



Department of Family & Consumer Sciences

6800 Wydown Boulevard

St. Louis, MO 63105

**Individualized Supervised Practice Pathway (ISPP)**  
**2018 - 2019 Student Handbook**  
**& Policy and Procedure Manual**

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## **DIDACTIC PROGRAM IN DIETETICS**

### **INDIVIDUALIZED SUPERVISED PRACTICE PATHWAY (ISPP) TRACK**

*[NOTE: Please refer to the 2017-18 Graduate Program Student Handbook/Policy Manual for all policies/procedures related to the MA in FCS: Multidisciplinary Health Communication Studies.]*

#### **INTRODUCTION**

Welcome to the Fontbonne University Individualized Supervised Practice Pathway (ISPP). In 1917 the state of Missouri granted a charter for the Sisters of St. Joseph of Carondelet, St. Louis Province, to establish a liberal arts college for women in St. Louis, Missouri. Fontbonne is named for Mother St. John Fontbonne who refounded the Congregation of the Sisters of St. Joseph in Lyon, France, in 1808 after the French Revolution, and who sent the first six Sisters of St. Joseph to the United States in 1836. These sisters established their new headquarters in the Carondelet area of St. Louis. Fontbonne held its inaugural classes in 1923, and dietetics was one of the founding programs of the institution.

#### **MISSION STATEMENTS [ACEND Guideline 9.3.b.]**

The DPD at Fontbonne University has established its own mission, separate from the department and institutional mission, but one that is still compatible with the mission statement and philosophy of the sponsoring institution and the preparation of entry-level dietetics practitioners. To fully appreciate the DPD mission, it is important to first have an understanding of the mission statements of Fontbonne University and the Department of Family & Consumer Sciences.

##### University Mission

Fontbonne University, a Catholic institution sponsored by the Sisters of St. Joseph of Carondelet, is committed to the common good through the daily pursuit of transformative education, inspiring students to become global citizens who think critically, act ethically and serve responsibly. (Fontbonne University 2018-19 Catalog, page 8).

##### Department Mission Statement

The mission of the Department of Family & Consumer Sciences (FCS) is to prepare graduates to become leaders and advocates who enhance the quality of life of individuals, families, and communities. The faculty in FCS is guided by the university's mission, vision, values, commitment, purposes and Catholic identity statement. We believe in the integration of a liberal arts education with professional competence in meeting the needs of individuals and families. All professional areas of specialization within the department recognize the impact of values and change on the lives of people.

##### Program Mission Statement

The mission of the Didactic Program in Dietetics at Fontbonne University is to prepare students for supervised practice to become registered dietitian nutritionists (DPD) or as entry-level registered dietitian nutritionists (ISPP). Graduates use their knowledge and skills in food and nutrition to enrich the quality of life of individuals, families, and communities.

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## **ISPP GOALS AND OBJECTIVES [ACEND Guideline 9.3.b.]**

DPD/ISPP Program Goal #1: To assist competent entry-level dietetics practitioners in the achievement of their career goals in a foods and/or nutrition-related field.

### *ISPP Objectives\**

- a. At least 80 percent of program interns will complete program/degree requirements within 26 months (150% of the program length). (Required Element 3.3.b.1. Program Completion; Data source: ISPP student information sheet)
- b. Of graduates who seek employment, at least 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (Required Element 3.3.b.2. Graduate Employment; Data source: ISPP Six-Month and One-Year Follow-up Surveys)
- c. At least 50 percent of graduates who indicate that they are employed in nutrition and dietetics or related fields will report being employed in their desired area of practice (i.e. clinical, community, food and nutrition management, consulting and business, or education and research) within 12 months. (Required Element 3.3.a Program Specific Objectives; Data source: Supervised Practice Course Survey and ISPP Six-Month and One-Year Follow-up Surveys)

DPD/ISPP Program Goal #2: To graduate competent entry-level dietetics practitioners in the area of foods and/or nutrition.

### *ISPP Objectives\**

- a. At least 90 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (Required Element 3.3.3.a. Graduate Performance on Registration Exam; Data source: Pearson VUE Program Summary Reports)
- b. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80 percent. (Required Element 3.3.3.b Graduate Performance on Registration Exam; Data source: Pearson VUE one-year summary report)
- c. Of the employers who respond to the survey, at least 80 percent will report that program graduates are adequately prepared for their position. (Required Element 3.4.d. Employer Satisfaction; Data source: ISPP Employer Survey)
- d. Of the graduates who respond to the 12 month follow up survey, at least 80% will respond with a "4" or "5" to the question that asks how adequately the supervised practice portion of the program prepared them for their current position. (Required Element 3.3.a. Program Specific Objectives; Data source: ISPP One-Year Follow-up Survey)

\*Program outcome data are available upon request. [ACEND Guideline 9.3.c.]

## Concentration Area: Multidisciplinary Health Communication Studies

In addition to the 41 core competencies for registered dietitian nutritionists (CRDNs; see Appendix A) described in the ACEND 2017 Standards, the Fontbonne University ISPP provides a concentration area in Multidisciplinary Health Communication Studies. The concentration will contribute to the development of programs focused on improving health knowledge, skills, and practice as well as promote well-being of individuals and families, by educating student-professionals to create and utilize communication strategies to effectively transmit health/science knowledge and skills that are not only appropriate for the consumer but work to help individuals change their behavior in order to promote a healthy lifestyle.

The following items represent concentration specific competencies that will be formally assessed in ISPP students:

- i. Demonstrate the ability to seek and utilize credible health-related resources to support their role as professional health communicators.
- ii. Translate and disseminate science-based information in a way that is understandable, ethical, and utilizes modern communication channels as a means to empower individuals to make positive lifestyle changes.
- iii. Advocate and argue for just health-related policies that directly impact the lived experiences of those whom they serve through their daily work.
- iv. Develop and implement strategies/programs that seek to improve the quality and years of healthy life and reduce health disparities in the populations of those whom they serve through their professional practice.

