during Supervised Practice/Student Success

SEU DI program faculty hope that all students will be successful, and will work with the students to help support their academic progress. We realize that learning is a progression that students learn in different ways and self-confidence in clinical practice requires mentoring. Outlined below are three levels of academic remediation.

Level 1: In the case that an academic remediation plan is needed to address a lack of knowledge, skills and abilities to meet competencies or performance indicators of the program, the relevant DI faculty (generally the course instructor, SEU clinical coordinator or site preceptor in consultation with course instructor) will provide an individualized *Course of Action Plan*. This may include but not limited to supplemental resources for skill development (i.e., lab value reviews, guidance on the NCP documentation), tutorial support, and may include an adjustment in supervised practice scheduling. Remediation terms will be determined by the DI faculty to help support student learning for that competency and may include input from the program director. If after the initial remediation, should a student need minor supplemental academic remediation, the course instructor may extend these short remediation interventions. A student needing more than four short remediation interventions for a rotation will be move to the next level of intervention. Documentation of the *Course of Action Plan* will be maintained by the DI faculty course instructor for the full period the student is engaged in the program. While this can apply at any stage of supervised practice, in most cases the need for support is identified for the clinical rotation.

Level 2: In the case where a student needs substantial remediation an *Academic Warning* will be issued (i.e., extensive review of application of the NCP). The DI Director in consultation with the student and clinical course faculty will design a *Focused-Academic Remediation Plan*. The student will receive advisement and guidance to help aid them in successfully improving performance and meeting the expectations for successful completion of the program. **This is not release time, the student may be required to meet regularly on campus during the period of remediation for one-on-one guidance.** The student must be able to demonstrate adequate knowledge, skills and abilities to meet competencies and performance standards of the *Focused-Academic Remediation Plan* before being reinstated in supervised practice. If needed, a timeframe within which to meet program expectations will be set.

Once reinstated in supervised practice, the student must demonstrate the ability to successfully progress to the next level. The program faculty will provide guidance to the supervised practice site and the preceptor. At all times, SEU DI faculty will respect the privacy of student learning in the supervised practice setting. Documentation of the *Academic Warning* and outcomes of the *Focused-Academic Remediation Plan* will be kept in the student file and a copy provided to the student.

Level 3: If after the *Focused-Academic Remediation Plan*, should a student not be able to fully progress but shows improvement, the program director may consider a *Probationary-Academic Remediation Plan* or should a student **not** be able to demonstrate sufficient progress the DI Director, in consultation with the Graduate Program Director, may advise the student to withdraw from the program or issue an *Academic Dismissal*. Documentation of all actions will be kept in the student file and a copy provided to the student. Students showing adequate progress in meeting the knowledge, skills and abilities to meet competencies and performance standards may be returned to “good standing.”

Other: DI Concentration Course (FN604 or FN610) and Capstone in Supervised Practice in Dietetics (FN694) Remediation

At the conclusion of the supervised practice year, students must successfully complete two final independent culminating experiences. Students must successfully meet all assessment plans and any related aligned core competencies.

Students not meeting the standards for the Concentration course or Capstone will receive a remediation plan that may include repeating supervised practice experience or redoing didactic work before the exit interview process. Completion of the remediation plan and demonstration of successfully passing the assessment measures will allow the student to satisfactorily complete the program and be eligible to receive a DI Verification Statement.

Policy 12. Academic Dishonesty / Academic Integrity

All students must abide by the University’s Academic Integrity Policy. It is the student’s responsibility to know and abide by the University’s policy. This policy can be found on the University’s webpage at: <https://steu.smartcatalogiq.com/2023-2024/academic-catalog/academic-policies/> Note: This policy will follow the most current published SEU Academic Policies.

Academic integrity is a demonstration of respect for the scholarship and the intellectual and creative efforts of others. Membership in the academic community of Saint Elizabeth University implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. Academic integrity is a vital part of the relationship among the University’s faculty, administrators, staff, and students. Students are expected to comply with Academic Integrity Policy of the University.

The University will not accept academic dishonesty, which includes but is not limited to plagiarism, cheating in any form, theft of educational materials, the falsification of data, and illegal production of computer and audio/video software. Penalties will be imposed for violations of academic integrity. Guidelines for using images and text for educational materials and class assignments will be reviewed with students during orientation.

Plagiarism, including use of protected text and images will not be tolerated and may result in removal from the program. Artificial Intelligence (AI) is a tool and must be used like all other resources and appropriately documented. In many cases, use of AI will have limitations in clinical practice.

The University’s full Academic Integrity Policy supersedes this summary statement.

In cases where the DI Director has reason to believe that the violation might have resulted from a student's ignorance or inexperience, the DI Director may use discretion to choose an appropriate course of action

Policy 13. Non-Academic - Professional Warning/Professional Improvement Plan

Professionalism is critical to success in supervised practice and in your future career. Students are expected to display responsible learning and professional behavior throughout the program. DI faculty will provide guidance throughout the program. In most cases of minor professional concern, the DI faculty will discuss the issue with the student. If after three conversations, a written *Professional Warning* will be issued.

Should a student receive more than two (2) written *Professional Warnings*, DI faculty will provide advisement to a student and will work collaboratively to create a *Professional Improvement Plan*. This plan will address the issue and the student's goal for improvement to achieve competency in professional behavior. Documentation of the *Professional Improvement Plan* will be kept in the student's file and a copy provided to the student.

Example of a *Professional Warning* may result from failure to notify site in a timely manner that you will be late due to major traffic delay or inappropriate dress code. Whereas chronic lateness at the practice site following repeated *Warnings*, may lead to *Professional Probation*. Documentation of all incidents will be maintained by the DI Director and a copy provided to the student. Please see the section on Ethical and Professional Conduct in this Handbook.

Policy 14. Professional Probation/Dismissal

Under certain circumstances, a student may be put on automatic *Professional Probation* for disciplinary action or considered for Dismissal. Examples of more serious nature (not limited to) include leaving the practice site during the practice time (other than break times) would be considered as "walking off the job;" being under the influence of alcohol or judgment impairing substance; verbal abuse or any gross violation of the practice site's policies and procedures may lead to automatic program dismissal. Documentation of all incidents of professional probation or dismissal will be maintained by the DI Director and a copy provided to the student.

Student's on Professional Probation will receive *Professional Improvement Plan for Probation* and will meet regularly with DI Director and/or DI faculty designee. This level of intervention may include close monitoring, targeted actions for improvement, referral to counseling services, creation of a behavior modification contract, and a timeline for improvement. All processes will be documented. If the student fails to achieve and/or maintain good professional standing at any time during the program, he/she may be dismissed from the program, or advised to withdraw pending recommendation from counseling services or other health advisement.

Dismissal from the Program may result from:

- Failure to meet the Academic Standards of the Program;
- Failure to provide Proof - of Medical Clearances and follow related policies;
- Failure to provide proof of or maintain Health Insurance or Automobile Insurance;
- Failure to submit to criminal background check or positive criminal history limiting placement at supervised practice locations;
- Violation of the University's Academic Integrity;
- Violation of the University's Substance Abuse Policy;
- Violation of Professional Conduct, or repeated violations or program warnings;
- Violation of HIPPA or Site Policies.

DI students who feel they have not been treated fairly may initiate a grievance in accordance with the policies and procedures outlined in the SEU Academic Policies.

Please see the Handbook section on policies on Student Complaints and Grievance Procedures.

Academic Grading and Progression

Policy 15. Academic Grading Policy in Progression in Supervised Practice

Academic performance in supervised practice will be assessed by DI faculty. Written work must meet graduate-level standards. Students must receive a Pass (P) grade each semester during supervised practice to progress in the following semester. A “P” pass grade will be awarded to students who successfully complete the curriculum (to date) and continue to meet supervised practice requirements. A “P” grade is equal to a 3.0 or higher of graduate course work.

Unless otherwise agreed to in writing by the DI faculty all outstanding course work must be completed within two weeks of the end of each semester.

A grade of “DE” or Deferred Grade will be issued for any student who falls below supervised practice competency standards as outlined in the academic remediation standards, require additional practice hours or who may have not met the required rotation practice hours (example, might be due to illness), or who have incomplete work /assignments due. *The student earning a “DE” may be:*

1. In good standing and expected to complete the course requirements as determined by the Dietetic Internship faculty, or
2. On Academic Remediation / Probationary status or academic warning, or
3. Receive a “DE” based on when supervised practice is scheduled and formal semester grades are posted by the Registrar’s Office.

It is understood that the “DE” grade will be converted to “P” grade within reasonable time period for items 1 and 2. This will be managed on an individual case basis. Students are expected to show adequate progression and complete the program within 150% time.

Students requiring extensive remediation as outlined above and who do not demonstrate progression and improvement, may be advised to withdraw from the program, and will be issued a “W” grade. Students not meeting the *Probationary-Academic Remediation Plan* (Level 3) and Academic Dismissal receive a grade of “F.” Additionally, an “F” grade may be issued for a non-Academic issue related to gross violation of Academic Integrity or Professional Behavior.

