

HUNTER

Handbook for Dietetic Interns

Policies and Procedures

2022 – 2023



Revised 11/2021

WELCOME!

Welcome to the Hunter College, CUNY Dietetic Internship Program (DI). This handbook will guide you on your path to obtaining the Registered Dietitian Nutritionist (RDN) credential. Over the course of this internship, you will rotate through specialized nutrition areas, including medical nutrition therapy, food service management, and community nutrition and public health, as you develop the competencies necessary to successfully pass the Registration Examination for Dietitian Nutritionists and obtain a position in the field of dietetics. In this handbook, you will find program-specific resources, including but not limited to program mission and goals, estimated costs, program requirements, and policies and procedures. Additional information can be found on the Hunter DI website at <http://www.hunter.cuny.edu/nutrition/dietetic-internship>. Upon receipt and review of the Handbook during the orientation, interns will be asked to sign and submit a receipt, reflecting understanding of the contents of this Handbook.

PROVISIONS DUE TO THE COVID-19 PANDEMIC

The safety of our students is our number one priority. The City University of New York and Hunter College are addressing the current pandemic with policies and procedures as it evolves. These policies and procedures may affect placement of students into rotations, and may cause a delay in completion of the program.

The Accreditation Council for Education in Nutrition and Dietetics, ACEND, as accrediting agency for the Dietetic Internship Program, is also addressing the current pandemic, for example with changes to requirements for supervised practice experience.

Each rotation site establishes policies and procedures to keep their staff and their patients/residents/clients safe. This includes policies and procedures regarding students or interns at their facility. Interns are required to follow these policies and procedures, and failure to do so will result in disciplinary action.

The Dietetic Internship Program will implement the policies and procedures, and completion of the Dietetic Internship Program will require that ACEND requirements are met, even if that necessitates a delay in program completion.

It is particularly important to report any ill health, and to not expose others if you feel ill. In the event that you do feel ill, please follow the procedures in place at that time, both at your current rotation site and at Hunter College. Call your healthcare provider or call 911 if needed.

Contact your preceptor and the Dietetic Internship Director by phone or email to report your illness. You may need to obtain a COVID-19 test and may not be able to return to rotation or any in-person activity until you have received the results of the test. A decision regarding rotation and return to in-person classes would depend on the results of the test.

As with any other acute health issue, you may need to take time off for recovery, which may delay completion of the program. Any rotation time missed will have to be made up for, until ACEND requirements and course requirements are met, regardless of the anticipated program completion date.

Current policies for Hunter College can be found here:

[Student Vaccination Policy Frequently Asked Questions – The City University of New York \(cuny.edu\)](#)

[Guidance on Academic Continuity to Campuses – The City University of New York \(cuny.edu\)](#)

[#CantStopCUNY – The City University of New York](#)

INTRODUCTION TO THE DIETETIC INTERNSHIP PROGRAM

The Hunter College Dietetic Internship (DI) is a supervised practice program that enables graduates to establish eligibility to write the registration examination for dietitians and to apply for active membership in the Academy of Nutrition and Dietetics (AND). The DI provides a minimum of 1,000 hours of supervised practice experience to meet the competencies for entry-level dietitians and the standards of education set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting arm of AND.

The DI provides:

- ❖ Orientation
- ❖ A weekly seminar including topics in food/nutrition, guest lectures, RD exam preparation, and preparation for the job search, including resume preparation, interview skills, salary negotiations, networking, etc.
- ❖ Modules with information to help with successful completion of your rotations
- ❖ Opportunities to work in a variety of settings in the New York Metropolitan area
- ❖ Scheduling of rotations with the interns' interests and preferences *taken into consideration*
- ❖ Simulation exercises as needed to meet some of the ACEND learning objectives
- ❖ Information about and opportunities to attend conferences and workshops about food/nutrition topics
- ❖ Upon successful completion of the Dietetic Internship, a Verification Statement of completion of the DI program which grants eligibility to sit for the Registration Examination for Dietitians
- ❖ Upon successful completion of the internship, assistance in applying for status obtaining as a Certified Dietitian/Nutritionist of New York State; <http://www.op.nysed.gov/prof/diet/>

DIETETIC INTERNSHIP PROGRAM MISSION STATEMENT

The mission of the Dietetic Internship (DI) Program is to provide students with a rigorous, high quality educational and supervised practice experience, which will prepare them as competent and effective dietetic practitioners with a focus in urban public health and community nutrition.

The DI Program provides interdisciplinary practicum and didactic experiences that will prepare dietetic interns to attain entry-level competencies in nutrition therapy, food service systems management, community nutrition, and public health nutrition. Dietetic interns will develop ethical values consistent with professional health care and abide by codes of practice while practicing within diverse, multi-ethnic urban communities. This mission is further encapsulated in our values statement, as we value *diversity, life-long learning, an interdisciplinary approach to healthcare, and socially and ecologically sustainable food systems.*

GOALS OF THE DI PROGRAM

- ❖ **Goal 1:** The program will prepare interns to be competent entry-level dietitians, with a specialty in community and public health nutrition.

Target measures:

- At least 80% of interns will complete program requirements within 13.5 months.
- Of graduates who seek employment, at least 80% are employed in the field of nutrition and dietetics or related fields within 12 months of graduation.
- At least 80% of program graduates take the Commission on Dietetic Registration (CDR) credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam for dietitian nutritionists within one year of program completion).
- At least 80% of program graduates who respond to alumni surveys will rate the quality of the DI in preparing them for their first job in nutrition and dietetics as Good to Excellent.
- At least 80% of employers who respond to the employer survey will rate program graduate's preparation for entry-level practice as Good to Excellent.

- ❖ **Goal 2:** Program graduates will be prepared to actively address the changing health needs of society, and to address the unique needs of metropolitan areas such as New York City.

Target Measures:

- At least 80% of program graduates will indicate that they received Good to Excellent preparation in community/public health nutrition.
- At least, 80% of graduates will become involved in professional organizations, such as the Academy of Nutrition and Dietetics, Public Health/Community DPG, local dietetic associations, and/or the American Public Health Association.

ACCREDITATION STATEMENT



The Hunter College, CUNY Dietetic Internship is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Phone: 800/877-1600, ext. 5400. Website: <http://eatrightpro.org/ACEND>. Email: ACEND@eatright.org

ESTIMATED FINANCIAL COSTS FOR THE DIETETIC INTERNSHIP PROGRAM

Tuition and Fees for Dietetic Internship Program

- ❖ All tuition and fees are determined by the City University of New York (CUNY) Board of Trustees and are subject to change without notice. Updated tuition rates and fees can be found at: <https://hunter.cuny.edu/students/tuition-and-payment/tuition-and-fees/#graduate>
- ❖ Current fees as of November 2021:
 - **Part-time tuition:** \$470 per credit **in-state = \$5,640** or \$855 per credit **out-of-state = \$10,260**
 - Additional mandatory CUNY fees: CUNY technology fee: \$125; Consolidated fee: \$30; Student activity fee: \$24; Student Senate fee: \$2.90
- ❖ Students are enrolled in the Dietetic Internship Program and are registered for 6 credits per semester. Although the student is considered full-time by the Dietetic Internship Program, the student is considered part-time by the registrar for calculation of tuition and do not qualify for financial aid.
- ❖ Dietetic Interns who require proof that they are enrolled in a full-time program can request a letter of full-time status from the Dietetic Internship Director.
- ❖ Some students will take MS courses during the internship. Any class taken in addition to the DI program must be discussed with the Dietetic Internship Director prior to enrollment and will affect time to completion. Taking 9 credits per semester or more makes you a full-time student and will allow the student to qualify for financial aid.
- ❖ Students must pay tuition and fees in full at the time of registration. Without full payment students will not be considered registered and will not be admitted to class.

Other Dietetic Internship-Related Costs (estimated)

- ❖ Please note that there are costs associated with onboarding for rotations, which may include fingerprinting, criminal background checks, and various health checks. The costs depend on the individual rotation sites. We have no control over their demands, but aim to choose sites that cover the charges for onboarding costs. We estimate a total of \$300.
- ❖ Books ~\$400; you will likely use textbooks from your DPD program as well
- ❖ Transportation (NYC Metrocard) ~\$1200 (or ~\$32 per week; students are responsible for their own transportation to and from assigned sites; whenever possible, practice sites have been selected which are easily accessible by public transportation)

- ❖ Professional Liability Insurance ~\$35-\$50
- ❖ DI-related Incidentals ~\$75
- ❖ AND Intern Membership \$58
- ❖ Conferences and meetings (costs for events vary) ~\$100
- ❖ Cost of living in NYC, very rough estimate
 - Housing ~\$12,000/ year + utilities; most landlords also expect first and last month's rent
 - Food (meals are the responsibility of the interns) ~\$3,400
 - Health insurance (highly variable)
 - Other cost of living incidentals (entertainment, apparel, etc.) ~\$2,700

EXPECTATIONS FOR GRADUATES: CORE COMPETENCIES FOR THE RDN 2022 PROGRAM LEARNING OBJECTIVES

Upon completion of the program, graduates are able to meet the following competencies:

- ❖ 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 as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
 - CRDN 3.2 Conduct nutrition focused physical exams.
 - CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)
 - CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
 - CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
 - CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
 - CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
 - CRDN 3.8 Design, implement and evaluate presentations to a target audience.
 - CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
 - CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
 - CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
 - CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
 - CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
 - CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
- ❖ Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
 - CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).
 - CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
 - CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
 - CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
 - CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
 - CRDN 4.6 Propose and use procedures as appropriate to the practice

setting to promote sustainability, reduce waste and protect the environment.

- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

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

PROGRAM REQUIREMENTS AND CALENDAR

The Dietetic Internship runs from the end of August through the end of May (August 29, 2022 – May 26, 2023), which includes orientation, a minimum of 1,000 hours of supervised practice, and a weekly dietetic internship seminar during the fall and spring semesters.

Vacation time will be granted on the following days: Labor Day, Veterans Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, and Memorial Day. Field visits and attendance at professional meetings will be coordinated during the year and compensatory time will be arranged as appropriate. Time off for religious holidays/observances can be arranged according to the policy and procedures of the rotation facility and *with the approval of the Dietetic Internship Director and the Intern's preceptor*. In addition, students may take up to 3 personal days which *must be pre-approved by the Dietetic Internship Director and the Intern's preceptor*.

Note: Duration of the program may be subject to change based on factors including, but not limited to, changes in availability of rotation sites, absence or non-availability of preceptors, or failure of an intern to satisfactorily complete the work and/or time commitment for any rotation, which may result in a substantial delay in program completion.

ORIENTATION WEEK

The internship begins with a one-week orientation to the program.

**Distance interns will participate in orientation activities with all other interns.*

- ❖ Orientation activities include:
 - Overview of the School and Program
 - Review of the DI Policies and Procedures Handbook
 - Collection and review of all required documents (if not previously submitted)
 - Paperwork for first rotations (assignments, schedules, processing through volunteer office)
 - Review of pre-rotation study materials and resources
 - Semester schedule (mandatory meetings, DI seminar dates, etc.)
 - Overview of supervised practice rotations (what to expect, professional conduct, pre-rotation assignments and curriculum, journals, competencies, evaluations)
 - Guest speakers as applicable

SUPERVISED PRACTICE ROTATIONS

Following orientation, interns begin their full-time supervised practice rotations (AND competency statements for entry-level dietitians were used to design the supervised practice curriculum). There are three major rotation areas:

- ❖ Food Service Management (5-6 weeks = 187-225 hours)
 - ❖ Medical Nutrition Therapy - in-patient setting (10-12 weeks = 400-450 hours)
 - ❖ Community Nutrition and Public Health at minimum of 2 rotation sites (total of 16-18 weeks = 600-675 hours)
- The number of hours of full-time supervised practice per week varies from site to site with a range of 35-40 hours/week, depending on the schedules of the site
 - During rotations, interns begin by observing and assisting staff members and progress through increasingly more responsible activities.
 - Experiences are sequenced to allow for the development of competencies and interns are expected to demonstrate near entry-level competency at the end of each rotation.
 - During the supervised practice hours, dietetic interns also participate in departmental in-service programs, rounds, staff meetings, case study presentations, journal clubs, and professional development workshops.
 - Constructive performance appraisals during supervised practice rotations encourage self-improvement.
 - Preceptors provide informal and formal feedback during each rotation, as well as at the rotation's conclusion.
 - In addition, the Internship Director periodically meets with each intern to discuss his or her overall progress in the program.

WEEKLY DIETETIC INTERNSHIP SEMINAR

- ❖ When the interns participate in the supervised practice portion of the internship, they simultaneously attend the weekly evening DI seminar taught by the DI Director during the fall and spring semesters.
- ❖ During the seminar, direct experience is supplemented with informal discussions on topics in food/nutrition, guest lectures, preparation for the Registration Examination for Dietitians (e.g., study guides, review questions, practice exams), and career development (e.g., resumes, cover letters, interviewing skills, preparation of the CDR continuing education portfolio, networking, salary negotiations, etc.). The seminar also provides an opportunity for support and shared learning and students are able to discuss their internship experiences with the Internship Director and classmates.
- ❖ Throughout the year, interns attend local dietetic association meetings and participate in activities that encourage professional development. In addition, the Hunter Nutrition Program sponsors on-campus meetings and workshops. Each dietetic intern is encouraged to become an affiliate member of the Academy of Nutrition and Dietetics. Associate membership in The American Public Health Association (APHA) and student membership in the Greater New York Dietetic Association is also recommended.

DIETETIC INTERNSHIP COURSES

The following courses will be taken by all Dietetic Interns. Together, they constitute the Dietetic Internship (DI). The DI seminar course is designed to provide didactic experiences that support and enrich the supervised practice component of the Dietetic Internship. Students will register for NUTR 700 and NUTR 701 in the fall, and for NUTR 702 and NUTR 703 for the spring. **A Verification Statement is granted only upon completion of all (4) four courses.** (Each course is 3 graduate credits.)

- ❖ **NUTR 700 Seminar in Dietetics Practice** Discussions and presentations of topics of current interest in the practice of dietetics and public health nutrition. This course meets weekly during the fall and spring semester.
- ❖ **NUTR 701 Pre-Professional Practice in Dietetics: Clinical** Supervised Externship in clinical dietetics, and classroom discussions of readings and field experiences.
- ❖ **NUTR 702 Pre-Professional Practice in Dietetics: Food Service** Supervised Externship in food service and personnel management, and classroom discussions of readings and field experiences.
- ❖ **NUTR 703 Pre-Professional Practice in Dietetics: Community** Supervised Externship in community nutrition, and classroom discussions of readings and field experience

*Note: The DI is 12 graduate credits in its entirety, there will be **no partial credits** given for anyone not completing the entire internship. There are absolutely **NO INCOMPLETES** for the Internship.

FINDING YOUR WAY AT THE SOCIAL WORK & URBAN PUBLIC HEALTH LIBRARY AT THE SILBERMAN CAMPUS

Things you need to know...

- ❖ Your Hunter ID is your One Card. Use it to check out library books, make photocopies, print, pay fines, or to access your library account. More info: <http://www.hunter.cuny.edu/icit/services/onecard>
- ❖ Looking for books, DVDs and more? Search in the online library catalog, CUNY +. CUNY+ is a listing of all the materials held by the Hunter College Libraries, as well as other CUNY schools. You can find CUNY+ under "Find" on the library website: <http://library.hunter.cuny.edu/>
- ❖ Need a book that Hunter doesn't own? You can request and borrow books from other CUNY schools using CLICS: CUNY Libraries Inter-Campus Service. Find out more: <http://library.hunter.cuny.edu/services/CLICS>
- ❖ You can check out laptop computers for personal use in all the Hunter Libraries. For further information, forms and policies visit: <http://library.hunter.cuny.edu/help/laptopuse>
- ❖ The library has study rooms available. Rooms can be reserved for two hours. Reservations must be made in person, not over the phone, and can be made one week in advance.
- ❖ Sometimes instructors will put course materials on reserve in the library. Materials can be on electronic reserve (online) or physically at the library. Learn more about reserves: <http://hunter.docutek.com/eres/>
- ❖ The Hunter College Libraries are staffed with friendly, knowledgeable librarians who are happy to help and can save you loads of time. You can contact a librarian in person at the reference desk, on the phone (212) 396-7656, via email, or IM with *Ask A Librarian* which is accessible through the main library page.

- ❖ All of the Hunter College Libraries have wireless Internet access. Bring your own laptop, or check out one of ours. Learn more here: <http://www.hunter.cuny.edu/icit/services/hunters-wireless-network>
- ❖ You can access our electronic resources online anytime, anywhere, as long as you have an Internet connection. Find out how: <http://library.hunter.cuny.edu/find/accessfromhome>
- ❖ All the Libraries provide computers with adaptive software, as well as wheelchair accessible workstations. For current Library hours: <http://library.hunter.cuny.edu/about/hours>
- ❖ Keep up to date with Library news and events, leave comments, and learn about new library resource s by reading our Blog: <http://library.hunter.cuny.edu/blog/>

INFORMATION ABOUT WEATHER EMERGENCIES

...and other factors that may impact your attendance at rotation sites or DI Seminar is available from:

- ❖ In severe weather conditions, you can stay informed about possible school closings and schedule changes by subscribing to <http://www.cuny.edu/cuny-alert/>. Changes in operations will be also posted at www.hunter.cuny.edu.
- ❖ Students and personnel at the Hunter College Campus Schools follow the procedures issued by the [New York City Department of Education](#). During emergencies, the [CUNY central website](#) will also provide information to the University community.
- ❖ Please note that the **rotation sites have their own policies for closing**. If you are not able to attend a day at a rotation site due to severe weather conditions, communicate with your preceptor beforehand and contact the Dietetic Internship Director.