### **ISPP OVERVIEW [ACEND Guideline 9.3.d.]**

The Fontbonne University ISPP provides experience in a variety of settings (e.g., clinical, community, management, and health promotion/disease prevention) to prepare competent entry-level practitioners in the area of food and/or nutrition. The ISPP combines a minimum of 1208 hours of supervised practice in the field (equivalent to 9 hours of graduate course work) with an additional 31 hours of graduate course work; the successful completion of all graduate course work and supervised practice experiences will lead to a degree of Master of Arts (MA) in FCS in Multidisciplinary Health Communication Studies and receipt of a Verification Statement. Then upon approval by CDR, ISPP graduates are eligible to sit for the national registration exam for dietitian nutritionists in order to earn the RD/RDN credential. In the state of Missouri, passing the CDR Registration Exam for Registered Dietitian Nutritionist and successful submission of a licensing application and fee will result in licensure (LD or LDN) in the state of Missouri. Program graduates should check licensing laws in the state in which they intend to practice. State licensure information is available on the CDR website at: <https://www.cdrnet.org/state-licensure-agency-list>

### **ACCREDITATION [ACEND Guideline 9.3.a.]**

Fontbonne University is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. Fontbonne University is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 800-621-7440

The Fontbonne University Didactic Program in Dietetics (DPD) is currently granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040, ext. 5400, <http://www.eatrightacend.org/ACEND/>. ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice.

ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty or students.

## **DEPARTMENT PERSONNEL**

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## DEPARTMENT OPERATIONS

### DEPARTMENT STAFF:

**Vickie Logston**, FCS Department Administrative Assistant, AB 126, 314-889-1415, Fax 314-719-8015, [vlogston@fontbonne.edu](mailto:vlogston@fontbonne.edu)

DEPARTMENT OFFICE: AB126. This office is maintained for faculty use. Messages for faculty may be left in this office. There is a mailbox inside the office for Student Association of Family & Consumer Sciences (SAFCS) communications and a drop box outside the office for assignments turned in after hours. The office is open from 8:00am – 4:30pm, Monday - Friday.

DEPARTMENT PHONE: 314-889-1415. A voice mailbox takes messages when no one is available to answer the phone. *This phone is for faculty and staff use. Students may use it for emergencies only.* Department fax number is 314-719-8015.

FACULTY OFFICE HOURS are posted by each office door.

DEPARTMENT E-MAIL ADDRESS: [FCSDept@fontbonne.edu](mailto:FCSDept@fontbonne.edu)

FCS DEPARTMENT FACEBOOK PAGE: [FCS Fontbonne University](#)

**The following sections of the Handbook are organized alphabetically by topic.**

## ABSENCES

Interns must immediately notify the appropriate preceptor if they are going to miss any part of a rotation or other supervised practice experience due to either illness or other extenuating circumstances. The ISPP Program Director must also be notified by email of all absences when they occur. Interns should indicate the reason for the absence, the amount of time missed and the plan for making missed time related to any absence in the body of the email.

Interns are responsible for all work associated with their graduate courses/supervised practice experiences. Missed work/time from a planned rotation, regardless of the reason, must be made up; this should be coordinated with the respective preceptor and communicated with the ISPP Program Director. Excessive absences (defined as  $\geq 15$  rotation days) may require that the intern either withdraw from the ISPP or request a leave of absence. The procedure for requesting a leave of absence is described in the Fontbonne University 2019-19 Catalog, p. 55). [ACEND Guideline 10.2.p.]

### Weather Related Absences

Interns are expected to report to their supervised practice sites on all scheduled days, despite winter weather conditions. This includes any off campus pre-supervised practice experiences. If the site should close due to inclement conditions, then the intern will not report to that site (see policy above on absences). For on campus classes, please follow campus alerts to find out if classes are in session, delayed, or cancelled. Typically an email is sent to the campus community to alert you of closings or

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scheduling changes. You can sign up for text alerts at <https://www.fontbonne.edu/campus-life/public-safety/text-message-alerts/>

## **ACADEMIC ADVISEMENT FOR INTERNS**

The ISPP Program Director will serve as the academic advisor for students enrolled in the ISPP at Fontbonne University. Advising is a collaborative process between faculty and students. This process occurs on a formal and informal/ongoing basis. For additional information on this topic, see the section on academic advising in the Graduate Handbook.

## **ACADEMY MEMBERSHIP**

Interns are often required to utilize resources which are only available to members of the Academy of Nutrition and Dietetics (AND). Examples include the Evidence Analysis Library (EAL) and articles from the AND Journal. Fontbonne ISPP interns are also required to join, and attend monthly meetings for the St. Louis chapter of the Academy (AND-StL) during their time in the program. Membership in AND is required to join AND-StL. ISPP students must provide continued proof of current membership in AND.

## **ACCESS TO PERSONAL FILES [ACEND Guideline 10.2.s.]**

Intern files are maintained by their academic advisor. Interns may see any/all of their file by making an appointment with their advisor. Interns who authorized waivers for letters of recommendation (e.g., DICAS) may not review their DI/ISPP application recommendations.

## **ADMISSION REQUIREMENTS [ACEND Guideline 9.3.f.; 10.1.a.]**

The following admission requirements apply to all students accepted into the Individualized Supervised Practice Pathway:

1. Bachelor's degree from an accredited institution (must be conferred by program start date in July).
2. Verification Statement or Declaration of Intent from a program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)
3. U.S. citizen or permanent resident
4. Minimum 3.2 GPA in all professional (DPD) coursework
5. Minimum 3.0 GPA in all prior coursework completed, at all institutions attended
6. Successfully completed coursework in Medical Nutrition Therapy within five years of application
7. Participated in the Dietetic Internship match process and did not receive a match (the unsuccessful match does not need to be from the most recent cycle)

## AMERICANS WITH DISABILITIES ACT

Fontbonne University offers services to students with documented physical, visual, hearing, learning, or psychiatric disabilities. Any student seeking academic accommodations under the Americans with Disabilities Act (ADA) must schedule an appointment with the director of the Kinkel Center to request specific accommodations; provide appropriate and verifiable documentation of the specific disabilities for which accommodations are requested; and submit a request for accommodations in a timely fashion, usually at least 48 hours before the accommodation is needed. Depending on the disability and the accommodation requested, timely notification may be four to six weeks prior to the semester in which the accommodation is needed. For additional information, please see <https://www.fontbonne.edu/academics/academic-resources/kinkel-center-for-academic-resources/americans-with-disabilities-act-accommodations/>

## ASSESSMENT OF PRIOR LEARNING [ACEND Guideline 10.2.i.]

The Fontbonne University ISPP does not currently have a policy for assessing learning or competence to earn supervised practice hours for volunteer or paid work experience completed prior to admission to the institution. The graduate program will accept up to six academic credit hours from another institution that are deemed to be transferable as currently required courses (see Transfer of Credit policy, Fontbonne University 2018-19 Catalog, p. 228).