Policy 16. Failing Grade in Dietetic Internship Courses / Supervised Practice

Students receiving a Failing (F) grade in a supervised practice course / rotation have demonstrated a less than minimal level of competency performance and application of knowledge or due to professional dismissal. An “F” grade may also be an indication that the student may have difficulty passing the registration exam. No student will receive a Verification Statement of Program Completion with an F, W, or I in any course aligned supervised practice rotation.

NOTE: Students who were successful in the academic graduate coursework in the first year, but who are not able to maintain supervised practice expectations as above, may be allowed to withdraw from the supervised practice program and continue in the master’s degree in nutrition without completing supervised practice but are no longer be eligible to receive a Verification Statement.

Policy 17. Incomplete Grade for Supervised Practice

A request for a grade of Incomplete (I) may be issued to a student in “good standing” but a serious situation has affected his/her ability to complete the required work. The student must complete an *Incomplete Grade Request* form and submit it to the DI Director for review and approval. The student’s request will then be forwarded to the FN Department Chair and to the Dean for the College of Professional Studies for final approval. Granting of an Incomplete Grade follows the University’s policies outlined on <https://www.steu.edu/academics/registrar/index.html>

If the Incomplete extension is granted, the student is responsible for understanding the terms of the Incomplete Grade and the time line to complete the outstanding work per University policies. Once all work is completed, a final grade will be issued. DE grading does not apply. An Incomplete becomes an “FI” (Failure because of an Incomplete) as outlined in the University’s policy in the Academic Catalog.

Degree Conferral, DI Completion, Verification Issuing**Policy 18. University Degree Conferral Requirements**

Saint Elizabeth University will confer the Master of Science (M.S.) degree upon students who successfully fulfill all the requirements of the **SEU combined MS in Nutrition / Dietetic Internship Program**. In order to be recommended for program completion and degree conferral, the MS/DI candidate must:

- Be in good academic standing;
- Be in good professional standing;
- Successfully complete and pass all coursework and supervised practice rotations;
- Meet all ACEND and concentration competencies
- Achieve an overall GPA of 3.0 or higher (a student, who is on academic probation at the start of the final semester, must have achieved the required overall GPA of 3.0 by the end of the final semester.)
- Complete and pass all components of the Exit evaluation;
- File an application for a M.S. degree with the Registrars’ Office;
- Meet SEU required degree audit confirmed by Graduate and DI faculty; and
- Have no outstanding financial obligations with Saint Elizabeth University.

Policy 19. Degree Conferral and Commencement Requirements

Saint Elizabeth University confers degrees in May, August and December. However, commencement ceremonies are held only in May. Students are required to apply for graduation per the University policies. Information can be found on the Registrar Office webpage www.steu.edu-registrar and the Saint Elizabeth University Academic Catalog.

Policy 20. DI Program Completion and Recognition of Distinction and Excellence

Upon completion of the program, students receive a DI Certificate of Completion. The Certificate will be given to the student after all program requirements are satisfactorily completed.

Student who meet the following Supervised Practice requirements with above-average standing will be considered for recognition with ***Distinction in Supervised Practice***:

- Homework (as assessed by faculty using rubrics; progressing to primarily *Exceeds Standard*);
- Supervised practice evaluations (with progression to above average); and
- Progression through the program at the expected rate with an appropriate level of independence

A student who meets all the requirements for ***Distinction in Supervised Practice*** and demonstrates superior academic achievement may be eligible to receive the graduate program ***Award for Academic Excellence (MS/DI)***. This award is only given to the student with such achievements (as determined by faculty) and might not be awarded on an annual basis.

Policy 21. SEU DI Program Completion Requirements and Verification Statement Policy

The SEU DI Director will only issue a Verification Statement of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for Program Completion upon full completion of all supervised practice, program and academic requirements as outlined below.

The student must:

- Demonstrate successful completion of each supervised practice program course / rotation with satisfactory evaluations demonstrating ACEND and DI Concentration competencies and performance indicators have all been met;
- Demonstrate successful completion of the Student Capstone Portfolio;
- Complete all required DI program Exit evaluations;
- Meet the minimum hours established/required by the program in compliance with ACEND* standards, which fulfill, in part, the 18 credits of the Dietetic Internship specific courses;
- Meet final DI program audit (i.e., transcripts, email and address communications, etc.); and
- Have no outstanding financial obligations with Saint Elizabeth University.

*As per the 2022 ACEND Accreditation Standards for Dietetic Internship Programs, students/interns must complete 1,000 hours of supervised practice, from which no more than 300 hours can come from simulation activities.

In addition to the issuing of Verification Statements, student's eligibility to sit for the RDN examination with CDR will be processed. CDR processing is two-step process: initial processing by the DI Director and the student onboarding.

SEU will retain a copy of all issued Verification Statements. In the future, should a graduate need a copy of their verification, please contact the DI Director. This document is not filed with the Registrar's Office.

Ethical & Professional Behavior and Communication Access

Policy 22: SEU DI Student Professional Behaviors

Attendance and Participation

- Adhere to the SEU DI Attendance Policy;
- Actively and consistently participate in class-related discussions and activities; and
- Actively and consistently participate and engage in all supervised practice experiences.

Professional Dress

- Adhere to the appropriate dress code as outlined in the SEU DI Dress code policy, defined below;
- Wear an appropriate white lab coat during all simulated patient encounters and as defined by the clinical practice site;
- Wear proper identification during all SEU DI activities; including a nametag identifying them as a dietetic intern.

Ethical Behavior

- Demonstrate honesty and integrity at all times;
- Report witnessed (direct observation) unprofessional behavior to appropriate supervisor;
- Respect patient confidentiality of other students, faculty, and staff;
- Maintain patient /client confidentiality at all times; including standardized/simulated patients
- Report incidents with patients / clients to appropriate site supervisor;
- Acknowledge role as a DI student; and
- Identify themselves as a DI student in all interactions and sign all written documentation with the designation of DI-student.

Attitude and Demeanor

- Consistently display a professional attitude in all classrooms, simulation laboratory, foods lab, small group and required activities, including interprofessional activities;
- Demonstrate respect and non-discrimination towards others including classmates, instructors, faculty, staff, preceptors, patients, families and members of the supervised practice site ;
- Maintain an attitude of compassion and empathy for patients/clients;
- Demonstrate emotional stability in all interactions;
- Exhibit appropriate responses to all situations;
- Remain courteous and non-confrontational in all interactions;
- Demonstrate professional communication with interactions including emails, and with other forms of correspondence or documentation;
- Be sensitive and respectful of other’s feelings and opinions;
- Use thoughtful culturally sensitive language and actions when dealing with colleagues, preceptors, facility employees and patients/clients/program participants; and
- Be cognizant and respectful of diversity.

Responsibility and Accountability

- Consistently demonstrate flexibility and initiative through the educational experience;
- Be reliable and dependable; complete all assignments including didactic and supervised practice;
- Use appropriate and healthy coping mechanisms in the face of uncertainty;
- Take responsibility for actions and use appropriate problem-solving skills;
- Recognize limits and seek help when needed; in a timely manner; and
- Exhibit a commitment to personal growth and development.

Collaboration and Leadership

- Be cooperative and open-minded during group and supervised practice activities;
- Remain respectful of differing opinions and “different schools of thought;”
- Remain calm and non-judgmental about the choices, values and actions of others;
- Use appropriate conflict-resolution tactics; and
- Be a responsible and engaged team member in all group activities and supervised practice experiences.

Additional Examples of Professional Behavior:

- Arrive on time, in appropriate dress and ready to work for all supervised practice ;
- Seek answers to questions in the syllabus, handbook, or other materials BEFORE asking faculty;
- Use cell phones only during personal time or as directed by facility preceptor;

- Do not participate in gossip, or discussions of casual non-business events or activities during work hours or with preceptors;
- Remain flexible with assigned work and be as helpful as possible even if you feel the work is 'beneath' you, there is something to learn in all activities;
- Do not discuss social plans or activities, especially if they require you to leave the site early; and
- Communicate with faculty and preceptors; respond to emails or text messages so faculty know you received the message.

Policy 23. Professional Dress Code /Appearance

Students are expected to maintain a professional appearance and dress appropriately for supervised practice sites, seminars, and field trips. Inappropriate appearance or dress may result in the student being sent home by the practice site staff or faculty.

General Professional Dress

- Name badges provided by SEU must be worn during the program. SEU and/or facility identification badges must be worn above the waist in front;
- Business casual dress is appropriate at most facilities. If wearing skirts or dresses, the length should be no more than 2 inches above the knee;
- Appropriate professional shoes with low or moderate heels should be worn during clinical experiences. High heels, platforms, sandals and open-toed shoes are not acceptable for the acute care and/or the food service setting;
- For class sessions professional-looking/business casual attire is appropriate. Students are expected to wear more formal professional attire during field trips and some professional meetings;
- A clean, pressed and normal fitting lab coat (no oversized) is required of all students;
- Lab coats are to be worn over business casual clothes whenever a student is in an institutional clinical setting. *Exceptions to this will be indicated by the practice site;* and
- Jeans are only permitted when specifically indicated by faculty (dress down days on campus) or site.

