



**Department of
Academic Affairs**

**Master of Science in Nutrition with Distance Learning Internship
Handbook**

First Edition

Official governing policies and procedures

Adopted October 2015

Revisions: 3/31/16, 6/7/16, 9/22/16, 7/5/18

For questions or comments concerning this handbook, please contact the Department of Academic Affairs. The information contained in this handbook is program specific and supplements the information contained in the institutional catalog. The administration reserves the right to amend, supplement or rescind these policies at any time without prior notification.

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**KEISER UNIVERSITY PROGRAM
DISTANCE LEARNING INTERNSHIP**

WELCOME

Dear Dietetics Intern:

Greetings and congratulations on your acceptance into the Keiser University Graduate Distance Learning Internship! The supervised practice portion of your education is an invaluable hands-on-experience which can open opportunities for you to experience the diverse practice of nutrition and dietetics. The faculty and program administration are aware of the effort and sacrifice that many interns make to reach this phase of the program and want to ensure that the supervised practice experience is a positive one.

Keiser University's Graduate Distance Learning Internship faculty would like its dietetics interns and graduates to enjoy a reputation for excellence in the dietetics and nutrition community. Interns have a responsibility to maintain that tradition of excellence and faculty has a responsibility to support their interns while at their various rotations.

The supervised practice experience begins with an orientation and a skills review. Orientation gives the faculty an opportunity to familiarize interns with many aspects of their responsibilities, including the lines of communication between intern and the University. This enables the University to answer any questions interns may have and to ensure that interns understand their responsibilities throughout the rotations.

The skills review is a time to re-familiarize students with skills that may not have been used in several months. It is designed to boost the students' self-confidence before beginning their venture in the supervised practice.

Keiser University Graduate School wishes each of its interns much continued success!

Respectfully,

Program Director
Distance Learning Internship

KEISER UNIVERSITY
DISTANCE LEARNING INTERNSHIP

PREFACE

This manual was written by the Faculty of the Dietetics and Nutrition Department to inform interns of the Program's policies and procedures. The Faculty will periodically review the policies, procedures, curriculum and any other information contained in this manual as necessary. Any changes and/or additions will be distributed to the interns in writing and will supersede previous policies and/or procedures

INTRODUCTION

History

Keiser University was established by the Keiser family in 1977. It is a regionally accredited, private, career university offering undergraduate and graduate degrees. The founders, Dr. Arthur Keiser and Mrs. Evelyn Keiser, felt that south Florida needed a private career college providing realistic hands-on-training in a caring, conscientious and professional manner. The University has grown rapidly over the past decades and has received numerous awards and recognition for its achievement in furthering career education in Florida.

The main campus is located in Fort Lauderdale with additional campuses located throughout the State of Florida and internationally. Keiser University is accredited by the commission on college of the southern Association of Colleges and Schools, at 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4500. Keiser University is licensed by means of the accreditation by the commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0404.

Foreword

The Keiser University catalog along with the Distance Learning Internship Student Handbook contains the policies and procedures of Keiser University and of the Dietetics Program. Due to the nature of the curriculum and the supervised practice experience expectations of the program, the policies and procedures of the program may be more stringent than those of the University. Interns are responsible for becoming familiar with all the information contained in the University catalog and the DI Student Handbook. The intern, throughout the duration of the program, should retain these materials and will receive copies of revised policies, procedures and/or revised editions. All faculty and interns have the responsibility of preserving the privacy, dignity, and safety of all individuals who are part of the program and must maintain confidentiality in all academic and supervised practice situations.

Equal Opportunity Statement

Keiser University's policy of equal opportunity, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training, be denied the benefit of training or be subjected to discrimination in any hiring practice or activity of the University.

To ensure continued success in achieving equal opportunity and non-discrimination in all of its programs and departments, Keiser University hereby reaffirms that it is the responsibility of all staff, administration and supervisory personnel to work actively to ensure equal opportunities within their respective departments, as well as to demonstrate a personal and professional commitment to equal opportunity for all persons. Management and supervisory personnel have a responsibility to provide leadership and support for equal opportunity programs.

Keiser Mission Statement, Goals and Objectives

Keiser University is a regionally accredited private career university that provides educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional and online delivery formats. The main campus is located in Fort Lauderdale, with campuses located throughout the State of Florida and internationally. Through quality teaching, learning, and research, the university is committed to provide students with opportunities to develop the knowledge, understanding, and skills necessary for successful employment. Committed to a "student first" philosophy, Keiser University prepares graduates for careers in business, criminal justice, health care, technology, hospitality, education, and career-focused general studies.

Inherent in the Mission is service to the community. This service includes community partnerships, involvement with various constituencies and various continuing education programs.

Strategic Directions

STRATEGIC DIRECTION I: PROMOTE ACADEMIC EXCELLENCE AND ACHIEVEMENT THROUGH QUALITY EDUCATIONAL PROGRAMS

- A. Continuously review, assess the effectiveness of, and consequentially enhance the educational and academic service programs of the University.
- B. Provide academic support services designed to enhance student learning and prepare graduates for successful occupational choices.
- C. Improve the competencies of students in the areas of mathematics, communication, and analytical skills.
- D. Cultivate analytical and critical thinking at all educational levels, especially in the area of applied research among graduate students.

STRATEGIC DIRECTION II: ATTRACT AND RETAIN QUALITY FACULTY AND STAFF

- A. Employ and further develop a diverse faculty that is well qualified; possesses current academic, technical, and specialized professional knowledge and skill-sets; reflects appropriate professional or educational experience; and evidences high quality teaching, student support, and appropriate research abilities.
- B. Encourage and further develop qualified support staff and faculty who evidence an interest in and proclivity for assisting students, addressing learning and developmental challenges, and responding to the needs of a broad spectrum of University students in a variety of programs at multiple educational levels.

STRATEGIC DIRECTION III: DEVELOP AND MAINTAIN HIGH-DEMAND EDUCATIONAL PROGRAMS THAT ARE DISTINCTIVE, ACCESSIBLE, AND RESPONSIVE TO COMMUNITY, DISCIPLINARY, AND STUDENT ASPIRATIONS AND NEEDS.

- A. Provide and enhance a variety of educational delivery systems that respond to current and future student, community, and professional occupational needs and expectations.
- B. Review all degree programs to ensure currency, relevancy, and cost-effectiveness with respect to content, delivery, and outcomes.
- C. Systematically review campus service population, technological, and societal developments and propose new programs for implementation that respond thereto.

STRATEGIC DIRECTION IV: SUPPORT, CULTIVATE, AND EXPAND FACULTY INSTRUCTION, STUDENT LEARNING, AND ACADEMIC PROGRAM-APPROPRIATE RESEARCH

- A. Provide the appropriate resources with which to support service and academic programs in the achievement and realization of student learning and programmatic outcomes.
- B. Cultivate and enhance an educational atmosphere that fosters academic freedom, the open exchange of ideas, and programmatic academic inquiry.
- C. Develop strategies that support the implementation of program- and degree-appropriate academic research.

STRATEGIC DIRECTION V: EXPAND THE DOMESTIC AND INTERNATIONAL DEVELOPMENT OF KEISER UNIVERSITY THROUGH THE ADDITION OF NEW LOCATIONS, COLLABORATIVE AGREEMENTS, AND PROGRAMMATIC AND COMMUNITY INITIATIVES.

- A. Continue to attract qualified students possessing diverse backgrounds at all levels and for all programs.
- B. Pursue educational initiatives appropriate for a variety of global locations and cultural settings.
- C. Pursue continued planned physical expansion of the University to implement the institutional mission and vision.

STRATEGIC DIRECTION VI: CONTINUE THE IMPLEMENTATION OF APPROPRIATE FISCAL, BUDGETARY, AND MANAGERIAL STRATEGIES TO PROVIDE ADEQUATE RESOURCES WITH WHICH TO SUPPORT KEISER UNIVERSITY AND ITS FUTURE DEVELOPMENT.

- A. Continue to develop a Governing Board-approved annual budget that supports the annualized planned activities, programs and services of the University.
- B. Provide and analyze the ongoing financial operations of the various units of the University to ensure that the budgetary operations of the institution are being implemented.
- C. The Governing Board will continue to provide appropriate oversight of the financial and budgetary operations and conditions of the University.

STRATEGIC DIRECTION VII: DEVELOP AND IMPLEMENT A MULTIFACETED INSTITUTIONAL DEVELOPMENT/ADVANCEMENT PROGRAM WITH WHICH TO FURTHER ENHANCE THE UNIVERSITY'S

RELATIONSHIPS WITH ITS ALUMNI, SELECTED SUPPORTING GLOBAL CONSTITUENCIES, SERVICE COMMUNITIES, AND THE PROFESSIONS IT SERVES.

- A. Plan develop, and implement a Keiser University fundraising program for institutional support and advancement.
- B. Plan, develop, and implement a Keiser University alumni development program with which to enhance its relationship with its former and current student constituencies.
- C. Enhance the community outreach initiatives of the various extended Keiser University locations to support its community service, public relations, and institutional advancement campaigns.

Dietetics and Nutrition Mission, Goals, and Objectives

Distance Learning Internship Mission Statement:

The mission of the combined MSDI program is to educate tomorrow's dietetic professionals who will serve as leaders for the dietetic profession committed to evidence-based practice in the care of patients and the public. The program will provide an interdisciplinary practicum building on the educational foundation from the DPD. The didactic knowledge gained during the MSDI will enhance the students understanding and application of nutrition and dietetics from a domestic and global prescriptive.

The interns will embrace ethical values consistent with professional practice and function as a professional practitioner following by codes of standard within a diverse multiethnic community. Interns will learn the application of entry-level competencies in nutrition therapy, food service systems/dietetic management, community and public health nutrition.

Successful completion of the MS/DI allows the intern to write the national registration examination administered by the Commission on Dietetic Registration (CDR), the credentialing agency of The Academy of Nutrition and Dietetics. The combination of being a Registered Dietitian with an earned master's degree will enhance employment opportunities in the various domains of practice and support leadership opportunities for the future of the dietetics profession.

Program Goal 1. To recruit, retain, and prepare graduate students to be competent entry-level Registered Dietitian Nutritionist serving the needs of health care and the community.

Objective 1: 80% of program graduates will complete the program/degree requirements within 77 weeks (18 months) of entry to the program (150% of time planned for completion).

Objective 2: 80% of program graduates who are expected to take the CDR credentialing exam for dietitian nutritionist with 12 months of program completion.

Objective 3: Over a five-year period, 80% of graduates will pass the CDR credentialing exam for dietitian nutritionist with one year following their first attempt.