In cases where a student begins the MA in FCS graduate program in another track and is later accepted to the ISPP, all previously completed course work will be transferred to the new track. The student will be responsible for completing all remaining course work, including specific requirements for the ISPP track.

## ASSESSMENT OF STUDENT LEARNING AND PROGRESS [ACEND Guideline 10.2.j.]

Interns are assessed both formally and informally throughout the ISPP program.

### Graduate Coursework

Competencies acquired in class/graduate course work are assessed by graduate instructors and the data are summarized for each intern by the ISPP Program Director. The ISPP Program Director meets with each student individually through advising meetings and then at appropriate intervals throughout supervised practice. A remediation plan will be initiated when needed (see **Retention and Remediation** section of this Handbook).

### Mid-Rotation Progress Report

In an effort to increase intern success and identify potential concerns early, the ISPP program director will solicit informal feedback from preceptors at or around the midpoint of each intern's supervised practice rotation. If concerns are expressed, the director will discuss appropriate next steps with the

preceptor and carry out the plan as needed. If necessary, the director will follow the Procedure for Unsatisfactory Supervised Practice Performance of the Retention and Remediation policy.

### End of Rotation Evaluation

Competencies are noted on rotation materials and are assessed by the appropriate preceptor or by the ISPP Program Director using competency-based rotation evaluation forms. At the end of each rotation or other supervised practice experience, the evaluator will assign the appropriate rating and complete the form; students will do the same on their self-assessment form. During a formal evaluation conference, the preceptor and intern will review the completed forms and discuss areas of strength and opportunities for improvement. Both the preceptor evaluation and the intern's self-evaluation are submitted to the Program Director for review.

## **CALENDAR [ACEND Guideline 9.3.g.; 10.2.q.]**

### Calendar during Graduate School

Interns will complete graduate course work and pre-supervised practice experiences for their first three semesters (summer, fall, and spring). Interns will follow the university academic calendars during this time frame. Academic calendars for each semester are located on the university website at:

<https://www.fontbonne.edu/academics/academic-resources/course-schedule/>

Scheduled holidays, for which the university is closed, during each of these semesters include:

Summer 2018: Independence Day, July 4<sup>th</sup>

*Due to beginning in July, there will be no break between summer and fall semester classes*

Fall 2018: Labor Day, September 3<sup>rd</sup>; Fall Break, October 22<sup>nd</sup> – 23<sup>rd</sup>; Thanksgiving Break, November 21<sup>st</sup> – 23<sup>rd</sup>; Winter Break, December 17<sup>th</sup>, 2018– January 13<sup>th</sup>, 2019

*If you are in supervised practice rotations this semester, scheduled holidays off include Labor Day, Thanksgiving Break, Christmas Eve, Christmas Day, New Years Eve, and New Years Day.*

Spring 2019: Martin Luther King Jr. Day, January 21<sup>st</sup>; Spring Break, March 4<sup>th</sup> – 8<sup>th</sup>; Easter Break, April 18<sup>th</sup> -19<sup>th</sup> ; Evening classes will meet on Easter Monday, April 22<sup>nd</sup>

*If you are in supervised practice rotations this semester, there are no specific scheduled holidays for spring 2019. You should follow your site's schedule for available days to work.*

### Calendar during Supervised Practice

Supervised practice begins May 13<sup>th</sup>, 2019 for traditional ISPP track students. Scheduled holidays during the summer 2019 and fall 2019 rotation schedule include:

Summer 2019: Memorial Day, May 27<sup>th</sup>; Independence Day, July 4<sup>th</sup>

Fall 2019: Labor Day, September 2<sup>nd</sup>; Thanksgiving Break, November 27<sup>th</sup> – 29<sup>th</sup>

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These holidays mentioned above are accounted for in the rotation schedule, and interns are not expected to engage in supervised practice activities on those days unless they wish to earn extra hours. Interns should plan ahead to use accumulated vacation time if they desire to take additional days off (for more information on this topic, see the **Vacation, Holidays, and Time off** section of this Handbook).

## **Code of Ethics for the Profession of Dietetics**

The Academy of Nutrition and Dietetics' Commission on Dietetic Registration (CDR) believes it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved in February 2018 by the Academy Board of Directors and the Commission on Dietetic Registration Board, and went into effect on June 1, 2018.

All individuals to whom the Code applies are referred to as “nutrition and dietetics practitioners,” and all such individuals who are RDNs and NDTRs shall be known as “credentialed practitioners.” By accepting membership in the Academy of Nutrition and Dietetics and/or accepting and maintaining CDR credentials, all members of The Academy and credentialed dietetics practitioners agree to abide by the Code.

As all ISPP interns are required to be members of the Academy, and are poised at future nutrition and dietetics practitioners, they should become familiar with the Code of Ethics and abide by its principles throughout the program.

Additional information and the complete Code of Ethics document can be accessed via the eatright.org website at: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

## **COMPLETION STANDARDS & REQUIREMENTS [ACEND Guideline 9.3.h; 10.2.m.]**

ISPP completion requirements supersede those specified for the FCS graduate program. ISPP interns must:

- a. Achieve a grade of “B-“ or better in all graduate course work (MA in FCS: Multidisciplinary Health Communication Studies).
- b. Achieve a grade of “C-“ or better on all assignments (graduate course work or supervised practice rotations) designed to meet core competencies for the RDNs (CRDNs).
- c. Maintain a minimum cumulative grade point average (GPA) of 3.0.
- d. Demonstrate competency in all 41 ACEND CRDNs and the four additional concentration specific competencies.
- e. Complete a minimum of 1208 supervised practice hours.
- f. Complete the program within 26 months (150% of program length) from the start date (this time frame may be extended for extenuating circumstances at the discretion of the ISPP Program Director).

**COSTS (ESTIMATED) [ACEND Guideline 9.3.d.]**

Tuition and Fees*	\$30,844 (40 hrs of graduate credit: 2018-19 rate)
Additional Course Fees (covers cost of RDN exam study materials and electronic student tracking tool)	FCS 546, Graduate Supervised Practice I: \$510 (non-refundable)
Textbooks and Reference Materials**	\$800
Professional Liability Insurance	\$ 15/year
Health Insurance Auto Insurance***	Varies by plan
Physical Examination, Immunizations (MMR, Chicken pox, Hepatitis A, Flu) and TB test****	\$200 (flu and TB test renewed annually)
Background check and drug screen	\$120
Housing/Meals/Transportation*****	\$1,000/month (depends upon location and if accommodations are shared)
ServSafe® or similar food protection manager certification (if not currently certified)	\$80
Academy of Nutrition and Dietetics Student Membership	\$64/year
AND-StL (local chapter) Student Membership	\$10/year
Professional Development/Conference Attendance (not required, but recommended)	\$250 - \$500 (does not include transportation and lodging)
Parking	\$90/semester; \$150/academic year
Graduation Fee	\$75.00

\*For information about refund of tuition and fees and/or program withdrawal, refer to the Fontbonne University 2018-19 Catalog, p. 24) [ACEND Guideline 10.2.p.].