Additional Dress Code Requirements for Food Production / Community Areas

- Hairnets and/or disposable caps are to be worn in the production area;
- Gloves are required when food is manipulated by hand or being distributed to public; and
- Some sites may not permit artificial nails or colored nail polish.

Not Permitted

- Athletic wear, such as form fitting and/or yoga type pants, leggings, sweatpants or shorts are not professional or acceptable at the sites or campus activities;
- Bedtime attire, or undershirts, undergarments, jogging suits, or spandex worn as outerwear;
- Ripped/torn jeans or pants are never appropriate;
- Clothing that reveals chest, exposes a bare midriff or buttocks, or exposes undergarments; including miniskirts and dresses or shirts with revealing slits;
- Plunging necklines, sheer materials or that is strapless;
- Clothing, jewelry, accessories or display tattoos that contain messages or images that are obscene, vulgar, or related to tobacco, drugs, alcohol, sex and or violence;
- Avoid excessive jewelry, oversized and expensive items; and
- No flip flops, beach/pool wear, house shoes or slippers.



Sample Apparel Illustrations



Good personal hygiene is expected of all students.

- Hair should be neatly kept including facial hair. Long hair may need to be tied back for certain experiences;
- Fingernails should be well groomed. Wearing of nail polish (neutral tones) is allowable at the discretion of the facility. Nails should never be distracting;
- Display of body piercing and other forms of body art are subject to the policies and procedures of each practice site, but ideally should be concealed;
- Smoking is discouraged but is permitted in designated staff areas; and
- Students should refrain from wearing strong perfumes, colognes, or scented oils.

The dress code of the facility / practice site may supersede the above requirements. Students who fail to abide by a practice site’s dress code policy may be dismissed from the site for the day. In this case practice hours will need to be made up. Repeated offenses may lead to the dismissal from the practice site.

Policy 24. Program Communications

All students must use their SEU email account. All email communication between DI Faculty, Practice Sites or any DI related function MUST take place exclusively within this system. Students are expected to check SEU email daily.

SEU DI Program uses the learning managements system, Moodle for administration of all courses. Announcements and courses created within this system use the SEU email platform for messaging.

Cell phones and text messaging are not to be used for communication with DI faculty and staff unless you are specifically asked to do so.

SEU DI students are expected to respond to faculty emails in a timely manner. Faculty will do the same within normal business hours. Students should not expect answers to emails late at night or during weekends. Should you have an emergency, please use URGENT in the subject heading. This is only to be used in true emergencies.

Email Business Etiquette: Please use the following guidance when writing and sending emails (especially to practice sites).

- Address each email with the appropriate salutation (no “hey”);
- Sign each email;
- Write in full sentences and proper grammar;

- Avoid abbreviations;
- Read and reflect on all email correspondence before sending;
- Be respectful and considerate all times;
- Do not include discussion of any information you would not say in-person; and
- Never share personal information.

Emergency Contact Information: All students are required to provide the DI Program with emergency contact information.

Policy 25. Technology & Social Media

Students are expected to be familiar with and **abide by** the policies of the University and the sponsoring practice facility for technology and social media policies. **Students must maintain patient and staff confidentiality at all times.**

Taking photographs at practice sites is strictly prohibited without the approval of the site preceptor.

Example of an acceptable photograph: A Nutrition Education Poster session

Example of a unacceptance or unauthorized photograph: A Nutrition Education Poster session with clients.

Students may take photographs of events or activities if the site allows it but must never photograph a computer screen of sensitive information, patient/client chart, and patient/client, a minor, or any personal Health Insurance Portability and Accountability Act (HIPAA)-protected information. Additionally, photographs at community settings may be protected. **Violation of privacy rules are subject to Program dismissal.**

The use of social media, chat rooms, instant messaging and/or “surfing” the web during supervised practice is unprofessional and subject to disciplinary action.

DI faculty (and we encourage preceptors) are not permitted to extend or accept “friend requests” to or from students on any social media sites.

Students are not permitted to use the Saint Elizabeth University logo without permission.

Leave of Absence/Withdrawal

Policy 26. Leave of Absence from Supervised Practice

Students must follow University policies for Leave of Absence (LOA). During supervised practice, a student may be granted a leave of absence for health, family emergency, or other appropriate reasons by the DI Director. All requests for (LOA) must be submitted in writing. It is a requirement of the University (in compliance with Title IV Regulations) that students complete all program requirements within 150% of the normal time for program completion. All internship requirements must be met within 15 months from the date of the start of supervised practice.

Policy 27. Withdrawal and Refunds

A student who wishes to withdraw from the Program must inform the DI Director of their intent in writing and complete a drop/add form. Tuition will be refunded according to the University policies.

Policy 28. Hardship Withdrawal and Readmission

Under special circumstances the DI Director may allow a student to withdraw and /or defer enrollment from the appointment year to the following year. The decision to do so will be made on an individual basis and in consultation with the Chair, Department of Foods and Nutrition and Director, Graduate program. Students allowed to defer enrollment may be required to find their own practice sites in order to complete the program later. Depending on the withdrawal period, supplemental tuition fees may apply.

Attendance, Academic Calendar, Scheduling & Absences

Policy 29: Attendance

Attendance is required for all DI lectures, activities, and supervised practice experiences. Students are required to arrive on time for all scheduled events, this includes guest lectures, practice exams, workshops, and simulations. Attendance and punctuality are components of professional behavior.

Policy 30. Academic Calendar

The MS in Nutrition coursework follows the Academic Calendar. Although the program is online, courses are designed for regular weekly participation. Therefore, students are expected to participate weekly during the academic calendar.

Per University requirements, instructors are required to record regular attendance in online courses; this regular attendance is considered through regular weekly participation and completion of assignments. Most coursework is delivered asynchronously; however, there are times when classes will meet real-time using an internet classroom. Students are expected to accommodate that schedule and attend. Course participation and attendance are considerations for good academic standing in the MS/DI.

Students in the supervised practice component will follow the dietetic internship academic calendar which will be distributed when students attend DI Orientation prior to supervised practice. The dietetic internship component of the program **may not follow** the University's academic calendar and students will be expected to comply with this schedule.

Saint Elizabeth University is closed on the following holidays:

January and February: New Year's Day*, Martin Luther King Jr. Day, and President's Day

March and April: Holy Thursday and Good Friday*

May, June and July: Memorial Day, Juneteenth, and Independence Day

August, September, and October: Labor Day, and Columbus Day

November and December: Thanksgiving Day* and the following Friday, Christmas Eve*, Christmas Day* and the week following.

NOTE: Simulated or Supervised practice **may be** scheduled on a holiday depending on the student's rotation at the time of the holiday upon approval of the practice site. Specific holidays marked * indicate when **no** practice experiences will be scheduled. Students are advised to address all questions regarding the calendar and holiday schedule with the DI Program Director.

Policy 31. Rotation Schedule for Supervised Practice

Students will be provided with a supervised practice schedule during the Supervised Practice Program Orientation. Efforts will be made to adhere to this schedule. However, schedules are subject to change based on changes at the sponsoring supervised practice facility, the need for the student to complete

remediation, and/or delays because of illness or absence or for other unavoidable situations or emergencies.

Policy 32. Expected Workday / Practice Hours

Based on the **seven and a half hour (7.5 hours)** workday, the DI workweek is designed primarily as a four days a week (a four-day week will be approximately **30 hours per week** taking in account of breaks and lunchtime) depending on the unit and/or rotation. Practice hour requirements for most all supervised practice rotation have been estimated using a 7.5 workday to arrive at the total number of hours for each unit*. The exact hours of a given day will vary depending on the schedule of the preceptor/site. For example, in an outpatient center the preceptor may work a 10-hour shift, in which case the student would be expected to do the same. Some units/supervised practice sites may require a student to work early morning or late evening hours or on a weekend. A start time of 5 a.m. and ending time of 10 p.m. and weekend hours, while rare, are considered acceptable. The student may but is not required to, complete more than the total hours assigned to the rotation. (*Capstone is based on 5-days.)

The student is expected to track supervised practice hours using a Time Log form which will be provided at the Supervised Practice Orientation. Students are required to document all work hours, excluding any breaks, as either Professional Hours or Simulation (which includes simulation, case studies and role -playing). The student will upload Time Logs to the Dietetic Internship's competency-tracking software, PRISM®, upon completion of each of Rotation (Clinical Nutrition, Departmental Management, Professional Development, Community Nutrition, Concentration, Capstone, etc.). *Any level of abuse of this system is considered an Academic Dishonesty and Professional Behavior issue. Random audits may be completed.*

Policy 33. Absence from Supervised Practice due to Religious Observation or Funeral

Permission to be excused or leave early for a religious observance, or to attend the funeral of an immediate family member or grandparent, aunt, uncle, cousin, must be obtained from the DI Director as soon as possible once the student knows of the need for time off.

