



Missouri State.
U N I V E R S I T Y

**Dietetic Internship
Graduate Certificate
Program Handbook
2022-2023**

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

Code of Ethics for the Nutrition and Dietetics Profession

Revised 2018

Preamble

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

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

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

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

Principles and Standards

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

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.

- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

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

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.

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

ACEND Learning Outcome/Competency Requirements

Entry-Level Dietitians

Revised 2022

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

Competencies	Scientific and Evidence Base of Practice: Integration of scientific information and 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.
Competencies	Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian 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.
Competencies	Clinical and Customer 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, B ₁₂ 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.
Competencies	Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations

CRDN 4.1	Participate in management functions of human resources (such as training and scheduling).
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4	Apply current information technologies to develop, manage and disseminate nutrition information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
CRDN 4.9	Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
Competencies	Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.
CRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CRDN 5.3	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 5.4	Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating 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.
Competencies	Concentration: Rural Health
CRDN 6.1	Develop skills to enhance dietetic practice in rural communities
CRDN 6.2	Develop and demonstrate rural cultural competence
CRDN 6.3	Develop an awareness of resources (including local, county, state, and federal) to provide relevant information to improve rural health
Competencies	Concentration: Public Affairs

CRDN 7.1	Advocate for health policy
CRDN 7.2	Understand the fundamentals of a grant proposal and demonstrate grant writing skills
CRDN 7.3	Develop and demonstrate media proficiency

Filing a Complaint with Accreditation Council for Education in Nutrition and Dietetics (ACEND)

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

Dietetic Internship Certificate Program

Mission Statement

Missouri State University

Missouri State University is a public, comprehensive metropolitan university system with a statewide mission in public affairs, whose purpose is to develop educated persons with priorities in community engagement, citizenship, knowledge transfer, and innovation.

The University's identity is distinguished by its statewide mission in public affairs, requiring a campus-wide commitment to foster competence and responsibility in three component parts: ethical leadership, cultural competence, and community engagement. The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values, and institutions in society.

The Missouri State University campuses are structured to address the special needs of the urban and rural populations they serve. Missouri State University-Springfield is a selective admissions, graduate level teaching, and research institution. Missouri State University-West Plains is a separately accredited open admissions campus primarily serving seven counties in south central Missouri. Missouri State University-Mountain Grove serves Missouri's fruit industry through operation of the State Fruit Experiment Station. The Extended Campus provides anytime, anyplace learning opportunities through telecourses, Internet-based instruction, iTunes U, and through its interactive video network. The University also operates various other special facilities, such as the Darr Agricultural Center in southwest Springfield, the Journagan Ranch in Douglas County, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, Baker's Acres and Observatory near Marshfield, the Missouri State University Graduate Center in Joplin, and a branch campus at Liaoning Normal University (LNU) in Dalian, China.

McQueary College of Health and Human Services

The McQueary College of Health and Human Services (MCHHS) focuses on improving the health and well-being of people in Missouri, the nation, and the global community through education, research, and service. MCHHS values multidisciplinary approaches, instills the public affairs mission, and encourages students and faculty to develop lifelong learning skills.

Public Health and Sports Medicine Department

The Public Health and Sports Medicine department prepares students to become exemplary professionals who contribute to the health care and public health sectors. The department provides education programs that develop and foster cultural competence, community engagement, ethical leadership, and lifelong learning by exposing students to multi-disciplinary teaching, research, and service.

Dietetic Internship Certificate Program

To prepare competent registered dietitian nutritionists who are citizen scholars, with expertise in either public affairs or rural health, who will meet the need of dietetic practitioners across the nation.

Missouri State Dietetic Internship Certificate Program Goals and Outcomes

Program Goal 1: Program graduates will be competent for practice as entry-level registered dietitian nutritionists.

Program Objectives for Goal 1:

Program Objective 1a) At least 80% of programs graduates take the CDR credentialing exam for dietitian nutritionists within 12-months of program completion.

Program Objective 1b) The program's one-year pass rate (graduates who pass the registration exam with one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Program Objective 1c) At least 80% of program interns complete the program requirements within 13.5 months (150% of the program length).

Program Objective 1d) Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12-months of graduation.

Program Objective 1e) At least 80% of employed graduates who respond to the online survey will rate themselves as prepared or well prepared for their first dietetics related position.

Program Goal 2:

Program graduates will demonstrate life-long learning skills who will enhance the nutrition and dietetic profession and demonstrate leadership in the field of nutrition and dietetics.

Program Objectives for Goal 2:

Program Objective 2a) At least 75% of program graduates will participate in one or more leadership activities.

Program Objective 2b) At least 75% of program graduates will become members of a local, state, or national nutrition or dietetic-related professional organization.

Program Objective 2c) At least 75% of employers who respond to an online survey on program graduates in their first year of employment will rate the graduates as average or higher in professional knowledge and leadership skills as compared to other entry-level registered dietitian nutritionists

Accreditation Status

The Missouri State University Dietetic Internship Certificate Program has been granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. "The Accreditation Council for Education in Nutrition and Dietetics is AND's accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered. ACEND exists to serve the public by establishing and enforcing eligibility requirements and

accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND.”

Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995. Phone: 1-800-877-1600 Ex. 5400; 312-899-0040 Ext. 5400. E-mail: ACEND@eatright.org.

Program Description

The Missouri State University Dietetic Internship Certificate Program (DI) is a nine-month Graduate Certificate Program requiring 18 credit hours and a minimum of 1000 hours of supervised practice in a variety of placements including in Springfield and the surrounding Ozarks. Upon completion of the program, interns will meet the 2022 Eligibility Requirements and Accreditation Standards identified by the Accreditation Council for Education in Nutrition and Dietetics, are eligible for active membership in the Academy of Nutrition and Dietetics and are eligible to take the registration examination.

The Missouri State University Dietetic Internship Certificate Program accepts a maximum of 12 interns annually and has areas of concentration in Rural Health and Public Affairs.

Selection of Concentration Area

- Interns will choose only one concentration area after being admitted into the program.
- Throughout the first semester of the program interns submit three project proposals, providing rationale for the concentration area they wish to pursue.
- Interns meet with the program director throughout this process to discuss and design their unique rotations that meet the individual interests of the interns. The intern is primarily responsible for designing this rotation.

Descriptions of the concentrations are as follows:

Rural Health Concentration

This area of concentration builds upon the clinical and customer services competencies. Interns will develop rural cultural competence and develop skills to enhance dietetic practice in rural communities by collaborating with a rural community partner to develop, implement, and evaluate a health promotion program or activity. Interns will demonstrate initiative and leadership skills.

Public Affairs Concentration

This area of concentration builds upon the professional practice expectations competencies. Interns will advocate for health policy by serving on a health policy committee, and by collaborating with a community partner to develop, implement, and evaluate a nutrition policy, program, or activity for the public. Interns will also develop media proficiency and grant writing skills, as well as demonstrate initiative and leadership skills.

Admission Requirements

Admission Requirements for Dietetic Internship Certificate Program

All applicants must meet the following criteria to be considered for program admission:

- 1) Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND -approved "Minimum Academic Requirements." If applicant's verification statement is more than five (5) years before application to the internship, see the recency of education requirements section below.
- 2) Completion of the baccalaureate degree from an accredited college or university.
- 3) Completion of a graduate degree. (Required for Spring 2023 applicants)
- 4) Cumulative GPA of at least 3.00 over the last 60 hours of academic work taken.
- 5) Completed application form.
- 6) A personal philosophy statement that addresses the applicant's professional career goals and how the DI program will help accomplish these goals, in addition to discussing the applicant's strengths and areas of improvement.
- 7) Students for whom English is a second language must earn a minimum score of 79 on the internet-based within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL web site is <http://www.toefl.org>.
- 8) Three written recommendations received with the application must be without significant reservations/concern.
 - A) Dietetic academic reference
 - B) Work or volunteer reference
 - C) Final reference is the applicant's choice
- 9) Resume which includes:
 - A) Work experience in dietetics, including number of hours of paid and volunteered work.
 - B) Involvement in college and/or community activities.
- 10) After the application period closes, the selection committee will review all of the applications and select students for a phone interview.
- 11) Following admission to the Missouri State DI, interns will complete the Graduate College Application for Admission and be enrolled in the graduate college.
- 12) After formal admission to the University and the program, interns will submit a completed Graduate Certificate Plan of Study.

