

# **Dietetic Internship**

## **Policy and Procedure Manual**

2024 - 2025 Academic Year School of Family &  
Consumer Sciences



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## **PROGRAM DESCRIPTION**

### **Mission Statements and Program Information**

#### ***Texas State University Mission***

Texas State University is a doctoral-granting, student-centered institution dedicated to excellence and innovation in teaching, research, including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation, and the world.

#### ***School of Family and Consumer Sciences Mission***

To educate, inspire, and lead to optimize the human condition.

#### ***Dietetic Internship Mission***

The Texas State University Dietetic Internship trains entry-level registered dietitians who provide high quality and current nutrition services to the public in the ever-evolving health care and nutrition and foods professional environments.

#### ***Internship Description***

The Texas State University Dietetic Internship (DI) is combined with Texas State's master's program in Human Nutrition (MSHN) and housed within the Nutrition and Foods Program of the School of Family and Consumer Sciences. This MS/DI incorporates supervised practice with graduate coursework and qualifies program completers to take the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

MS/DI students may choose from two tracks: thesis and non-thesis. The non-thesis MS/DI track can be completed in 22 months. The MS/DI plus thesis track can be completed in 36 months. Students in either track may opt to complete the supervised practice portion of the MS/DI at the beginning or the end of their program and should apply for entrance into the MS/DI by January 15<sup>th</sup> of the year they wish to enter supervised practice. To complete the program, students must complete both supervised practice and the MS.

The supervised practice portion of the MS/DI includes over 1000 hours of rotations completed in clinical, community, and foodservice organizations throughout Central Texas. Additional clinical appointments may be made in Brownsville and Houston. Supervised practice hours begin in July and finish in May. Supervised practice rotations generally follow the vacation and holiday schedule published in the official Texas State calendar; however, some rotations may extend into the break periods. In addition to supervised practice, students enrolled in the MS/DI must take prescribed electives described under "Completion Requirements" below.

#### ***Accreditation Status***

The Texas State DI is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND, <http://www.eatrightpro.org/ACEND>), an autonomous accrediting agency for education programs preparing students to begin careers as registered dietitians or dietetic technicians, registered. Programs meeting the accreditation standards are accredited by ACEND. ACEND may be contacted at 120 S Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600 x 5400.

## **Program Goals and Objectives**

Achievement of the following program goals is assessed annually by means of the program evaluation plan. The program evaluation plan is available from the Dietetic Internship Director (DI Director).

1. *Graduates are well-prepared for careers as entry-level registered dietitians practicing with diverse populations.*
  - 1.1 Non-thesis: At least 80% of program interns complete program requirements within 33 months (150% of planned program length).  
Thesis: At least 80% of program interns complete program requirements within 54 months (150% of planned program length).
  - 1.2 Of graduates who seek employment, 50% are employed in nutrition and dietetics or related fields within 12 months of graduation.
  - 1.3 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
  - 1.4 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%.
  - 1.5 80% of employers who respond to the employer survey will report that the alumni they hired were adequately prepared for entry-level practice.
  - 1.6 80% of alumni who respond to the alumni survey will agree or strongly agree that they were prepared for entry-level practice as a registered dietitian.
  - 1.7 50% of alumni who respond to the alumni survey will agree or strongly agree that they are comfortable working in settings that serve diverse groups.
2. *Graduates are prepared to integrate evidence-based research in practice, be lifelong learners, and exhibit leadership*
  - 2.1 At least 80% of graduates will report participating in at least one leadership activity, professional workshop/conference, or research project within 12 months of program completion.
  - 2.2 At least 80% of employers who respond to the employer survey will agree or strongly agree that the alumni they hired demonstrate leadership in their current position.

## **Learning Outcomes**

Upon successful completion of the program, the intern will have met the following Core Knowledge and Competencies for entry-level practice as a registered dietitian nutritionist identified in the 2022 ACEND Accreditation Standards For Nutrition and Dietetics Internship Programs.

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

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

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

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules,

as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ration, B12 or iron supplementation).

CRDN 3.4 Provide instruction to clients/patients for self-monitoring of blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communications and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

CRDN 4.1 Participate in management functions of human resources (such as hiring, training, and scheduling).