The student is responsible for all missed material and work and is expected to make up all missed supervised practice hours. Depending on the rotation, arrangements for make-up hours may be made by the DI Faculty or the student. *Failure to observe this policy will result in the Professional Behavior warning. Repeated offenses may result in dismissal from the program.*

Policy 34. Absence from Supervised Practice Due to illness or Doctors' Appointments

Students are expected to report for each supervised practice experience as scheduled unless ill (see inclement weather policy). Students with a sore throat, fever, or any evidence of communicable disease **must stay out** of supervised practice to prevent spread of disease to vulnerable populations.

Policy 35. Procedure to Report Absence / Return to Work

If a student becomes ill she/he **must notify call and email the preceptor. Copy email to SEU clinical faculty supervising that unit, and the DI Director.** Unless there is a sudden emergency (car break down), students are required to provide notice at least one hour prior to the scheduled experience. Students should attempt to reach the preceptor by phone (or text if the preceptor has asked for this).

The make-up hours will be discussed and determined between the DI faculty and the Educational Coordinator / preceptor based on the student's overall progression in the rotation missed, overall practice Needed to be fulfilled, and the practice site's availability. If hours are missed during certain key rotations (i.e., clinical) the student may not be able to advance until formative competencies have been met. In this situation, an alternative rotation scheduling may be provided.

Medical Clearance following Illness: Return to work may require medical clearance for an illness of 3-days or more. Depending on the policy of the site, the student may need to be “cleared” by his/her primary care physician or by employee health at the site. Students needing extended time off must apply for family medical or personal medical leave per University policies.

Policy 36. Absence – Personal Time Off Request

Requests for time off from Supervised Practice for family or personal life events will only be considered for major life events, such as weddings. **For non-urgent needs (all except funerals), the student should contact the DI Director at least one month or more in advance for approval.** The program is scheduled for the ACEND required hours. Students must complete the number of hours assigned to each of the six rotations. Hours will be made up based on the availability of supervised practice site location needs. The need for make-up hours may delay a student’s ability to complete the program as originally scheduled.

Time off for Routine Health Care: Should a student require routine/ongoing medical or counseling appointments, please discuss the schedule with the DI Director. Student health and wellness is important to the DI faculty. In general, students should attempt to schedule medical and counseling appointments during time off. If this is not possible, please discuss with the DI Director. The program wishes to respect the student’s privacy, while acting in courtesy to the practice site, and being mindful of scheduling concerns for preceptors and other students.

Policy 37. Absence - Inclement Weather

Supervised Practice: In the case of inclement weather, it is the responsibility of the student to use proper judgment as to their ability to get to the site. Because practice sites are in different parts of NJ, it is difficult for the Dietetic Internship to have a set inclement weather policy for the supervised practice portion of the program. **It is the expectation of the program that the student will make every effort to get to their assigned site.** The student should be familiar with the inclement weather policy of the site. Students should monitor weather and be proactive in discussing options with site preceptors. If the student is out for the full day or comes in late, she/he must be prepared to make-up all missed hours.

Didactic Sessions: The DI faculty will decide about meeting in person due to inclement weather on campus for supervised practice or related activities. If the University is closed, the students will not be required to come to campus but may be required to participate in class activities online or given additional assignments.

If the University is open but many students would need to commute a long distance in extreme weather conditions, the DI faculty may elect to provide other assignments and/or hold the class remotely either in real-time or asynchronously.

Students must follow the *Procedure to Report Absence* as outlined above if delayed or unable to get to the practice site due to weather.

Update your SEU Emergency contact information via LiveSafe®. See policy under Communications & Use of Facility Equipment

Policy 38. Supervised Practice Hours during Additional Semesters

Occasionally, a student may require additional practice time to meet the competencies and/or may require approved time off (i.e., medical or family leave) that exceeds usual considerations. In such cases, the student will be scheduled or rescheduled at the convenience of the practice sites(s) and to accommodate the DI faculty’s work/vacation schedule. In the rare event that a student is unable to complete the program by the end of the final semester, and is not eligible for an Incomplete Grade based on the extent of work to be

completed, the student will be required to register for additional credits for the following semester, in compliance with all University policies, and published tuition and fees.

Policy 39. Supervised Practice - Emergency Planning

In the event of a national emergency, such as COVID-19, if the program is not able to meet accreditation standards due to inability to access practice sites, the program may apply to ACEND for a program suspension or extension. In this case students impacted would **not** be required to pay for any additional credits.

Communications & Use of Facility Equipment

Policy 40. SEU Emergency Notification System

SEU has contracted with Vector Solutions to provide its LiveSafe® mobile platform for two-way safety and security risk communications, emergency notifications, and safety tools and resources to the entire SEU community (students, faculty and staff). This will enable SEU to rapidly respond in real-time to incidents, threats and campus closures due to weather or power outage via broadcast notifications across multiple channels (SMS, phone call, email and push notification) to keep our campus community safe and informed. Please be sure to download the App to your mobile phone and to update your emergency contact information at <https://www.steu.edu/it/emergency-notification>.

Policy 41. Cell Phone Use

Policies regarding use of cell phones at practice sites are dynamic and changing as the devices are used more frequently for professional purposes. **Therefore, students must discuss use of a cell phone with each practice site prior to use. In some clinical sites there maybe places that have cell phone restrictions.** Cell phone use for professional reasons, such as accessing the Nutrition Care Manual or other resources is acceptable at some sites. **Use of cell phones for personal reasons is prohibited during supervised practice unless pre-approved. Text messaging and other personal use causing distractions during supervised practice will not be tolerated.** Use of cell phones by employees of the site is NOT an excuse for use by students. Students may be required to use a calculator instead of a phone at clinical sites. In addition, students are not permitted to use cellular phones for personal reasons while in class except during break periods. Phones may be used to access the internet for class related activities.

Policy 42. Computer and Equipment Use

It is the responsibility of the student to know and follow the policies of the facilities where they are assigned regarding the use of equipment such as, computers, photocopying machines, fax machines, telephones, etc. Failure to comply may result in dismissal from the site.

On campus, students are not permitted to use SEU Central Duplication (photocopy room) or Foods and Nutrition office copier without permission. Copy machines are available for student use in Mahoney Library. The University provides technology resources to fulfill its mission as a liberal arts institution, to support our educational and community values, and to support its programs and initiatives. Access to the University's technological resources is a privilege extended to authorized users, and thus carries with it an associated expectation of responsible use. The University's Acceptable Use Policy provides guidelines for appropriate use of technological resources and is available on the website. By accessing the University's technology resources, users agree to abide by the Acceptable Use Policy.

Policy 43. Publications of Work

Publication of any work completed during the Master of Science in Nutrition and/or Dietetic Internship Program must first be submitted to the Director of the Graduate Program in Nutrition or DI Director respectively, for approval. This includes –but is not limited to– research projects, articles, case studies, etc. In some cases, publication guidelines may be guided by the Affiliation Agreement of the sponsoring practice facility for the student. Students are required to follow established publishing guidelines. Work completed during the supervised practice may require the co-authorship of the DI faculty or other involved faculty and preceptors. In some instances, contractual agreements require that student work completed as part of a supervised practice rotation become the property of the sponsoring site.

Student Compliance: Medical Clearance, Insurance & Emergencies**Policy 44. Medical and Health Record Requirements**

Upon acceptance to the combined MS/DI program the student will be required to complete health records as required by the University and state law for all continuing studies and graduate students.

Prior to the start of supervised practice, students must complete a more extensive (mandatory) medical clearance that includes a physical, titers, vaccinations, flu shot, drug screens, and possibly COVID-19 testing.

It is the responsibility of the student to make sure all information provided on the **Dietetic Internship Medical and Health Record is accurate, complete, and up to date. Failure to complete the form correctly may result in delayed starting and loss of practice placement (see statement below).** Evidence of satisfactory health and required immunizations must be submitted before by the deadline outlined in the DI Orientation (This is generally early August prior to the fall start date.) Practice sites may require this prior to site orientation, so students should make every effort to have this done in a timely fashion. Failure to follow the guideline provided may impact supervised practice dates.

Students with religious, medical or other objections **will be required** to find their own practice sites that are willing to comply with all program requirements and execute a contract and the curriculum according to University requirements.

PLEASE NOTE: In the event of COVID-19 surges impacting site placements, the program reserves the right to modify the curriculum within ACEND guidance and accreditations standards. COVID-19 related clearance requirements may include completing COVID-19 surveys, temperature checks, participating in contact tracing, COVID-19 testing, FIT testing, and other potential requirements as determined by Saint Elizabeth University and our affiliated site placements.