Objective 4: 80% of program graduates seeking employment will be successfully employed in nutrition and dietetic or related field within 12 months of graduation.

Objective 5: 90% of employers will perceive program graduates as functioning as a quality, entry-level registered dietitian, as evidenced by an average of three out of five or higher, on an Employer Survey.

Objective 6: 50% of program graduates will perceive themselves to be functioning as a quality, entry-level registered dietitian in a community setting as evidenced by responses on a Graduate Survey.

Program Goal 2. The program will instill the importance of life-long learning supporting active professional and community involvement

Objective 1: 80% of program graduates will be a member of a professional organization one year after graduation

Objective 2: 80% of program graduates will have participated in an activity related to promoting health and wellness in their community within one year of graduation.

Program Description

The Master of Science in Nutrition with Distance Learning Internship (MSDI) program offers students the opportunity to complete a master's degree and the accredited internship. The internship program meets the Accreditation Council for Education in Nutrition and Dietetics (ACEND) requirements for eligibility to write the national registration examination administered by the Commission on Dietetic Registration, the credentialing agency of The Academy of Nutrition and Dietetics. The course of study will develop the student's knowledge and skills in the areas of clinical nutrition, community nutrition and dietetic management. The internship consists of 1,320 hours of "hands-on" application of dietetic practice meeting the ACEND core competencies for entry-level practice. The emphasis for the Distance Learning Internship is Community Nutrition.

Accreditation Status

Keiser University's Distance Learning Internship is granted candidacy status for accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, 312-899-0040 ext. 5400. Students are considered graduates of an accredited program upon successful completion.

Academy of Nutrition and Dietetics-Code of Ethics

The Academy of Nutrition and Dietetics and the Commission on Dietetics Registration have adopted a voluntary, enforceable code of ethics. This *Code of Ethics for the Dietetic Practitioner* (www.eatrightpro.org/resources/career/code-of-ethics) challenges all to uphold ethical principles. Interns are expected to act in accordance to the code of ethics.

Program Beliefs about Learning

- Learning is a continuous process; a part of professional growth and development, which is encouraged and necessary.
- Learning with respect to each intern's individual personality, ability and learning style is recognized and appreciated.
- Learning includes being instructed by qualified faculty who are respectful, understanding, fair and considerate of the needs of their interns.
- Learning includes a "living laboratory" where interns are respectful to their instructor/preceptor and understand and appreciate that each instructor/preceptor individual personality leads to individual teaching styles.
- Learning involves active participation of the emotional, social, cultural, physical, cognitive and psychological aspects of each individual personality, each of which should be respected.

The Academy of Nutrition and Dietetics Membership (AND)

- DI interns are required to join the Academy of Nutrition and Dietetics (AND) as student members and maintain membership throughout the internship. One important benefit is the professional journal supported and provided by the academy. Intern membership shows a genuine interest in the profession and allows interns to become an active member of the association. Interns will maintain active membership in the Academy throughout the DI. At the orientation, Program Director/Program Clinical Coordinator will make a copy of the intern's membership card for their files.
- **State Affiliations**
Student membership in AND allows membership in the interns state affiliation. The State association allows interns the opportunity to participate in the annual symposium (approved by Program Director and/or Program Clinical Coordinator), as well as, begin to network with dietetic practitioners. Interns can become familiar with other benefits of State association and scholarship opportunities possibility offered by their state affiliation. Interns are encouraged to participate in their local and state dietetic affiliation meetings during the DI.

Introduction to the Distance Learning Internship

Interns beginning the supervised practice portion of the educational preparation towards becoming a Registered Dietitian Nutritionist (RDN) must have successfully completed the

Didactic Degree in Dietetics (DPD) portion with a 3.2 GPA or higher and have an original ACEND verification statement from the DPD. All science courses within the DPD must be completed with an average GPA of 2.8 before beginning the DI supervised practice.

The supervised rotation schedule allows the intern time to develop their time management and organizational skills while completing the master's coursework and rotations concurrently. Interns must realize that assignments are completed during the supervised practice rotations and submitted at the completion of that rotation.

The strength of the proposed model is the efficient scheduling and integration of the didactic and supervised practice components. In addition, the distance model allows students to complete their internship in their home environment, eliminating the cost of relocation. As with all distance education, a potential challenge is providing support to the student who is geographically separated from the program. The Keiser University (KU) MSDI has incorporated many levels of feedback and support continuously throughout the program to ensure that students are on track and attaining the skills to develop into a competent entry-level practitioner.

The supervised practice is an opportunity for the intern to apply the knowledge gained through the didactic preparation and apply this knowledge to real life settings. The supervised practice is essential for the intern to develop the skills necessary for dietetic practice. This experience integrates the knowledge and skills allowing the intern to progress to a higher level of practice by the completion of the supervised practice.

Interns will have actual experiences in the acute care – LTC setting, community and food service systems/dietetic management environment. The experiences will continue to challenge the intern's abilities and performance. As the intern progresses through the rotations, the intern will assume a greater responsibility in the rotation and function as a professional practitioner in a staff relief rotation. Throughout the entire supervised practice, the intern is under the guidance and supervision of a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) and/or a professional qualified for the position.

Interns must successfully complete each rotation before moving into the next rotation. Interns achieving less than an 86% for the rotation will be counseled by the Program Clinical Coordinator before moving into the next rotation. Remediation efforts will be made to assist the intern struggling in an area with grades between 85-80% on coursework. Interns must maintain the requirements of the graduate school GPA. At the completion of the supervised practice, the intern will be able demonstrate the knowledge and skills for entry-level dietetic practice.

ADMINISTRATIVE POLICIES

Admission Requirements

The Application Process

Admission requirements to KU MSDI include a Bachelor's degree from a regionally-accredited college or university, an original verification statement from an ACEND accredited Didactic Program in Dietetics (DPD), and prior admission to the KU MSDI program.

An admission decision is based on a combination of an intern's undergraduate and/or graduate academic performance, professional experience, letters of recommendation, and/or standardized test scores. All students are encouraged to submit Graduate Management Admissions Test (GMAT), Graduate Record Examination (GRE) or Miller Analogy Test (MAT scores in support of their application). The program will give preference to candidates with DPD GPA of 3.2 or above on DPD course work based on 4.0 system, full time work experience.

The application for the DI matching is a 3 step process:

Step 1: Admission to the KU online MS program. Admission requirements can be found www.Keiseruniversity.edu/graduate-school-admissions-requirements

- Submission of a completed Graduate School Application
- Submission of an unofficial transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree from an accredited college or university
- Submission of an official transcript or copy of a foreign evaluation showing successful completion of a bachelor's degree from an accredited college or university received within the first semester of enrollment
- Two letters of recommendation received within the first semester of enrollment
- Minimum GRE composite score of 1350 or MAT score of 40th percentile received within the first semester of enrollment.
- Formal resume indicating education and complete work history.
- Requirement for GMAT/GRE/MAT scores may be waived for students who meet any one of the following:
 - Graduate degree from an accredited institution
 - Undergraduate degree from an accredited college or university with a grade average of at least 3.0
 - Completion of the first semester of enrollment with a minimum grade average of 3.0

Program Specific Prerequisite: Students must have completed an accredited Didactic Program in Dietetics (DPD) providing an original verification statement signed by the DPD director or a Declaration of Intent signed by the DPD director. Original verification statement or Declaration

of Intent will also be provided as part of the DICAS application.

Potential applicants must complete the graduate application process prior to the due dates for D&D Digital Systems. The following is recommended to begin the submission of the graduate school application process:

Fall admission- August start date, graduate school application must be started by DICAS submission

Winter admission- January start date, graduate school application must be started by DICAS submission

Step 2: Complete an online application with DICAS

The Keiser University participates in the Dietetic Internship Centralized Application System (DICAS). The program may be accessed at <https://portal.dicas.org> (e-mail DICASinfo@DICAS.org). The fee to use DICAS is \$45.00 for the first application submitted and \$20.00 for each additional application.

DICAS requirements:

a. DICAS requires a personal statement

The personal statement should include information deemed relevant to the selection process for a dietetic internship. Students can discuss professional and personal goals, professional work experience, strengths, motivation towards dietetics and/or other topics of interest.

b. Online Application

Register with DICAS and thoroughly complete the online application. The DICAS program can be accessed at <http://portal.dicas.org>

Keiser University participates in the matching process. Keiser University Dietetic Internship codes are:

Fall matching (start date of January)	586
Spring matching (start date of August)	779

c. Official Transcripts

Official transcripts from all colleges and universities attended should be submitted to DICAS.

d. Three letters of recommendation

DICAS requires three (3) letters of recommendation to be submitted with the online application process. References name and email contact information must be included on the application form.

e. Verification Statement or Declaration of Intent

Students must have completed an accredited Didactic Program in Dietetics (DPD) providing an original verification statement signed by the DPD director or a Declaration of Intent signed by the DPD director. In addition, KU MSDI requires that you upload the following to DICAS:

f. Signed preceptor forms signed by preceptor.

g. Completed rotation schedule that includes all rotation facilities within the designated dates in chronological order, preceptor name/credentials, facility name/address, and preceptor email address and telephone number. Rotation schedule must be **typed** and 12 font. These documents must be merged into a single PDF file and uploaded to the “supplemental” section on DICAS. The preceptor form and rotation schedule can be downloaded from the Keiser University website “How to Apply MSDI” page

To assist the potential intern develop a supervised practice rotation, listed below are examples of potential facilities/sites that can be used to meet the ACEND competencies for entry-level practice. Questioning whether a facility/site will meet the ACEND competencies for entry-level practice, contact the program director or program clinical coordinator.

MNT Acute care – LTC

640 hours of supervised practice

MNT acute-care – LTC must be precepted by a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN). Possible sites for this rotation are hospitals, long-term care, rehabilitation/skilled nursing facilities, outpatient clinics (cancer center, diabetes center, and dialysis). Interns must complete at least 320 hours of supervised practice or more in acute care facilities (hospitals). It is recommended to complete 2-4 weeks of LTC rotation.

Community

520 hours of supervised practice

Possible sites for this rotation are WIC, Head Start, county extension services, food banks, meal-on-wheels, adult day care centers, public health departments and retail.

Food Service Systems/Dietetic Management

160 hours of supervised practice

Possible sites for this rotation are food service departments in hospitals, long-term care, rehabilitation/skilled nursing facilities, and school districts.