DIETETIC INTERNSHIP CHECKLIST

Before you can begin the Dietetic Internship, all of these essential documents must be collected by the DI Director.

- ❖ Student Information Sheet, resume, and bio-sketch.
- ❖ Completed application as matriculated student, even if you are only enrolled in the DI program, and if you are completing the MS Nutrition at Hunter College.
- ❖ Copy of memorandum of Student Professional Liability Insurance to DI Director on the first day of orientation. You must be covered by liability insurance throughout the entire internship program. While many sites have contracts that use the CUNY liability insurance for students, some sites are not covered by this policy. Coverage limits are \$1 million (\$1,000,000) per incidence/occurrence, and \$3 million (\$3,000,000) annual aggregate.
- ❖ Proof of your permission to work in the United States of America, e.g. passport or visa with work permit, as black & white copies. You can redact passport number or social security number in pdf files, and present the original at orientation. Rotation sites may require you to bring the original. This requirement stems from regulations that rotation sites have to follow. It is not a requirement of CUNY.
- ❖ Record of immunization to the Office of Health Services by August 1st and a copy of the form on the first day of orientation.
- ❖ Proof of immunization for Measles, Mumps, Rubella, Tetanus, Varicella, Meningitis, and Hepatitis B, as well as a current tuberculosis test (max. 12 months old at any point in time of the DI) to the DI Director by 6/30. The date is chosen to allow for onboarding with rotation sites.
- ❖ Proof of a physical examination performed within 3 months of the start of the DI program, by 6/30. Please only submit proof that you had a physical examination and are fit for the Dietetic Internship, including contact with patients. DO NOT submit results of blood tests EXCEPT for titers in lieu of

vaccinations, or findings from the physical exam unless you consider them relevant to your work in the DI program.

- ❖ Copy of your medical health insurance to DI Director by 6/30. Insurance must be in place throughout the DI program.
- ❖ Original DPD Verification Statement to the DI Director on the first day of orientation.
- ❖ For degrees not included in transcripts sent to DICAS, an official transcript from the school where you received your highest degree (minimum is BS or BA) to the DI Director on the first day of orientation. Remember: This transcript must state that the degree HAS BEEN AWARDED. This is independent of any transcript sent to Hunter Admissions.
- ❖ A photocopy of your membership card with AND, showing your member number.
- ❖ Provide the DI Director with your Hunter email address and with a permanent email address.

SUBSCRIBE TO THE NFS LISTSERV

The listserv is a good source of information for things going on at the college, lectures and other events, as well as potential employers later on. Click the link below and follow the instructions to add the NFS – L. (Note: if you are already subscribed, you do not have to do it again. Just keep updating your information.)

<https://hunter.listserv.cuny.edu/Scripts/wa-hc.exe?SUBED1=NFS-L&A=1>

A NOTE ABOUT BEING AN AWESOME INTERN

When preceptors agree to host interns from our program, many of them ask us to “send us the **very best** intern(s) you have this year.” So ALL of you should be our best intern, and consider yourself a representative of Hunter when you are out in the world.

This not only can have a positive effect on your career, it can also open doors for the interns who will come after you. A preceptor who is pleased with the performance of the intern they have this year, will want to come back to us, and maybe even increase the number of interns she/he is willing to host each year.

EXPECTATIONS OF DIETETIC INTERNS

When you enter the Dietetic Internship program, we expect that you will:

- ❖ **Be able to write and speak clear, coherent English so that others can understand you.** If you have problems with writing or limited experience writing English, help is available through the Hunter College Reading/Writing Center on line at <http://rwc.hunter.cuny.edu/>. The website includes the Center’s student and faculty guides, current workshop schedule, on-line handout file, and directions for e-tutoring (tutoring over e-mail). The Center is located on the fourth floor of Thomas Hunter Hall. The phone number is (212) 650-3937. You may also get in touch with the Hunter College International English Language Institute (IELI) at <http://www.hunter.cuny.edu/ieli/> or (212) 772-4292 or ieli@hunter.cuny.edu.
- ❖ **Have access to a computer on a regular basis, at least 5 days per week.** Computers are available in the computer labs on floor “C” (otherwise perceived as the basement). During the COVID-19 emergency, you may qualify for a laptop loaned from Hunter College. Please refer to the Hunter College webpages.
- ❖ **Maintain an e-mail account, check your e-mail daily, and reply promptly to messages.** All Hunter students are provided with an e-mail address. As communication with the DI Director may contain confidential information, all email will be sent to your Hunter email address unless you request otherwise. Providing an email address other than your Hunter email as your preferred email address means that you agree for all communication with the DI Director to be sent to this email address.
- ❖ **Possess basic computer skills, including MS Office, Publisher, Excel, End Note or equivalent, etc. and finding appropriate information on the internet.**
- ❖ **You do not need to be on campus to gain access to journals.** You can search the main databases (i.e. Medline, PubMed), from your home computer. Simply go to the library home page: <http://library.hunter.cuny.edu/> From the list, click “Databases”.

There you will find a listing of journal search engines. Click on the one you wish to use (PubMed for example). Then it will prompt you to insert your Hunter email ID and password. You can search for and get access to most of the journal articles for free.

- ❖ **All dietetic interns are expected to dress professionally.** In general, this is considered to be business attire, or *as appropriate to the specific rotation's work setting*. Hosiery or socks and closed shoes are required for clinical and food service rotations. Long hair must be clipped back securely, and protective hair covering (hat/hairnet) is generally required for food service management rotations. During the clinical rotations, a white lab coat is required. When attending a seminar or professional meeting representing the DI program, business attire is required for everyone. This applies to all zoom sessions and remote meetings.
- ❖ **When on duty in the rotation facilities, the student shall follow the regulations for that facility.** Identification badges are to be worn at all times when on duty. These may either be the Hunter College ID or one supplied by the rotation facility. Your preceptor needs to provide you with the regulations to follow, and you need to write down where to find these, and what regulations/ regulatory agency they are derived from.
- ❖ **Interns are expected to be polite and respectful to their preceptors and everyone at the rotation sites.** Bear in mind that even the most ignorant person on earth could have one little clue to life that could be valuable to you. Pay attention. Keep your eyes and ears open for what you can learn from ANYONE. You should be respectful of everyone you meet. Our preceptors are a diverse group of people, just as our interns are. They may be significantly younger or older than you are, or different in some other way. You may also be working with someone who is not a Registered Dietitian. Never think that you know everything that there is to know, or that someone (like a clerk or kitchen worker) cannot teach you anything. If you have an issue with a preceptor, speak to her / him about it first, then the Clinical Nutrition Manager or site supervisor, and bring it to the attention of the DI Director. Early communication is usually best to resolve issues. Interns should strive to model professional behavior in all settings, even if others are not behaving in the way most conducive to that standard. Avoid the temptation to get involved in office politics at any of your rotation sites.
- ❖ **The “world” of each rotation setting is unique.** Be respectful of the policies and norms of behavior in each work setting. (For example, the usual way to answer the office telephone, the locations where it is acceptable to eat or drink, lunch and break times, use of cell phones, etc.)
- ❖ **Interns should refrain from personal telephone conversations and/or texting while on duty at any rotation site.** Assignments, including case descriptions beyond collection of the necessary data, should NOT be completed at the sites unless they are part of your work assignment there (which they mostly are or should be).
- ❖ **Interns should avoid engaging in office politics and unprofessional discussions or gossip.** The nutritionist community in the tri-state area is very tight knit. So, to put it in the words of Thumper, the rabbit in Bambi (Disney movie) “If you can't say something nice, don't say 'noth'n at all.”
- ❖ **Interns should accept any and all assignments from preceptors, provided such assignments are not illegal or dangerous.** Bear in mind that “scutt” activities (such as filing or making photocopies) performed by interns can free up more of the preceptor's time for more substantive discussions and teaching at a later point in the day. Offer to help anywhere that you can.

ABOUT “CLINICAL JUDGMENT”

- ❖ You may hear your preceptors speaking about *using clinical judgment*. This is sometimes a difficult concept for interns, who are used to looking up the “right” answer to every question. However, clinical judgment isn't something that you can just pick up from a book.
- ❖ For example, you can think about cooking, read food magazines, watch the cooking channel, read food science textbooks, and still not be a good cook. Experience, trial and error, and finally an almost automatic sense of what *feels* right are important determinants distinguishing a competent cook following a recipe exactly, from an excellent cook who just does it, and can be creative and innovative with it.
- ❖ Clinical judgment is *different from critical thinking*. Critical thinking looks at the big picture and how everything fits together, how this new piece of information attaches to what you already know, how

changes in one part of a system impact other parts of the system, or the world. This is all an important part of being an educated person, but it is not clinical judgment.