Policy 45. Health Insurance Coverage

Students must be covered by health insurance during the program. Students are eligible to purchase *student health insurance* if not already covered. Proof of health insurance coverage (copy of insurance card) is required for all student and must remain in place through the duration of the program. **Students are required to waive the SEU student health insurance, or they will be automatically billed for such by the University.**

It is understood that the DI Program may release health information and proof of health insurance to the participating supervised practice sites as a requirement of the program's affiliation agreement.

Policy 46. Professional Liability Insurance

Student mandatory purchase for professional liability insurance is through the University, and is outlined in the University fees. While enrolled in the supervised practice program, students will be covered for malpractice, when performing internship-related activities that are part of the Program's requirements, to the amount of \$1,000,000/\$3,000,000.

Policy 47. Cars and Car Insurance

Most interns will need a car to complete the program. Mass transit is unlikely to get students to all sites. Students are responsible for their own travel, which may be required as part of a rotation. Students, therefore, must follow all local laws regarding cars, which includes carrying automobile insurance and must assume complete responsibility for safe travel to and from assigned learning sites, including travel that may occur as part of an assignment. Proof of automobile insurance may be requested by the practice sites or the DI Director.

Policy 48. Loss of Personal Property

The student must report and complete any required incident report if theft of possessions occurs during scheduled supervised practice hours and/or program-related activities. The University, and sponsoring sites accept no responsibility for lost or stolen personal property.

Policy 49. Emergency Illness or Injury at Supervised Practice Site

If a student is injured while at a supervised practice site, the Educational Coordinator or Preceptor at the site (or his/her designee) will be responsible for arranging emergency medical treatment. The student must complete an incident report (site and SEU) whenever a personal injury occurs. Students are not eligible for Workers Compensation from the University or the supervising practice site / facility.

The DI Program is not responsible for a student who has failed to submit required medical and health forms as requested on time or who has not met the medical clearance requirements as per program onboarding requirements.

Actions might include loss of practice site placement, delay in starting, require the student to obtain his or her own practice sites in accordance with DI Site Participation policy, or program dismissal.

Student Compliance: Background Clearance

Policy 50. Background Clearance

The Joint Commission accredited practice site facilities and some other facilities require a student background search. In compliance with Joint Commission Standard HR 1.20 all students will need to submit a criminal background search. This process shall be carried out by a third party retained by the University. The fee for this background search is the responsibility of the student. In addition, students completing supervised practice experiences in Pennsylvania may need to comply with the *Pennsylvania Child Abuse History Clearance*.

When working in a New Jersey school, the student may be required to be fingerprinted for background clearance in addition to background clearance above. Students will be required to participate in this clearance at their expense and will be provided instructions as needed.

Certain practice sites may require additional background or drug screens, typically paid for by the practice site, but this is not a guarantee. Students will be advised of these requirements, will be required to comply, and may be responsible for costs. Failure to comply may jeopardize site placement and program completion or require the student to find his/her own practice site that is consistent with the DI site participation policy. **It is understood that the DI Program may release background clearance information as a requirement of the Program's affiliation with the practice site.**

Policy 51. Background Clearance-Positive Results (Criminal History)

If the background check results in a positive indication of criminal activity, the DI Director or DI faculty designee will discuss the results with the student. In the case of a misdemeanor conviction, the DI Director will request a written explanation of the incident from the student. The DI Director or DI faculty designee will then discuss the situation with the participating site: human resource department and/or volunteer services department and/or other supervised practice site personnel at any and all sponsoring supervised practice sites. Sponsorship of the student is at the discretion of the supervised practice site.

If the DI Director, after making a good faith effort, cannot find a practice site to accept the student, the student may be required to find his/her own supervised practice site or withdraw from the program or complete the Master's in Nutrition program.

In the event of a felony conviction, the DI Director will discuss the results with the student. At this point, the DI Director will seek advice and counsel from the Academic Dean and/or University's Provost and Vice President for Academic Affairs. This may result in a requirement for the student to withdraw from the program. The Dietetic Internship program cannot ensure placement sites can be arranged for a student with a positive finding on a criminal background check.

The DI Director or DI faculty designee will make every effort to involve a minimal number of persons in these conversations to maintain personal privacy, the student understands that this information will be shared in part or full, and agrees to this condition.

Student Clearance - Confidentiality Statement: The SEU DI Program contracts with two external third-party vendors for clearance requirements. *Adam Safeguard*[®] for background and drug screen and *Sentry MD*[®] for HIPPA health record management / medical compliance.

For more information, please visit <http://www.adamsafeguardstudents.com/index.html> and <https://www.sentrymd.com/>.

SEU Student Support Services

Policy 52. Student Access to Support Services

Students have access to all University student services. Student services include use of the Academic Success Center, Mahoney Library, computer labs, career services, as well as health and wellness services. A full description of Student Services and contact information is found online at www.steu.edu. *Students requiring learning accommodations are encouraged to contact Accessibility Services at prior to the start of each semester. Please contact Accessibility Services (below) for more information.*

Accessibility Services:

- Website: <https://www.steu.edu/academics/accessibility-services>
- Phone: 973.290.4261
- Email: accessibility@steu.edu

Campus Ministry:

- Website: <https://www.steu.edu/student-life/campus-ministry/index.html>
- Phone: 973.290.4240
- Email: abianco@steu.edu

Counseling Services:

- Website: <https://www.therapyportal.com/p/steu/>
- Phone: 973.290.4175

Office of the Bursar:

- Website: <https://www.steu.edu/admissions/bursar/index.html>
- Phone: 973.290.4443
- Email: bursar@steu.edu

Office of Financial Aid Office:

- Website: <https://www.steu.edu/admissions/financial-aid/index.html>
- Phone: 973.290.4445
- Email: financialaid@steu.edu

Office of Information Technology:

- Website: <https://steu.edu/it>
- Phone: 973.290.4015
- Email: helpdesk@steu.edu

Office of the Registrar

- Website: <https://www.steu.edu/academics/registrar>

Office of Student Health Services:

- Website: <https://www.steu.edu/student-life/health-services>
- Phone: 973.290.4132
- Email: immunization@steu.edu

Student Success Center:

- Website: ssc@steu.edu
- Phone: 973.290.4468
- Email: dfarmer@steu.edu

*Website links are subject to change. Last verified 7/27/2024.
If you have difficulty locating an office, please ask DI Faculty for assistance.*

Supervised Practice Sites: Participation, Affiliation Rights & Recognitions

Policy 53. Participation of a Supervised Practice Site

Selection of a Supervised Practice Site / Facility for student internship-experiential learning will be coordinated and completed by the DI Director with guidance from DI Faculty.

In general, Practice Site/Facilities must:

- Meet the SEU curriculum goals and objectives, and competencies as assessed by Educational Coordinator or Preceptor and DI Faculty for unit(s) to be completed at the site;
- Execute a mutually agreed upon legal agreement with Saint Elizabeth University (University or site generated contract or agreement); and
- Be in a geographic location which supports a reasonable commute for the student.

Policy 54. Student Placement at Supervised Practice Sites

Student placements at participating practice sites will be completed by DI Faculty. The exception to this is the Community Nutrition Education practice site which is selected by the student and approved by the DI faculty; however, the practice site / facility must comply with SEU supervised practice criteria.

Policy 55. Educational/ Non-employee Status

Participation of Supervised Practice Sites in the internship-experiential learning of students is voluntary and is provided for the educational purposes of the SEU Dietetic Internship Program.

Students are not permitted to accept monetary compensation for work completed during supervised practice and shall not be considered employees nor serve as replacement employees for the sponsoring facility.

Policy 56. Removal of Student/ Failure to Meet Academic Performance Expectations

Supervising facilities have the right to request the removal of a student who fails to meet academic and competency requirements and performance expectations. Students who fail **Academic Remediation** and/or fail to show improvement within a reasonable period of practice time may be dismissed from the program.

Policy 57. Removal of Student/ Breach of Institutional Requirements

The University has granted supervising facilities the right to request the removal of a student whose conduct is not in accordance with existing institutional policies, rules, and regulations. It is the responsibility of each student to become informed of the institutional policies, rules, and regulations. Confidentiality policies of the institution regarding the facility, its employees, and patients must be strictly adhered to.

Depending upon the nature of the infraction, students who have been removed from a supervising facility may be reassigned to a different facility. The case will automatically be reviewed by DI Director in consultation with DI Faculty for professional conduct, and depending on the nature of the infraction the student may be dismissed from the Program.

Policy 58. Presence at Site after Work Hours

Students are not permitted to complete supervised practice related experiences during “off hours” without prior approval from the site Educational Coordinator/Preceptor. Exception to this is the use of the medical library or facilities open to the general public.

Policy 59. Educational Coordinator/Preceptor Rights

Educational coordinators and preceptors are valued professionals and vital partners in the training of students. They are encouraged to contact the DI Director to discuss any concerns about a student, or the program, or program management. In the event the concern or complaint is about a DI faculty member, please contact the DI Director. If the concern involves the DI Director, please contact the Chair, Dept. of Foods and Nutrition and Director, Graduate Program in Nutrition, or they may take the complaint to the Dean of College of Professional Studies. Depending on the nature of the complaint, the faculty or administrator will take appropriate action. A meeting may be called to resolve the issue; this meeting will be documented per ACEND policy. Complaints regarding a University employee will be managed internally.