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

CRDN 4.3 Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

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

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

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

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

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

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieve set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

CRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2: Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4: Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5: Demonstrate the ability to resolve conflict.

CRDN 5.6: Promote team involvement and recognize the skills of each member.

CRDN 5.7: Mentor others.

CRDN 5.8: Identify and articulate the value of precepting.

**Program Evaluation**

Annually, in the summer and fall, the DI Director administers the evaluation tools necessary to assess the program goals and objectives (e.g., the exit survey, the alumni survey, and the employer survey) and the learning outcomes. The DI Director compiles the data gathered through these tools as well as other relevant program data (e.g., alumni employment status and RD exam pass rate), and enters those data into the PEP, the Continuous Program Improvement Plan (CPIP), and the RDN Core Competency Assessment Plan. The Director then shares the PEP, CPIP, and RDN Core Competency Assessment Plan with the DI Advisory Committee and incorporates their feedback into planning for the next internship cycle.

### Estimated Cost to Student Upon Enrollment

The following costs are associated with completion of the MS/DI. Please note that these are *estimates*. Actual costs will vary depending on enrollment, residency status, and fees. Additionally, this list excludes the general costs of living (e.g., meals, housing, and transportation). Those costs will vary from intern to intern.

<i>Expense</i>	<i>Approximate Costs</i>
<b>Resident (in-state) tuition &amp; fees</b> for 39 graduate credits	\$19,693
<b>Non-resident (out-of-state) tuition &amp; fees</b> for 39 graduate credits	\$36,073
Professional dress (e.g., lab coats, scrubs, appropriate shoes)	\$150
Textbooks and other supplies	\$600
Registration and Travel for professional meetings	\$150
Academy of Nutrition and Dietetics student membership fee	\$120
Post-acceptance health requirements (e.g., health insurance, immunizations, criminal background check, drug testing, TB testing, CPR certification)	\$800
Liability insurance	\$20
<b>Approximate total cost**</b>	
<b>Resident (in-state)</b>	\$21,533
<b>Non-resident (out-of-state)</b>	\$38,913

\*Actual cost will vary depending on length of enrollment and changes in costs for tuition and fees. Enrollment and cost of program for students on the thesis track will depend on research progress and may exceed 33 credits. Current tuition and fees may be found at <http://www.sbs.txstate.edu/billing.html> and policies and procedures regarding payment, refunds and withdrawals may be found at <http://www.sbs.txstate.edu/students.html>. Listed tuition and fees are approximate, and were updated on September 25, 2023, based on the published tuition and fees for Fall 2023/Spring 2024.

\*\*This total does not include the general costs of living (e.g., meals, housing, and transportation). These costs will vary per intern. Most practicum sites are located along the I-35 corridor between Round Rock and San Antonio. Interns may drive 15,000 miles or more over the course of the internship, and reliable transportation is required. Cost of living varies depending on the city. As much as possible, the DI Director will take geography into account when placing interns at rotation sites. Interns placed in clinical rotations in the Rio Grande Valley or Houston will have increased expenses related to travel.

### Orientation Fee

To the first internship meeting in July, all interns must bring a check or money order made payable to the Texas State University Dietetic Internship in the amount of \$120. Cash payments may be made with the administrative team in the SFCS main office. This fee covers the following expenses: liability insurance (\$20), Texas Children’s Hospital Pediatric Nutrition Reference Guide (\$35), and the cost of RD exam prep software (\$65). The internship subsidizes the remaining exam prep course cost.



**Stipends for Supervised Practice Rotations**

Occasionally, the MS/DI program is able to award a stipend for participation in specific supervised practice rotations. These stipends are highly dependent on funding availability and may not be available in all semesters/years. In the case that a stipend is available for a particular supervised practice rotation, the Dietetic Internship director solicits applications from among the group of currently admitted interns. The Director, the rotation preceptor(s), and other members of the MS/DI graduate faculty select the best-qualified interns from among the interested applicants. The selected intern is placed in the rotation and receives the stipend during the rotation. This process of application, selection, and placement typically takes place in the spring and summer prior to the start of supervised practice rotations.