Computer Matching Information

Missouri State University participates in the online dietetic internship centralized application process (DICAS). Students must submit their application to <https://portal.dicas.org>. Students will also need to mail a copy of their official transcripts from each college and university attended to the following address:

DICAS Transcript Department
PO Box 9118
Watertown, Massachusetts 02472

In addition to completing the application online, students must also submit their computer matching preferences to D&D Digital at www.dnndigital.com.

Upon acceptance to the DI, additional requirements include:

1. Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.
2. Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.
3. Evidence of professional liability and health insurance, including hospitalization.
4. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.
5. Hold and maintain infant, child and adult CPR certification valid throughout the DI.
6. Hold ServSafe Certification valid throughout the DI.
7. Interns must have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.
8. Student membership in the Academy of Nutrition and Dietetics.
9. Interns must enroll on a full-time basis and progress through the program as a cohort group.
10. Submit a drug screening test and criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian.

*Students who fail these checks or procedures will be subject to further review by the Department of Public Health and Sports Medicine.

COVID-19 vaccination and supervised practice

Missouri State is not currently requiring COVID vaccination as a prerequisite for admission to the University or any of its academic programs. However, the same is not true for some of our clinical health partners.

The Dietetic Internship curriculum includes completion of two clinical practicums of supervised practice, for a combined +500 direct patient care contact hours. These clinical experiences are a requirement for completion of the program and these clinical experiences are required for all DI students, as per the Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards.

While we will use reasonable, good faith efforts to secure clinical assignments for all students, we simply cannot promise clinical sites for students who have not undergone COVID vaccination. Some clinical sites do provide COVID-19 vaccine exemption requests for medical and religious exemptions but requesting exemption does not guarantee exemption will be granted. Submitted requests to the clinical site are reviewed by that clinical site's review board.

Thus, any incoming student who is not and does not intend to become vaccinated, will begin the DI program with the risk of not being able to complete clinical hours and, as a result, not being able to complete their degree and receive their ACEND DI Verification Statement

Recency of Education Requirements

Missouri State University's Dietetic Internship requires that applicants who have obtained a verification statement more than five (5) years before application to this internship will need to document recency of education.

If a period of five (5) to nine (9) years has lapsed since graduation from an ACEND-approved program, additional coursework is required. Please see the required courses and credit hours below.

- Minimum 6-credit hours of medical nutrition therapy. (DTN 536 - MNT I and DTN 546 - MNT II at MSU)
- Minimum 3-credit hours of administrative dietetics or food service/systems management. (DTN 538 – Administrative Dietetics at MSU)
- Optional: 3-credit hours of community nutrition. (DTN 445 – Community Nutrition at MSU)

Courses taken to satisfy the requirements must be completed at an ACEND-approved program. A transcript verifying completion of the courses with a grade point average of 3.0 or higher per course, must be provided to the dietetic internship director.

If a period of over nine (9) years has lapsed since graduation from an ACEND-approved program, please contact the dietetic internship director.

Admissions Requirements for the Graduate College

After accepting the match to the Dietetic Internship, interns will be enrolled in [Missouri State's Graduate College](#). The Graduate College application fee will be waived.

After enrollment in the graduate college, interns will submit a completed "Plan of Study" to the Graduate College. Interns will work with the certificate program advisor to determine which courses will be taken towards the certificate. Keep in mind that courses taken for undergraduate credit may NOT be used on a Plan of Study for a graduate certificate.

If it becomes necessary to change a course originally listed on the approved Plan of Study, a Change of Certificate Plan of Study Request form should be completed and submitted to the Graduate College.

Confirmation Deposit

Students who have been admitted to the Internship program must pay a placeholder fee of \$500, known as the confirmation deposit.

Non-Academic Technical Standards

If an applicant is accepted into the internship program, the individual will be asked to state that they can meet non-academic technical standards of the program with, or without, accommodations (please refer to Disability Accommodation Policy on Missouri State University's website:

www.missouristate.edu/disability). These standards may be found in Appendix C, pages 33-34.

Prior Learning and Transfer Credit

Missouri State University does not grant exemption from dietetic internship rotations or the didactic curriculum for prior education or experiences.

Missouri State University does not accept transfer credit for the DI didactic coursework or for the required supervised experiences.

Performance Monitoring and Retention

- 1) Interns shall receive regular and timely feedback regarding their performance in didactic assignments and supervised practice experiences. Preceptors shall provide a summative online rotation assessment for the competencies associated with each individual supervised practice experience. Preceptors are encouraged to provide formative oral rotation assessments throughout the rotation. For MNT II supervised practice rotation, preceptors also complete a mid-point evaluation. Didactic instructors shall provide written evaluation of assignments and projects.
 - The DI faculty maintain frequent communication with preceptors and interns. If an intern is having below average performance, the DI director will schedule a meeting with the intern to discuss this and create an action plan together to address the areas of concern.
- 2) Interns must satisfactorily complete all assignments and experiences for each internship rotation. Satisfactory completion will be based on performance appraisal which meets standards identified in appraisal rating criteria.
- 3) Assignments or experiences which were not satisfactorily completed must be corrected or repeated. No more than one graduate course may be repeated.
- 4) Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work below a grade of "B", and no hours of graduate work below a grade of "C".

Students who fail to meet the retention and completion criteria may:

- be placed on academic or clinical probation in the DI program, or
- be dismissed from the program, based on judgment from the majority of the Retention Committee.

Completion Requirements

Receive average (3) or higher rating on all evaluations and earn 80% or higher on all coursework that assess the required competencies as set forth by ACEND. All work must be completed, and competencies met within 150% of the original time of completion or 13.5 months.

During the semester in which the final course requirement is being completed, a "Notification to Complete a Certificate Program" form must be submitted to the Graduate College to initiate the final check. The information on this form is also used to generate your formal certificate. Contact Hillary Roberts in the Public Health and Sports Medicine Department.

Students must successfully complete all rotations and all coursework in order to receive the verification statement and graduate certificate of completion.

Verification Statement and Dietetic Internship Certificate

The Program Director will verify with the Graduate College that all requirements are met prior to provision of a verification statement and issuance of a Dietetic Internship Certificate. Additionally, as of August 2023, verification statements are not issued unless the student completed a graduate degree prior to admittance to the DI. Upon satisfactory completion of the program requirements the Program Director will submit the required paperwork to the CDR for eligibility application for the Registered Dietitian Examination. The Program Director will keep a copy of all verification statements indefinitely.

Course Requirements and Descriptions

The following details the courses that are required by all students.

Required Courses (18 hours)

DTN 740: Medical Nutrition Therapy I Practicum (3 credit hours)

DTN 741: Medical Nutrition Therapy II Practicum (3 credit hours)

DTN 742: Population Health Nutrition Practicum (3 credit hours)

DTN 743: Food Service Management Practicum (3 credit hours)

DTN 744: Practicum in Area of Concentration (3 credit hours)

DTN 750: Advanced Medical Nutrition Therapy (1 credit hour)

DTN 752: Advanced Population Health Nutrition (1 credit hour)

DTN 753: Advanced Food Service Management (1 credit hour)

DTN 740 Medical Nutrition Therapy I Practicum (Fall, 3 hours credit)

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or Graduate Dietetic Internship Certificate Program. This is the first of a two-semester course sequence of field experience in patient/client nutritional management at various sites under professional supervision (37 hours per week). Emphasis will be on utilizing the nutrition care process in providing basic medical nutrition therapy to include at least diabetes, heart disease, lung disease and basic health promotion in an acute or clinical setting.