Examples of Supervised Rotation Schedule Submitted with DICAS Paperwork

Actual Dates	Preceptor Name/Credentials/Title/email address/telephone number	Facility Name, Address, City/State/Zip Code	Domain/Total hours
September 10 – November 2, 2018	Laura Smith, MPH, RD, LD LTC RD lsmith@maryhospital.org 808-555-1234	Mary Taylor Rehab Center 1357 Mary Medical Drive Pasco IL 61961	MNT - LTC 280 hours
November 5 – December 21, 2018	Peggy Rush, RDN, LD Senior Nutritionist rushpeggy@help.com 403-555-1234	REPS WIC Center 4123 REPS Drive Pasco IL 61961	Community WIC 280 hours
January 14 – March 22, 2019	Ida Jones, MS, RDN, CDE, LD CNM jonesl@pascomedcenter.org 401-555-1234	Pasco Medical Center 345 Pasco Medical Drive Pasco IL 61954	MNT- Acute care 400 hours
March 25 – April 12, 2019	Ann Copper, M.Ed, RD, LD Corporate Retail RD Ann.copper@highho.org 651-555-1234	High Ho Grocery Stores 3456 Adams Lane Springfield IL 65234	Community Retail 120 hours
April 15 – May 17, 2019	Michael Rhodes, CEC Food Service Director Rhodes.m@school.org 546-555-1234	Pace School District 765 Monroe Drive Highlights IL 65234	Food Service 200 hours
May 20 – June 21, 2019	Cynthia Manns, RD, LD FS Director Mannscynthia@council.org 876-555-1234	Summer County Meals-on-Wheels 329 Food Drive Summerville IL 78643	Community 200 hours

- This is an example – dates must correspond to the correct rotation time. Rotation schedule are arranged based on preceptor availability. Some preceptors may request a longer rotation i.e. FS 5 weeks instead of 4 weeks, more experience is always good. Rotation hours may exceed 1320 hours.

To assist students locate potential preceptor for developing a supervised rotation schedule, ACEND has provided students a site to locate preceptors in different geographical areas. The preceptors listed on the website are willing to precept students for the supervised practice rotations. **Find a Preceptor** (<https://www.eatrightpro.org/find-a-preceptor/?state=ShowSearch>) is the ACEND site available to students.

Step 3: Register with D&D

Applicants must also register with D&D Digital Systems in order to participate in what is termed the nationwide “matching process” used by most internships. The deadline for submitting your internship preferences in rank order (whether you have one choice or twenty) is the same as the deadline for submitting the applications to the schools or programs of your choice as mentioned above.

Applicants can obtain the computer matching materials from a Didactic Program Director or from D&D Digital Systems, 304 Main St. Ste. 301, Ames, IA 50010, Phone (515) 292-0490, Fax (515) 663-9427. There is currently a \$55.00 charge for the computer matching process, payable to D&D Digital, although this cost is subject to change. Click [here](#) to go to the section on the ACEND website for details on [Computer Matching Policy and Procedures](#).

The deadline for application submissions is determined by D&D Digital Systems and is usually in February and September of each year. Refer to your Didactic Program Director for the actual dates or contact D&D Digital Systems.

To be considered for admission, all application materials must be submitted online by the due dates in either February or September. Check with DICAS or D&D Digital for the exact due dates for submission.

Any questions about the application process can be directed to the DI Program Director or Program Clinical Coordinator:

Dona Greenwood PhD RDN LD/N FAND
Program Director
dgreenwood@keiseruniversity.edu
Office - 863-682-6020

Laura Goolsby MS RDN LD/N
Program Clinical Coordinator
lgoolsby@keiseruniversity.edu
Office - 863-682-6020

Prior Learning

Keiser University Graduate Master of Science in Nutrition with Distance Learning Internship has no policy for assessing prior learning or competence.

Financial Services

Refer to the Keiser University Graduate School catalog www.keiseruniversity.edu/catalog
These policies should not be reproduced in publications other than the catalog unless specifically done so by the FA department.

Cancellation and Refund Policy

Refer to the Keiser University Graduate School catalog www.keiseruniversity.edu/catalog
These policies should not be reproduced in publications other than the catalog unless specifically done so by the FA department.

Return of Title IV Funds

Refer to the Keiser University Graduate School catalog www.keiseruniversity.edu/catalog
These policies should not be reproduced in publications other than the catalog unless specifically done so by the FA department.

Supervised Practice Rotation Schedule

The rotation schedule consists of 4 weeks of food service systems/dietetic management, 15 weeks of community rotations and 16 weeks of medical nutrition therapy rotations (acute care-LTC). Interns will have assignments, projects and bi-monthly individual conferences with the Program Clinical Coordinator and/or Program Director. The activities will allow the intern to develop advanced knowledge and skill application in the areas of nutrition assessment and hospital dietetics; food service systems/dietetic management; nutrition counseling in inpatient, outpatient, and public health environments; individual and group nutrition education; nutrition research and other acquired skills relating to the practice of nutrition and dietetics.

The supervised rotation schedule allows the intern time to develop their time management and organizational skills while completing the master's coursework and rotations concurrently. This permits the intern to become accustomed to the responsibilities of the master's program and supervised practice. Interns are not considered or used as "free labor."

The strength of the proposed model is the efficient scheduling and integration of the didactic and supervised practice components. In addition, the distance model allows students to complete their internship in their home environment, eliminating the cost of relocation. As with all distance education, a potential challenge is providing support to the student who is geographically separated from the program. The KU MSDI has incorporated many levels of feedback and support continuously throughout the program to ensure that students are on track and attaining the skills to develop into a competent entry-level practitioner.

MSNDLI Orientation Course

As part of the preparation for a fully online Master of Science in Nutrition with Distance Learning Internship program, students will complete the MSNDLI Orientation Course. This course is designed to orient students to Blackboard, the learning platform and online learning. The course begins 4 weeks prior to the start of the first semester of your program. Your Keiser email address will be provided to allow you access to the course. There is no cost to the MSNDLI Orientation course or credits awarded towards graduate degree. This is a mandatory requirement to the program.

Professional Behavior Policy

The University has established a set of professional behaviors which will help students develop their knowledge and skills for entry-level position in their fields:

- Adhere to University policies and procedures as outlined in the University catalog
- Adhere to program policies and procedures as outlined in the program student handbook
- Adhere to policies and procedures of the clinical education facility where assigned
- Arrive to class and clinical facilities on time; punctuality is demonstration of professional behavior
- Demonstrate responsibility and accountability in all aspects of the educational process
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education facility. This includes children, spouses, parents, friends, animals or any other visitor.

Academic Honesty

Keiser University mandates that interns will assume personal responsibility and maintain personal integrity in all aspects of their education. Dishonest actions in the execution of examination, report, or paper are academic violations and subject to disciplinary action. Any individually assigned written assignments, however, are to be completed independently and should solely reflect the individual intern conscientious work efforts. Copying or otherwise usurping any other individual's work is considered a violation of the academic honesty policy of the university. Plagiarism is considered a violation of this policy. Plagiarism is defined as submitting another person's work as one's own without prior acknowledgement or using the words or ideas of others without crediting the source of these words or ideas. In order to deter plagiarism and ensure appropriate use of resources in intern's research and learning, the university subscribes to a plagiarism prevention services, SafeAssign which is built into Blackboard.

Academic Standards

Interns are required to maintain a cumulative GPA of 3.0 or higher to continue and/or graduate from the combined Keiser University Graduate Master of Science in Nutrition with Distance Learning Internship. Interns must complete both the masters and the DI to graduate and receive a CDR verification statement allowing the intern to sit for the Registered Dietitian National Examination. In addition, all of the required components (graded written assignments, activities and exams) must be satisfactorily completed with a minimum grade of 86%.

Plagiarism

Plagiarism is the deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Keiser University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. Keiser University understands that in some cases students commit acts of plagiarism due to

carelessness, ignorance, inexperience and unfamiliarity with academic environment and APA standards, or a general lack of understanding or knowledge of the concepts of academic integrity; offenses of this type are characterized as level one. Offenses characterized by being more serious in nature and affecting a larger portion of the work submitted are considered level two offenses. Level one and level two plagiarism offenses carry penalties appropriate to the level of offense.

Graduation Requirements

Interns who successfully complete the combined online Master of Science in Nutrition with Distance Learning Internship will be eligible for graduation with a Master of Science in Nutrition and issued a verification statement allowing the intern eligibility to sit the CDR Registration Examination. The Program Director will issue verification statement and other needed information to the graduates so they may register and sit for the RDN exam. The graduate completes a Graduate Survey at this time, which comprises the bulk of the **Exit Interview**. He/she may discuss any concerns with the Program Director at this time.

The Student Services Department will work with interns to help them make application, request participation and complete all required institutional and exit interviews related to Graduation (Keiser University Catalog).

Masters of Science in Nutrition with Distance Learning Internship (36.0 credit hours)	
HUN 501 Trends in Therapeutic Nutrition	3.0 credit hours
HUN 502 Special Topics: Pediatrics and Geriatrics	3.0 credit hours
DIE 544 Advance Practice I	3.0 credit hours
HSM 691 Quality Management in Healthcare	3.0 credit hours
RSM 602 Quantitative Research	3.0 credit hours
DIE 545 Advanced Practice II	3.0 credit hours
HUN 519 International Nutrition	3.0 credit hours
DIE 546 Advanced Practice III	3.0 credit hours
DIE 547 Advanced Practice IV	3.0 credit hours
HUN 656 Capstone	3.0 credit hours
DIE 548 Advanced Practice V	3.0 credit hours
DIE 549 Advanced Practice VI	3.0 credit hours

Masters of Science in Nutrition graduation requirements:

1. Completion of Masters of Science in Nutrition meeting graduate school graduation requirements:
 - a. GPA of 3.0 or higher
 - b. Completion of all didactic course meeting graduate school criteria

Distance Learning Internship graduation requirements:

1. Completion of 1320 supervised practice hours
 - a. 640 hours in MNT; 520 hours in community; 160 in food service
2. Completion of all DI assignments meeting graduate school grading criteria
3. Completing eight (8) Breeding & Associates full online practice RD exams – passing with 86% or higher

The Master of Science in Nutrition with Distance Learning Internship is completed in 52 weeks (12 months) with a maximum completion of 77 weeks (18 months). The maximum completion of 77 weeks (18 months) is based on individual need due to illness or family emergency. This does not reflect a part-time option. The intern will complete two didactic courses per semester (one didactic course per term). During this time, interns will complete 33 weeks of supervised practice hours divided over 3 semesters based on 40 hours per week at supervised practice facility.