## **Dietetic Internship Faculty**

### ***Director***

*Lindsey Menge, MS, RD, LD (Director since June 2022)*

Lindsey Menge is a Senior Lecturer and former Graduate Program Co-Coordinator in the Nutrition and Foods Program of the School of Family and Consumer Sciences. She is also a registered dietitian and maintains a private practice specializing in oncology nutrition. She completed her Bachelor of Arts from the University of Texas at Austin, and her Master of Science in Human Nutrition as well as her Dietetic Internship from Texas State University. During her master's program, she completed research with *WellCats*, Texas State's employee wellness program, investigating the food environment for employees at the university, with the goal of improving the healthfulness of worksite settings. She was awarded the Luxton Fellowship to continue this research and received the Outstanding Graduate Student award for the School of Family and Consumer Sciences and the College of Applied Arts. Presently, she continues this work, serving on the Leadership Team of *WellCats (since 2019)*, where she oversees nutrition programming, program evaluation, and ongoing research efforts. She has co-authored a number of scientific articles and has presented research at national conferences.

### ***Faculty***

*Sandra Roberts, MS, RD, LD, CNSC (Internship faculty since 2019)*

Ms. Roberts is a full-time clinical dietitian with Aramark in the Christus Santa Rosa Hospital System. She has over 35 years of clinical experience, including management experience. She has been a Certified Nutrition Support Clinician for over 5 years. She completed her Bachelor of Science degree in Dietetics and Food Science at Iowa State University, her Master of Science degree in Nutrition at Rutgers University, and her dietetic internship at Brooke Army Medical Center in San Antonio, while serving in the United States Army. She has worked in a variety of clinical settings, including acute care and consulting in long term care and WIC. She has worked as a lecturer at Texas State University for two years. Ms. Roberts teaches the online Advanced Medical Nutrition Therapy course.

*Lesli Biediger-Friedman, PhD, MPH, RD (Internship faculty since 2012)*

Lesli Biediger-Friedman, PhD, MPH, RD is the co-founder and director of Bobcat Bounty and the USDA, NIFA funded Food Security LEADers Learning Community. Dr. Biediger-Friedman aims to empower students at all levels to create innovative solutions to address barriers to community food and nutrition resources. Through the work of LEADers, Dr. Biediger-Friedman and colleagues systematically work to diversify the professions of nutrition and dietetics. Other current research includes a collaboration with the Texas WIC Program in which Dr. Biediger-Friedman leads an evaluation team to study Maya, the Texas WIC chatbot, and identify opportunities for Maya to provide programmatic and nutrition information to Texas WIC participants. In 2022, Dr. Biediger-Friedman became the principal investigator for the Nutrition for Underserved Elders Via Application (NUEVA) project, funded by the Administration for Community Living. NUEVA is powered by a large multidisciplinary team developing an app to recruit, assess, monitor, and deliver food to nutritionally at-risk older adults. She trains her research teams to use mixed methods designs and conduct community-based participatory research to investigate approaches to involve community members and stakeholders in all stages of research.

*Lauren Butler, PhD, RDN, LDN (Internship faculty since 2021)*

Dr. Butler has over a decade of experience developing nutrition programming, presenting nutrition workshops, and providing individual nutrition assessment, education, and counseling in clinical, community, and academic settings. Her career has been dedicated to working with diverse and underserved individuals and communities including participants of the Women Infants and Children (WIC) program, American veterans, Inuit communities in Arctic Canada, African American communities in Florida, North Carolina, and Baltimore, and adults in alcohol and substance use disorder treatment programs. In addition to her active private practice providing nutrition therapy and education to support addiction recovery and heal disordered eating, Dr. Butler has served as adjunct faculty at University of North Florida.

### **Dietetic Internship Preceptors**

Preceptors in the Texas State DI occupy a variety of roles within the fields of nutrition and dietetics. Most are Registered Dietitians working in the clinical, outpatient, food service, retail, and community environments. Some preceptors are not registered dietitians, but rather professionals with diverse backgrounds who work in the area of food and nutrition. All preceptors complete an orientation before beginning their work with Texas State interns, are required to demonstrate continued competence in their role, and are offered opportunities for continuing education in dietetics.