Financial Aid information can be found at: <https://www.fontbonne.edu/financial-aid/>

\*\* Reliable computer and internet access are required

\*\*\* A reliable vehicle is necessary, as supervised practice sites are located 5 to 45 miles from campus and public transportation is not feasible. Proof of auto liability insurance is required. Sites may assess parking fees.

\*\*\*\* Additional immunizations and/or screens may be required by site.

\*\*\*\*\* On campus housing is available for graduate students living on campus

## **DISCIPLINARY AND TERMINATION PROCEDURES [ACEND Guideline 10.2.1.]**

Interns must adhere to all policies and procedures of Fontbonne University, the graduate program, ISPP program, and those of supervised practice sites at all times. The intern can be terminated from the program at any time due to serious problems related to the intern's behavior or performance. It is the ISPP Program Director's discretion to determine the appropriate disciplinary procedures.

1. Verbal and written warnings as outlined in the Progressive Discipline Procedure (see below).
2. Suspension for remediation of knowledge, skill, or other aspects of performance as determined by the ISPP Program Director (see **Retention and Remediation** section of this Handbook)
3. Suspension for a time period appropriate for the offense
4. Termination from the program (see below)

Following are some of the possible reasons interns may be terminated from the program.

1. Not meeting academic standards of the program (see **Retention and Remediation** section of this Handbook)
2. Repeated poor performance despite attempts at remediation
3. Two rotation failures
4. Failure to pass drug screen or background check
5. Insubordination
6. Repeated absenteeism or tardiness
7. Unprofessional or unethical conduct
8. Violating ISPP, departmental, or university policies
9. Unsatisfactory financial record
10. Academic dishonesty (see Fontbonne University 2018-19 Catalog, p. 234)
11. Other reasons as deemed appropriate by the ISPP Program Director

Examples of serious offenses that may result in immediate termination include, but are not limited to: Theft or attempted theft; destruction of property belonging to the University or a supervised practice facility; Violation of civil law on or off campus; abusive or violent behavior toward a member or guest of the campus community or supervised practice facility. Termination is based on written documentation of the intern's behavior and/or performance. When an intern is terminated, termination is immediate.

Unless the offense warrants immediate suspension or termination, the ISPP Program Director, FCS Graduate Program Director, and/or the site preceptor will follow progressive disciplinary procedures for any intern who fails to comply with stated policies and procedures of the program or site.

Progressive disciplinary procedures typically include:

- a. Verbal warning issued and documented in writing, outlining next steps and signed by the intern.
- b. Written warning issued and documented in the form of a letter, outlining next steps and signed by the intern.
- c. Suspension notice issued and documented in the form of a letter, outlining the time period of suspension and next steps and signed by the intern.
- d. Termination letter issued that immediately dismisses the intern from the program.

Disciplinary action will be delivered to the intern by the ISPP Program Director and will include other parties as appropriate. All disciplinary action initiative will be put in writing and placed in the intern's student file.

The policy for progressive discipline and subsequent termination is designed to be fair and consistent. An intern may grieve this process at any time (see the **Grievance Procedure/Student Complaints** section of this Handbook).

For more information on policies and procedures related to academic and non-academic dismissals and appeals, see the Fontbonne University 2018-19 Catalog, p. 233.

## **DRESS CODE**

Professionally appropriate attire is required any time a student/intern is participating in supervised practice rotations, university sponsored activities, or attending professional meetings. Shorts, jeans, low cut tops, and graphic t-shirts are examples of inappropriate dress. Tennis shoes, flip flops, and spiked heels are examples of inappropriate shoes. Distracting clothing, jewelry, hair, nails, body art/tattoos, and body piercings are typically considered inappropriate. Interns should follow the dress code of each supervised practice site to which they are assigned, and ask for clarification as needed.

## **DRUG TESTING AND CRIMINAL BACKGROUND CHECKS\* [ACEND Guideline 10.2.d]**

All students must submit a drug screening test and criminal record check at least four weeks prior to the start of any supervised practice experience/rotation. The program must receive response that the applicant has a negative drug screen and has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian.

Further information about Section 324.217 and Missouri Licensure can be found at:

<http://www.moga.mo.gov/mostatutes/stathtml/32400002171.html>

<https://www.eatrightmissouri.org/page/missouri-licensure>

\*Students who fail these checks or procedures will be subject to termination from the ISPP.

## **GRIEVANCE PROCEDURE/STUDENT COMPLAINTS [ACEND Guideline 10.2.g, h.]**

The faculty are here to guide you in the completion of your program area of study. If problems arise, the following procedure should be followed to achieve problem resolution.

1. Talk directly and privately to the individual involved (student, faculty, preceptor, etc.)
2. If the problem cannot be resolved at the individual level, and it is related to graduate course work, discuss your concerns with your academic advisor and the Director of Graduate Programs in FCS. If the problem is related to supervised practice, you should also notify the ISPP Program Director.

3. If the problem is still not resolved at this level, the FCS Department Chairperson should be contacted for assistance.

If the problem is not solved at the FCS Department or institutional level, interns who wish to report the grievance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may do so using one or more of the following methods:

- a. postal mail: 120 S. Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995,
- b. phone: 312-899-0040, ext. 5400
- c. email: [acend@eatright.org](mailto:acend@eatright.org)

The ISPP Program Director maintains a chronological record of student complaints related to the ACEND accreditation standards, including the resolution of complaints, for a period of seven years.

## **IMMUNIZATIONS AND HEALTH RECORDS**

To meet Federal and State health code requirements, each intern must provide proof of current immunizations for a minimum of measles, mumps, rubella, chicken pox, Hepatitis A and flu and submit a health report, which includes a physical exam and tuberculosis skin test (PPD for TB) completed a minimum of four weeks prior to the start of any supervised practice experience/rotation (including pre-supervised practice). Note that certain sites may require additional immunizations; interns will be notified of such situations by the ISPP Program Director. The flu and 2-step tuberculin tests must be repeated annually. It is the intern's responsibility to comply with all immunization and health requirements of the sites to which they are assigned. This information will be held in the intern's file.