Verification Statements

Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure that academic and supervised practice requirements for membership in the Academy of Nutrition and Dietetics or Commission on Dietetic Registration eligibility for the Registration Examination for Dietitians and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, a graduate will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the Program Director of the ACEND-accredited program to provide the appropriate number of Verification Statements and the responsibility of the graduate to safeguard them until the time they are to be used in various application processes.

Distance Learning Internship—Verifies completion of supervised practice requirements and didactic requirements

Completion 1320 supervised practice hours

- a. 640 hours in MNT; 520 hours in community; 160 in food service

Completion of all DI assignments meeting graduate school grading criteria

Completing eight (8) Breeding & Associates full online practice RD exam – passing with 86% or higher

Completion of all didactic courses meeting graduate school criteria

- Provide three (3) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
- Retain one (1) original indefinitely in the intern/graduate file at the university/organization.
- Retain one (1) original for Program Director to submit to the Commission on Dietetic Registration

Licensure and/or Certification

Keiser University Masters of Science in Nutrition with Distance Learning Internship combines an advance degree with a Distance Learning Internship accredited by the Accreditation Council on Education for Nutrition and Dietetics, the accreditation agency of the Academy of Nutrition and Dietetics. Following graduation, interns are eligible to take the Registration Dietitian/Registered Dietitian Nutritionist (RD/RDN) examination. Some states require licensure and/or certification for practice: click here for Commission on Dietetic Registration listing of licensure and/or certification by states <https://www.cdrnet.org/vault/2459/web/files/Licensureregualtions.pdf>

Communication with Your Program Director and/or Program Clinical Coordinator

The need for open communication between the intern and the Program Director and Program Clinical Coordinator is essential for the facility placement process to continue smoothly. Interns can always contact the MSDI Keiser faculty via email or by telephone. Remember, interns can be located throughout the United States and be mindful of the time difference. The use of texting can be problematic by using abbreviations that can be misunderstood so always follow-up with an email or telephone call. Faculty contact information is provided on the cover and end of this handbook.

Interns will receive emails only to their Keiser University email address once admitted to the program and issued a KU email address. Personal emails will not be used to communicate with interns. This allows for a continued record of communication. Interns should allow 24 hours for the program director or program clinical coordinator to respond. In cases of emergencies, intern should call the program director or program clinical coordinator on the telephone.

Adverse Weather Condition Guidelines

The DI understands at times interns may not be able to participant at the facility rotation due to adverse weather conditions. Above all else, Keiser University interns are encouraged to respond to the threat of an adverse weather condition for their location and should put their safety and that of their families first.

During the supervised practice rotations, the interns should follow the weather status based on the geographic area of the facility and/or the intern's address.

Supervised Practice Facilities - Interns in supervised practice facilities should follow the same procedures with the following exceptions:

- The intern is responsible to obtain a contact number for the preceptor at the supervised practice facility.
- The intern will call the preceptor to find out if the facility will be operating under normal conditions.
- If the facility is closing, the intern must contact the supervised practice program coordinator at Keiser University for further instructions.

- Hospitals and Out Patients facilities may go into “lock-down” up to 24 hours prior to a storm event. At the point the preceptor informs the interns of an imminent lock-down the intern will contact the DI Program Coordinator at Keiser University. The intern is to leave the hospital/facility and take all personal items with them. The student may NOT stay in the facility once the lock-down procedure has been instituted.

Post Storm

- Intern will contact the facility to see if they are operational; contact the preceptor prior to going to a facility.
- Intern must contact the DI Program Clinical Coordinator and let the Program Clinical Coordinator know the status of the rotation.
- In the event that the facility is closed or that interns are not allowed at the facility, the supervised practice Program Clinical Coordinator will advise the intern.
- Intern will arrange with the preceptor and the Program Clinical Coordinator to make-up lost hours.

Each event will be evaluated as it occurs and will be dealt with as needed by the Program Director/Program Clinical Coordinator per Keiser University policy.

Supervised Practice Facilities

Facilities providing interns a supervised practice rotation are committed to the continued growth of the profession and the developing future dietitians. The preceptors are giving of their knowledge, professional experiences and time to help the intern learn the application of the knowledge and skills gained in the classroom as applied to the workplace. The facilities represent the areas of acute care-LTC nutrition, community dietetics, and food service systems/dietetic management. Preceptors receive no monetary payment for this invaluable service. The reward for the preceptors is to watch the intern mature into an entry-level dietitian. Without the continued support of the preceptors, Keiser University would not have a DI. Many clinical facilities pre-test the intern’s clinical knowledge before beginning the rotation. The pre-testing is performed to measure the intern’s current knowledge base of clinical information to better structure the rotation to maximize the intern’s clinical growth.

While interns are at the facility or representing the facility, professional behavioral is expected. Interns are subject to the facilities Code of Conduct and Dress Code. The Department’s Policy and Procedures Manual will be located in the department and it is highly suggested the intern review the policies of the facility. Inappropriate behavior will not be tolerated and could result in disciplinary action taken at the facility and/or the DI.

The intern must demonstrate emotional stability and appropriate interpersonal relationships and communication skills. Interns should be able to exercise good judgment. Interns may be exposed to stressful situations and should handle the situation with professionalism. Interns need to be flexible and adaptable to changing environments. Any concerns during the rotation

should be addressed immediately to the preceptor and Program Director and/or Program Coordinator.

Interns will work closely with preceptor(s) and other members of the management or departmental staffing or other interprofessional team members. Interns should keep the responsible person informed of daily activities. Interns never leave the facility without notifying the preceptor and gaining permission to leave the facility. Interns cannot be used as “free labor” to replace personnel. Interns cannot be listed on employee schedules used as labor replacement for employees’ vacations, absenteeism or call-outs. The intern receiving any financial compensation from the supervised practice facility are subject to the policies of the facility regarding financial compensation. Keiser University has no responsibility.

Interns will be evaluated by the preceptor or manager or supervisor during the rotation. The mid-point evaluation is the opportunity to assess the intern’s strengths and weaknesses at this point in the rotation. The final evaluation completes the intern’s assessment throughout the entire rotation. The intern and preceptor will discuss the various categories of the evaluation and determine a numeric grade assigned to the categories. The final evaluation should clearly demonstrate a professional and personal growth from the mid-point evaluation. Both the preceptor and intern will sign the evaluations and return the evaluations to the Program Clinical Coordinator. The evaluations will be placed in the intern’s file.

Medical Record Confidentiality Policy

The DI interns must maintain the confidentiality of all patient medical records and information they come in contact with at a supervised practice facility.

- The student must follow all state and deferral statutes and regulations (HIPAA REQUIREMENTS) regarding patient medical records and medical information.
- The intern must follow the supervised practice facility policies and procedures regarding medical records and medical information.
- When an intern must use a patient’s medical information, the intern must use it properly and in the correct setting.
- The intern must not disclose any of a patient’s medical record information to a non-health care provider. The health care provider must be medically involved with the patient for the student to provide the patient’s medical record information.
- Failure of the intern to follow state and federal statutes and regulations and improperly using confidentiality patient medical record information will cause the intern to be withdrawn from the DI.

Affiliation Agreements

Facilities participating in the DI are required to sign an affiliation agreement with Keiser University Graduate School. The affiliation agreement is legally approved for use by Keiser University Graduate School and will support the agreement state to state. The agreement

delineates the responsibility of all parties involved (i.e. intern, faculty and facility). An intern cannot be placed in a facility without the completed affiliation agreement in place. A completed affiliation agreement means the appropriate representative(s) of the facility and the University has signed the document and the document is currently on file with the University

Facility Assessment for Rotation

Program Director or Program Clinical Coordinator will correspond with preceptor to verify preceptor's willingness to precept the intern for the specific rotation. At the time, the Program Director or Program Clinical Coordinator will confirm that the preceptor did sign the affiliation agreement for the specific rotation. Any further questions pertaining to the rotation will be addressed.

A Skype or conference call or emailing based on preceptor preference provides an opportunity to communicate with preceptor or manager or supervisor once the paperwork from the intern has been submitted to the DI is completed by either the Program Director or Program Clinical Coordinator. A Preceptor Qualification Survey is sent to the preceptor to determine the facilities feasibility to provide a comprehensive rotation and the qualifications of the preceptor. The questionnaire addresses acuity levels, staffing, accreditation status and other issues that could affect the quality of the intern's rotation.

A preceptor handbook is provided to the preceptor for their review specific to the rotation. The handbook addresses the type of assignments the intern will be completing during this rotation, the evaluation tool listing the ACEND core competencies completed with each assignment.

Throughout the rotation, the Program Director or Program Clinical Coordinator will maintain an open communication with the preceptor or manager or supervisor via emails and telephone calls. This open communication allows for a positive working relationship supporting the educational needs of the intern. The preceptor will have the MSDI faculty contact information.

New affiliation agreements can be established only if the facility meets the guidelines set forth by Keiser University. Affiliation facilities are assigned to offer and provide the intern an equitable experience. This equitable experience provided to the intern assures that the core competencies established by ACEND are met during the supervised practice. The Preceptor Qualification Survey includes a section per specific rotation asking for an overview of their facility. The questions will address staffing, patient census, acuity levels and other types of responsibilities. This evaluation of the facility is completed by the preceptor and returned to the program to assure that the experiences are equitable and meet the requirements of ACEND. This Preceptor Qualification Survey is retained and updated at time of affiliation agreement renewal.

Intern Security Identification

During the 5-day Orientation at the graduate school, the importance of maintaining the intern's security using Blackboard will be discussed. Interns will create a Blackboard password specific to them and should not share the password with anyone. This secured password assures the work submitted into Blackboard is the intern's work. Interns receiving access to facilities electronic medical record system or computer system must respect the security of the system and again not share the password with anyone. Interns could be subject to the facilities policy and procedure for violating security measures.

Clinical Misconduct (if applicable to major)

Dishonesty in the clinical setting includes, but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor, and/or student property.

Fraudulent Behavior

Fraudulent behavior includes sharing one's confidential login information with another person, which can also be an instance of misrepresenting oneself. In addition, allowing another student to participate in class assignments under your name and submitting work under another student's name constitute violations of academic integrity.

Malpractice Liability Insurance

Interns enrolled in the DI will be insured under the University's liability insurance.

Paid Compensation

Interns completing a supervised practice rotation at a facility providing compensation will be handled by the facility according to their internal policies. Keiser University will not be involved with the facilities compensation to intern.

Incidents and Accidents at Facilities

All incidents and/or accidents that occur at the supervised practice facility must be reported to the facility preceptor, manager or supervisor and the Program Director and/or Program Coordinator as soon as possible. The Program Director or Program Clinical Coordinator will contact the facility as soon as possible to discuss the incident or accidents with the intern and the facility preceptor, manager or supervisor to determine any future course of action that should be taken.