DTN 741 Medical Nutrition Therapy II Practicum (Spring, 3 hours credit)

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or Graduate Dietetic Internship Certificate Program. This is the second of a two-semester course sequence providing eight weeks of field experience in patient/client nutritional management at various sites under professional supervision (40 hours per week). Emphasis will be on utilizing the nutrition care process in providing medical nutrition therapy to include at least tube feedings, TPN, pre/post-surgery patients in an acute or clinical setting with a research component required as part of the practicum.

DTN 742 Population Health Nutrition Practicum (Fall, 3 hours credit)

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or Graduate Dietetic Internship Certificate Program. This course provides a 222 hour field experience in the delivery of population health and community nutrition programs at local, state, national levels at various sites under professional supervision. Current issues relating to the promotion of good nutrition and preventive health care will be examined. Students will evaluate nutrition components of various community health agencies and participate in the delivery of services.

DTN 743 Food Service Management Practicum (Spring, 3 hours credit)

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or Graduate Dietetic Internship Certificate Program. Five-week (37 hours per week) field experience practicing a systems approach to nutrition services management, including the human dimensions of management, management tools, and techniques for assessing accountability, cost containment, productivity, and marketing plans. Projects include development of a personnel and operational budget for nutrition services.

DTN 744 Practicum in Area of Concentration (Spring, 3 hours credit)

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or Graduate Dietetic Internship Certificate Program. This course provides a minimum of 240 hours in either Population Health, Public Affairs or Rural Health. Field placements and experiences will be developed with each student and the program director.

Didactic Courses:

DTN 750 Advanced Medical Nutrition Therapy (Fall, 1 hour credit)

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program.

Advanced study of metabolic demands in complex disease processes using the Nutrition Care Process in an evidence based approach to altered nutritional needs.

DTN 752 Advanced Population Health Nutrition (Fall, 1 hour credit)

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program.

Advanced population health information in preparation for the registered dietitian examination, including review of basic community information. Overview of interpretation of census data and assessing disparities within the population. Other topics include: nutrition public policy, local and global food insecurity, and population health determinants with an emphasis in rural communities.

DTN 753 Advanced Food Service Management (Fall, 1 hour credit)

Prerequisite: admission to the Master of Science in Nutrition and Dietetics program or graduate Dietetic Internship Certificate Program.

Project and research based application of management concepts and skills to deliver food to people in various settings including schools and hospitals. In addition, review of basic foodservice management concepts and knowledge to include foodservice systems, menu planning, sustainability, and quality improvement.

Requirements for Supervised Practice

The program is designed with a minimum of 1,000 hours of supervised practice with 15 credit hours awarded for these practicums.

Supervised Practice Hours Documentation

Students keep track of their supervised practice hours using Typhon, a student tracking software program for health education. Students are encouraged to add their hours daily or at the end of each week to Typhon. These hours are then reviewed by the student's preceptor and approved or denied.

For alternative supervised practice hours which occur in formats such as simulation, case studies, and role plays, DI faculty will provide students with the number of hours to log for these experiences.

Students must log a minimum of 1,000 hours by the end of the program, or they will need to extend the internship.

MSU Dietetic Internship International Opportunities

All students participating in an international academic component must work with Study Away Programs to complete all required processes per Missouri State University Board of Governor's policy.

International Experience Requirements

Interns have the option to participate in a voluntary international dietetics experience designed to allow them further knowledge and skills in a specific area of dietetics, unique to their interests in a specific country. *This experience is contingent upon the intern having met the following conditions:*

- 1) Intern has satisfactorily completed all assignments and experiences for each internship rotation. Satisfactory completion is based on performance appraisal which meets standards identified in appraisal rating criteria.
- 2) Intern has completed designing their practicum in area of concentration and has submitted it to the program director for review.
- 3) Intern has had positive attendance, reporting on time to each supervised practice day, didactic classes, and other events as scheduled.
- 4) Intern has not requested a leave of absence.
- 5) Intern has displayed professionalism, and shown leadership, assertiveness, and positive group dynamic skills for each internship rotation.

Currently the certificate program offers experiences in [El Salvador, Spain, Australia, and New Zealand](#). Experiences can range in length anywhere from one to 12 weeks. All students participating in an international academic component must work with Education Abroad to complete all required processes per Board of Governor's policy. Students will work with Education Abroad to develop a course plan that will include:

- Name of country/countries and agency with which you will work.
- Contact person who will verify appropriate placement is available.
- Schedule of activities and their relationship to dietetics.
- Goals of the placement and assessment plan.

Your course plan must be approved by the [program director](#) and the [Office of Education Abroad](#).

The Dietetic Internship Director will be responsible for assuring that the student works with Study Away Programs to register their experience and that a placement, contact person, and curricular plan are in place prior to the student beginning the international experience.

For the Dietetic Internship there is the option of an international experience from one week to thirteen weeks for a maximum of 260 practice hours, which is less than 25% of the total hours. This experience is considered enrichment and all Accreditation Council for Education in Nutrition and Dietetics (ACEND) competencies must be met by US experiences.

Internship Opportunities

Our international experience is offered to provide a maximum of 260 internship hours with an approved partner and will be promoted as follows:

Faculty Directed Program to El Salvador: Our El Salvador experience is held each spring break. The one week El Salvador option costs approximately \$3,030 which includes airfare, accommodations, in-country transportation and meals. This experience is provided in cooperation with the Dietetics Program

and Convoy of Hope, an international relief agency with feeding programs in El Salvador. This opportunity is a one-week experience with fellow MSU students where you will visit rural elementary schools and other components of the local feeding program to assist nutritionists in obtaining anthropometric measurements of the children. Other opportunities include their extension department, nursing home, AIDS orphanage, their version of WIC and others.

Depending on Convoy of Hope's operations, you may be able to arrange a longer experience in El Salvador or another country. While Spanish language skills are not required for the one-week rotation, they are needed for a longer placement. Also, depending on Convoy of Hope's operations, you may be able to have an experience similar to the El Salvador trip in another country. Please see below for list of requirements needed to work with Convoy of Hope in another country.

ISA Internship Various Locations: International Studies Abroad (ISA) is an affiliate partner of Missouri State University Study Away Programs. ISA works closely with Missouri State students to align a student's professional and academic goals with an internship. ISA has strong internship placements for dietetics in Spain, Australia, and New Zealand. Students who participate in ISA internships have the opportunity to receive hands-on experience while receiving well-rounded international professional development opportunities. Standard internships are 8 or 12 weeks in length (6 or 9 US credits respectively); however, students may customize their internship to be as short as 6 weeks in length up to one semester. All internships are organized on a full-time basis, as defined by the host country—generally 35 hours/week.

Independent with Convoy of Hope: Depending on Convoy of Hope's operations, students may be able to arrange a longer experience in El Salvador or another country, depending upon the following conditions:

- There is an appropriate international agency that provides nutrition services that will allow activities and learning experiences to meet identified competencies in that country
- There is an appropriate preceptor in that location to supervise the experience
- Study Away Programs approves the program through their [Independent Academic Experience application](#)
- Facility preceptors speak and read English or intern speaks the language of the country fluently
- Communication between the Internship Director and preceptor can be easily arranged

Independent Internships: Students may arrange an alternative internship either directly with an employer or through an approved Study Away affiliate partner. Students are encouraged to discuss alternative internship options with their Dietetic Internship Director and the Study Away Advisor.

Financial Considerations

Students choosing to participate in an international internship will work closely with Study Away Programs to determine the overall program costs. After program costs have been determined, students may meet with Financial Aid to develop a financial plan for their internship abroad.

Scholarship opportunities may be available for students participating in an international internship. [Education Abroad](#) has a robust list of scholarships available, both Missouri State specific and outside scholarships.

Travel is Required

The majority of internship rotations are completed within a 110-mile radius of Springfield, Mo. Make sure you're able to travel to your sites.

Distance Education Components

We use some supervised practice sites that are over 100-miles away from Missouri State University. At some of these sites the program has temporary housing for the intern while other sites the program uses only if the intern has housing. If an intern has housing, then the clinical coordinator meets with the intern to determine what sites to use based upon where the intern will be residing.