- ❖ Clinical judgment stems from a base of evidence-based technical knowledge, but adds multiple experiences of applying that knowledge in real life situations where random actions are also happening. Like doing a dance, or playing a sport, or some other physical skill, practice, a LOT of practice is essential to getting it. Once you "get it" even a little bit of it, the rest is all much easier; it's just more practice. You develop your clinical judgment by using your clinical judgment. It's not in a book. No one can just GIVE IT TO YOU any more than they could make you a great tennis player by having you read books about tennis.
- ❖ You can learn from the examples set by your preceptors, but true cultivation of clinical judgment is up to you.

THANK YOU NOTES

Interns are encouraged to thank their preceptors for the opportunity to work with them.

- ❖ Writing a thank-you note is a small but gracious way to repay kindness and to make sure that others feel appreciated. Moreover, your note of thanks provides tangible evidence of your appreciation. A thank-you note, especially one that is hand-written, will be appreciated, and long remembered, by those who have hosted you, helped you with a project, lent or given you materials, offered a sympathetic ear, or any other generous acts. The list of possibilities is boundless. For many people, receiving a note of appreciation usually pleases them far beyond the expectations of the note-writer. In fact, notes of thanks attain an almost trophy-like status, and are often saved and displayed. While you may not feel that you can rise to the heights of perfect prose, common courtesy and consideration for the feelings of others demand that you always take the time to thank those who have spent time, money, or effort on your behalf.
- ❖ The notes you write demonstrate your thoughtfulness, good manners, and classiness. By demonstrating your thoughtfulness and attention to detail, the recipient's good opinion of you is reinforced. What's more, you'll find that expressing your gratitude in writing comes with a surprising level of personal satisfaction.
- ❖ Most people use decorated note cards, the kind you buy in boxed sets, for thank-you notes. Note paper, decorated or not, is also a good choice. Of course, you'll want **to write these notes by hand**, using either blue or black ink. Experts advise using cursive writing, not printing, unless your handwriting is very illegible. Some experts also advise that you begin your note on the bottom half of the note card if you are using the folding variety. If you want to use the whole page to show your appreciation, go ahead.

Some tips for writing thank-you notes:

- ❖ Make it personal. Use the pronouns *I* and *you*, just as you would when carrying on a conversation. Make it clear by the letter contents that you wrote the letter only for the recipient. Avoid form letters.
- ❖ Be yourself. Your thank-you note should sound like you. It should be conversational and friendly, not stiff and formal. But don't go overboard. Choose your words and phrases carefully. You want your letter to be graceful and polished.
- ❖ Make it lively. Avoid stodgy cliches, such as "your patronage is appreciated" or "I wish to state". Instead, use livelier and more personal phrases such as "I was delighted by" or "I have been fortunate to" or "I want you to know."
- ❖ Use correct spelling and grammar. Use a dictionary if you're unsure about spelling.

From: The Art of Thank You – Crafting Notes of Gratitude by Connie Leas; MJF Books, New York, 2002

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All interns should familiarize themselves with the HIPAA regulations and comply with these in all facilities

(Also known as the Kennedy-Kassebaum Bill, the Kassebaum-Kennedy Bill, K2, or Public Law 104-191.)

HIPAA (hip-uh) which stands for the Health Insurance Portability and Accountability Act of 1996, is a set of rules

to be followed by doctors, hospitals, and other health care providers. HIPAA took effect on April 14, 2006 and has been amended since. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regards to documentation, handling and privacy. In addition, HIPAA requires that all patients be able to access their own medical records, correct errors or omissions, and be informed how personal information is shared or used. Other provisions involve notification of privacy procedures to the patient. HIPAA provisions have led to many cases of extensive overhauling of medical record and billing systems.

“Individually identifiable health information” is information, including demographic data, that relates to:

- ❖ the individual’s past, present, or future physical or mental health or condition,
- ❖ the provision of health care to the individual, or
- ❖ the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual. Individually identifiable health information includes many common identifiers, such as name, address, birth date, Social Security Number, or medical record number.

Also see: Centers for Medicare and Medicaid Services (CMS) <http://www.hhs.gov/hipaa/for-professionals/index.html>

ACADEMY OF NUTRITION AND DIETETICS/COMMISSION ON DIETETIC REGISTRATION CODE OF ETHICS FOR THE PROFESSION OF DIETETICS AND PROCESS FOR CONSIDERATION OF ETHICS ISSUES

All interns must read and familiarize themselves with the Academy of Nutrition and Dietetics’ Code of Ethics.

<http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>

AMERICANS WITH DISABILITIES ACT - WHAT IT MEANS FOR DIETETIC INTERNS

- ❖ The Americans with Disabilities Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.
- ❖ Employment (and internship) discrimination is prohibited against "qualified individuals with disabilities." This includes applicants for employment, employees, and interns. An individual is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.
- ❖ These must substantially limit major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working. An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability is covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu, generally would not be covered.
- ❖ The second part of the definition protecting individuals with a record of a disability would cover, for example, a person who has recovered from cancer or mental illness.
- ❖ The third part of the definition protects individuals who are regarded as having a substantially limiting impairment, even though they may not have such an impairment. For example, this provision would protect a qualified individual with a severe facial disfigurement from being denied employment because an employer feared the "negative reactions" of customers or co-workers.
- ❖ A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that s/he holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation. Requiring the ability to perform "essential" functions assures that an individual with a disability will not be considered unqualified simply because of inability to perform marginal or incidental job functions.

- ❖ Applicants to the internship who have a disability must meet all **the same qualifications** as those without a disability.
- ❖ Reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.
- ❖ **Employers (educators, preceptors) are not required to lower quality or quantity standards as an accommodation**; nor are they obligated to provide personal use items such as glasses or hearing aids.
- ❖ **An employer is only required to accommodate a "known" disability of a qualified applicant or employee.** If the individual does not request an accommodation, the employer is not obligated to provide one except where an individual's known disability impairs his/her ability to know of, or effectively communicate a need for, an accommodation that is obvious to the employer. If a person with a disability requests, but cannot suggest, an appropriate accommodation, the employer and the individual should work together to identify one.
- ❖ The individual with a disability requiring the accommodation must be otherwise qualified, and the disability must be known to the employer. In addition, an employer is not required to make an accommodation if it would impose an "undue hardship" on the operation of the employer's business. "Undue hardship" is defined as an "action requiring significant difficulty or expense" when considered in light of a number of factors. These factors include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the employer's operation.
- ❖ An employer is not required to reallocate essential functions of a job as a reasonable accommodation.

Interns who need accommodation of a disability must inform the DI Director of their disability, and provide medical documentation of this, prior to beginning the internship, along with their request for "reasonable accommodation" that, if given, will allow them to successfully complete all internship requirements.

Adapted from: ADA Questions and Answers, U.S. Dept of Justice. <http://www.ada.gov/pubs/ada.htm>

NETWORKING

- ❖ We have all heard about networking, and how much having a great network of people around you can be a great boost to your career. If you already have a collection of business cards and contact information, that is a good start. Who you know can be important, but perhaps even MORE important is who knows YOU. The Dietetic Internship is a great way to let other people know who you are and what you can do. A good number of recent graduates have been hired by one of the places where they did a DI rotation, or at the recommendation of one of their preceptors. The community of Registered Dietitian/Nutritionists is small. Your preceptor might know just the person you need to meet to land a great position.
- ❖ Another good place to network is at professional meetings and conferences. Don't just stick with the people you know. Ask questions of the speakers, or organizers, or wait staff. People usually like to talk about what they do, or like, or even what they don't like. So – SCHMOOZE!!

THE ACADEMY OF NUTRITION AND DIETETICS

Founded in 1917 as the American Dietetic Association, the organization changed its name to the Academy of Nutrition and Dietetics in 2012. The over 72,000 members in the US and abroad help shape the food choices and impact the nutritional status of the public. The membership includes dietitians, dietetic technicians, students, and others holding baccalaureate and advanced degrees in nutrition and dietetics.

How does AND benefit its members? AND provides resources for member career development through the annual Food and Nutrition Conference and Exposition (FNCE), FNCE is the Academy's premier educational and

networking event, which is a showcase for the latest products, services, and technology from more than 350 leading food and nutrition organizations. AND members can build skills and stay current in their specialty area through dietetic practice groups (DPGs), and Member Interest Groups (MIGs) which offer networking contacts, practice-related publications, scholarships, and continuing professional education workshops.

The annual Food & Nutrition Conference & Exhibition (FNCE) 2022 is in Orlando from October 8-11, 2022. Interns are encouraged to attend!