The intern is responsible for all medical expenses resulting from the incident or accident occurring at the facility and is advised to seek appropriate medical attention if required.

Criminal Background Check/Drug Screening Policy
Please see the following page.

**KEISER UNIVERSITY
ADMISSIONS DEPARTMENT
ALLIED HEALTH PROGRAMS
CRIMINAL BACKGROUND CHECK & DRUG SCREENING POLICY/WAIVER**

The Joint Commission (TJC) has implemented requirements for criminal background checks. Standard HR.1.20 for staff, students and volunteers who work in the same capacity as staff who provide care, treatment, and services at EP 5 states criminal background checks are verified when required by law and regulation and organization policy. (www.jointcommission.org)

State and/or federal laws through designated agencies regulate health professions. Each agency sets the specific requirement for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on eligibility to sit for credentialing examinations and granting licensure or certification to an individual with a criminal record.

Pursuant to Florida Statutes Section 456.0635, the Florida Department of Health, and related health care boards will refuse to issue a license, certificate or registration, or renew a license, certificate or registration and will refuse to admit a candidate for examination if the applicant has been:

1. Convicted or pled guilty or no contest, regardless of adjudication, to a felony violation of the following Florida Statutes: Chapter 409 - Social and Economic Assistance, Chapter 817 - Fraudulent Practices or Chapter 893 - Drug Abuse Prevention and Control, or 21 United States Code §§ 801-970 that pertains to Controlled Substances or 42 United States Code §§ 1395-1396 that pertains to Public Health and Welfare and Medicare, unless the sentence and any probation or pleas ended more than 15 years prior to the application. Terminated for cause from the Florida Medicaid Program unless the applicant has been in good standing for the most recent 5 years.
2. Terminated for cause by any other State Medicaid Program or the Medicare Program unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years.
3. Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Section 456.0635 of the Florida Statutes lists restrictions for initial licensure applicants and renewals. It is the responsibility of the applicant to research eligibility for the examination, license, and/or certification being sought.

The initial criminal background check will be required during the admissions process of the DI supervised practice. The completed background report will be reviewed and a determination

concerning program acceptance made within three (3) to five (5) business days. The University reserves the right to deny an application.

Interns will be subject to criminal background checks and drug screenings prior to enrollment in the program and/or at any time throughout the duration of the program as per the request of the program's clinical affiliates. The intern is responsible for all associated fees. Allied Health programs mandate clinical participation to meet degree completion requirements. It is at the discretion of each medical facility with which the program has an affiliation agreement, to implement a standard protocol regarding intern's admittance for educational purposes. Acceptance at the clinical facility however, is determined solely by the facility's individual protocol. The program **does not guarantee** student acceptance at a clinical education facility.

If for any reason, a student is denied acceptance at a clinical facility and is unable to complete the program based on their criminal background status the intern will fail the rotation, be dismissed from the program and become ineligible for re-entry to the program.

Students should be aware that some medical facilities require a drug screening on facility prior to the rotation or a random drug screening during the rotation. Students are required to abide by facility protocols and are responsible for any associated fees

It is the responsibility of the intern to report any changes in the status of their criminal background history to the Program Director and/or Program Coordinator immediately. Should the student become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, the intern will be withdrawn from the program. The program and the University will not modify the curriculum for interns who have an unsatisfactory criminal background status.

Drug Screen Test

Interns will be subject to a drug screen test prior to and/or during their supervised practice rotation experience; as requested by the program's clinical affiliates. The intern will be responsible for locating drug screen testing facilities. All associated fees are the responsibility of the intern. In the event that an intern receives a positive drug screen result, and it is determined the intern has breached the Keiser University Drug Policy, the student will be immediately dismissed from the program and subsequently from the university.

I have read the Keiser University Criminal Background Check & Drug Screening Policy/Waiver and understand my responsibility in the criminal background and drug screening process. Furthermore, I understand that it is my responsibility to report any changes in the status of my criminal background history to the Program Director and/or Program coordinator immediately. Should I become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, I will be withdrawn from the program. The program and the University will not modify the curriculum for students who have an unsatisfactory criminal background status.

I have read the above statement and understand that as part of the admissions process it is necessary for me to disclose the following information:

- **Have you ever been convicted of a misdemeanor or a felony?**

Yes _____ No _____

- **Have you ever had a professional license suspended or revoked?**

Yes _____ No _____

Note: Convictions or charges resulting in any of the preceding must also be reported.

- | | | |
|--|-----------|----------|
| • Plea of guilty | yes _____ | no _____ |
| • Plea of nolo contendere (no contest) | yes _____ | no _____ |
| • Withheld or deferred adjudication | yes _____ | no _____ |
| • Suspended or stay of sentence | yes _____ | no _____ |
| • Military court martial | yes _____ | no _____ |

The University reserves the right to deny an application based on the following criteria:

- An applicant who has pled guilty, or has pled nolo contendere (no contest) to an offense which is classified as a misdemeanor or a felony which is directly or indirectly related to patient care or public health.
- Crimes which may directly or indirectly relate to patient care or public health include, but are not limited to: murder, attempted murder, manslaughter, rape, sexual assault, violence or threat of violence, driving while intoxicated or impaired, abuse of a controlled substance, or fraudulently altering medical documentation, insurance claims, or medical prescriptions.

By my signature I attest to having answered the following questions truthfully.

Print Name

Date

Applicant Signature

Witnessed by

Health Requirements

KEISER UNIVERSITY ALLIED HEALTH DEPARTMENT

CLINICAL EDUCATION REQUIREMENT WAIVER

Allied Health Program students who will be assigned to a clinical education site for their clinical rotation must have completed the following before they are assigned to a clinical education site. This includes a health check-up by a physician, required tests (to include, but not limited to, PPD – chest x-ray for positive PPD results), titers, immunization record of MMR, Rubella, Varicella, tetanus, CPR/BLS certification, a 4 hour basic HIV/AIDS course, OSHA information and a criminal background check and drug screening.

- The health check-up and required tests must not be any older than one year from the clinical assignment date; with a current PPD within six months. The student is responsible for any fees.
- Students will need proof of Health Insurance coverage prior to going out on clinical rotation. The student will be responsible for maintaining coverage for the duration of each clinical rotation. Health Insurance fees are the responsibility of the student.
- Criminal background check and 10 PANEL drug screening test will be required of all students prior to clinical placement; the student will be responsible for any fees incurred.
- The student must schedule their own health check-up and required tests with a health care provider of their choice; the student will be responsible for any fees incurred.
- It is the responsibility of the student to be in attendance for scheduled facility orientation. The student will receive an orientation information packet by the Clinical Coordinator prior to the start of each clinical rotation which will include the date, time and place of the mandatory orientation. Should the student neglect to attend the mandatory scheduled orientation the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The Program will reschedule an orientation time for the student. However, due to the facility's timeframe between scheduled orientations several days or weeks could pass. Absences in excess of program limits can result in the student being withdrawn from the course, and subsequently withdrawn from the program. The student may re-enter the program when the course re-sequences; provided class size does not exceed maximum student capacity.

I authorize the release verbally and/or in writing of all the information contained in the health records (including drug screen test) and/or criminal background check to Keiser University and its clinical affiliates as necessary for assignment in a clinical facility.

Print Name

Date

Student Signature

Estimated Cost of MS/DI

2017-2018 Initial One-Time Fees

One Time Graduate Application Fee	\$55.00
One Time Registration Fee	\$145.00

Effective 2017-2018 Keiser University Graduate Catalog

Tuition per semester	\$12,484.00
Educational fee per semester	\$600.00

<u>Estimated Average Expenses for Master of Science in Nutrition with Distance Learning Internship</u>	
Lodging (5-Day Orientation Program)	595.00 + taxes estimated
Travel (DI)	300.00 to 400.00 estimated per term
Meals during 5-Day Orientation Breakfast provided by hotel Lunch provided by Keiser University Cost reflects estimated dinner meal	60.00 to 75.00
Books (Master of Science in Nutrition)	420.00 to 450.00 program cost (cost can vary based on purchasing new, used or e-books)
Health Insurance	120.00 per year
*D&D Digital	55.00 for computer matching process (cost is subject to change)
*DICAS Centralized Application System (cost is subject to change)	45.00 for application to MSDI; 20.00 for each additional application (cost is subject to change)
Computer (compatible with Learning System Management, Blackboard)	600.00 or higher
Academy of Nutrition/Dietetics Membership	58.00 per year
<u>One-time expense</u>	
Medical Exam	125.00 to 150.00

Certificates if required by supervised practice rotation facility (HIPPA, CPR, BBP)	100.00 to 150.00
Uniforms/lab coat	40.00 to 60.00
Level II Background Check including fingerprinting	75.00 to 100.00
Drug Test	30.00 to 50.00
Vaccinations/Titers	25.00 and up

Expenses are expressed as a range and may vary depending on geographic location

Website for D&D Digital System and DICAS located in Student Handbook

There are several fast food and sit down restaurants within working distance of the hotel. The Holiday Inn has a small kiosk area with frozen meal selections. There is a Keiser University bus that runs from the Holiday Inn to the graduate campus during business hours.

Other Considerations:

- Level II Criminal Background Checks including finger printing are required for the program, and are at the student’s expense.
- 10-panel drug testing is required before supervised practice and at the discretion of the supervised practice site, and is at the student’s expense.
- Uniforms and lab coats are required during supervised practice, and are at the student’s expense.
- Travel to and from supervised practice sites is at the student’s expense

Online Bookstore

Delivery of Books

The University's Bookstore is online for professional use. Books can be ordered via bookstore website or in person at the online bookstore in Ft. Lauderdale. If a student plans to visit a campus to obtain his/her textbooks, he/she should call prior to a visit to confirm that online classroom books are available. Once ordered, books are delivered via UPS in five to seven business days. Online orders should be placed no more than three weeks prior to class start to ensure proper materials for online classroom activities and correct book editions are purchased.

Lab Coat

Some facilities will require the intern to wear a white lab coat while at the facility and/or on the clinical units. Interns are responsible for the purchasing of the lab coat. Lab coats should be clean and pressed before going onto the clinical unit. Lab coat are available through the Keiser University Bookstore.

Health Insurance

Student health insurance is available through independent providers. Students in allied health fields who are required to complete clinical rotations for academic coursework need health insurance coverage prior to participating in this part of the curriculum.