### ***Preceptor Orientation and Training***

New preceptors are provided orientation to the program, to the role of preceptor, and to the requirements of the accrediting body (ACEND) through email and phone communication with the DI Director and through a PowerPoint slide deck. This orientation process takes place before the first intern rotates with the new preceptor.

Existing preceptors are offered ongoing training regarding practice, the program, and being a preceptor in a variety of formats. At the end of each internship cycle, the Texas State DI hosts a preceptor appreciation workshop with speakers addressing topics relevant to the practice of dietetics. This workshop offers three to four continuing education units approved by the CDR and is free to preceptors.

## **APPLICATION AND ADMISSION**

### **Admissions Requirements**

To be eligible for admission to the combined Texas State MS/DI, applicants must have completed or be in their final semester of a bachelor's degree in nutrition, dietetics, or a related-field from a US regionally accredited college/university or foreign equivalent. Applicants must have an overall GPA of 3.25 and must have a signed verification statement from an ACEND-accredited Didactic Program in Dietetics (DPD program).

### **Application Procedures**

The Texas State MS/DI accepts applicants through DICAS and our internal early decision "pre-select" option. The early decision application deadline is January 15 and DICAS deadline is February 15.

The following individuals may apply through the early decision process provided they meet all other admissions requirements:

- current Texas State undergraduate students in good standing in the dietetics track,
- current Texas State graduate students in good standing in the Master of Science in human nutrition program, and
- Texas State alumni who graduated from the undergraduate dietetics track or the Master of Science in human nutrition program within the last five years

Current Texas State students (undergraduate or graduate), Texas State alumni, and individuals who are simultaneously applying for the Master of Science in human nutrition program, are encouraged to apply through the early decision process. However, applications will still be accepted through the Dietetic Internship Centralized Application System (DICAS). Each year, the Texas State DI takes two to three applicants through the DICAS match system. In order to be admitted to the MS/DI through DICAS, applicants must also apply to and be accepted by the MS in Human Nutrition program at Texas State University. Please see the MSHN website for information on application process.

### **Post-Acceptance Documentation**

By the first day of the Summer II semester (in July), interns must provide the following to the DI Director. Failure to do so will prevent participation in supervised practice and may result in dismissal from the internship.

- Original Verification Statement signed by DPD Director (if not already provided),
- Official transcript verifying bachelor's degree (or highest degree achieved),
- Proof of all immunizations and tests listed under "Health Requirements" below,
- Evidence of a negative drug test (urine test performed at a variety of facilities nationwide is adequate), and
- Evidence of a clean criminal background check (completed through [mystudentcheck.com](http://mystudentcheck.com) - instructions for this will be supplied upon admission to the program).

## PROGRAM COMPLETION

### Completion Requirements

In order to complete the Texas State MS/DI, earn their dietetic internship verification statement and be eligible to take the Registered Dietitian exam, students on the **non-thesis track** need to fulfill the following requirements:

- Meet all requirements and standards established by and for the TXSTMSHN and TXSTDI.
- Complete with a passing grade 39 credits of graduate coursework as outlined below.
- Complete with a passing grade all courses designated as part of the core curriculum for the TXSTMSHN. Currently, those courses include a total of 21 credits, comprised by the following seven courses: NUTR 5305 – Seminar in Nutrition and Disease, NUTR 5306 – Seminar in Nutrition in the Lifespan, NUTR 5350 – Research Methods, NUTR 5366 – Nutrient Metabolism I, NUTR 5367 – Nutrient Metabolism II, NUTR 5372 - Advances in Nutrition Policy and Ethics, NUTR 5364 - The Science of Nutrition and Exercise.
- Complete with a passing grade the courses considered part of the dietetic internship curriculum. Currently, those courses include a total of 15 credits, comprised by the following five courses: NUTR 5362 Advanced Medical Nutrition Therapy, SPAN 5322 Spanish for Nutrition Professionals, NUTR 5360 Practicum Nutrition (this course is taken twice), NUTR 5363 Advanced Community Nutrition.
- Complete with a passing grade as many additional graduate-level elective courses necessary to equal 39 total credits of graduate coursework.
- Pass the graduate program comprehensive exam.
- Complete and meet the standards established for all internship assignments.
- Adhere to all policies, procedures, and codes of conduct outlined for the TXSTMSHN and TXSTDI.
- Document satisfactory completion of all required practicum hours. Completed hours must be listed on the competency sheets provided by the DI Director and must be verified with a preceptor’s signature. “Satisfactory completion” is defined by:
  - receipt of an overall score of two or higher as indicated on the signed preceptor evaluation form, and
  - receipt of a score of two or higher for each individual competency listed on the signed competency sheet.