Interns who are at sites over 100-miles away from Missouri State campus will meet via Zoom for didactic courses that are scheduled to meet in-person.

Regardless of where the interns supervised practice occurs, all interns are required to attend orientation in August, at Missouri State campus in Springfield, MO. Additionally, all interns are required to attend a one week review week in early January and a 4-day capstone week in May.

Verification of Intern Identify for Distance Learning

All students at Missouri State are given a unique username and password to log into Blackboard, a learning management system (LMS). Online courses are structured using this LMS. Interns are not to share their password or access with others as part of the Academic Integrity Policy. When classes meet via Zoom, video cameras are to be turned on and participation is required.

Prospective Supervised Practice Sites/Experiences

Medical Nutrition Therapy
Cox Barton County Hospital, Lamar, MO 75 miles northwest of Springfield
Citizens Memorial Healthcare (CMH) hospital in Bolivar, MO, 30 miles north of Springfield http://www.citizensmemorial.com/index.html
Freeman Health Systems in Joplin, MO, 80 miles west of Springfield http://www.freemanhealth.com/
Fresenius Medical Care in Joplin http://www.fmcna.com/fmcna/index.htm
Mercy Hospital in Springfield, Lebanon (60 miles east of Springfield), Carthage (66 miles west of Springfield), http://www.mercy.net/springfieldmo/
Ozarks Healthcare in West Plains, MO, 106 miles east of Springfield http://www.ozarksmedicalcenter.com/

Phelps Health Medical Center in Rolla, MO, 110 miles east of Springfield http://www.pcrmc.com/
Mercy Nutrition Clinic in Springfield, MO
Children's Mercy Hospital in Kansas City, MO
Long-term care: Citizens Memorial Hospital LTC – Bolivar, MO, 30 miles north of Springfield

Population Health Nutrition
Bass Pro Shops Employee Wellness http://www.basspro.com/
Hy-Vee, Springfield http://www.hy-vee.com/
Jordan Valley Community Health Center http://jordanvalley.org/
MSU Care, MSU Campus https://msucare.missouristate.edu/
Missouri State Sports Nutrition http://www.missouristatebears.com/athleticmedicalservices/amrs-intro.html
Prime Inc. https://driverhealthandfitness.com/
Southwest Missouri Area Health Education Center (SWMO AHEC) in Springfield http://ahec.missouristate.edu/
WIC in Joplin and Springfield http://www.springfieldmo.gov/health/wic.html

Food Service Management
Chartwells, Missouri State University http://www.dineoncampus.com/missouristate/
Citizens Memorial Healthcare (CMH) hospital is located in Bolivar, MO, 30 miles north of Springfield http://www.citizensmemorial.com/index.html
Freeman Health Systems in Joplin and Neosho, MO, 80 miles west of Springfield http://www.freemanhealth.com/
Mercy in Springfield, Joplin, and Lebanon (60 miles east of Springfield), http://www.mercy.net/springfieldmo/
OACAC-Head Start, Springfield and Joplin http://www.oacac-cao.org/
Fort Zumwalt School District in O'Fallon, MO, 211 miles east of Springfield http://www.fz.k12.mo.us/pages/FortZumwaltSD (site utilized if intern lives in the St. Louis area)
Southwest Missouri Public Schools

- Springfield Public Schools
<http://springfieldpublicschools.org/index.aspx>
- Carthage R-9 Public Schools in Carthage, MO, 66 miles west of Springfield
<http://www.carthagetigers.org/>

Summary of Supervised Practice

Rotation	Practice Hours
Clinical DTN 740: Medical Nutrition Therapy I Practicum DTN 741: Medical Nutrition Therapy II Practicum Rotations will take place at rural hospitals in Southwest Missouri.	222 6 weeks x 37 hr/wk 320 8 weeks x 40 hr/wk (includes 2 weeks of staff relief)
Food Service Management DTN 743: Food Service Management Practicum	185 5 weeks x 37 hr/wk
Community DTN 742: Population Health Nutrition Practicum	222 6 weeks x 37 hr/wk
DTN 744: Practicum in Area of Concentration Rural Health Field placements and experiences will be developed by each student with the program director. Public Affairs Field placements and experiences will be developed by each student with the program director.	240 6 weeks x 40 hr/wk
Optional International Experience Interns may have a maximum of 280 practice hours from this international experience, or 20% of total hours.	<i>Optional</i> 40-280
Total	1,189-1,129 hours

Dietetic Internship Program Calendar

The dietetic internship certificate program follows the University academic year, but not the University academic calendar. Interns who are on track and have satisfactorily completed the requirements of the program will not have supervised practice hours on the designated dates listed below:

Fall Break: 1 week in October

Thanksgiving Holiday: 1 week

Holiday Break: Approximately 2-weeks in December and January

Spring Break: 1 week in March

Schedules are subject to change year to year. Detailed rotation schedules are provided during orientation. Dietetic interns need to be flexible for internship hours can start early in the morning and go into the evening hours and vary from week to week.

A mandatory 2-week orientation will begin one week before University classes resume each fall. Supervised practice hours will begin the Monday immediately following the last day of orientation. The internship will begin in August and conclude in May.

2022-23 Practicum Calendar

Date	Supervised practice
Aug 15-Aug 26	Orientation I
Aug 29-Oct 7	DTN 740 MNT 1 Practicum
*Sat, Sept 17	NFPE Workshop in Springfield
Oct 10-14	Fall Break
Oct 17-Nov 18	DTN 743 Foodservice Management Practicum
Nov 21-Nov 25	Thanksgiving break
Nov 28-Dec 16	DTN 742 Population Health Nutrition Practicum
Dec 17-Jan 6	Winter break
Jan 9-Jan 13	DTN 742 Population Health Nutrition Practicum
Jan 17 -Jan 20	Intersession – Orientation II
Jan 23- Feb 3	DTN 742 Population Health Nutrition Practicum
Feb 6 -Mar 10	DTN 744 (5-week practicum) or DTN 741 (8-week practicum)
Mar 13-Mar 17	Spring Break
Mar 20-May 12	DTN 744 (5-week practicum) or DTN 741 (8-week practicum)
May 15-May 18	Review Week

Program Expenses and Housing

Estimated Costs of the Program (Subject to change).

DI 2021-22 TUITION AND FEES

These are approximate and are subject to change

Total Tuition (for 18 credit hours):

Missouri Resident:

\$320/credit hour for regular instruction: 16-credit hours = \$5,120

\$320/credit hour for online instruction: 2-credit hours total = \$640

Total: \$5,760

Non-Missouri Resident

\$640/credit hour for regular instruction: 16-credit hours = \$10,240

\$320/credit hour for online instruction: 2-credit hours total = \$640

Total: \$10,880

ADDITIONAL FEES

MCHHS Enrollment Fee: \$30 per credit hour; total of \$540

Student Services Fees: \$549/semester; total of \$1098

Housing Costs (Estimated): \$4,500 at \$500/month (Estimated)

Travel Expense to Internship Sites (Estimated): \$1,000-\$2,200

Books, Supplies, and Other Costs: \$400 (Estimated)

Professional Liability Insurance: \$45

CastleBranch: \$155

Immunization/Vaccines: Varies; all except Varicella can be provided at Magers Health and Wellness Center

Academy of Nutrition & Dietetics Student Membership Fee: \$58.00

Professional Meetings (Estimated): \$400

Total Additional Expenses (Estimated): \$8,196-\$9,196

TOTAL COSTS:

\$13,956-\$14,956 (Missouri Resident); \$19,076-\$20,076 (Non-Missouri Resident)

Interns are responsible for transportation costs, housing, meals, and any additional expenses.

Interns must have a car to travel to rotation sites.

Housing

- 1) Housing arrangements are the responsibility of the intern.
- 2) Interns are responsible for housing and costs while attending professional meetings.

Travel

- 1) A car is necessary to travel to the different sites. Some sites may require travel time of 1 to 1.5 hours from the interns living location.
- 2) Interns are responsible for travel costs to attend professional meetings.