Student Services

Career Services

Through the Department of Student Services, students are able to participate in student activities, organizations, honor societies, leadership programs, as well career development resources. Through Keiser University's academic departments, students learn the requisite skills for their career, and through Student Services they are instructed on such career preparatory activities as resume development, mock interviewing, career fairs, and professional networking. An online career center is available 24 hours a day. Job search stations with current job openings and career development resources are also provided. Resources are readily available to students, and job placement assistance is accessible to all graduates through the Department of Student Services.

It is the policy of Keiser University's Student Services Department to assist students in finding employment upon graduation. Prior to and after graduation, the Student Services Department advises students on career development skills and assists them in finding employment in their chosen career field. Students and graduates are encouraged to participate in their career advancement via Keiser University's Web-based career center at www.collegecentral.com/keiser and successful completion of the University's Leadership Distinction Program. In order to preserve placement privileges, students are required to provide the Department with a current resumé and to maintain satisfactory attendance. Additionally, all students must complete an exit interview before their graduation date. Although career services assistance is provided, Keiser University cannot promise or guarantee employment

Keiser University fully complies with the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive Title IV funding. Therefore, graduates requesting career services assistance must provide signed authorization allowing the Department of Student Services to send resumes to potential employers as part of a graduate's job search program.

Student services are provided three ways: electronically, telephonically or in person. Adequate personnel are provided by the University to meet student service needs. Distance education students receive the same services as on-campus students.

Counseling

Counseling is available to all students for career and academic reasons. Counseling is sincere, friendly and always confidential. The University maintains contacts with various community organizations and agencies to help meet students' personal needs. Please contact the Director

of Student Services for additional information. Reverend Dr. Louise Morley, Keiser University's Ombudsman, can be reached toll free at 1-866-549-9550.

Resources

Writing Studio

Interns will have access to the Keiser University Graduate Writing Studio through Blackboard. The Writing Studio enhances the intern learning by providing an instructional resource for developing academic and professional communication skills. The Writing Studio is dedicated to assisting writers at every stage of the writing process. By engaging writers in discussions about their works-in-progress, the Graduate Writing Studio helps develop better writers, who, in turn, create better writings.

To accomplish this, writing consultants offer online writing consultations and telephone discussions to support the writer for success as competent writers in their chosen profession.

Online Library

Within Blackboard, interns have access to the Keiser University Online Library. The online library is available 24 hours 7 days a week. The library belongs to several state-supported multi-type library consortia as well as LIRN (The Library Information Resource Network) which as a consortium of private institutional libraries with the purpose of providing quality affordable database information resources. Together, these consortia memberships are a major advantage to all Keiser University graduate interns/students because they increase the number and types of educational resources that can be accessed and they reduce the cost of providing such resources.

Dietetics & Nutrition Online Resources

The online library at Keiser University Graduate School has created a website that features a diverse collection of online resources to all things dietetics & nutrition. The website was designed to be an all-in-one resource for the dietetic and nutrition majors allowing quick access to academic journals, online libraries to online media and recipe collections. The website was created with the Dietetic and Nutrition faculty working with the librarians.

Remediation and Academic Improvement Plan

The remediation performance will determine the appropriate action the PD will implement to engage the student in the DI remediation process. The PD will work with the intern to assist with any remediation. The goal of remediation process to help the intern succeed within the DI and successful complete the program. Summary of Academic Remediation Process:

Category 1 - Grades of 80%-85%

- Email from the PD
- Interns will discuss with PD/PC concerns relating to challenges with the assignment
- PD/PC will offer recommendations to assist the learning process: additional case studies, readings, worksheets, modules, Blackboard online learning tutoring resources

Category 2 – Grades 70%-79%

- Email from the PD
- PD will notify Dean of Graduate School of interns Action Plan for improvement and seek any additional guidance
- Development of an Action Plan to support improvement
- Intern and PD will work together to identify reason(s) for falling grades
- Action Plan will support the interns and PD recommendations for improvement
- Additional supportive learning tools will be provided to assist the learning process: additional case studies, readings, worksheets, modules, Blackboard online learning tutoring resources
- Intern will be responsible to demonstrate improvement by completing additional supportive work timely
- PD and intern will review submitted work together via conference call and discuss any continued remediation
- PD will communicate weekly with the intern regarding progress
- PD will communicate with Dean of Graduate School on the interns Action Plan status

Category 3 – Continued Grades 70%-79%

- Email from the PD
- Conference call between PD and Dean of Graduate School to determine next step in remediation process
- Dean of Graduate School, PD and intern will reassess current Action Plan and continue or revise
- PD and Dean of Graduate School will discuss interns current status within the DI based on the Keiser University Graduate School policies and procedures and reassess
- Dean of Graduate School and PD will continue to monitor interns progress

Student Rights

All Keiser University students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the University's accreditation or licensing.
- Information about Keiser University programs, its instructional, laboratory and other physical facilities and its faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Reconsideration of their aid package if they believe a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the University determines whether a student is making satisfactory progress and, if not, the nature of the procedures.

- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on federal, state, local, private and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located and how and when to contact them.
- Information concerning procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how their financial aid eligibility is determined.
- Information on how much financial need, as determined by the University, has been met.
- Information concerning each type and amount of assistance in their financial aid package.
- Information concerning the interest rate on any student loan, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know who their academic advisor is.
- Information concerning the University's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all University personnel.
- Access to their student records.
- Freedom of academic expression.

Student Responsibilities

- It is the responsibility of each Keiser University student to:
- Abide by the Keiser University student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about University programs prior to enrollment.
- Pay special attention to the Free Application for Federal Student Aid, complete it accurately and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know all deadlines for applying or reapplying for aid and meet them.
- Provide all documentation, corrections, and/or new information requested by either the Financial Services department or the agency to which the application was submitted.
- Notify the University of any information that has changed since their initial application for financial aid.
- Repay all student loans.
- Attend an exit interview at the University if they receive a Federal Perkins Loan, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, or Federal Direct PLUS Loan.
- Notify the University and lender (if they have a loan) of any changes in their name, address or attendance status (half-time, three quarter-time, or full-time).
- Understand the University refund policy which is stated on the Graduate School Application and in this catalog.
- Read the contents of the Graduate School Application for Admission carefully.
- Purchase or otherwise furnish books and supplies.

- Maintain University property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations.

Student Withdrawals

It is the responsibility of all students, upon withdrawal from Keiser University, to return library books and pay all fines, fees and monies that are owed to the University.

Privacy of Student Records

Policies and procedures concerning the privacy of student records maintained by Keiser University and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Student records are maintained by campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Bursar's Office (accounts receivable records).

Student records are maintained by the University in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the University. The Registrar maintains a log with dates the records were checked out and used by other departments.

All authorized University personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services or Bursar). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of student rights or otherwise inappropriate, it may be challenged and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge.

Student information is released to persons, agencies or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name (s) of persons to whom the information is to be released.

The Family Educational Rights and Privacy Act (FERPA), requires that the University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student name, major field of study, student participation in officially recognized activities, dates of attendance, enrollment status (full-, half-, part-time; undergraduate or graduate), degrees and awards received, and the most

recent educational agency or institution the student has attended. Students wishing to opt out must provide a formal written request to the registrar at their campus.

Conflict Resolution

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their program director. Subsequent levels are the associate dean or dean of the graduate school and the campus president. Chain of command should *always* be utilized for prompt resolution. Keiser University does however maintain an open door policy.

Steps in Student Complaint Process

NOTE: This process governs situations in which:

- Students have issues with their instructor regarding the grading of an assignment; or
- Students have personal issues with their instructor and/or the conduct of the class

Step 1: Student MUST first attempt to resolve the issue with the instructor. All correspondence should be conducted in writing via Keiser University e-mail.

Step 2: If student, for personal reasons, feels they cannot approach the instructor, **OR** if the student is dissatisfied with the resolution by the instructor in Step 1, the student can appeal to the department chair. If a student wishes to protest a grade, the student agrees to accept the grade of the new reviewer. All correspondence will be communicated in writing via Keiser University e-mail with the understanding that the Instructor may be copied on ALL communication between the student and the department chair.

Step 3: Student Appeal: If student is dissatisfied with the resolution by the department chair, the student can appeal to the dean. This appeal must be communicated in writing via Keiser University e-mail with the understanding that the department chair AND the instructor may be copied on ALL communication between the student and the dean.

The department chair and dean reserve the right to withhold communication with the instructor due to special circumstances.

The dean's decision is FINAL and will be communicated to the student, the department chair and the instructor in writing via Keiser University email.

Students may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND) against the program. The complaint must be related to matters of accreditation.

ACEND Student Complaints

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a Dietetic Internship program's compliance with accreditation standards. ACEND is interested in the sustained quality of continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the accreditation

standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting ACEND at:

The Accreditation Council for Education in Nutrition and Dietetics:

120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
1-800-877-1600 Ext 5400

Advisor Notification

Advisors may also be copied on all correspondence. If an intern starts the complaint process through their advisor, the advisor will re-route the complaint to the appropriate department chair, and a copy of the correspondence may also be sent to the course instructor.

Intern Disciplinary Procedures

If an intern violates Keiser University's Standard of Conduct, the first level of discipline lies with faculty member. If a situation demands further action, the PD and/or Dean of the Graduate School is responsible. If a student has serious objection to the disciplinary action imposed, the intern has the right to use the grievance process as outlined herein. If a student is dissatisfied with the disciplinary action imposed, the intern has the right to use grievance process as outlined herein.

Grievance Procedures

Step 1. Student MUST first attempt to resolve the issue with the instructor. All correspondence should be conducted in writing via Keiser University email.

Step 2. If student, for personal reasons, feels they cannot approach the instructor, OR if the student is dissatisfied with the resolution by the instructor in Step 1, the can appeal to the department chair. If a student wishes to protest a grade, the student agrees to accept the grade of the new reviewer. All correspondence will be communicated in writing via Keiser University email with the understanding that the Instructor may be copied on ALL communication between student and the department chair.

Step 3. Student Appeal: If student is dissatisfied with the resolution by the department chair, the student can appeal to the dean. The appeal must be communicated in writing via Keiser University email with the understanding that the department chair AND the instructor may be copied on ALL communication between the students and the dean. The department chair and dean reserve the right to withhold communication with the instructor due to special circumstances. The dean's decision is FINAL and will be communicated to the student, the department chair and the instructor in writing via Keiser University email.

Keiser University believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take

disciplinary measures or other administrative actions related to student conduct, behavior, or academic policy violations, the student may appeal the decision to the Grievance Committee.

Students are encouraged to resolve problems through normal administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Student Services. The grievance is then scheduled to be heard before the Committee. The Grievance Committee panel is a standing committee that meets at 1:00 p.m. each Tuesday if a grievance is to be heard.