DIETETIC PRACTICE GROUPS

Dietetic Practice Groups are professional-interest groups, made up of Academy of Nutrition and Dietetics members, who wish to connect with other members within their areas of interest and/or practice. These “organizations within an organization” help members to find their special niche in a large profession.

<http://www.eatright.org/HealthProfessionals/content.aspx?id=11236>

There several Member Interest Groups (MIGs) comprised of AND members who exchange information related to common interests.

<http://www.eatright.org/HealthProfessionals/content.aspx?id=11244>

AND members select an affiliate (state) dietetic association. Members who live in New York City are also encouraged to join the Greater New York Dietetic Association (GNYDA).

<http://www.eatrightny.org/>

<http://www.gnyda.org/>

STRESS MANAGEMENT RESOURCES

The many and varied demands of the dietetic internship can cause interns to feel stressed. Managing the daily stress level is ultimately up to each individual, but there are many resources available to help with this.



Symptoms of Stress

- neck pain
- headache
- lower back pain
- fast pulse
- sweating
- sleeplessness
- poor concentration
- dryness of throat & mouth
- weakness

Balancing the demands of school and personal life can be challenging. Hunter College is committed to the health and safety of the student body, and maintaining a productive learning and working environment. The Hunter College Behavioral Response Team is a group of professionals dedicated to providing support and assistance to students in crisis or in distress. The BRT promotes a culture of mutual support and collaboration and is a resource for all faculty, staff, and students.

Our team is designed to:

- Identify those students in need of assistance
- Manage each incident effectively
- Provide structure for an effective method of addressing student behaviors
- Initiate appropriate intervention
- Promote a coordinated response

Faculty, staff and students are encouraged to utilize the BRT when they observe behavior by a student that concerns them.

Examples of behavior appropriate for a BRT referral include:

- Acts of hatred or discrimination
- Expression of hopelessness
- Incidents of bullying
- Significant changes in mood, class attendance, or engagement
- Unusual or erratic behavior in class
- Verbal or written threats
- Written work or communication containing troubling themes or references, such as fantasies of violence
- Suicidal Ideation- If risk is imminent, contact Public Safety at 212.772.4444

To alert the BRT about a concern, please complete and submit the [BRT Referral Form](#). Your submission will be reviewed by the team and, as this is a collaborative process, we will contact you to discuss the referral and may request additional information to help determine the appropriate intervention.

How to Reduce Stress

Many stresses can be changed, eliminated, or minimized. Here are some things you can do to reduce your level of stress:

- ❖ Become aware of your own reactions to stress.
- ❖ Reinforce positive self-statements.
- ❖ Focus on your good qualities and accomplishments.
- ❖ Avoid unnecessary competition.
- ❖ Develop assertive behaviors.
- ❖ Recognize and accept your limits. Remember that everyone is unique and different.
- ❖ Exercise regularly.
- ❖ Eat a balanced diet daily.
- ❖ Talk with friends or someone you can trust about your worries/problems.
- ❖ Learn to use your time wisely:
- ❖ Evaluate how you are budgeting your time.
- ❖ Plan ahead and *avoid procrastination*.
- ❖ Make a weekly schedule and try to follow it.
- ❖ Set realistic goals.
- ❖ Set priorities.
- ❖ Practice relaxation techniques. For example, whenever you feel tense, slowly breathe in and out for several minutes.

WWW RESOURCES FOR NUTRITION & HEALTH

- ❖ The Journal of The Academy of Nutrition and Dietetics <http://www.andjrn.org/> and the Food and Nutrition Magazine www.FoodandNutrition.org supply members with current food and nutrition research and practice information, as well as Academy news. Position and Practice papers on a variety of topics are available at: <http://www.eatright.org/positions/>
- ❖ American Public Health Association has many useful and interesting articles: <http://www.apha.org/>
- ❖ CDC covers epidemiological data through WONDER and NCHS; advises travelers on health precautions; lists job opportunities; publishes condition based health information; and lists distance learning programs offered through the Public Health Training Network (PHTN). www.cdc.gov
- ❖ Environmental Protection Agency (EPA) produces environmental information on a wide range of topics and links to other related organizations. www.epa.gov
- ❖ FedWorld is a gateway to over 100 federal government Internet sites. <http://fedworld.ntis.gov>
- ❖ Food and Drug Administration (FDA) provides professional

and public information on drugs, food-borne illnesses, new devices, and links to related pages. www.fda.gov

- ❖ National Health Information Clearinghouse of the Office of Disease Prevention Health Promotion, DHHS offers information on ODPHP clearinghouses, publications (including Healthy People 2010), and proceedings for the Partnerships for Networked Consumer Health Information Conferences. <http://www.health.gov/nhic/>
- ❖ US Dept Health & Human Services home page. <http://www.hhs.gov/>
- ❖ National Institutes of Health (NIH) links to all its constituent institutes which provide health education materials on diverse topics, including AIDS, aging, child health, communication disorders, cancer, genetics, and others. www.nih.gov
- ❖ National Center for Alternative and Complementary Medicine <http://nccam.nih.gov/>
- ❖ National Institute of Diabetes and Digestive and
- ❖ Kidney Diseases <http://www2.niddk.nih.gov/>
- ❖ Health Resources and Services Administration <http://www.hrsa.gov/>
- ❖ National Heart Lung and Blood Institute <http://www.nhlbi.nih.gov/>
- ❖ Maternal and Child Health Bureau <http://www.mchb.hrsa.gov/>
- ❖ NIH Office of Rare Diseases <http://rarediseases.info.nih.gov/default.aspx>
- ❖ Weight Control Information Network <http://win.niddk.nih.gov/index.htm>
- ❖ Women's Health Initiative <http://www.nhlbi.nih.gov/whi/>
- ❖ NIH Office of Dietary Supplements <http://dietarysupplementdatabase.usda.nih.gov/index.html>
- ❖ National Library of Medicine (NLM) provides free access to MEDLINE using Internet Grateful Med, full text practice guideline documents, health services research resources, and environmental-toxicology information resources. www.nlm.nih.gov
- ❖ New York Online Access to Health disseminates a wealth of topical health information, links to medical databases and Internet resources, and statistical data for NY in English and Spanish. https://a858-ihss.nyc.gov/ihss1/en_US/IHSS_homePage.do
- ❖ PubMed for Medline searches of journals in the National Library of Medicine. <http://www.ncbi.nlm.nih.gov/PubMed/>
- ❖ US Dept. Agriculture (USDA) home page contains important nutrition, child, and family information. www.usda.gov
- ❖ USDA Agricultural Research Service includes food composition databases. <http://www.ars.usda.gov/Aboutus/docs.htm?docid=6300>
- ❖ International Food Composition Tables Directory <http://www.fao.org/infoods/infoods/tables-and-databases/en/>
- ❖ American Medical Association provides articles from current issues of JAMA and other information. www.ama-assn.org
- ❖ www.RD411.com provides resources and information by RDs for RDs on a variety of topics.
- ❖ Cornell Cooperative Extension <http://www.cce.cornell.edu/Pages/Default.aspx>
- ❖ Just Food, Community Supported Agriculture (CSA) in NYC www.justfood.org/csa/

ADDITIONAL POLICIES AND PROCEDURES

PROFESSIONAL CODE OF ETHICS

Policy

Interns will adhere to the Academy of Nutrition and Dietetics Professional Code of Ethics.

Procedures:

Interns will become familiar with the Professional Code of Ethics distributed and discussed in Orientation. Interns will discuss ethical issues in classes and with preceptors in order to understand their application to each specific setting.

Interns will especially be careful about patient confidentiality (see: Health Insurance Portability and Accountability Act (HIPAA)). No patient names or defining initials or other defining information shall be used

in class assignments or case studies. Discussions about patients will be limited to closed meetings and classrooms without visitors.

CONFIDENTIAL/PRIVILEGED INFORMATION GUIDELINES FOR DIETETIC INTERNS (HIPAA)

Policy:

It is the policy of the program in Nutrition and Food Science, the School of Urban Public Health (and all of the internship sites) to use and maintain all sensitive, privileged or restricted information in a strictly confidential manner. Confidential/privileged information includes, but is not limited to, sensitive and/or proprietary information concerning general departmental business or administration, student information, patient medical information, employee information or any other restricted information, data or material in any form.

Procedure:

All dietetic interns shall comply with the provisions of this policy and are prohibited at any time during or after their participation in the Dietetic Internship Program from inappropriately accessing, using in any way, revealing or otherwise disclosing either directly or indirectly sensitive, privileged or restricted information, data or material of a confidential nature as defined in the policy statement above.