Policy 60. Preceptor Training and Continuing Education

The DI program will provide an orientation to program preceptors using various formats which may include in-person training, recorded webinars, real-time web conferences, podcasts as well as written and/or oral communications. The program will provide opportunities for preceptors to participate in continuing education programs during the academic year to support practitioner competency and continued excellence in supervised practice education. In addition, preceptors may be eligible for discounted rates at Saint Elizabeth University sponsored conferences or events.

Policy 61. Preceptor/Site Recognition

In appreciation of the contributions of our volunteer sites, educational coordinators and preceptors, the DI Faculty may choose to recognize preceptors annually with a Certificate of Appreciation. Students are encouraged to send a formal thank you note to preceptor following the completion of each rotation!

**Complaints about the SEU Dietetic Internship Program may be reported to ACEND.
Please see guidance under policy 65, page 46 of Handbook.**

Student Complaint - Supervised Practice Site or DI Program

Policy 62. Student Complaint and Resolution of a Supervised Practice-Related Issue

Students are urged to contact the DI Director or Clinical Faculty or Coordinator if they have a program-related issue or complaint to discuss. If the issue involves the practice site, the student should attempt to speak to their assigned Preceptor or the Educational Coordinator at the facility. If the student does not feel comfortable with this process, she/he should immediately discuss the issue with DI Director or Clinical Faculty or Coordinator to arrive at a mutually agreeable resolution.

Policy 63. Student Complaint and Resolution of a DI Program-Related Issue

The DI Program is committed to continuous program improvement, ethical practice, SEU policy and procedure standards, maintaining ACEND standards, as well as complying with applicable laws and regulations. The DI Director and Clinical Faculty and Coordinator encourage anyone affiliated with the program, including students, staff, educational coordinators, preceptors as well as other site staff to report any concerns about program management without fear of retaliation. Reports can confidentially be reported. Students should first seek to speak to the Chair of the Department of Foods and Nutrition.

Students must work to resolve the issue at the DI Program level first. If dissatisfied with the resolution, students have the right and opportunity to file a grievance. Resolution Process for Academic (non-grade related) Concerns and Grievances (Policy 64) should be followed.

Saint Elizabeth University Grievance Procedures

Policy 64. Student Grievance: SEU Grade Appeal and Resolution Process for Academic (non-grade related) Concerns and Grievances

The SEU DI Program follows the Saint Elizabeth University's Academic and Grade Grievance procedures, except where indicated (*).

Grade Appeal: Any DI student who has been notified and agreed to a *course remediation plan forfeits their right to a grade appeal. However, students retain the right to a non-grade appeal as outlined below.

The following SEU Grade Appeal and Non-Grade Appeal policies can be found on the Academic Catalog webpage available at: <https://steu.smartcatalogiq.com/en/2023-2024/academic-catalog/academic-policies/> (As of 7/2024).

Non-Grade Appeal: Resolution Process for Academic Concerns and Grievances

“Undergraduate and Graduate students may pursue an academic program concern or grievance that is not a grade complaint or one of the other exclusions noted below.

For all Academic Program Concerns and Grievances included in this policy, students should attempt first to resolve issues with the individual faculty or staff member, followed by the relevant department Chair or Program Director. The details of the resolution process are outlined below.

Grounds for Academic Program Concerns and Grievances (non grade-related) include, but are not limited to, the following:

- Any grievance or complaint alleging any academic policy, procedure, or practice that would disrupt completion of a course, academic program, or timely eligibility for graduation.
- Any grievance or complaint regarding the university administration, faculty, staff, or administrative procedures, policies, or actions except grade-related grievances or Title IX complaints.

Resolution Process for Academic (non-grade related) Concerns and Grievances

Phase 1: As an initial step, students who wish to grieve an academic concern other than a grade-related complaint should attempt to resolve the matter informally with the faculty member, Department Chair, or Program Director who is the object of the complaint whenever possible. Attempts to resolve the matter should occur as soon as possible after the alleged incident. If the student is unable to reach the faculty member, Department Chair, or Program Director within a two-week period, the student should notify the department's Program Coordinator or Administrative Assistant to facilitate scheduling a meeting. No legal counsel for any of the parties will attend the meetings.

Phase 2: If the parties are unable to resolve the dispute informally, the student should arrange a meeting with the faculty member's supervisor (the Chair or Program Director). The student must outline in writing the reasons why they feel that the decision or action in question was unfair or inequitable, noting evidence to support their argument. If the complaint is with a Program Director, the student should arrange to meet with the Department Chair. No legal counsel for any of the parties will attend the meeting. The Chair or Program Director will conduct a review of the process, meet with appropriate parties, and prepare a written statement detailing the findings and the decision, and provide copies to all parties involved.

Phase 3: If the student is dissatisfied with the outcome of the department chair or program director's decision, the student should arrange to meet with the Dean of the College of Arts and Sciences or the Dean of the College of Professional Studies. No legal counsel for any of the parties will attend the meeting. The student must outline in writing the reasons why they feel that the decision or action in question was unfair or inequitable, noting evidence to support their argument. The appropriate Dean will conduct a review of the process, meet with appropriate parties, and prepare a written statement detailing the findings and the decision, and provide copies to all parties involved.

Phase 4: Should the matter remain unresolved, the student may file an appeal with the Provost within 7 working days of that meeting. The Provost will review all documents deemed necessary and schedule a meeting with all parties in a timely fashion, typically within 30 working days of the receipt of the written appeal. The student may attend the meeting and present her/his case directly if she/he chooses to do so. No legal counsel for any party will attend the meeting.

The Provost will then communicate his/her decision, along with its rationale, in writing to the student in a timely manner, typically within 30 working days of the meeting. If the student's appeal is denied, there will be no further avenue of appeal available to the student. All documentation of the appeal process will be kept in file in the office of the VPAA.

Records of student complaints, resolution, progress of the resolution and written decisions will be secured in compliance with Saint Elizabeth University practices on confidential student records.

A record of student complaints related to ACEND accreditation standards, and corresponding resolution will be kept in a secured and protected electronic file for at least seven years. Retaliation against an individual who has made a complaint is prohibited.

Right to File a Complaint with ACEND

Policy 65. Notice of Opportunity to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Individuals (students, educational coordinators, preceptors, or community member, etc.) have the right to file a written complaint related to ACEND accreditation standards directly to ACEND. The written complaint must be submitted to ACEND directly only after all other options with Saint Elizabeth University have been exhausted. Individuals may contact ACEND by email at acend@eatright.org or via the internet: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint>

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

Code of Ethics for the Dietetics Profession

Academy of Nutrition and Dietetics (Academy)/Commission on Dietetic Registration (CDR)

Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018

Preamble

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

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

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

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

Principles and Standards

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

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g., written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

Glossary of Terms

- **Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹
- **Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹
- **Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²
- **Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²
- **Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³
- **Diversity:** “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴
- **Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²
- **Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.
- **Non-Maleficence:** is the intent to not inflict harm.¹

References

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

MS/DI Course Descriptions

Master of Science in Nutrition Specific Courses (20 credits, varies with concentration)

FN620 - Child and Adolescent Nutrition (2)

Physiological aspects of normal growth from conception through adolescence with an emphasis on nutritional needs will be covered. Contemporary nutritional interventions for childhood disorders will be reviewed and evaluated. For MS/DI Students only.

FN624 - Integrative Nutrition & Health Therapies (3)

An introduction to complementary and alternative medicine and the current status of research on key alternative medical therapies. The development, philosophy, and treatment approaches of key alternative medical practices are reviewed, including Mind/Body Interventions, Alternative Systems of Medical Practice, Manual Healing, and Herbal Medicine. The effectiveness of herbal therapies, nutrient supplementation, and the use of nutraceuticals/functional foods in the prevention and treatment of disease will be investigated.

FN625 - Health Promotion & Aging (3)

An overview of nutrition and health-related issues for older adults. Examination of the current status of research on key geriatric nutrition issues is included. The incidence, risks, development, and recommendations for prevention of chronic conditions and diseases of older adults are discussed. The effectiveness of various treatment modalities including dietary intervention, nutrient supplementation, pharmaceuticals, and the use of alternative therapies in the prevention and treatment of these conditions are investigated. Current consumer and health professional resources for older adult population are evaluated.

FN626 - Public Health Nutrition (3)

This course provides a foundation in the core functions and essential services of public health and examines the current burden of chronic disease, environmental nutrition, and food insecurity. Principles of epidemiology, cultural competence, behavioral interventions, coalition building, and grantsmanship are reviewed. Emphasis is placed on identifying strategies for promoting health equity using the social-ecological model, legislative advocacy, and social media tools that maximize population health. An important theme of the course is that decisions regarding public health should be evidence-based. Includes hours of simulated experiential learning for MS/DI students.