The voting members of the Grievance Committee consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel are non-biased participants. The Director of Student Services is the facilitator/moderator of the grievance hearing and a non-voting member of the proceedings. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the Office of the Chancellor, will become binding upon the administration as well as the student who filed the grievance.

Academic and Administrative Dismissal

A student may be dismissed from Keiser University for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
 - meeting of deadlines for academic work and tuition payments;
 - provision of documentation, corrections and/or new information as requested;
 - notification of any information that has changed since the student's initial application;
 - purchase or otherwise furnish required supplies;
 - maintenance of University property in a manner that does not destroy or harm it;
 - return of library books in a timely manner and payment of any fines that may be imposed;
 - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
 - continued inappropriate personal appearance;
 - continued unsatisfactory attendance;
 - non-payment for services provided by the University;
 - failure to comply with policies and procedures listed in the current University catalog and student handbook; or
 - conduct prejudicial to the class, program or University.
- Specific behaviors that may be cause for dismissal include, but are not limited to:
 - willful destruction or defacement of University or student property;
 - theft of student or University property;
 - improper or illegal conduct, including hazing, sexual harassment, etc.;

- use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
- being under the influence of alcoholic beverages or illegal drugs while on campus;
- cheating, plagiarism, and/or infractions of the University's Student Conduct Policies;
- any behavior which distracts other students and disrupts routine classroom activities;
- use of abusive language, including verbalization or gestures of an obscene nature; or threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

After an intern has completed the grievance process at the institution and continues to be dissatisfied with the resolution, interns can submit a complaint to ACEND. The PD will maintain a chronological record of the student complaints related to the ACEND accreditation standards along with resolution of complaints for 5 years. During ACEND site visits, the information will be available for the site team viewing.

Disciplinary Probation

If an intern fails to meet his or her responsibilities as outlined in this catalog or contained elsewhere where University policies and procedures are posted or distributed, he or she may be placed on probationary status. Probationary status is normally for one semester. If an intern fails to improve as required during the time period specified for his or her probation, he or she may be continued on probation or dismissed from the program and the University. Intern complaints/grievances are maintained in the PD office and available for ACEND review during the ACEND site visit. The file will contain a record of the intern's complaints relating to ACEND accreditation standards along with resolution. Records are kept for five years.

Administrative Actions

An intern may be suspended or dismissed from Keiser University for violating administrative policies. Causes for suspension and/or dismissed are:

- Failure to meet intern's responsibilities as enumerated hers or in catalog
- Non-criminal, disruptive or otherwise inappropriate conduct
- Continued inappropriate personal appearance
- Continued unsatisfactory attendance
- Non-payment for services rendered by the University
- Failure to comply with policies listed in the current University catalog

Leave of Absence Policy

To be eligible for a leave of absence the student must submit a written request for the leave (with required documentation) to the Dean of the Graduate school. Interns must have approval from the Dean of the Graduate School prior to the start of a leave of absence. An exception to this policy may be made for an intern with a medical emergency. This exception to the policy is considered only when an intern expects to return to school within the maximum time frame for a leave of absence. An intern may make a single request for a non-contiguous leave of absence

when the request is for the same reason (such as a serious health problem requiring multiple treatments).

Due to the nature of the DI, interns who request a leave of absence will only return to the program with the approval from the Program Director. Accepted reasons for a leave of absence within a twelve-month period are jury duty, military duty or circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with an intern for adoption or foster care, intern must care for spouse, child or parent with a serious illness or a serious health condition of interns.

Attendance Policy

Interns must notify the preceptor as soon as possible in any event of an absence from the rotation. An email must be sent to the Program Director or Program Clinical Coordinator advising of the absence ASAP. Interns will need to make up the lost hours due to the absence at the convenience of the preceptor. As needed, further discussion can result with the preceptor regarding the protocol for the intern to make-up the lost supervised practice hours.

Excused Absence Includes:

- Incapacitating illness, and unexpected family emergencies are considered valid reasons for absences however; the procedure above must be followed.
- A death in the immediate family is considered an excused absence. Keiser University defines "immediate family" as: spouse, parent, child, sibling or spouse's parent, child or sibling. An obituary is required documentation.
- Absences for scholarly activities will be considered by the program director on a case-by-case basis and must be addressed at least one month prior to the event.

Unexcused Absence Includes:

- Absenteeism not reported to the Program Director/Program Clinical Coordinator will be considered unexcused regardless of cause.
- Any change in rotation schedule not reported to the PD/PC is considered unexcused.
- Avoid scheduling business appointments, medical appointments or social events during rotation schedules. Discuss with Program Director/Program Clinical Coordinator if situation is warranted.

Travel

Intern will be responsible for his/her own transportation to the supervised practice facility or satellite facilities. Keiser University is not responsible or liable for accidents occurring during travel to and from assigned supervised practice facilities. Interns are responsible for automobile insurance.

The intern will have to travel to the supervised practice facilities. The intern will arrive to the facility on time to begin the rotation. The intern will allow and adjust for travel time. Tardiness will not be tolerated.

Parking

An intern may be required to obtain a parking decal or park in a designated area of the facility property. The intern is expected to follow all the rules of the facility pertaining to parking. If the intern feels their safety is in jeopardy, the intern must alert the preceptor of the concern or call Security.

It is not suggested to leave valuables visible in your car (i.e. cell phone, purse, money, computers, iPod or tablet). The facility and Keiser University are not responsible for valuables stolen at facilities.

Tardiness

Interns are expected to arrive to the facility on time. Tardiness is disruptive to other and will not be tolerated. Interns who consistently arrive late to the facility will be referred to the Program Director/Program Clinical Coordinator for counseling. Preceptor will notify Program Director/Program Clinical Coordinator of intern's chronic tardiness.

Meals

Interns are responsible for their meals during the supervised practice. Many facilities will have kitchens or satellite feeding centers. Interns cannot assume that meals are free to them during the rotations. Any exceptions to this rule will be at the discretion of the preceptor and/or facility management.

Interns bringing their lunch to the facility will be responsible to follow the policy as to storing of employee lunches, names on lunches and discarding uneaten lunches. If the intern wants to leave the facility for lunch, the preceptor or manager or supervisor must give approval for the intern to leave the premises.

Email Policy

All Keiser University DI interns are required to open, utilize, and maintain a KU email account. Official university communications and notices will be sent via KU email accounts only. All interns will be responsible for regularly checking their KU email and for the information contained therein. **ONLY KU** accounts will be used in all matters related to academics, student life, and university notifications. The university does not forward email to personal email accounts.

Emergency Contact

Interns are required to submit an emergency contact number prior to beginning of the DI. Changes in address, email or cell phone numbers must be submitted to the University with 24 hours of the change.

Badge Identification

The intern will be responsible for wearing the facility identification badge or University ID badge at all times. The badge must be visible to all personnel. The intern may be stopped and questioned on a clinical unit or in another department or by an employee if ID badge is not clearly visible. Some facilities will require the ID badge worn even in the parking garages and on their campus.

Cell Phones

Interns will comply with the policy requiring cell phones at the supervised practice facilities. Cell phones should not be visible during working hours and at some facilities, during mealtimes. Interns should not be found talking, texting or searching the Internet on cell phones during working hours.

If an intern is expecting an emergency telephone call, discuss this occurrence with the preceptor or manager or supervisor at the facility ahead of time. The preceptor or manager or supervisor will explain the best means of handling this occurrence.

Smoking at Facilities

Many facilities are a smoke-free environment. Interns will follow the Policy & Procedure of the facility concerning smoking. The intern will not leave or step outside the department to have a cigarette during the day. The intern will not join other employees (professional or non-professional) leaving their position to have a cigarette. Many facilities have a “no smoking” policy for employees and visitors is enforced on campus as well as in their parking garages.

Gum Chewing at Facilities

Gum chewing at many facilities is considered inappropriate behavior for a professional. Gum chewing is a violation of the Food Code regulations in areas where food is being prepared and served, including patient units. Interns should refrain from chewing gum while at the facility. If the intern is concerned with bad breath, the intern can use mints.

Vacations and Holidays

In this accelerated DI, interns will be allowed work days listed in the Graduate Catalog whereby the University is closed. During these working days, the intern will continue the DI process and accrue hours towards the supervised practice.

The days the University is closed and interns need to contact either the Program Director or Program Clinical Coordinator, interns will have their contact information. The program administrators will be available to assist the intern with any concerns. If the intern is requesting time off, a written submission is forwarded to the Program Director at least one month prior to the time off. The Program Director will review the request and make a decision. Program Director or Program Clinical Coordinator will speak with preceptor prior to the decision. If the intern is granted time away, the supervised practice hours must be made-up at the convenience of the preceptor. Program Director or Program Clinical Coordinator will be aware of the process used to allow the intern to complete the required hours. An Academic Calendar is provided in the Appendix.

Professional Attire at Facilities

Interns are required to dress conservatively and appropriately for the workplace. Dress requirements may vary slightly from facility to facility but conservative business attire must be worn. Interns are responsible to check with the preceptor for what is considered acceptable attire for the workplace. It is highly suggested that the intern review the facility's and/or department's Dress Code Policy. Interns attending a professional meeting (on or off the facility's premises) during the rotation must again wear conservative professional attire.

At all times, interns are expected to present a clean, neat and well-groomed appearance. Hair should be neatly combed. Long hair should be worn away from the face. Interns must dress appropriately to meet all safety and sanitation requirements.

Professional Dress for Women

a. Clinical and Community Attire

Business attire does not include extreme styles in dress, jewelry, footwear, make-up or hairstyles. Simple post earrings (1 or 2 posts) are often allowed but dangling earrings should not exceed ½ inch. Facial piercing, body piercing or tongue piercing jewelry is not to be worn during Supervised Practice hours. Any tattoos should be covered during the Supervised Practice hours. Long fingernails, artificial fingernails, nail art and/or bright nail polish are not allowed in rotations. Extreme length of fingernails along with nail art and/or bright nail polish is not allowed in rotations. Business attire does not include jeans or shorts or 'cut-offs'. Hosiery or socks should be worn at all times unless specified by preceptor.

Interns should have a neat and professional appearance. The clinical and/or community rotations may require a white laboratory coat or jacket. The laboratory coat or jacket should be clean (free of stains) and pressed (wrinkle free) prior to the start of each day. No ornamental jewelry is to be worn with uniform attire.

b. Food Service Systems/Dietetic Management Attire

The food service systems/dietetic management rotation will require that all interns comply with the safety and sanitation regulations. Interns should discuss the safety and sanitation regulations enforced in the kitchen, serving areas, and patient delivery areas with the preceptor, manager, or supervisor.