Financial Aid

Since Missouri State University recognizes the internship as a post baccalaureate certificate program, financial aid is available. Please refer to Missouri State's [Office of Financial Aid](#) for graduate students website.

Scholarships

You may qualify for [University scholarships](#). The Office of Financial Aid provides information about university scholarships, grants and loans. For more information concerning tuition and costs visit the [Tuition, Costs and Fees](#) page. The [financial aid website](#) can also offer students convenient payment options.

Midwest Student Exchange Program scholarship

If your legal residence is Illinois, Indiana, Kansas, Michigan, Minnesota, Nebraska, North Dakota or Wisconsin you may qualify for the Midwest Student Exchange Program scholarship if your undergraduate cumulative GPA is 3.25 or higher and you have been admitted to the Missouri State MSND Program.

Professional Memberships

Academy of Nutrition and Dietetics

Students in the Dietetic Internship Certificate Program are eligible for student membership in the Academy of Nutrition and Dietetics. Fees provide for a subscription to the Journal of the Academy of Nutrition and Dietetics. Benefits of student membership include eligibility for liability insurance, the Journal of the Academy of Nutrition and Dietetics, and member rates for products and meeting fees. All interns must be members of the Academy.

Missouri Academy of Nutrition and Dietetics and Southwest Region of Missouri Academy of Nutrition and Dietetics

Membership in the Academy automatically grants membership to the Missouri Academy of Nutrition and Dietetics (MOAND) and the Southwest Region of the Missouri Academy of Nutrition and Dietetics (SW-MOAND). MOAND holds its annual meeting in the spring. Visit their website at <http://www.eatrightmissouri.org/>. SW-MOAND meets virtually or in-person several times per year. Dietetic interns are granted free membership to SW-MOAND and are encouraged to attend their meetings when time permits.

Professional Liability, Health Insurance Requirements, and Vehicle Liability

Students will be required to purchase professional liability insurance prior to the beginning of the supervised professional practice experience. Students will be advised of where insurance may be obtained.

Students must be covered by personal health insurance for the entirety of the internship experience. Evidence of health insurance, including hospitalization, is required.

Students must have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.

Drug Screening and Criminal Background Check

Submit a drug screening test and criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian nutritionist.

**Students who fail these checks or procedures will be subject to further review by the Department of Public Health and Sports Medicine.*

Health and Immunization Requirements

Evidence of immunization or vaccination for vaccine-preventable diseases to include but not limited to MMR, tetanus, seasonal flu vaccine, Hepatitis A series, and a complete Hepatitis B series (including a titer demonstrating immunity) is required. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.

On-Site Injury or Illness

If an intern is injured or becomes ill during a rotation, they are advised to obtain immediate medical assistance or leave the facility to recover. The interns should report the injury/illness to their preceptor and to the Program Director. The intern should confer with the preceptor to reschedule any missed time.

Attendance

Interns are expected to report to each supervised practice day, didactic classes, and other events as scheduled. Attendance means arriving on time and staying for the duration of all supervised practice, didactic classes, and other events. For the didactic component, there are no excused absences for class nonattendance. Students who are ill or injured may present a dated bill or receipt from their health care provider but are responsible for all class work missed due to absence.

- Lateness will not be tolerated. The Program Director will counsel the intern for any lateness.
 - If the intern expects to be late, they are to email the Program Director and then contact the preceptor or instructor to inform of lateness and expected time of arrival.
 - The Program Director documents the lateness and places the information in the intern's file.
 - As soon as possible the Program Director counsels the intern.

All absences (hours and days) related to supervised practice need to be rescheduled at a time that is mutually agreed upon by the preceptor and the student. This may involve extending a scheduled day or working on a day that is not usually scheduled. The Program Director must also be informed of all absences and mutually agreed upon plan between the site and the student for rescheduled hours or days. Interns who fail to achieve competencies in a particular practice area may be required to utilize vacation time to meet performance requirements as determined by the Program Director in correlation with the site and the student.

- Absence due to illness or bereavement must be validated with documentation. i.e. Medical receipt

- For absence due to illness the intern is to contact the preceptor or instructor and program director at least two hours before the start of the scheduled shift or class.
- For absence due to bereavement the intern is to immediately contact the Program Director and preceptor when there is a death of an immediate family member.
- All absences are documented in the intern's file.

Leave of Absence

A leave of absence will be granted by the Program Director only in extenuating circumstances not to exceed four months. Requests must be submitted in writing with supporting medical documentation.

Inclement Weather

Each intern is expected to attend rotations at facilities as scheduled. Precaution should be exercised when driving in inclement weather and the intern should anticipate delays and plan accordingly. If the inclement weather has been predicted the internship director will notify preceptors and interns of this and ask the preceptors to speak with the interns about projects that could be worked on at home if the intern is unable to drive to the facility. In the case that the intern is not able to drive to the facility due to hazardous weather conditions, the intern should email the preceptor and the program director. Interns are expected to make up any missed hours. Individual facilities may have differing policies regarding inclement weather, and this should be discussed with the preceptor by the intern.

Vacation and Holidays

The Dietetic Internship Certificate Program follows the University academic year, but not the academic calendar. Thanksgiving, Christmas, and New Year's holidays will be observed, as well as a fall break and spring break. In the event that the intern has not met the required competencies of the internship, they may be asked to schedule supervised practice hours or redo assignments over fall and/or spring break.

Withdrawal and Refund of Tuition and Fees

Students may withdraw from one or more of their courses [online](#), or in person at the Office of the Registrar (Carrington 320 or by fax to 417-836-8776). Students who drop *all* their courses for a given semester who wish to return the following semester do not need to apply for readmission. The date the withdrawal is completed online or the date the official withdrawal request form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdraw deadline for the course. See the "Academic Calendar" on the web for specific deadline dates.

Students who withdraw from the University or drop a course may receive a partial refund of tuition (or a change in their fee assessment if all fees have not been paid) provided they complete the formal drop or withdrawal process by the established deadlines appropriate to the length or delivery method of the class. Students who are enrolled in the My Payment Plan are responsible for the amount of unpaid fees after the refund or re-assessment. For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations.

The date used in determining the refund of fees shall be the date the student completes the transaction online or submits an official withdrawal request to the Office of the Registrar or the postmark date of withdrawal requests submitted by mail. Refer to the [Fee Refund Schedule](#) for specific dates on refund amounts.

Student Services Fees are not refunded based on a percentage of the amount paid. Rather, students are responsible for the liable billing hours (i.e., the hours in which they remain enrolled).

Students who drop courses during the Change of Schedule period will receive a credit on their account in accordance with the Required Student Fee Refund Schedule. Because courses are not supposed to be added after the Change of Schedule period, dropped courses and added courses (including section changes) will result in an additional financial obligation for the student. Exceptions may be granted when the department of the course(s) dropped and added provides written verification to the Office of the Registrar stating that the change was required or recommended by the department.

Grade Policy

The Dietetic Internship Certificate Program will adhere to the Missouri State University [grading and credit point system](#) published in the 2022-2023 [Graduate Catalog](#).

An incomplete grade will be awarded only in extenuating circumstances with the written approval of the Program Director. All incomplete work must be completed within four months of the original deadline.

Academic Integrity

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's academic integrity policy plus additional more-specific policies for each class. The university policy, formally known as the "Student Academic Integrity Policies and Procedures" is available online at [Academic Integrity Policies and Procedures \(Students\)](#) and also at the Reserves Desk in Meyer Library.

Examples of academic integrity violations include allowing someone else to copy or use your assignments or exams, turning in papers used in other courses or from the internet, and/or using notes or your book for a closed-book exam. Plagiarism means presenting someone else's work as your own (e.g., copying or paraphrasing someone else's work without appropriate citations). Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Disciplinary/Termination Procedures

Disciplinary and termination procedures are found in the [The Code of Student Rights and Responsibilities](#).

Readmission Policy

Interns who have been dismissed or withdraw may be considered for readmission for a subsequent cohort. They will be required to complete the application process and will receive the same consideration as other applicants.