In order to complete the Texas State MS/DI, earn their dietetic internship verification statement and be eligible to take the Registered Dietitian exam, students on the **thesis track** need to fulfill the following requirements:

- Meet all requirements and standards established by and for the TXSTMSHN and TXSTDI.
- Complete with a passing grade 33 hours of coursework as outlined below and conduct original scientific research under the direction of a graduate faculty member.
- Complete with a passing grade all courses designated as part of the core curriculum for the TXSTMSHN. Currently, those courses include a total of 21 credits, comprised by the following seven courses: NUTR 5305 – Seminar in Nutrition and Disease, NUTR 5306 – Seminar in Nutrition in the Lifespan, NUTR 5350 – Research Methods, NUTR 5366 – Nutrient Metabolism I, NUTR 5367 – Nutrient Metabolism II, NUTR 5372 - Advances in Nutrition Policy and Ethics, NUTR 5364 - The Science of Nutrition and Exercise.

- Complete with a passing grade the courses considered part of the dietetic internship curriculum. Currently, those courses include a total of 15 credits, comprised by the following five courses: NUTR 5362 Advanced Medical Nutrition Therapy, SPAN 5322 Spanish for Nutrition Professionals, NUTR 5360 Practicum Nutrition (this course is taken twice), NUTR 5363 Advanced Community Nutrition.
- Complete with a passing grade FCS 5311 – Statistics and Data Analysis for Family and Consumer Sciences.
- Complete with a passing grade NUTR 5199A – Thesis and NUTR 5199B – Thesis.
- Pass the graduate program comprehensive exam.
- Complete and meet the standards established for all internship assignments.
- Adhere to all policies, procedures, and codes of conduct outlined for the TXSTMSHN and TXSTDI.
- Document satisfactory completion of all required practicum hours. Completed hours must be listed on the competency sheets provided by the DI Director and must be verified with a preceptor’s signature. “Satisfactory completion” is defined by:
  - receipt of an overall score of two or higher as indicated on the signed preceptor evaluation form, and
  - receipt of a score of two or higher for each individual competency listed on the signed competency sheet.

### **Verification Statements**

Upon successful completion of the MS/DI, including all requirements for the MS in Human Nutrition, the DI Director will verify the interns’ eligibility to sit for the Registration Examination administered by the CDR and provide the interns with five Verification Statements bearing the original signature of the DI Director. Exam eligibility and verification statements will be processed as soon as possible, but at least within two weeks of completion of supervised practice and/or receipt of official transcripts demonstrating completion of the MSHN. Graduates must pass the Registration Examination in order to become a Registered Dietitian.

## POLICY AND PROCEDURES

### COVID-19 Policy

Covid-19 impacts communities in Texas and the United States, and interns must adhere to the policy outlined below. This policy is intended to support the health of interns, their preceptors, their patients, and the communities of which they are a part. In addition to the policy outlined below, interns are advised to anticipate that disruptions to their schedule and internship experience may occur due to COVID-19. Should these disruptions happen, the internship director will work to provide alternate supervised practice experiences for the intern. This policy will be updated as needed to support health and safety throughout the internship year. Policy updates will be communicated via the Canvas site and DI Director. Interns are responsible for reading and adhering to all policy updates regarding COVID-19.