The food service systems/dietetic management rotation may require that no jewelry (including wedding rings and watches) be worn. Interns should check with preceptor, manager or supervisor before the start of the rotation to clarify what is considered appropriate jewelry that is allowed in the kitchen. It is highly suggested that interns review the department's Dress Code Policy for the kitchen, serving areas and patient delivery areas. Hosiery or socks must be worn at all times in the kitchen, serving areas, and patient delivery areas. Shoes must have a closed toe and heel with a non-slip sole. Hair needs to be up and not touching the back of the neck or collar. Hair nets, surgical caps, or baseball caps may be used as head covering in many facilities but intern should check with preceptor or manager or supervisor. Long hair in a ponytail violates sanitation standards if the ponytail is hanging out the back of the baseball cap or not completely covered by hair net or surgical cap. Fingernails should be short, clean and unpolished during the food service rotation. Interns cannot have artificial nails (acrylic nails or press-on nails) during the food service rotation. This type of nail violates the safety and sanitation standards for food service.

If an intern's appearance is considered inappropriate during a rotation by the preceptor, manager, supervisor, or the administration, the intern will be requested to correct the situation. The preceptor will notify the Program Director and/or Program Clinical Coordinator of the dress code violation and the intern may be asked to leave the facility and return in appropriate attire. The intern will need to make-up the lost hours at the preceptor's convenience and approval of the Program Clinical Coordinator.

Professional Dress for Men

a. Clinical and Community Attire

Business attire does not include extreme styles in dress, jewelry, footwear, or hairstyles. Facial piercing, body piercing, or tongue piercing jewelry is not to be worn during Supervised Practice hours. Pierced earrings may or may not be allowed for men in the facility. Any tattoos should be covered during the Supervised Practice hours. Business attire does not include jeans, shorts, or 'cut-offs'. Socks should be worn at all times unless specified by preceptor. Gentlemen should be clean shaven each day as some facilities will not allow men to have facial hair. Interns should check with the preceptor prior to the rotation concerning the facial hair policy.

Interns should have a neat and professional appearance. The clinical and/or community rotations may require a white laboratory coat or jacket. The laboratory coat or jacket

should be clean (free of stains) and pressed (wrinkle free) prior to the start of each day. No ornamental jewelry is to be worn with uniform attire.

b. Food Service Systems/Dietetic Management Attire

The food service systems/dietetic management rotation will require that all interns comply with the safety and sanitation regulations. Interns should discuss the safety and sanitation regulations enforced in the kitchen, serving areas, and patient delivery areas with the preceptor, manager, or supervisor.

The food service systems/dietetic management rotation may require that no jewelry (including wedding rings and watches) be worn. Interns should check with preceptor, manager or supervisor before the start of the rotation to clarify what is considered appropriate jewelry that is allowed in the kitchen. It is highly suggested that interns review the department's Dress Code Policy Code in the kitchen, serving areas, and patient delivery areas. Hosiery or socks must be worn at all times in the kitchen, serving areas, and patient delivery areas. Shoes must have a closed toe and heel with a non-slip sole. Hair needs to be up and not touching the back of the neck or collar. Hair nets, surgical caps, or baseball caps may be used as head covering in many facilities. Long hair in a ponytail violates sanitation standards if the ponytail is hanging out the back of the baseball cap. Some facilities will require the intern wear a facial net if the intern has facial hair (beard). Fingernails should be short, clean and unpolished during the food service rotation.

If an intern's appearance is considered inappropriate during any rotation by the preceptor, manager, supervisor, or administration, the intern will be requested to correct the situation. The preceptor will notify the Program Director and/or Program Clinical Coordinator of the dress code violation and the intern may be asked to leave the facility and return in appropriate attire. The intern will need to make-up the lost hours at the preceptor's convenience.

Absence(s) for Supervised Practice Facilities

It is the intern's responsibility to notify the preceptor, manager, or supervisor and the Program Director and/ Program Clinical Coordinator of the absence prior to the start of the shift. The intern will confirm with the preceptor the best means of communicating (email, telephone call or texting) the unplanned absence. Reasons for absence can include illness, car problems, a family emergency, bereavement or jury duty. The intern will need to consult with the preceptor for any required documentation needed to return to the facility. The Program Clinical Coordinator will advise the intern of the required documentation needed for the intern's file to support any time away from the facility. It is the responsibility of the intern to arrange to make-up the lost supervised practice hours with the preceptor and approval of the Program Clinical Coordinator.

If the absences become chronic, the preceptor will notify the Program Clinical Coordinator and appropriate action will be taken, such as coaching or counseling the intern. All efforts will be made to assist the intern in resolving the problem. Interns are subject to the Keiser University Policy & Procedure regarding attendance. Documentation of any action taken will become part of the intern's file.

Professional Conferences and Meetings

Interns requesting to attend a professional conference (i.e. FNCE or State Symposium) during the supervised practice will need to discuss the conference with the Program Director and/or Program Clinical Coordinator. The conference can be used for DI Supervised Practice hours only if the conference relates to dietetics and nutrition and a narrative is submitted for review by Program Director or Program Clinical Coordinator. The narrative needs to demonstrate how the knowledge gained at the professional conference relates and can be used in the practice of nutrition and dietetics. Interns are responsible for all arrangements and expenses. The intern will also need to discuss the absence from the rotation with the preceptor.

Withdrawal or Termination from Supervised Practice

Interns who withdraw from the DI Supervised Practice will follow the policy as stated in the Keiser University Graduate Catalog. Inappropriate behavior can result in an intern being removed from a facility. Prior to such action, the Program Director and Program Coordinator must discuss all efforts to resolve the inappropriate behavior with the intern. All discussions with the preceptor and intern, as well as the resolution to the problem, must be documented in the intern's file. The intern is responsible to make-up the lost hours which will be decided by the Program Director and/or Program Coordinator and communicated to the intern.

Inappropriate behavior and performance may include but are not limited to:

- a. Unprofessional behavior in the workplace
- b. Poor skill performance
- c. Poor clinical judgment
- d. Behavior or actions that place a patient/client at a safety risk

FACULTY OF DISTANCE LEARNING INTERNSHIP

Names, titles and contact information for DI faculty.

Program Director:

Dona C. Greenwood, PhD, RDN, LD/N, FAND
Distance Learning Internship
Office 863-682-6020

Program Clinical Coordinator:

Laura Goolsby, MS, RDN, LD/N
Distance Learning Internship
Office 863-682-6020

APPENDICES

Insert academic calendar here from 2017-2018 catalog

Supervised Practice Manual Evidence of Understanding

I have read the statements of policy and procedure for Keiser University Graduate Distance Learning Internship. I understand the contents and agree that I will adhere to the policies and procedures specified in the DI Supervised Practice Manual. In cases where I do not follow the guidelines, I am willing to abide by the consequences identified in this statement, syllabus, and/or the University Graduate Catalog.

Name (Print) _____

Signed _____ Date _____

Program Director/Program Clinical Coordinator (Print) _____

Date _____

Signed _____ Date _____

KEISER UNIVERSITY
Distance Learning Internship

Supervised Practice Weekly Time Form

Fax Number: _____

Attention: _____

Student's Name: _____ Date: _____

Supervised Practice Education Site: _____ DIE _____

Week (circle one) 1 2 3 4 5 6 7 8 9 10

Day	Date	Start Time	End Time	Total Hours	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL HOURS _____					

 Student's Signature

 Date

 Preceptor's Signature

 Date

The completed Time Form must be faxed to the DI Program's Coordinator or the Program Director no later than the end of shift each Friday, or beginning of day shift on the following Monday. Please scan, email or fax to the Program Coordinator.

KEISER UNIVERSITY
Distance Learning Internship

Emergency Contact Sheet
Retain in intern's file

Instructions: Please provide the following contact information for use in case of an emergency.

Name: _____ Relationship: _____

Phone: _____ Other phone: _____

Name: _____ Relationship: _____

Phone: _____ Other phone: _____

Name: _____ Relationship: _____

Phone: _____ Other phone: _____

In the event of an emergency, I would like the above person(s) contacted on my behalf.

Student
Signature: _____ Date: _____

Print
Name: _____ Date: _____

Academic Calendar

Term Calendar 2018

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

1/1/2018 New Year's Day

01/08/18-04/29/18 Winter Semester

01/08/18-03/04/18 Term A Classes Begin

1/15/2018 Martin Luther King Jr. Day

1/16/2018 Return

2/19/2018 President's Day

2/20/2018 Return

03/05/18-04/29/18 Term C Classes Begin

03/30/18-04/02/18 Easter Break

4/3/2018 Return

04/30/18-05/06/18 **Spring Break**

Semester II

05/07/18-08/26/18 Summer Semester

05/07/18-07/01/18 Term A Classes Begin

5/28/2018 Memorial Day

5/29/2018 Return

07/02/18-08/26/18 Term C Classes Begin

7/4/2018 Independence Day

7/5/2018 Return

NONE [Summer Break]

Semester III

08/27/18-12/16/18 Fall Semester

08/27/18-10/21/18 Term A Classes Begin

9/3/2018 Labor Day

9/4/2018 Return

10/22/18-12/16/18 Term C Classes Begin

11/22/18-11/25/18 Thanksgiving Break

11/26/2018 Return

12/17/18-01/06/19 Holiday

Term Calendar 2019

Note: Each term begins on a Monday at 12:01 a.m. and ends on a Sunday at 11:59 p.m.

Semester I

1/1/2019 New Year's Day

01/07/19-04/28/19 Winter Semester

01/07/19-03/03/19 Term A Classes Begin

1/21/2019 Martin Luther King Jr. Day

1/22/2019 Return

2/18/2019 President's Day

2/19/2019 Return

03/04/19-04/28/19 Term C Classes Begin

04/19/19-04/21/19 Easter Break

4/22/2019 Return

04/29/19-05/05/19 Spring Break

Semester II

05/06/19-08/25/19 Summer Semester

05/06/19-06/30/19 Term A Classes Begin

5/27/2019 Memorial Day

5/28/2019 Return

07/01/19-08/25/19 Term C Classes Begin

7/4/2019 Independence Day

7/5/2019 Return

NONE [Summer Break]

Semester III

08/26/19-12/15/19 Fall Semester

08/26/19-10/20/19 Term A Classes Begin

9/2/2019 Labor Day

9/3/2019 Return

10/21/19-12/15/19 Term C Classes Begin

11/28/19-12/01/19 Thanksgiving Break

12/2/2019 Return

12/16/19-01/12/20 Holiday