## **INSURANCE REQUIREMENTS [ACEND Guideline 10.2.a., b., c.]**

*Automobile insurance coverage* is required and must be kept current throughout all supervised practice experiences. The ISPP assumes no liability in this area. Interns must provide proof of automobile insurance coverage at least four weeks prior to the start of any supervised practice experience/rotation to which they will drive. Failure to maintain uninterrupted automobile insurance will result in program suspension; no supervised practice experiences/rotations can be completed without proof of automobile insurance.

*Medical insurance* is the intern's responsibility while participating in the ISPP. Supervised practice sites must make emergency medical care available to interns who may become ill or injured while at the site. There may be fees for this service dependent upon the nature of the illness or injury. These fees are the sole responsibility of the intern.

*Professional liability insurance* is required and must be purchased by the intern on a yearly basis. The purpose is to protect the student against liability for any damages arising out of negligent acts, errors, or omissions in connection with the intern's performance to meet ISPP requirements. The ISPP

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Program Director will provide interns with information about how to obtain the professional liability insurance and the fee payment (see the **Program Costs** section of this Handbook). The FCS Department submits the required application material and fee to the designated insurance company for processing and approval and maintains a file for the original forms.

## **ISPP STANDARDS AND STUDENT RESPONSIBILITY STATEMENTS**

The ISPP Program Director reviews the Fontbonne University ISPP Standards (see Completion Requirements section above) and Student Responsibility Statement (see Appendix B) during orientation. The intern then signs the signature page at the end of this Handbook and returns to the ISPP Program Director to indicate he/she has read the Handbook and is aware of and understands the academic and professional requirements of the program. The ISPP Program Director will review the Fontbonne University ISPP standards and student responsibilities with interns as needed prior to, and during supervised practice experiences.

## **NOTICE OF NON-DISCRIMINATION**

Fontbonne University does not discriminate on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin, or disability, or other characteristics provided by law in employment or in the administration of its educational policies, admission policies, scholarship and loan policies, athletic and other school-administered programs. Students should read the Notice of Non-Discrimination in its entirety, located in the Fontbonne University 2018-19 Catalog, p. 3.

## **PARKING**

Parking is available on the Fontbonne University campus; the cost for a parking permit is \$30 for the summer semester; \$90 for the fall and spring semesters; or \$150 for the entire academic year (fall through summer). The parking permit/tag is only valid on the Fontbonne University campus. Interns are responsible for all parking fees at their supervised practice sites.

## **PLACEMENT AT SUPERVISED PRACTICE SITES [ACEND Guideline 8.1]**

The director meets with each student the semester prior to the start of supervised practice to discuss current career goals, interest areas, and specific sites that the student would like to rotate to. The director makes an effort to consider all of these aspects when creating the rotation schedule. Students are not required to identify any of their supervised practice sites, although arrangements may be made to accommodate special interests when the program does not have an existing relationship with a requested site. In no case may a student identify  $\geq 10$  percent, or more than 120 hours of their own supervised practice experiences.

All facilities used for supervised practice are considered local (less than 100 miles from the university). On rare occasions, a remote site (100 miles or more from the university) may be incorporated into an intern's schedule, but only at the intern's request and when the intern has identified this site as a possibility. An example might be requesting to complete a short rotation in one's hometown, at a

hospital when the intern has already established a relationship with the clinical manager. In these situations, the request is discussed between the director and the intern and an affiliation agreement is worked out with the site to allow the intern to rotate there. In no case is an intern allowed to complete  $\geq 10$  percent, or more than 120 hours at remote and/or student identified sites.

## PROFESSIONALISM

Interns are expected to uphold the highest standard of professionalism at all times when participating in university sponsored activities and related events. Interns should also use discretion when using social media throughout their experience in the ISPP (see the **Social Networking** section of this Handbook). Interns' professional attributes will be assessed by both the ISPP Program Director and their preceptors throughout the ISPP program, including pre-supervised practice activities. Specific expectations for professionalism can be found in the ISPP Student Responsibility Statement (see Appendix C), the Classroom Responsibilities section of the Graduate Handbook, and the list below (please note this is *not* an exhaustive list). Failure to comply with professionalism standards may result in written warning(s) which could lead to termination from the program (see the **Disciplinary and Termination Procedures** section of this Handbook).

### Professionalism Expectations for Interns

- a. Arrive prepared and take initiative to complete tasks on one's own (initiative and proactively developing solutions)
- b. Act as a role model for the dietetics profession
- c. Demonstrate genuine concern and provide excellent customer service when serving various populations (customer focus)
- d. Demonstrate a willingness to leave one's comfort zone and to try new things (risk taking)
- e. Demonstrate critical thinking in a variety of situations
- f. Ability to alter schedule/projects as needed and respond appropriately to changing situations (flexibility)
- g. Manage his/her schedule effectively to complete projects and other tasks on time (time management)
- h. Demonstrate the ability to arrange his/her workload appropriately to meet deadlines and the needs of the site (work prioritization)
- i. Demonstrate reliability by arriving on time, adjusting schedule as needed to complete work, and complete projects and tasks in a manner that is accurate and of high quality (work ethic)
- j. Demonstrate a positive attitude toward learning by actively participating and showing interest in the content of rotation or experience
- k. Communicate regularly and appropriately with director and preceptors
- l. Take responsibility for his/her learning
- m. Handle stressful situations appropriately by maintaining composure / excusing oneself from the situation when unable to do so
- n. Appropriately accept constructive criticism, and show a willingness to incorporate feedback in future actions

## **PROTECTION OF PRIVACY OF INFORMATION (FERPA) [ACEND Guideline 10.2.r.]**

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law that protects the privacy of student education records. Contents of intern files will be restricted to use by the graduate and DPD/ISPP faculty. To view the FERPA policy in its entirety, visit: <https://www.fontbonne.edu/wp-content/uploads/2018/04/FERPA-Policy-Revised-2017.pdf>

Students should read the FERPA policy to know their rights and responsibilities as they pertain to their education records. Questions should be directed to the office of the registrar.

## **RETENTION AND REMEDIATION [ACEND Guideline 10.1.b.; 10.2.k.]**

The FCS/ISPP faculty makes every effort to support student success. The evaluation process allows for ongoing feedback by the faculty to each student. Students will receive formal feedback for graduate course work following each assignment and at the end of each course in the form of grades. Students will also receive formal evaluations from preceptors at the completion of each supervised practice rotation, and meet with the ISPP Program Director at the mid-point of supervised practice for feedback related to progress made.