FN630 - Interventions and Strategies for Weight Management (3)

Issues in weight management and obesity in children and adults will be investigated and for normal individuals and those with eating and metabolic disorders will be investigated and discussed using a seminar/workshop format. Principles of weight management including epidemiology, etiology, nutritional, behavioral, surgical, and pharmaceutical interventions will be reviewed. Diagnostic Criteria for the major eating disorders will be emphasized so that students have the ability to distinguish individuals at risk. Etiology, treatment and prognosis of the disorders will also be addressed.

FN650 - Advanced Nutrition and Metabolism (3)

This course provides an in-depth study of current knowledge/literature of the regulation of protein, carbohydrate, lipid, and micronutrient metabolism in health and disease. Includes advanced study of digestion and absorption; transport and utilization; nutrient structure /function relationships; and the integration and regulation of macronutrient and micronutrient metabolism. Pharmacology; immunology; and related applications are included. The course provides a case-oriented application of human metabolism to understanding health-related problems. Current issues/literature related to the micronutrients, phytochemicals, and nutraceuticals in relation to health promotion and disease prevention are presented. Prerequisites: Undergraduate courses in Biochemistry and Advanced Nutrition.

FN655 - Research Methods for Nutrition (3)

Principles and procedures of research, proposal writing, planning and design, methodology, and statistical analysis of research conducted in the area of human, clinical, and community nutrition. Grant writing is presented. Students gain practical application of research techniques, project management, and the evaluation of published research. Students are required to write a proposal for a research project. Prerequisite: An undergraduate course in Statistics.

FN671 - Sports Nutrition for Health & Performance (3)

The course develops the student's understanding of the benefits and components of fitness and how nutrition impacts health and physical performance. The student will gain an understanding of the energy systems, fuels, and nutrients required to optimally support physical performance. Other topics covered include: dietary supplements and ergogenic aids; sports nutrition quackery; meal selections for pre- and post-competition and training; nutrient needs of athletes; specialized issues related to particular groups of athletes; specialized issues related to particular groups of athletes; and current research in sports nutrition. Prerequisites: FN210 and Human Physiology.

FN677 - Program Design and Management in Community Nutrition (3)

This course provides the student with core skills in planning and developing community nutrition and health-related interventions for behavior change at the individual, family and social levels. Assists the student in program planning including needs assessment, goal setting, establishing objectives, program implementation and evaluation to measure outcomes. Examines nutrition and health education models to design educational and community-based programs. Discusses issues and problems influencing delivery of nutritional care: access, resources, urbanization, socioeconomic, and health values. Students will select a community-based site to complete 89- hours of experiential learning in community nutrition education (for MS/DI students). Students will critically evaluate their programs and summarize outcomes.

Dietetic Internship Specific Courses (18 credits)

FN602 - Advanced Experiential Learning in Clinical Nutrition Care (1)

Advanced experiential learning in clinical nutrition care is designed to meet the ACEND 2022 Core Competencies for the RDN. Students demonstrate general entry-level acute-care practice skills (culminating) and gain exposure to advanced-level practice in specialty areas: outpatient care (diabetes or renal), pediatrics and extended care. Comprehensive examination of advanced nutrition related clinical diagnoses and the rationale for specific medical nutrition therapies, with an emphasis on the Nutrition Care Process and evidence-based practice. Simulated experience takes place in SEU Simulation suites. Students must demonstrate successful attainment of FN612 general competencies prior to being admitted to advanced practice. Prerequisite: FN612. *Restricted to the MS in Nutrition/Dietetic Internship Cohort. Grading: Pass/Fail.*

FN604 - Experiential Learning in Entrepreneurial Nutrition Practice (3)

Experiential learning in the retail, business and wellness environments. Application of theoretical models of behavior change, and culturally appropriate nutrition education and counseling strategies for groups and individuals are emphasized. Students are exposed to elements of business proposal planning and private practice nutrition. *Restricted to the MS in Nutrition/Dietetic Internship Cohort- ENP Concentration. Grade: Pass/Fail*

FN606 - Professional Communication in Nutrition and Dietetics Practice (1)

Professional communication in nutrition and dietetics is designed meet the ACEND 2022 Core Competencies for the RDN. Emphasis is placed on professional communications, research, and leadership. *Restricted to the MS in Nutrition/Dietetic Internship Cohort. Grading: Pass/Fail.*

FN608 - Experiential Learning in Dietetic Management (3)

Experiential learning in dietetic management is designed to meet the ACEND 2022 Core Competencies for the RDN. Students gain skill via comprehensive examination of applied management practices in food, nutrition and dietetic services in an institutional setting. *Restricted to the MS in Nutrition/Dietetic Internship Cohort. Grading: Pass/Fail.*

FN610 - Experiential Learning in Community and Public Health Nutrition (3)

Experiential learning in the community and public health environments. Experience in assessing, and addressing food insecurity, and strategies for providing culturally appropriate nutrition education and counseling are emphasized. Students are exposed to elements of sustainability, community sourcing, food recovery and public policies and programs. *Restricted to the MS in Nutrition/Dietetic Internship Cohort- CPHN Concentration. Grade: Pass/Fail.*

FN612 - Experiential Learning in Clinical Nutrition Care (6)

Experiential learning in clinical nutrition care is designed to meet the ACEND 2022 Core Competencies for the RDN. Students gain exposure to acute care practice in various medical -surgical areas, as well as, nutrition support. Allows for progression in the comprehensive examination of nutrition related clinical diagnoses and the rationale for specific medical nutrition therapies, with an emphasis on the Nutrition Care Process and evidence-based practice. Simulated experience takes place in SEU Simulation suites. *Restricted to the MS in Nutrition/Dietetic Internship Cohort. Grading: Pass/Fail.*

FN613 - Experiential Learning in Community Nutrition (1)

Experiential learning in community nutrition is designed to meet the ACEND 2022 Core Competencies for the RDN. Students gain exposure to the delivery and management of nutrition services via active participation in public and private community-based programs. Professional confidence in working with allied-health and business professionals is enhanced. *Restricted to the MS in Nutrition/Dietetic Internship Cohort. Grading: Pass/Fail*

FN694 - Capstone in Supervised Practice in Dietetics (1)

Capstone in supervised practice is designed meet the ACEND 2022 Core Competencies for the RDN. The capstone portfolio is a document that demonstrates the acquisition of the student's professional knowledge and skills. It includes a collection of supervised practice related artifacts and reflections, leadership and professional goals and accomplishments. *Restricted to the MS in Nutrition/Dietetic Internship Cohort. Grade: Pass/Fail.*

Appendix A

SAMPLE: MEMORANDUM OF AFFILIATION

Between

CORE SITE NAME

ADDRESS

And

SAINT ELIZABETH UNIVERSITY

Dietetic Internship Program

2 Convent Road

Morristown, New Jersey 07960-6989

It is mutually agreed by the Saint Elizabeth University, hereinafter referred to as the "University" and **Core Site Name**, hereinafter referred to as **CSN** that educational experience will be provided in **CSN** for Dietetic Interns of the University in the following program.

Program Name:

Supervised Practice Program in Dietetics

Academic Certification Anticipated:

Post-Baccalaureate Practice Program For Registered Dietitian Nutritionist (RD/RDN)

The Dietetic Internship Program of SAINT ELIZABETH UNIVERSITY is granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics through December 31, 2025. ACEND is a specialized accrediting body recognized by the United States Department of Education. The address and phone number of ACEND are: 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606; 312-899-0040 x5400, acend@eatright.org, <http://www.eatrightacend.org/ACEND/>.

The faculty of the University will assume responsibility, in coordination with **CSN** for planning and the assignment of dietetic interns. While in **CSN**, interns will be subject to all rules and regulations of **CSN**. **CSN** will retain full responsibility for the care of patients/clients and will maintain administrative and professional supervision of dietetic interns insofar as their presence affects the operation of the facility and/or the direct or indirect care of patient/clients. The University is responsible for the overall supervision and education of the dietetic interns.

Interns will receive an orientation to **CSN**. Faculty members of the University and **CSN** will evaluate the interns' performance in mutual consultation and in accordance with guidelines outlined in the ACEND educational accreditation standards.

The University complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Older Americans Amendments of 1975, and all related regulations, and assures that it does not and will not discriminate against any person on the basis of race, color, sex, creed, national origin, age, or disability under any program or activity receiving Federal financial assistance.

CSN shall provide emergency care to student interns and faculty members utilizing the 911 emergency response system. Supportive care can be provided until emergency medical personnel arrives. Student interns and faculty members will assume any costs incurred. **CSN** will provide the University with a written notification of any incidents that involve student interns or faculty members.