Grade Appeal Policy and Procedure

Any academic grievance regarding grades should first be made to the instructor in writing. If this is not successful, then a student may request that an assigned grade be changed in accordance with the procedures set forth in the 2021-22 Missouri State Graduate Catalog under [Grade Appeals and Academic Grievances](#). The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to the [Academic Integrity Policies and Procedures for Students](#).

Filing and Handling of Complaints Policy and Procedure

Grievances not covered under the above policies and procedures or in [The Code of Student Rights and Responsibilities](#), should be first addressed to the instructor and every attempt be made to be resolved at that level. Should that not be successful, the student should contact the following in this order: Hillary Roberts, Dietetic Internship Director; Tona Hetzler, Public Health and Sports Medicine Department Head; Mark Smith, Dean of the McQueary College of Health and Human Services; and if not yet resolved, [Office of Student Conduct](#) at StudentConduct@MissouriState.edu phone 417-836-6937 or Chris Craig, Deputy Provost, Carrington Hall 209, ChrisCraig@missouristate.edu

After the Dietetic Internship Director receives the complaint she will meet with the intern. If the complaint is not resolved to the intern's satisfaction, the intern will be provided with the Public Health and Sports Medicine Department student concern form. The intern may complete this form and then meet with the Public Health and Sports Medicine Department Head. If the complaint is not resolved, the intern will be provided with the McQueary College of Health and Human Services student concern form. The intern may complete this form and meet with the Dean of the McQueary College of Health and Human Services. If the concern is not yet resolved the intern may contact Chris Craig, Deputy Provost, Carrington Hall 209, ChrisCraig@missouristate.edu

Complaints against the program director should first try to be resolved by speaking with the program director and if that is not successful the student should contact the following in this order: Tona Hetzler, Public Health and Sports Medicine Department Head; Mark Smith, Dean of the McQueary College of Health and Human Services; and if not yet resolved, Chris Craig, Deputy Provost, Carrington Hall 209, ChrisCraig@missouristate.edu

Student Rights, Responsibilities, Policies & Procedures

Diversity Statement

Faculty, staff, and preceptors within the MSU Nutrition and Dietetics programs are committed to supporting diversity, equity, and inclusion for our students, faculty, staff, and preceptors. Requirements and course offerings in our programs are deliberate to support student goals for success. Initiatives taken by the nutrition and dietetics programs to support diversity, equity, and inclusion include:

- [Removal of barriers](#) in the application process for the undergraduate dietetics program in 2019
- [Removal of GRE requirement](#) in the dietetic internship and master's program in 2019
- [Instructors and faculty access to troubleshooting and training on inclusive practices for teaching and advising](#)
- [Preceptor workshops and online training on inclusive practices for teaching](#)
- [Monthly workshops](#) where faculty share successful strategies for inclusive teaching methods

These, along with [efforts from MCHHS](#) and the [University](#), provide faculty education, awareness, and practice with the goal of supporting diverse populations in our classes and programs, as well as increase the diversity among our employees and students.

We envision a program that embodies diversity, not just as a buzz word, but as a truly inclusive space for students, faculty, staff, and preceptors. There is a broad range of expertise, including faculty and preceptors from diverse professional backgrounds. We have a specific goal of recruiting, supporting, and retaining students and faculty from minority populations by improving access to mentoring, providing a local support structure, and empowering minority students and faculty to succeed in their goals. If you are considering joining our program as a student, staff, preceptor, or faculty, we encourage you to decide how you too can become part of our efforts.

DEFINITIONS AND TERMINOLOGY

Accessibility: Design of products, services, or environments so they can be used by, acquired, or benefit all groups of people.

Ancestry: Shared genetic background

Disability: Physical or mental impairment of at least one major life activity, such as walking, learning, etc. Person with a disability is preferred, not disabled person.

Diversity: Appreciation for differences among people. Frequently identified by representation from multiple categories of people.

Ethnicity: Cultural background, such as place of birth, language, customs, etc.

Equity: That all people have equal or similar chances of success, regardless of status. Identified by a similar rate of success across groups of people.

Inclusion: Consideration for and acceptance of diverse groups of people. Cultural, social, and professional acceptance of different groups of people.

Justice: Systems and supports that promote fair, right and equitable treatment of people.

Gender: Social and cultural differences based on norms, behaviors and societal roles expected of individuals generally based on sex. Gender is self-identified and occurs on a spectrum with man/woman, girl/boy at the termini.

Minority: not to be used alone, without a qualifier. For example, racial or ethnic minority, underserved minorities, etc. Factors that may influence a person's status include (but are not limited to) sex, gender, race, ethnicity, religion, LGBTQ+ status, age, disabled, socioeconomic status, country of origin, primary language, non-traditional, educational background, military status.

Race: Physical attributes. An individual's race is self-identified. A social construct not supported by biology.

Sex: Genetic and phenotypic characteristics. e.g., male, female, intersex.

Social Justice: Promotion of fairness in rights, opportunity, and treatment in society.

*Diversity statement and terminology created in collaboration with faculty in the Biomedical Sciences Department. Modified for program use, Spring 2022.

Health Insurance Portability and Accountability Act (HIPAA)

Interns are required to complete the [HIPAA privacy training](#) if research is conducted.

Access to Personal Files

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA, from the Office of Student Affairs, Carrington 200.

Travel

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. It is recommended that students have reliable transportation of their own as most locations do not have public transportation readily available. Each intern is responsible for purchasing their own automobile insurance and will be required to present proof of insurance at the beginning of the internship.

Dress Code and Professionalism

- Dress Code
 - Acceptable styles include business/business-casual attire in addition to hospital scrubs if permitted by the preceptor and supervised practice site dress code.
 - Sleeveless shirts may be worn only with a jacket. Polo/golf shirts, blouses, conservative sweaters, and vests are also acceptable.
 - Dresses and skirts of moderate length and modest exposure (at all openings, including buttons and slits) are appropriate.
 - Sweatshirts, t-shirts with logos, jeans, leggings, athletic wear, and form fitting clothing are not allowed.
 - Closed toed shoes are required. Athletic shoes may be allowed in some rotations based upon the work assignment. No open toe shoes, open back shoes or heels may be worn. *For Food Service rotation check with preceptor on appropriate shoes.

- Hosiery or socks must be worn at all times.
- Undergarments must not be visible while seated or standing.
- Professionalism
 - Earrings must be small and conservative – typically no larger than a dime. No dangling earrings are allowed. Wedding rings or one other ring is allowed. No wrist or ankle jewelry is allowed except for a watch.
 - Visible body stud jewelry (rings or studs in nose, tongue, lips, eyebrow) is not acceptable.
 - Conspicuous tattoos are not considered part of a professional image. All efforts should be made to conceal or cover tattoos while working.
 - Make-up, hair style and color, and perfume should be conservative. Hair must be of natural color and perfume scent must be light if worn at all.
 - You should never chew gum when speaking with people.
- Dress requirements may vary from rotation to rotation. Be certain to consult your preceptor as to what is expected. The most conservative of the policies must be maintained.
- For orientation and didactic days interns will wear business casual dress unless otherwise advised by the Program Director or instructor of the course.

Housing

Each intern must secure housing prior to beginning the program. Interns are responsible for the costs associated with housing throughout the duration of the program. It is recommended that interns live within one hour of the Springfield campus, and within one hour of most of the rotation sites.

Technology

It is recommended that interns have reliable access to a computer with internet access. All computers must have active and up-to-date anti-virus software to prevent the spread of computer viruses.

When communicating with faculty and preceptors via electronic mail (e-mail), students are required to use University email addresses.

Employment during the Internship

Interns are not permitted to be employed during the internship. The dietetic internship requires 37-40 hours per week of supervised experiences and additional didactic classes and assignments.

Student Support Services

Health Services

[Magers Health and Wellness Center](#)

417-836-4000

Students enrolled at the university are provided the following health services, Monday through Friday except during university holidays: primary clinic for diagnosis and treatment of illnesses and injuries, women's health care, nursing treatment (including allergy injections, travel medicine, and immunizations), a full-service pharmacy with both prescribed and over-the-counter medications, diagnostic laboratory testing, radiological procedures and interpretations, and wellness programming which emphasizes positive life-style choices. Consultation services also are provided in orthopedics, internal medicine, gynecology, dietetics, diabetic education, headache care, radiology and psychiatric care. Health services are provided by a staff of physicians, nurses, pharmacists, technicians and support staff.