Dietetic interns may access, use, maintain, reveal or otherwise disclose confidential/privileged information only in the performance of their duties and responsibilities, for legitimate business related to the school district, hospital, or community setting and with prior appropriate management approval. **Avoid discussions of this nature in public areas such as cafeterias, corridors, elevators, etc., where your conversation may be overheard. Use discretion in handling written communications concerning patients / clients information.**

It is the responsibility of each dietetic intern to strictly adhere to this policy. Interns violating this policy are subject to corrective action, up to and including immediate dismissal.

A dietetic intern who knows or becomes aware of a violation of this policy is obligated to make immediate full disclosure to the internship director of knowledge of any deliberate or inadvertent breach of confidentiality by himself or herself or any employee of the facility.

Note: It is the responsibility of all preceptors to inform their dietetic interns regarding the use of confidential or privileged information.

STATEMENT OF NON-DISCRIMINATION - EQUAL OPPORTUNITY IN SELECTION OF DIETETIC INTERNS

Policy:

The Dietetic Internship supports the policy of equal opportunity and Affirmative Action as set forth by Hunter College and the Board of Trustees of the City University of New York. The Department of Nutrition and Food Science of The CUNY School of Urban Public Health will fill dietetic intern positions with qualified individuals, without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity or expression, marital status, disability, genetic predisposition or carrier status pregnancy, childbirth or related conditions, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

Procedure:

Hunter College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence in its student admissions, employment, access to programs and administration of educational policies.

Any student who is discriminated against on the basis of any of these attributes will be afforded due process in accordance with Section 15.3 of the Student Disciplinary procedures.

Information regarding ethnicity and sex is voluntarily provided by students only for purposes of statistical

reporting.

No intern will be denied entrance into the DI based on race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

MAINTENANCE OF DIETETIC INTERN RECORDS

Policy:

Dietetic Intern records, including transcripts and DPD Verification Statements for admission, rotation schedules and DI Verification Statements at completion will be kept indefinitely.

Procedure:

A file will be created for each dietetic intern at the time at which they accept a match into the internship. Application materials previously received from each intern will be reviewed and placed into their respective files. Materials will specifically be inspected for presence of all academic transcripts with degrees conferred as appropriate, and DPD statements with correct information. If complete information has not yet been received, incoming interns will be contacted and requested to provide this. Interns will not be allowed to begin rotations until they have provided all the required documents to the DI Director.

This procedure will be communicated to prospective interns in the program's application materials, and to incoming dietetic interns in the introductory materials sent to them prior to their arrival at the internship. It will be reiterated in the Dietetic Intern Handbook they receive on the first day of orientation.

The following documents will be retained on file for all Dietetic Interns

- ❖ DPD Verification Statement
- ❖ Official Transcript(s) with degree(s) conferred
- ❖ Application materials and contact information
- ❖ Insurance information
- ❖ Health verification and documentation
- ❖ Rotation schedules
- ❖ Evaluations
- ❖ DI Verification Statements

LIABILITY & MEDICAL COVERAGE FOR DIETETIC INTERNS

Policy:

All dietetic interns are required to obtain professional liability insurance and medical insurance prior to starting the Dietetic Internship Program.

Procedure:

Dietetic interns are responsible for securing their own professional liability insurance and medical insurance for coverage during the course of the Dietetic Internship Program, even though most sites are covered by their affiliation agreements with CUNY.

All dietetic interns will provide proof of professional liability insurance and medical insurance coverage prior to the start of the Dietetic Internship Program.

Professional liability insurance can be obtained through Proliability/Mercer Consumer, for which AND members can use the organization's discount. This is only option, and there are many others. This example should not be understood as an endorsement. It is required that each dietetic intern has a policy that covers a minimum of \$ 1 million (\$1,000,000) each incident/occurrence and \$ 3 million (\$3,000,000) annual aggregate. If a dietetic intern is injured or becomes ill while on duty, he/she will be treated at the nearest emergency care center at the intern's expense.

Dietetic interns are responsible for their own safety in travel to and from assigned rotations during the course of the Dietetic Internship Program.

CONFIDENTIALITY OF DIETETIC INTERN RECORDS

Policy Statement:

Board of Trustees guidelines and the Federal Education Rights and Privacy Act (FERPA) of 1974 permit only specific information concerning current and former students to be made available to those parties who have a legitimate interest in the information.

No information from the dietetic intern's personnel record, other than name, job title and an inclusive date of study is to be released without written consent of the intern or a court order. The personnel record may be examined only by the intern and by faculty/preceptors of the Dietetic Internship who are or could become responsible for supervision of the intern.

Dietetic intern records that are protected include all reports of disciplinary action (including records of oral and written warnings), all performance evaluations and supporting documentation, and attendance and employee health records.

Access to Confidential Records Procedure

By filing a letter with the Nutrition Program an intern or former intern may request that any or all of the above information not be released without the intern's prior written consent. This letter may be completed, withdrawn or modified at any time.

Interns may have access to their records by submitting a request in writing to the DI Director. The Director will inform the interns when and where records may be inspected. Faculty/preceptors are permitted to review the personnel records of their dietetic interns.

Note: It is the responsibility of all preceptors to inform their dietetic interns of this policy and to adhere to it. It is the responsibility of the Dietetic Internship Director to administer this policy.

STUDENT PHOTO IDENTIFICATION

Policy:

An initial Photo ID will be issued to all enrolled students free of charge. The student photo I.D. will allow entrance and use of the college library and other facilities. All students are required to show their Hunter College Photo ID at all times when entering the college and transacting college business. Although Hunter College maintains an open school policy, students entering the campus are required to present their current ID to gain access. A replacement ID will be available at a nominal fee. Appropriate identification will be required before issuing a student I.D.

Procedure:

Students obtain their ID card, the Hunter OneCard, in the beginning of the semester in the West Building Lobby entrance of the building at 68th Street, or in the Hunter West 203 Lobby at other times in the semester. Regular hours are Monday through Friday 9 am to 5 pm (excluding holidays). All students must have their current semester bursar receipt in addition to another form of photo identification.

Newly admitted students receive their first I.D. free of charge during their first semester.

See <http://www.hunter.cuny.edu/it/it-services/onecard> for more information.

DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

Policy:

Dietetic Interns comply with the drug testing and/or criminal background checks required by any of the rotation sites. Any associated cost is the intern's responsibility if not covered by the rotation site.

Procedure:

Upon request, dietetic interns provide any required information and/or test results, also including but not limited to fingerprinting, blood or urine specimens.

PRECEPTOR AND ROTATION SITE SELECTION

Policy:

Appropriate rotation sites and qualified preceptors are recruited and retained.

Procedure:

Utilizing the ACEND Accreditation Standards for Internship Programs in Nutrition & Dietetics and the Core Competencies for the RD, along with input from interns and program alumni as guidelines, preceptor recruitment and retention is continuous and ongoing.

Criteria and Process Used to Select Preceptors

Criteria:

- ❖ Sites must have an ongoing nutrition program or activities with a specific plan of activities for the intern(s) they plan to host.
- ❖ Preceptors must hold a current RD credential with at least 1 year of experience for clinical rotations. For community and foodservice rotations, RD credential is desirable but not required. Preceptors must have a degree or certification in a dietetics related field with 1 year of experience or equivalent work experience without degree or certification.
- ❖ Prospective preceptors must have a good reputation within their field of expertise as evidenced by past performance or verification from supervisor/manager/director/co-workers.
- ❖ Prospective preceptors must demonstrate the desire to take on the extra responsibility of interns.
- ❖ Prospective preceptors must demonstrate excellent communication skills orally and in writing and collaborate with DI Director on a continual basis.

Process:

Each year interns evaluate each rotation / preceptor on the following criteria:

Professionalism, Support/Encouragement of Learning, Mentorship, Respect for Intern, Organization of the Experience, Expertise, and Teaching Ability

Once a preceptor is chosen that fits the above criteria they are given a trial period through one intern class. Based on the evaluations and feedback from interns and communication or issues that may have arisen, a determination is made as to whether this preceptor will be allowed to continue. Preceptors must maintain an overall "satisfactory" rating from 80% of interns in order to remain with our program.

WITHDRAWAL & REFUND OF TUITION

Policy:

Any dietetic intern who chooses to withdraw from the program will receive a refund in accordance with the schedule outlined in the Bursar's website.

Procedure:

As of June 1994, three diverse refund policies were implemented for CUNY students. They are: CUNY, Federal Pro Rata refund and Federal other than Pro Rata refund. The latter two refund policies apply only to Federal Financial Aid recipients. Students should refer to the Bursar's website for deadlines and explanations of these procedures. <http://www.hunter.cuny.edu/bursar/tuition-fees/refunds>

DEADLINES FOR INTERNSHIP COURSE COMPLETION

All DI assignments and activities should be completed by the end of the Spring semester. Under extenuating circumstances, an intern may be allowed to complete assignments after the last day of the Spring semester, with permission from the DI Director. ***Under no circumstances will such extension go beyond the start date of orientation for the subsequent intern class*** unless protected by Student Regulations and Rights set by Hunter College (see below).