To support the successful completion of each ACEND competency, the Graduate Program faculty and ISPP Program Director reserve the right to require that a student repeat course work, courses, supervised practice activities, and rotations where competencies have not been met; this includes when course assignments related to CRDNs receive a grade below “C-;” a course grade is below “B-;” the cumulative GPA is below 3.0; or the intern receives a rating below competent on an evaluation related to a supervised practice experience.

### **Procedure for Unsatisfactory Graduate Work**

#### Course Grades

1. A student who earns a course grade of “C” will immediately be sent a letter of concern, and the student will be required to repeat the course the next time it is offered.
2. A student who earns a second course grade of “C” will be dismissed from the program and university (Fontbonne University 2018 - 19 Catalog, p. 230).
3. Any student who earns a course grade of “F” will be immediately dismissed from the program and university (Fontbonne University 2018 - 19 Catalog, p. 230).
4. If a student receives a course grade of “C” for a **first summer** or **fall** semester course, their rotation start date may be delayed by one week to allow for spring semester grades to be posted. This is to ensure they have achieved adequate academic progress to remain in the program and begin supervised practice.

5. If a student receives a course grade of “C” in a **spring** course, they may not be scheduled for rotations the week after summer classes end to allow for summer semester grades to be posted. This is to ensure they have achieved adequate academic progress to remain in the program and complete supervised practice.

### Course Assignments

1. When a student is required to re-do an unsatisfactory course assignment, the course instructor will meet with the student to outline the expectations and deadline.
2. The ISPP Program Director will be informed of the agreed upon plan, and provided a written report of student progress along with a copy of the regraded assignment. The final course grade will not be effected.

### **Procedure for Unsatisfactory Pre-Supervised Practice Activities**

Students are given a number of opportunities to meet competencies and earn supervised practice hours during graduate school via required activities which are supervised by the faculty. Examples include classroom teaching, catering, and community counseling.

1. If a student does not receive at least a competent rating in a minimum of 80% of the evaluated areas for the activity (does not include areas marked “not applicable”) the student may be required to repeat the activity, or another one similar to it.
2. The remediation plan will be determined and agreed upon by the student, supervising faculty, and the ISPP Program Director.
3. Students undergoing remediation for pre-supervised practice activities may be delayed in their start of supervised practice rotations until it is deemed appropriate for them to do so by the ISPP Program Director.
4. If deemed appropriate by the ISPP and Graduate Program Directors and desired by the student, logistics related to placement in an alternate track of the M.A. in FCS will be discussed (i.e. Management or Research track). [ACEND Guideline 10.1.c.]

### **Procedure for Unsatisfactory Supervised Practice Performance**

Interns are expected to make sufficient progress during supervised practice rotations, resulting in meeting each of the required CRDNs at the “competent” level for entry-level practitioners. Interns are expected to inform the ISPP Program Director and their preceptor in a timely manner if they are struggling in their rotation.

1. Interns are evaluated both informally and formally during each rotation. At a minimum, intern progress is evaluated at the midpoint and at the completion of each rotation by their preceptor(s). Goals and plans for continued improvement will be discussed as needed based on the results of the evaluation. It is the intern’s responsibility to proactively seek feedback if it is

not being provided in a timely fashion from their preceptor, and to alert their ISPP Program Director of any concerns related to this area. Any concerns related to an intern's performance should be brought to the ISPP Program Director immediately.

2. To pass a rotation, interns must receive at least a competent rating in a minimum of 80% of the evaluated areas for the rotation (does not include areas marked "not applicable") and an overall recommendation of "pass" from the preceptor on the final evaluation form
  - a. If the evaluation qualifies as passing but the preceptor recommends remediation for a particular skill, task, or project an individualized plan will be developed, agreed upon, and signed by the ISPP Program Director, preceptor, and intern.
  - b. If the preceptor recommends passing but less than 80% of the evaluated areas are rated competent, the ISPP Program Director will review the below competent areas and determine whether a remediation plan is needed. If needed, an individualized plan will be developed, agreed upon, and signed by the ISPP Program Director, preceptor, and intern.
3. Remediation may involve additional supervised practice hours, projects, or assignments that allow the intern to achieve the goals of the plan. Although remediation may result in additional work hours outside of the planned time frame for supervised practice, it is not considered a rotation failure.
4. Unsatisfactory performance that persists despite attempts at remediation may result in warnings leading up to suspension and program termination. The ISPP Program Director reserves the right to utilize progressive discipline procedures in these cases (see **Disciplinary and Termination Procedures** section of this Handbook).
5. Failed rotations must be repeated in order to receive credit for competencies and supervised practice hours. Reassignment for failed rotations is at the discretion of the ISPP Program Director and is dependent upon site/preceptor availability. The intern will have one chance to repeat a rotation in accordance with the agreed upon remediation plan. A second rotation failure will result in termination from supervised practice.

The specific procedure to be followed in cases of unsatisfactory performance in supervised practice rotations is as follows:

1. The preceptor at the affiliating institution will notify the intern of his/her unsatisfactory performance.
2. The preceptor at the affiliating institution will notify the ISPP Program Director of the intern's unsatisfactory performance.
3. A conference will be held including the intern, the affiliating institution's preceptor and the ISPP Program Director. As this time, a written plan for improvement identifying specific knowledge and skills that must be satisfactorily demonstrated and the expected time frame for completion will be developed and signed by all the parties at the conference.
4. If performance improves to an acceptable level during a time span agreed upon by the involved parties, the intern will be allowed to continue through the remainder of their rotations as planned.

5. If performance does not improve and the intern fails the rotation, an individualized remediation plan will be developed to allow the intern to demonstrate competency in the specific identified area(s).
  - a. The remediation plan may involve additional simulation activities, homework, projects, and/or repeating part or all of the rotation at a later date.
  - b. Depending upon the extent of remediation required and the time frame needed to demonstrate competency, the intern's graduation date may be delayed.
6. If the intern is unable to demonstrate competency through the agreed upon remediation plan within the specified time frame, the intern will be terminated from the ISPP track.
7. If deemed appropriate by the ISPP and Graduate Program Directors and desired by the student, logistics related to placement in an alternate track of the M.A. in FCS will be discussed (i.e. Management or Research track). [ACEND Guideline 10.1.c.]