Included in the university required fees is a health fee. Students receive unlimited prepaid basic office visits each semester when seeing a clinic physician. [Charges](#) are incurred for extended office visits, consulting physician office visits, laboratory tests, x-rays, pharmacy and certain other procedures. There also is a charge for seeing a consulting physician. Services may be paid by cash, credit card, debit card, or charged to the student's university account.

If you do not have health insurance, information is available on the [Student Health Insurance Plan](#) page.

Counseling Center

The primary goal of the [Counseling Center](#) is to promote personal development and psychological well-being. Services are provided for individuals with personal-social concerns. Experienced mental health clinicians and qualified graduate students assist clients in resolving conflicts which may interfere with their progress in the University. For more information, call (417) 836-5116.

The Counseling Center adheres to the American Counseling Association (ACA), the American Psychological Association (APA), and the National Association of Social Workers (NASW) professional codes of ethics in providing all services. Such services are strictly confidential, in accordance with state and federal laws. No information, including whether an individual has received counseling, will be released without the informed written consent of the client except in certain emergency situations.

Assessment: An initial screening is provided immediately after an individual completes an information form. The purpose of this first meeting is to explore the client's concerns and to make decisions about the types of resources that may be most helpful. For an initial interview, students may come to the Counseling Center in Carrington Hall, Room 311 between 8:00 a.m. and 4:00 p.m., Monday through Friday.

Individual/Couple: Individuals or couples may work with a clinician in order to identify, understand, and resolve personal and relationship difficulties.

Group: At times, issues are most effectively dealt with in a supportive environment where interaction with others occurs. Groups are structured to promote personal growth and skill

development by focusing on particular concerns such as adjustment to university life; balancing work, family, and academics; and establishing and maintaining meaningful relationships.

Emergency: Crisis intervention is provided to deal with situations which require immediate attention.

Outreach: Special programs and workshops designed to define and/or prevent problems and improve the quality of the University experience are presented on a regular basis as well as by request. These offerings provide information, techniques, and strategies relevant to specific topics of interest such as stress management and communication skills.

Consultation and Referral: The Counseling Center's staff is willing to share its expertise with University administration, faculty, staff, and students. If assistance from other departments, professionals, or agencies is indicated, the staff will facilitate such contacts.

Mental Health and Stress Management

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at <https://counselingcenter.missouristate.edu/>.

Financial Assistance

Various financial sources, such as grants and loans, are available to qualified graduate students in the Dietetic Internship. Refer to the [Graduate College financial assistance options](#).

Disability Accommodations

If you are a student with a disability and anticipate barriers related to this course, it is important to request accommodations and establish an accommodation plan with the University. Please contact the Disability Resource Center (DRC) at the [Disability Resource Center website](#), Meyer Library, Suite 111, 417-836-4192, to initiate the process to establish your accommodation plan. The DRC will work with you to establish your accommodation plan, or it may refer you to other appropriate resources based on the nature of your disability. In order to prepare an accommodation plan, the University usually requires that students provide documentation relating to their disability. Please be prepared to provide such documentation if requested. Once a University accommodation plan is established, you may notify the class instructor of approved accommodations. If you wish to utilize your accommodation plan, it is suggested that you do so in a timely manner, preferably within the first two weeks of class. Early notification to the instructor allows for full benefit of the accommodations identified in the plan. Instructors will not receive your approved accommodation plan until you request faculty notification be sent through the Bear Access portal. Please note, instructors are not required to apply approved accommodations retroactively.

Religious Accommodation

The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Suicide Prevention

In accordance with Missouri law (Mo. Rev. Stat. §173.1200), the University has established a policy regarding Suicide Prevention, available Suicide Programs and Related Procedures. You can read the policy as well as view a list of national, state and local resources on the [Suicide Prevention, Available Suicide Programs and Related Procedures](#) section of the Missouri State University website.

Library Services

Meyer Library is between Kings Street and John Q. Hammons Parkway, call at 836-4535 or 836-4525, or visit <http://library.missouristate.edu/meyer/index.htm>.

Meyer Library is a member of the Center for Research Libraries, with a collection of over 3.5 million available. It houses books, periodicals, videos, and microfilm collections. Online Catalog and Interlibrary loans are available.

Testing Center

The Testing Center provides testing services in compliance with the National College Testing Association (NCTA). Contact the [Testing Center](#) at 417-836-6417 for more information.

Interest tests and personality inventories are used to clarify personal strengths and concerns. In addition, more than 30 testing programs are available including the American College Testing Program (ACT), Miller Analogy Test (MAT), Graduate Record Examination (GRE), the Scholastic Aptitude Test (SAT), and the Law School Admission Test (LSAT).

Legal Protections

Non-Discrimination Policy Statement

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national

origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

Prohibition of Discrimination

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the [Title IX Coordinator](#), Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, TitleIX@MissouriState.edu, 417-836-8506, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, [Office for Institutional Equity and Compliance](#), Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, Equity@MissouriState.edu, 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

Title IX Policy

Missouri State University does not discriminate on the basis of sex in the education program or activity that it operates, including in admission and employment. Concerns regarding discrimination on the basis of sex, including sexual harassment, should be referred to Jill Patterson, Title IX Coordinator, Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-8506, or TitleIX@MissouriState.edu. MSU has adopted a grievance procedure policy for the prompt and equitable resolution of allegations of sexual discrimination, including sexual harassment. This policy is available at the [Title IX website](#). Individuals may report an allegation of sex discrimination, file a complaint of sexual discrimination, or file a formal complaint of sexual harassment by contacting MSU's Title IX Coordinator at Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-8506, TitleIX@MissouriState.edu, or visiting the [Title IX website](#).

Cultural Competence Statement

Cultural Competence, as one of the pillars of the Public Affairs Mission at Missouri State University (MSU), is the capacity to empathize with and ability to effectively and appropriately interact with people who have different backgrounds. These individuals and groups include, but are not limited to, differences in nationality, culture, religion, ethnicity, race, gender, age, sexual orientation, gender expression, disability and socio-economic status. Cultural consciousness involves developing an understanding of how these differences impact access to higher education and inclusion in the broader community. Cultural competence requires both humility and a lifelong pursuit of knowledge and awareness of differences relative to one's own worldview. This program values the cultural competence statement and strives to support students and all stakeholders involved in the program, regardless of social differences.

Protection of Privacy/Information (FERPA)

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C.1232g. Eligible students have four primary rights under FERPA including the right to: (1) inspect their education records, (2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, (3) seek correction of their records, to prevent inaccurate or misleading information, and (4) file a complaint with the U.S. Department of Education if they feel their rights are being violated.

Directory information may appear in public documents and may otherwise be disclosed by the University for any purpose in its discretion, without the student's consent. The following categories of information have been designated as directory information at Missouri State University:

- Name
- Address*
- Telephone number*
- Campus email address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g. sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received including date awarded
- Awards received, including dean's list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and University-funded scholarships (excluding those that are need-based)
- Previous education institutions attended

*The University maintains a number of different address and telephone types for students. Three (residence hall, current mailing, and primary/permanent) are considered directory information. General requests for student addresses (e.g., requests for an "address directory of current students") will be fulfilled by providing one address for each student based on availability according to the following hierarchy: (1) residence hall; (2) current mailing, and (3) primary/permanent. General requests for student telephone numbers will be generated in similar fashion.

All non-University contact information provided for purposes of the emergency notification system is not considered directory information. Cell phone numbers, unless provided as a residence hall, current, or primary/permanent telephone number, are not considered directory information.

The Missouri State policy in compliance with FERPA, *Policy Regarding Personally Identifiable Student Records, Missouri State* can be found at <http://www.missouristate.edu/registrar/FERPA.html>.