EVALUATION OF DIETETIC INTERNS

Policy:

Student progress shall be measured using a variety of strategies during and at the conclusion of the program to verify competence.

Procedure:

The following practices will be used throughout the program to verify student competence:

- Intern logs
- Modules and assignments
- Service Improvement Projects (SIP)
- Preceptor Evaluations
- Intern Logs/Journals and Completed Modules are reviewed by the DI Director.
- Rotation portfolios
- Overall written evaluation of each intern – done by site preceptors for each rotation

Interns must successfully complete each rotation, a score of 80% or greater must be achieved on all assignments, and for all competencies.

All evaluation instruments used during a rotation will be collected by the preceptor(s), and sent to the DI Program director during or shortly after completion of the rotation by the dietetic interns. Comments regarding the dietetic interns' completion of the rotation will be included in the materials sent to the DI Director. Following review of evaluation instruments and preceptor comments, the DI Director will schedule a meeting with each dietetic intern to review the experience, as needed.

During the Internship Seminar, all interns will be administered exams (similar in content to the dietetic registration exam) to evaluate their overall performance and readiness to sit for the RD Exam. A minimum score in a mock RD exam is set for students to successfully complete the Dietetic Internship program.

PROGRAM COMPLETION REQUIREMENTS OF THE DIETETIC INTERNSHIP PROGRAM

Policy:

Dietetic interns will meet all supervised practice requirements and comply with all policies, procedures and standards of professional behavior for graduation from the program.

Procedure:

Dietetic interns will complete a minimum of 1000 hours of supervised practice under the direction of preceptors established by the Dietetic Internship of the Nutrition Program in the CUNY School of Urban Public Health.

Learning experiences will be documented and the dietetic intern evaluated at the completion of each rotation. Interns will be evaluated on professional competencies related to both general dietetics practice and to specialty areas in food service management, community and public health nutrition, and clinical nutrition therapy.

Dietetic interns must receive a score of 80% or higher in each competency (The equivalent is an average rating of **3.0** on preceptor evaluations.) for each assignment, case study, project, curriculum/lesson plan, group nutrition education class, presentation, checklists of objectives/competencies and professionalism evaluation in order to successfully complete the program.

If an 80% score is not obtained on an evaluation instrument, the intern will be given additional assignments, projects or other work and then be re-evaluated on the relevant material. If this is not passed with an 80% score the second time, the intern will complete another week of the rotation or complete another case study, assignment or other work prior to being re-evaluated for the third time. These assignments will be set out in a remedial action plan by the DI Director and preceptor(s).

Failure to complete the activities described in the remedial action plan will result in a final warning that the next failing score will result in termination from the program.

Dietetic interns must consistently demonstrate compliance with policies, procedures and standards of

professional behavior throughout the internship to complete the program. Any lapse in compliance will be addressed with the intern and corrective action will be taken. The first instance of non-compliance with policies, procedures or standards of professional behavior will result in a verbal warning, the second instance in any of the categories designated will result in a written warning, and the third instance in any area of compliance will result in termination.

Note: It is the responsibility of the preceptor to evaluate the dietetic intern, to document scores and any lapse in compliance with policies, procedures and standards and to notify the DI Director of evaluation results and behavior issues. It is the responsibility of the DI Director to ensure adherence to this policy.

VERIFICATION STATEMENT & REGISTRATION EXAM

Upon successful completion of all internship requirements, interns will be provided six (6) Dietetic Internship Verification Statements. Original Verification Statements may be required for transfer of AND Membership status from Student to Active member, licensure/certification and employment. Interns should retain a personal file copy for future use. Additional Verification Statements will be available from the DI Director upon request.

Dietetic interns who successfully complete the Dietetic Internship Program by achieving the program goals, abiding by the program policies, and reaching the expected level of competence for dietetics practice will be submitted to the CDR for evaluation for eligibility for Registration. The DI Director will forward the Computerized Registration Eligibility Application to CDR. The intern will then electronically receive a Registration Eligibility Application Name/Address Verification Form and instructions from the Commission on Dietetic Registration (CDR). This electronic form must be completed before the CDR can evaluate the student's eligibility for the RD exam. It is the responsibility of each intern to complete this form, and upon positive finding, the application from PearsonVue, provide the required fee, and schedule an examination appointment.

Interns who have not completed all internship requirements will not be given Verification Statements, nor will their names be submitted to CDR to sit for the RD Exam.

CONDUCT

Policy:

All interns are expected to abide by the policies and procedures of the Hunter College DI Program, its affiliates, rotation sites, and the Academy of Nutrition and Dietetics (AND).

Procedures:

Upon entry to the Program, each intern will be given a DI Handbook, which includes policies and procedures for conduct, ethics, program operation, and intern performance. Interns are expected to read and follow the policies, procedures and performance requirements of the Hunter College DI Program, the affiliations, Hunter College and the Academy of Nutrition and Dietetics.

Policy:

All interns shall conduct themselves in a respectful and professional manner in all settings throughout the internship.

Procedures:

Whereas interns are entering into the work environment of their preceptors for the purpose of learning from them, and meeting the competencies required by the internship, it is incumbent upon them to treat every preceptor as a valued teacher, regardless of the rotation or work site.

Interns are expected to be respectful of the policies and norms of behavior in each work setting. (For example, the usual way to answer the office telephone, the locations where it is acceptable to eat or drink,

lunch and break times, etc.)

Interns should accept any and all assignments from preceptors, provided such assignments are not illegal or dangerous. Bearing in mind that “scutt” activities (such as filing or making photocopies) performed by interns can free up more of the preceptor’s time for more substantive discussions and teaching at a later point in the day.

Interns should refrain from personal telephone conversations and/or texting while on duty at any rotation site. Interns should avoid engaging in office politics and unprofessional discussions or gossip

SUPPORT SERVICES FOR DIETETIC INTERNS

Policy:

The Dietetic Internship Program within the Nutrition Program of the CUNY School of Urban Public Health ensures that all dietetic interns have the appropriate support services available during the program.

Available Support Services:

Reference texts, manuals, curricula, documents, and relevant articles are held in the Nutrition Program of the CUNY School of Urban Public Health and/or the library and are available for study and review by the dietetic interns.

Educational technologies can be obtained through the Instructional Computing and Information Technology Department (ICIT).

CONFLICT RESOLUTION PROCEDURE FOR DIETETIC INTERNS

Policy Statement:

All dietetic interns have the opportunity through a conflict resolution process to resolve Dietetic Internship Program-related problems. The conflict resolution process refers to the means by which the Nutrition Program facilitates acceptable relations between dietetic interns and Dietetic Internship faculty. The process is a coordinated effort by all involved and its outcome is focused on improved understanding.

Conflict Resolution Procedure:

The dietetic intern is encouraged to voice his/her concern to the rotation preceptor.

If the issue is not resolved with the preceptor or the conflict involves the preceptor, the intern is encouraged to discuss the issue with the supervisor of the preceptor. If still unresolved with the preceptor’s supervisor, the intern is encouraged to discuss the issue with the Director of the Dietetic Internship.

If moving beyond the Director of the Dietetic Internship is necessary, a final appeal in the form of a written grievance may be made to the Dean of the School of Urban Public Health.

ATTENDANCE/TARDINESS GUIDELINES FOR DIETETIC INTERNS

Policy:

All dietetic interns are responsible for maintaining acceptable attendance and punctuality. Interns who do not maintain acceptable standards of attendance or punctuality may compromise the quality of their education and ability to remain within the program.

Specific Requirements:

Dietetic interns are expected to be at their assigned rotation, ready to work, by their designated start time. Interns failing to do so are considered tardy. That means that interns have to arrive at the site in time to do everything needed in order to get ready for work before start time, e.g. change into lab coat, put lunch into assigned space, etc.

Attendance and tardiness records will be monitored on an ongoing basis. Appropriate corrective action will be based on this policy.

A dietetic intern who is unable to report to work is required to notify the DI Director and the preceptor for the current rotation before the start of his/her scheduled time at the designated site.

A dietetic intern who fails to report to work as scheduled and fails to notify the DI Director and preceptor shall be considered absent without leave (AWOL) and may be subject to a letter of final warning. An intern who is AWOL for two or more scheduled consecutive work days is considered to have withdrawn from the program without proper notice, unless there are extenuating circumstances which are accepted by the DI Director. An intern will be informed of the termination of dietetic intern status whenever practical. Dietetic interns will be required to complete time missed due to absences, tardiness and scheduled time off (except vacations, school holidays, and personal days as noted above).

Corrective action standards for occurrences are as follows:

Tardiness (i.e, when an intern is not ready for work at the assigned rotation at the beginning of his/her shift)

# of occurrences:	2 Oral Warning
	4 Written Warning
	6 Final Warning*
	7 Discharge

*After a final warning is issued, any attendance problem may result in termination.