## **ROLE AND RESPONSIBILITIES OF INTERNS [ACEND Guideline 10.2.e.; 10.2.f.]**

Interns may not be used to replace employees at the supervised practice sites during rotations (exception is staff relief). On rare occasions, a site may temporarily hire an intern and place them on their payroll for the time they are there. In these cases, interns must apply for these rotations through a selective process that involves the ISPP program director and hiring manager at the supervised practice facility. Otherwise, interns are not considered to be employees of supervised practice sites and are not compensated for their work.

If an intern feels he/she is being asked to serve in the capacity of an employee or is asked to complete duties that are not conducive to the learning experience, he/she should contact the ISPP Program Director immediately.

The intern functions in a learning capacity with the direct guidance and supervision of a professional preceptor. Therefore, an intern is expected to work closely with their assigned preceptor(s) and ISPP Program Director, keep them informed of their daily activities and whereabouts, and present him/herself in a professional manner at all times. Further responsibilities of interns are outlined in the Student Responsibility Statement, located in Appendix B.

## **SOCIAL NETWORKING**

Common sense and general HIPAA and FERPA rules should be followed at all times when using Facebook, blogging, texting, Twitter or any other form of electronic communication or social networking. You may not mention anything that pertains to your supervised practice experience in these forms of social media. This includes, but is not limited to location, name of facility, name of preceptor or other staff, or any specific information about clients/patients.

## **STUDENT SUPPORT SERVICES [ACEND Guideline 10.2.t.]**

Information about student support services is located in the Fontbonne University 2018-19 Catalog, p. 224 - 227. Topics covered there include academic support services, the bookstore, health services, ID  
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cards, parking, financial aid, the student activity center, student affairs, student honors societies, and honor societies.

## **SUPERVISED PRACTICE HOURS AND DOCUMENTATION [ACEND Guideline 10.1.d.]**

Interns must complete a minimum of 1208 documented supervised practice hours in order to finish the ISPP program and receive a verification statement. At least eighty (80) of these hours are built into pre-supervised practice activities as part of FCS 536 and FCS 538: Preparation for Supervised Practice I and II. Examples of pre-supervised practice experiences include teaching an undergraduate class session, catering an event on campus, community counseling, and campus wellness events.

Interns have the option to accumulate up to forty (40) additional hours during graduate school. These hours may be earned through community service activities such as ISPP leadership positions, or other activities offered and approved by the director.

Supervised practice rotations are scheduled to provide the remaining required hours and are part of the supervised practice courses FCS 546 and FCS 547.

The combination of pre-supervised practice activities and scheduled rotation hours results in an excess of at least forty (40) hours which may be used toward vacation, personal, or sick days during rotations. If the intern chooses to complete additional hours of service through a leadership position, he or she may begin supervised practice with up to eighty (80) excess hours, equivalent to ten (10) full work days of vacation/personal/sick time. For further information, see the policy below on **Vacation, Holidays and Time Off**.

The ISPP Program Director is responsible for documentation and tracking of all supervised practice hours completed by interns. These are kept in electronic files and are representative of hours documented through observation and signed time sheets provided by the supervising faculty member or preceptor.

After supervised practice experiences begin, interns will be able to view their earned hours through an online form that is updated weekly as site hours are logged and approved by the appropriate preceptor. Interns should immediately inform the Program Director of any discrepancies related to documentation of their supervised practice hours.

## **TRANSPORTATION [ACEND Guideline 10.2.b.]**

Each intern must have his/her own car and valid driver's license as travel to off-campus supervised practice sites is required (see **Insurance** section of this Handbook). Interns are responsible for safe travel to and from the assigned sites, as well as any expenses incurred for gas, tolls, parking, meals, and housing to and from assigned graduate courses, supervised practice sites, and professional meetings/conferences.

## **VACATION, HOLIDAYS, AND TIME OFF [ACEND Guideline 10.2.q.]**

Applicable holidays during the affected academic semesters for which ISPP interns are enrolled are specified in the **Calendar** section of this Handbook. Sites may be closed or unavailable on certain days, but these are not included in the rotation schedule. Examples may include Veteran's Day, Columbus Day, school closing dates, or preceptor vacation days. When possible, the ISPP Program Director will inform interns of these situations, but it is ultimately the intern's responsibility to stay abreast of the days their supervised practice site is unavailable.

In the case of site closings, interns have the option to use their earned vacation time to take the day off or work on campus if the university is open. Interns may *not* choose to work from home. Either way, the intern must inform the ISPP Program Director of the situation as soon as possible. If working on campus, the intern should request an additional project to work on, either from their preceptor or the program director. Interns may not use time on campus to work on homework assignments.

Planned time off, such as vacation or personal days, must be requested and approved by the ISPP Program Director. Interns should put in their request as early as possible, preferably within two weeks of the start date of the effected rotation. When requesting days after this time frame, interns must obtain approval from both the program director *and* the main preceptor for the rotation.

Unplanned absences, such as missing days due to illness or car trouble, are accounted for in the same manner as planned absences. Both scenarios result in a reduction of the intern's excess supervised practice hours, when available. If the intern does not have excess hours available, he or she needs to find a way to make up the missed hours. See the **Absences** section of this Handbook for more specific information on how to handle unplanned absences.

Due to the various situations outlined above which include the potential for unplanned circumstances, interns are strongly encouraged to keep a positive balance of supervised practice hours at all times throughout the rotation portion of the internship.

## **VERIFICATION STATEMENT [ACEND Guideline 10.2.n.]**

Upon the successful completion of all graduate course work, assignments, supervised practice rotations, required hours, and competencies, the DPD/ISPP Program Director signs the Verification Statement substantiating program completion. Each graduate is provided with five (5) Verification Statements, each with an original signature. One original Verification Statement is maintained indefinitely by the Department of Family & Consumer Sciences. The DPD Director completes and submits the registration eligibility application to the Commission on Dietetic Registration (CDR) via the online Registration Eligibility Processing System (REPS) within one week of receiving final transcripts conferring degrees.



## **Appendix A: Core Competencies for the Registered Dietitian Nutritionist (CRDNs)**

*Each ISPP intern must achieve a “competent” rating in each of the following competencies to complete the program. This will be accomplished via a combination of graduate course work and supervised practice experiences.*

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

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice.