Chosen Name Policy

A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student's legal name. Refer to the [Chosen Name policy](#) for more information. Students can provide their chosen first and middle names in the *Profile* tab of [My Missouri State](#).

Fair Labor Standards Act

Interns are not employees within the meanings of the Fair Labor Standards Act. The educational training given to the Dietetic Intern during supervised practice rotations is for the benefit of the Intern, who works under the close supervision of the preceptor and does not replace regular employees. The Intern is aware that he/she is not entitled to wages for the time spent in training nor to a job at the conclusion of the program.

Read complete list of [Missouri State University Policy Statements](#).

Work and Payments for Service Provided by Interns

SUBJECT: Work and Payments for Services Provided by Interns

EFFECTIVE DATE: December 2012

REVIEW DATE: August 2026

REVISED: August 2021

PURPOSE

To define how interns who are learning in the workplace for the purpose of attaining course credit are compensated.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has accreditation standards that require dietetic internships to define how interns qualify for compensation of services.

Standard 8.2.e states:

Requirement that interns doing supervised practice must not be used to replace employees.

The U.S. Department of Labor (DOL) has standards to determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act (FLSA) for the interns' services.

POLICY

Compensation for services provided by interns is only applicable during the optional Camp Wakonda summer foodservice management rotation and Dietetics and Nutrition course DTN 744, Practicum in Area of Concentration (PAC); a rotation the intern designs with the assistance of the Dietetic Internship Director. Missouri State's Dietetic Internship does not encourage, sponsor work opportunities, or offer work opportunities to any interns, but if an opportunity arises while designing the DTN 744 rotation that opportunity will be discussed.

PROCEDURE FOR DTN 744

1. The DTN 744 rotation must provide an educational benefit to the intern; therefore, the intern must clearly outline in the Final PAC proposal the learning experience(s) that will be attained from time spent with the potential employer.
2. The intern must confirm that supervision by a qualified preceptor will be provided.
3. The Dietetic Internship Director asks the potential employer if the intern is replacing an employee, or if the intern was not available would someone be hired.
4. If the employer responds affirmatively, the Dietetic Internship Director discusses with the potential employer payment to the intern for the intern's services.

Appendix A

Student Acceptance of Dietetic Internship Policies and Procedures

Missouri State University Dietetic Internship Graduate Certificate Program

By signing this form, I acknowledge that I have read and understand the information contained in the Student Dietetic Internship Handbook.

I agree to adhere to the policies and procedures outlined in the Dietetic Internship Handbook and understand the consequences of non-compliance.

I understand that if I do not complete all Dietetic Internship Certificate requirements satisfactorily, I will not receive a verification statement and I will be ineligible for the national examination for Registered Dietitians.

I have spoken with the Dietetic Internship Program Director to discuss any questions or concerns I have regarding the contents of the Dietetic Internship Student Handbook.

Signature:

Printed Name:

Date: _____

Appendix B

Student Likeness Release

Likeness Release Policy

The undersigned hereby irrevocably consents to and authorizes the use by Missouri State University, its officers and employees, ("University") of the undersigned's image, voice and/or likeness as follows: The University shall have the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse the undersigned's image, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in University's products or services, as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. University may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this Release, which may simply be the opportunity to represent the University in its promotional and advertising materials as described above.

Please indicate your agreement to the foregoing by signing below.

Signature _____

Print Name _____

Address, Telephone _____

Date _____

Appendix C

Non-Academic Technical Standards

**Missouri State University
Graduate Dietetic Internship Certificate Program**

NON-ACADEMIC TECHNICAL STANDARDS

The Non-Academic Technical Standards indicate the expectations and requisite abilities considered necessary for successful employment as a Dietitian.

Students in Dietetic Internship Certificate Program are to achieve the level of competency required for program completion and practice. It is recognized that degrees of ability vary widely among individuals. Admitted students who believe they do not possess or may not be able to acquire the essential functions set forth are encouraged to contact the Dietetic Internship Program Director, Hillary Roberts. Any admitted student who may require academic accommodations to fulfill the Non-Academic Technical Standards due to a disability are encouraged to contact the Office of Disability Support Services, <http://www.missouristate.edu/disability/>.

The Dietetic Internship Certificate Program seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Program is committed to enabling students by any reasonable means or accommodations to complete their course of study.

Sensory

The admitted student must have:

- Normal or corrected vision within the range of 20/20 – 20/80.
- The ability to distinguish color shades and/or changes.
- Normal or corrected hearing ability within the 0-45 decibel range.
- In at least one hand, the ability to perceive temperature changes and pulsations and to differentiate different structures and textures.
- Read and comprehend text, numbers and graphs.
- Visually monitor patient responses and materials.

Communication

The admitted student must be able to:

- Communicate effectively and efficiently in oral and written form with students, faculty, health providers and clients.
- Follow verbal and written instructions.
- Present information verbally and in writing.

Physical and Motor Capabilities (Endurance, strength, coordination)

The admitted student must be able to:

- Participate in professional responsibilities/activities for up to four-hour blocks of time with one or two breaks.
- Move independently to, from, and within the work setting.
- Provide for one's own personal hygiene.
- Manipulate nutrition/diagnostic materials, including completion of screening/evaluation protocols.
- Provide a safe environment for others in responding quickly to emergency situations including fire, choking, etc., and in application of universal precautions (standardized approach to infection control).
- Use a computer
- Prepare both online and written assignments
- Collect specimens and perform basic tests and physical assessments on individuals,
 - e.g., finger sticks for blood glucose testing, using glucometers, skin fold thickness, blood pressure, placing feeding tubes, etc.
- Ability to move and lift objects weighing up to 50lbs.

Intellectual Abilities

The admitted student must be able to:

- Understand and perform measurements, calculations, synthesis, analysis, reasoning, and problem solving.
- Demonstrate the mental capacity to learn and assimilate professional information, including the ability to read and comprehend professional literature and reports.
- Seek relevant case information, synthesize, and apply concepts and information from various sources and disciplines.
- Write discipline-specific papers and reports in English.
- Analyze, synthesize, and interpret ideas and concepts in academic and diagnostic/treatment settings.
- Maintain attention and concentration for sufficient time to complete clinical activities for up to four-hour blocks of time with one or two breaks.
- Schedule and prioritize activities and provide documentation in a timely manner.
- Comply with administrative, legal, and regulatory policies.

Behavioral and Social Skills

The admitted student must have the ability to:

- Maintain emotional and mental health required for use of intellectual abilities, prompt completion of responsibilities, and development of appropriate relationships with patients and colleagues.
- Maintain composure and emotional stability in demanding situations.
- Adapt to changing environments and situations.
- Communicate effectively with people in person, by phone, and in written form by considering the communication needs and cultural values of the listener.
- Understand and respect supervisory authority.
- Maintain appropriate professional behavior, including punctuality and regular attendance.
- Demonstrate compassion, integrity, interest, and motivation in delivering professional services to other individuals.
- Participate in collaboration with other professionals.
- The emotional health required to fully utilize intellectual abilities, to exercise good judgment, to act ethically, and to complete projects in a timely manner.
- Demonstrate reliability and responsibility to complete assigned tasks in a timely manner without constant supervision.
- Adapt to the fast pace of change in the medical sciences.

Non-Academic Technical Standards Signature Page

Missouri State University Dietetic Internship Graduate Certificate Program

Are you capable of meeting Missouri State's Dietetic Internship Non-Academic Technical Standards?

Yes _____

No _____

Admitted students who believe they do not possess or may not be able to acquire the essential functions set forth are encouraged to contact the Dietetic Internship Program Director, Hillary Roberts. Any admitted student who may require academic accommodations to fulfill the Non-Academic Technical Standards due to a disability are encouraged to contact the Office of Disability Support Services, <http://www.missouristate.edu/disability/>.

The Dietetic Internship Certificate Program seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Program is committed to enabling students by any reasonable means or accommodations to complete their course of study.

By signing this form, I acknowledge that I have read and understand these standards and have answered the above question correctly.

Signature:

Printed Name:

Date: _____