Note: All faculty members are responsible for monitoring attendance of their dietetic interns and communicating occurrences to the DI Director. It is the DI Director's responsibility to ensure that this policy is applied in an equitable and consistent manner.

DISCIPLINARY ACTION

Policy:

All interns are expected to achieve and maintain the standards of performance, practice, conduct and proficiency as outlined by the Dietetic Internship, Hunter College and the Academy of Nutrition and Dietetics. When standards and policies are not being met, disciplinary action may be imposed. Disciplinary action is defined as a corrective measure or penalty action taken against an intern for cause involving ineptitude, inefficiency or misconduct.

Procedures:

The DI Director will monitor interns' conduct and performance via personal observation and feedback from preceptors. When a problem is identified with an intern's conduct or performance, the DI Director will first verbally counsel the intern in an attempt to correct the problem. If the problem continues, disciplinary action will follow. For first offenses that are severe infractions and result in probation, suspension or dismissal disciplinary action will be administered versus verbal counseling. Table 1 lists Disciplinary penalties. The DI Director will collect all facts leading to disciplinary infractions, including data and student/preceptor interviews. Disciplinary actions of admonishment and first probation do not require Committee review. Second probation and dismissal penalties will be brought before the disciplinary committee. The DI Director will present the intern with a disciplinary memo. The original signed copy of the memo will remain in the intern's folder. The copy with original signatures (DI Director and intern) will be handed to the intern. If the intern refuses to sign the notice, the DI Director will sign and date that line with notation "intern refusal to sign." If the intern refuses to accept the notice, it will be mailed to the intern's address of record, return receipt requested. These memos will be kept and may be communicated electronically. Email acknowledgment of the memo will serve as acceptance of notice, and an email expressing agreement with the memo will serve as signature. These emails will be kept electronically. An intern may appeal admonishments and probation decisions to the Dean of the School of Urban Public Health in writing. Disciplinary actions beyond probation may be appealed in writing through the Dean of the School of Urban Public Health.

Table of Examples of Disciplinary Penalties and Instructions for Use of Table

1. The range of penalties indicated in this table is to be used as a guide in administering discipline to help assure that like disciplinary action is taken for like offense.

2. In using this table, consideration will be given to the following:
- The table is designed to be sufficiently broad to include most types of offenses. For other offenses, appropriate penalties may be prescribed by disciplinary officials for application within their jurisdiction, consistent with the range of penalties for comparable offenses listed in the table.
 - This guide does not cover all offenses for which disciplinary penalties are expressly provided by law or Civil Service regulations.
 - When an intern has committed a combination or series of offenses, a greater penalty than is listed for a single offense is appropriate.
 - Disciplinary penalties will generally fall between the ranges indicated in the guide, but in unusual circumstances greater or lesser penalties may be imposed.

3. Definitions

<u>Admonishment/Warning:</u> (Adm)	Written reprimand of a single infraction with warning against repetition. Repetition may result in probation.
Probation: (Prob)	Written notice of probation for repeated offenses of a similar nature. Based on seriousness and number of offenses can lead to suspension.
Suspension: (Susp)	Written notice with enforced temporary unpaid absence from duty as a result of repeated offenses beyond probation. Time lost will have to be made up.
Dismissal: (Dism)	Dismissal from program for infractions beyond suspension penalty.

TABLE OF DISCIPLINARY PENALTIES

Offense	1st Offense	2nd offense	3rd offense
1. Repeated, unexcused lateness	Adm	Prob	Susp
2. Unauthorized absence (failure to report for duty or leaving rotation without authority during on duty hours)	Adm	Prob	Susp
3. Willful carelessness, negligence or endangering patient safety in patient care	Adm – Prob	Prob-Susp	Dism
4. Deliberate failure or inexcusable delay in carrying out instructions of duties	Adm – Prob	Prob-Susp	Susp - Dism
5. Abuse of patients, beneficiaries, peers, faculty, verbally or physically	Susp	Susp – Dism	Dism
6. Substance abuse on duty	Susp	Dism	---
7. Insubordination – intentional/deliberate refusal to carry out duties or instructions; insolent/abusive/obscene language/behavior toward faculty, Director or others	Prob	Susp	Dism
8. Theft – actual/attempted theft of government or personal property of others	Prob – Susp	Susp – Dism	Dism
9. Falsehood – Intentional falsification, misstatement, or concealment of material fact in connection, inquiry or other proceedings; willfully forging or falsifying government records or documents	Adm – Prob	Prob – Susp	Susp - Dism

PRIOR ASSESSED LEARNING (PAL)

Policy:

The Hunter College Dietetic Internship participates in the Prior Assessed Learning program recognized by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Procedure:

The Prior Assessed Learning (PAL) program is designed to grant varying degrees of internship credit in specific rotations of the internship based on the qualified applicant's learning, as demonstrated through paid work or volunteer experiences. Experiences considered for PAL must meet competencies required by ACEND that are **equivalent to an entry-level dietitian**. Dietetic internship credit is given for learning and

gaining knowledge through the work experience of a professional career. The credit is not for work experience, but is given when an applicant demonstrates an increase in knowledge and learning.

- ❖ PAL will **not** be granted as a replacement for any of the didactic portion of the dietetic internship.
- ❖ Experiences submitted for PAL will have taken place **after** completion of all DPD courses.
- ❖ PAL credit will not exceed 600 hours.
- ❖ The tuition and fees for the Dietetic Internship will remain the same, regardless of the amount of PAL granted.
- ❖ Submission of a request for PAL credit does not guarantee that such credit will be awarded, in full or in part as requested.
- ❖ Decisions regarding the awarding of PAL credit are at the discretion of the DI Director. Applicants are encouraged to discuss potential PAL experiences with the DI Director prior to preparing and submitting the application materials.

Application for PAL credit shall include the following:

- ❖ Experiences submitted for PAL evaluation must be classified as: Community Nutrition, Food Service Management, or Medical Nutrition Therapy.
- ❖ Projects, reports, presentations, and educational materials produced by the applicant which demonstrate advanced knowledge and skills will be evaluated for PAL credit. Job descriptions, performance evaluations, letters from clients, and so on, can be used as supporting documentation of knowledge and skills, as applicable.
- ❖ These supporting materials shall be clearly labeled as to which experience(s) they are applicable. They must be provided as one pdf file. This can easily be achieved by scanning the material and combining the scans into one file. Copy shops typically provide such service.
- ❖ All materials must be typewritten. Hand-written materials are **not** acceptable. Applicants should indicate which of the 2022 ACEND competencies have been met by each experience submitted for evaluation.
- ❖ Application for PAL credit should be submitted to the DI Director **at least 6 weeks prior to the start of the internship term**. Applications will be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the internship term.
- ❖ Additional documentation / clarification of activities must be provided to the DI Director upon request. Failure to do so in a timely manner may preclude obtaining PAL credit.
- ❖ The format for application for PAL consists of one pdf file, including:
 - ❖ Cover page
 - ❖ Table of contents
 - ❖ **Summary Page**
 - ❖ **Narrative** describing each experience, what was done, what was learned, and how these apply to the ACEND learning objectives (see example below). **If more than one experience is being described, a separate narrative is to describe each one.** These are to be presented in the same order that the experiences are listed on the Summary Page.
 - ❖ **Supporting Materials.** Supporting materials include samples of projects, photos, reports, presentations, publications, newsletters, and educational materials produced by the applicant that

demonstrate the competencies described.

Submitted Materials will be maintained in the Dietetic Internship file for the intern.

STUDENT REGULATIONS AND RIGHTS

These statements are abridged. Complete CUNY statements regarding policies and procedures appear in the *Student Regulations and Rights* in the current Undergraduate Catalog and in the Office of the Dean of the CUNY School of Urban Public Health. Many of these policies and procedures can be found at

<http://www.hunter.cuny.edu/hr/policies>

[See this link for institutional policies](#) related to:

- Accessibility
- Academic Integrity/Plagiarism
- Course Withdrawals & Grading including the credit/no credit option
- Grade Incompletes
- Grade Appeals
- Sexual Misconduct
- Counseling and Wellness Support

AFFIRMATIVE ACTION

Hunter is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to our mission. It is the policy of Hunter to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws. It is also the Hunter's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Questions or concerns may be forwarded to the Office of Diversity and Compliance.

Dean John T. Rose is the College's Dean for Diversity and Compliance and Title IX Coordinator.

The Office of Diversity and Compliance supports and enhances Hunter College's commitment to diversity, providing expert advice and leadership to departments, faculty and staff in their efforts to recruit and retain a diverse workforce and ensure an environment free from discrimination and harassment.

Office of Diversity and Compliance E1700 212-772-4242 john.rose@hunter.cuny.edu