### **Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.**

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

**Program Concentration Competencies: Multidisciplinary Health Communication Studies**

- i. Demonstrate the ability to seek and utilize credible health-related resources to support their role as professional health communicators
- ii. Translate and disseminate science-based information in a way that is understandable, ethical, and utilizes modern communication channels as a means to empower individuals to make positive lifestyle changes.
- iii. Advocate and argue for just health-related policies that directly impact the lived experiences of those whom they serve through their daily work.
- iv. Develop and implement strategies/programs that seek to improve the quality and years of healthy life and reduce health disparities in the populations of those whom they serve through their professional practice.

## Appendix B: Fontbonne University ISPP Student Responsibility Statement

### MY Responsibilities as a Fontbonne University ISPP Intern



As a Fontbonne University ISPP intern, I understand...

**It is MY responsibility to be on time, be prepared, and participate fully in all supervised practice experiences, classes, assignments and events.**

- I have a positive attitude, that is, I am prepared and eager to learn – even when the value of the experiences may not be immediately evident to me at the time.
- I am internally motivated, that is, I am interested in learning because I want to become an excellent practitioner, team member, and professional leader.
- I am always on time for rotations, classes, field trips, meetings and deadlines set for assignments. When a situation does occur that would prevent timeliness, I act proactively by discussing the situation with the appropriate person ahead of time.
- I look ahead and contact upcoming preceptors, usually 1 week in advance, to arrange schedules and review assignments.

**It is MY responsibility to communicate regularly and appropriately with preceptors and others so that expectations, arrangements, responsibilities etc. are understood and agreed upon.**

- I read my e-mails daily and respond (if needed) promptly.
- I am open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities – even when these seem to be or are in conflict with my personal beliefs and prior experiences.
- I am willing to approach each new situation with the same openness and eagerness that I had at the beginning of my program.
- I remember that preceptors, wonderful as they are, are not mind-readers.
- I am not expected to know all the answers; I am here to learn, so I ask lots of questions to enhance my knowledge.
- I practice good listening skills and display positive body language, such as eye contact, firm hand shakes, greeting people with a smile and avoiding distracting non-verbal behavior.

**It is MY responsibility to plan carefully and thoroughly as my director, preceptor, or other supervisor asks me to do. It is also MY responsibility to follow through with all supervised practice plans and to prepare for the unexpected.**

- I am organized and willing to assume responsibility for my own learning. Therefore, I do not make excuses for disorganization and forgetfulness.
- I am flexible and willing and able to adapt appropriately as situations change and circumstances warrant. I expect and accept that problems and frustrations will occur periodically, but learning to deal with issues will allow me to grow as a professional.
- I respond positively to changes in schedules or assignments, seeing this as an opportunity rather than a burden.

**It is MY responsibility to learn when to ask for guidance and when to be appropriately self-directed.**

- I know when to ask others questions and when to search for the answers myself. If expectations are not clear to me, I confirm with the preceptor, director, or other supervisor what the expectations are.
- I am able and willing to build upon my prior learning.
- I integrate new information and concepts with those that I learned previously (preceptors do not have the time nor should they be expected to teach or re-teach theory that I should have mastered previously).

**It is MY responsibility to maintain an appropriate perspective and stay focused on learning and the tasks at hand.**

- I manage my personal life so that I can take full advantage of the experiences the program and preceptors are providing for me.
- I expect that completing this program will be time-consuming and challenging. Without challenge and stretching, there will not be growth.
- I utilize personal technology devices only when allowed/appropriate.

**It is MY responsibility to look for connections**

**-between theory and practice**

**-to what is already known and understood**

**-between and among the new things being learned**

**-between the training environment and future roles**

- I expect to spend time in reflection and self-assessment.
- I am patient – with patients, clients, employees, preceptors, and myself. Learning and the development of professional skills takes time, effort, practice, and patience.
- I understand that not everyone is ‘great’ at everything. I expect my assessments will generally reflect the fact that there is room to improve.
- I understand that I am expected to develop and demonstrate entry-level competence for all of the ACEND competencies, and program focus competencies. If I am not able to so in the time allotted, I am prepared to devote additional time and energy in these areas.

**It is MY responsibility to take care of myself.**

I will:

- Eat well
- Exercise
- Get enough rest
- Manage my stress

**It is MY responsibility to be organized, respectful, and appreciative.**

- I practice good organizational skills and pay attention to details.
- My behavior reflects and recognizes that many are doing extra tasks and giving generously of their time, energy, and talents so that I can take part in these learning experiences.
- I do not take my supervised practice program or the guidance of my preceptors for granted, or make unwarranted assumptions.
- I am always courteous and treat others with respect, even when I don't share the same values or opinions.

**It is MY responsibility to take an active role in my learning.**

- When I run out of things to do, I am proactive and ask for more tasks, rather than waiting to be told what to do or working on personal items or homework.
- When I feel that I lack guidance or am not receiving the experience I want, I express this to my preceptor, or to my internship director when necessary.
- I am able to accept constructive criticism because I understand that it is given to improve my skills.

Adapted from:

Commission on Dietetics Registration. (2013). *Online Dietetics Preceptor Training Program*.

Retrieved from <http://www.cdrcampus.com/user/view.php?id=5739&course=131>

Golden Gate Dietetic Internship (n.d.). *MY Responsibilities as a GGDI Program Intern*. Unpublished document. Greenbrae, California.

REVISED 6.29.2018



## 2018 Fontbonne University ISPP Standards & Student Responsibility Statement Student Signature Page

*Sign and return this page to the ISPP Program Director after you have fully reviewed the handbook and had all of your questions answered.*

I have read and understand the Fontbonne University Individualized Supervised Practice Pathway (ISPP) Student Handbook/Policy and Procedure Manual. I am aware of the roles, responsibilities, and criteria required to maintain my status as an ISPP student/intern and to be able to continue in the supervised practice component of the program. I have also read and understand the following ISPP completion requirements, which supersede those specified for the FCS graduate program.

ISPP interns must be continually enrolled and must:

- a. Achieve a grade of “B-“ or better in all graduate course work (MA in FCS: Multidisciplinary Health Communication Studies).
- b. Achieve a grade of “C-“ or better on all assignments (graduate course work or supervised practice rotations) designed to meet core competencies for the RDN (CRDNs).
- c. Maintain a minimum cumulative grade point average (GPA) of 3.0.
- d. Demonstrate competency in all 41 ACEND CRDNs and the four additional concentration specific competencies.
- e. Complete a minimum of 1208 supervised practice hours.
- f. Complete the program within 26 months (150% of program length) from the start date (this time frame may be extended for extenuating circumstances at the discretion of the ISPP Program Director).

I agree to maintain the standards outlined above and understand that failure to meet these standards may result in my dismissal from the ISPP.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_