The University shall agree to indemnify and hold harmless **CSN**, its officers, agents and servants, and each and every one of them against and from all suits and costs or any of its officers, agents or servants may be subjected as a direct and sole result of the negligence or acts of omissions of the University interns or faculty involved in the program covered by the Agreement. In addition, **CSN** agrees to indemnify and hold the University

harmless and free from that portion of any claim for personal injury and/or property damage arising out of or resulting from the negligent acts or omissions of **CSN** related to this agreement.

CSN agreement to indemnify specifically INCLUDES any and all claims, damages, losses and/or expenses resulting from bodily injury and/or property damage, sickness, disease or death or injury to or destruction of tangible property caused in whole or in part by the negligence of a party indemnified hereunder. **CSN's** insurance is primary over all other available insurance.

The University shall require that the students comply with the rules and regulations of **CSN** and to respect the right or privacy and confidentiality of the patients, personnel, and all medical records to which they are exposed. Students are to maintain patient confidentiality as required by all federal, state and other applicable laws and regulations. You may not blog or otherwise use social media to discuss their experiences at the internship or reveal anything that might compromise the confidentiality of the patients or Saint Elizabeth University.

The University and/or **CSN** shall withdraw from the Program any student whose performance does not comply with the University standard, or fails to comply with the policies, standards, and procedures of **CSN**.

Interns utilizing **CSN** will have undergone an entrance physical examination, including relevant tests, negative reaction to Mantoux or negative chest X-ray, Rubella, Rubeola and Varicella screening prior to their affiliation at **CSN**. Evidence of the same will be provided to the **CSN** prior to the assignment of each, if required. Interns will provide proof of Hepatitis B immunization. The University shall provide instruction to all interns on Occupational Health and Safety Administration/Universal Precautions of AIDS, Hepatitis B., and TB prior to beginning supervised practice.

Standard HR 1.20 promulgated in 2004 by the Joint Commission requires hospitals to verify the criminal background of students. The University agrees to complete background checks on student interns and provide **CSN** with such evidence upon request by **CSN**. The University will immediately advise **CSN** regarding any issues raised during the criminal background check process.

The University shall carry comprehensive liability insurance to cover all interns and faculty members. The University shall maintain professional liability insurance or self-insurance for each student throughout the term of this agreement in the following amounts: one million dollars (\$1,000,000) per occurrence; three million dollars (\$3,000,000) in the aggregate. A copy of the University's insurance will be provided prior to each academic year. **CSN** shall be listed as additional insured and shall maintain comprehensive liability insurance in the following amounts: one million dollars (\$1,000,000) per occurrence; three million dollars (\$3,000,000) in the aggregate. The University agrees with the policy that no intern or faculty member will be considered an agent or employee of **CSN** and neither the faculty nor student will receive payment from **CSN** as part of this educational experience. The participation of **CSN** in this educational program is gratuitous and voluntary. Periodic reviews of programs and policies will be conducted under the auspices of the Office of Academic Affairs of the University.

The term of this Agreement shall run from **DATE** to **DATE**. This Agreement shall thereafter be automatically renewed for periods of one year unless either party hereto shall notify the other party in writing not less than three months prior to the termination of this Agreement that either party wishes not to renew this Agreement.

Approvals:

Core Site Name:

Saint Elizabeth University

Signature & Date

Signature & Date

Please Print Name and Title

Provost & Vice President, Academic Affairs

Appendix B

Sampling of Participating Practice Sites

Clinical Acute Care and Departmental Management

Community Medical Center	RWJ-Somerset
Hackettstown Regional Medical Center	Saint Clare’s Hospital (Denville & Dover)
Hunterdon Medical Center	Saint Joseph’s Regional Medical Center (Paterson & Wayne)
Monmouth Medical Center-Southern Campus	Saint Peter’s University Hospital
Morristown Medical Center	Jersey City Medical Cen
Newton Medical Center	
Overlook Hospital	

Extended Care

Matheny Medical Center	Saint Clare’s Dover (LTACH & LTC)
Kessler Institute for Rehabilitation	The Manor/Applewood Estates (CentraState MC)

Outpatient Care

Diabetes Treatment Centers At CentraState Medical Center	DaVita Freehold
Center for Nutrition & Diabetes Management	DaVita Bridgewater
Hunterdon Healthcare	DaVita Millburn
Morristown Medical Center Adult Diabetes Center	DaVita Mountainside
Robert Wood Johnson University Hospital- Somerset, Diabetes Center	DaVita Perth Amboy
The John Victor Machuga Diabetes Education and Nutrition at St. Joseph's Wayne Hospital	DaVita Rahway
DaVita Bridgewater Dialysis	DaVita New Brunswick
DaVita Wayne	DaVita Renal Center of Trenton/Hamilton
DaVita Fair Lawn	DaVita Somerset/Hillsborough
Kidney Care, Edison/South Plainfield	DaVita Dialysis / Hillsborough
	Fresenius Kidney Care, DANNJ
	Fresenius Kidney Care, North Jersey City Clinic
	Fresenius
	Overlook Medical Center, Adult Diabetes Center

Campus & Corporate Wellness

SEU Center for Nutrition	Stevens Institute (Gourmet Dining)
Drew University (Health Services)	HealthFitness- GAF Materials Corporation
Monmouth University (Gourmet Dining)	Ortho Clinical Diagnostics
Overlook Family Practice	Nourish & Thrive Nutrition Center, LLC
NY JETS	Jefferey Merkle, M.D., a Primary Care Partners Affiliate
GenPsych, P.C.	

Community and Public Health Partners

Grow it Green Morristown	Maschio’s Foodservice, Inc.
Table of Hope	Pomptonian FoodService, Inc.
Saint Joseph’s Social Service Center	Newark Beth Israel Medical Center
WIC of East Orange	Center for Family Resources
Zufall Health Centers, SNAPEd in five counties (<i>Sussex, Warren, Hunterdon, Morris, and Somerset</i>)	

Appendix C



MS / DI Class of 2024-2025 Handbook Acknowledgement Form

I have thoroughly read the **Saint Elizabeth University MS / DI Handbook** and understand the information and policies and procedures presented within.

As a student in the program, it is my responsibility to know and understand information contained in this document. I agree to abide by the policies and procedures as outlined and required by Saint Elizabeth University's Dietetic Internship Program.

The Saint Elizabeth University Dietetic Internship Program has prepared this document in good faith for the protection of all students, preceptors and faculty. Should at any point of supervised practice, I understand that it is my right and responsibility to request clarification of a policy or a procedure.

SEU DI Program reserves the right to make changes to policies and procedures as required to meet DI program or University standards, changes in ACEND requirements or clarification of a policy or a procedure. Such changes will be announced and published to students on the Moodle Learning Management Platform.

Student Signature: _____

Print Name: _____

Date of Acknowledgement: _____

Revised July 2024

SAMPLE PAGE

Appendix D



SEU Dietetic Internship Program - Credit for Prior Learning

Step 1: Initial Request for Prior Experience Learning Assessment (PELA)

Please review DI Student Handbook Policy 1 and the SEU PELA guidelines and fee.

Name: (Please Print)

Date:

Please indicate the DI Course you are requesting a PELA for (select one):

FN608 *Experiential Learning in Dietetics Management* (3 Credits)

FN613 *Simulated and Experiential Learning in Community Nutrition* (3 credits)

FN612 *Simulated Practice & Experiential Learning in Clinical Nutrition Care* (Note: No PELA credit will be applied but students may appeal for more Advance Clinical practice.)

Per Policy: To be eligible, the student must either have full-time work experience or the equivalent in the supervised practice area/rotation being challenged or must have met the competencies through an ACEND accredited program within seven years of the start of supervised practice. However, no undergraduate-level or DPD-related experiences will be considered. **It is the student's responsibility to demonstrate how each requirement was met. Step 2 documentation must be submitted to the DI Director NO LATER THAN 5 WEEKS before the start of the rotation.** Final acceptance and determination of credit for prior learning and supervised practice hour determination, will be decided by the SEU DI Director and Faculty. Students may not appeal the final decision.

Provide your written justification for PELA request: Briefly outline your experiences in 200 words or less. Be specific. Must be typed. Include dates as appropriate.

Insert here:

Faculty Comment

Accept (Step 2 due date _____). Please set appointment with DI Director to review Step 2 requirements and process.

Reject (Rationale for rejection)

SAMPLE FORM

Appendix E



RECORD RELEASE AUTHORIZATION

Authorization to Release Medical, Immunization, Background Check and Drug Screen Records to Supervised Practice Sites

Name: _____
Last Name First Name Middle Name Date of Birth (mm/dd/yyyy)

Home Address: _____
Street Town State Zip Code

SEU Email: _____ Personal Email: _____

Cell Number: _____ Home Number: _____

By signing below, I am authorizing the Saint Elizabeth University Dietetic Internship Program to release of my **medical records, immunization records, criminal background check results and urine drug screen results** to all clinical sites to which I am assigned for my supervised practice experiences.

I understand that **no other records** will be provided to my supervised practice sites without my expressed authorization.

Print Name: _____

Signature: _____ Date: _____

SAMPLE PAGE