### COVID-19 Practices

1. Prior to beginning rotations, interns may be asked to provide evidence that they have been fully vaccinated against COVID-19. This means you must have received both shots of a two-shot vaccine or one shot of a single-shot vaccine. A booster shot may also be required.
2. At all times, interns must follow the COVID-19 policies and procedures set by their rotation site. If these policies and procedures are not disclosed by the preceptor, interns are advised to request a description of those policies and procedures.
  - Interns in clinical rotations may be asked to wear a mask by their rotation site.
  - Surgical masks will be provided to each intern during orientation.
3. Interns should follow CDC guidance on reducing the spread of COVID-19 outlined here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>. And guidance for vaccinated individuals outlined here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html#recommendations>. This includes:
  - Staying up to date on vaccines
  - Frequent hand washing and use of hand sanitizer.
  - Avoiding contact with symptomatic individuals or people who have tested positive for the virus for at least 5 days (unless exposure is in the context of a clinical rotation, and you are following all exposure protocols of the hospital).
  - Wearing a mask if exposed in public settings where there are a lot of people around, including your rotation sites. Wash your mask frequently and avoid touching the outside of the mask.
  - Cover your coughs and sneezes with a tissue, throw the tissue away immediately, and wash your hands immediately afterward.
4. Interns are advised to self-monitor **daily** for the symptoms of COVID-19. Symptoms include cough, sore throat, shortness of breath, and fever, but can include other symptoms as well. Please see the CDC's full list of symptoms here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - If you have tested positive for COVID-19 or are experiencing any symptoms that may indicate a COVID-19 infection, please notify your preceptor and your internship director *immediately*. You may be asked to stay home from your rotation.
  - If you believe that you have contracted COVID-19, please contact the Texas State University Student Health Center for guidance at 512-245-2161. More information from the Student Health Center is available here: <https://www.healthcenter.txstate.edu/covid-19.html>.
5. If you are exposed to someone who has the corona virus, please contact your internship director immediately. You may be asked to take specific precautions and/or self-quarantine.

## Supervised Practice Sites

### *Site Selection*

Supervised practice (“rotation”) sites for the Texas State DI are chosen based on a variety of factors. When selecting rotation sites, the DI Director considers the following:

- 1) **Program need:** this encompasses curricular need (e.g., additional sites might be needed to address specific competencies), geographic need (e.g., a clinical rotation might be needed in the San Antonio area to ease travel demands on San Antonio-based interns), and maintenance of equivalency within rotation categories.
- 2) **Quality of the site:** this includes facility size, duration of operation, facility reputation, and preceptor qualifications. Note: Interns may not be used to replace employees at rotation sites.
- 3) **Uniqueness of the experience:** this includes the potential of the site and preceptors to expose Texas State Interns to a unique role for dietitians or a unique perspective of practice.
- 4) **Availability of the preceptors:** this includes the presence of interns from other institutions, the ability to support enough Texas State interns to maintain equivalency within rotation categories, and the amount of time the preceptor can dedicate to the interns. As stated above, Interns may not be used to replace employees at rotation sites.
- 5) **Feedback from interns:** Intern feedback regarding rotation sites is collected on an ongoing basis and informs decisions to renew or cancel affiliation agreements and to explore or add new sites. Intern feedback is collected formally via the rotation evaluation completed after each rotation (through the Canvas site) and informally during the Monday meetings.

Unless there is a need to review them sooner, all rotation sites are reviewed on an annual basis. Review occurs in the spring/summer in conjunction with drafting the next rotation cycle. Rotation sites are visited at least every three years, usually in conjunction with field observations of interns.

### *Affiliation Agreements*

When a decision to add a rotation site is reached, the DI Director asks the preceptor (or official with the proper authority) to sign an affiliation agreement delineating the rights and responsibilities of Texas State and of the rotation site. Texas State maintains a template affiliation agreement which meets the standards of the Texas State University System and of ACEND. In the event that the rotation site requests a modification to the template affiliation agreement, the DI Director works together with the University legal team to make sure that all appropriate standards are maintained. Affiliation agreements are signed by the official with authority at the rotation site, and by the DI Director and the Dean of the College of Applied Arts at Texas State. Affiliation agreements are not required for rotations within the Texas State University system.



## **Health Requirements**

Prior to enrollment in the Texas State DI, interns must provide proof of the following immunizations:

- measles, mumps, and rubella (note: a second measles immunization is required if born on or before January 1, 1957),
- tetanus, diphtheria, and poliomyelitis (types I, II, and III) within the last ten years,
- varicella (or sufficient titers),
- COVID-19 (or completed declination form)
  - Interns are considered fully vaccinated for Covid-19 if they have 1) received a second dose in a 2-dose series (i.e. Moderna/Pfizer, Novavax), or 2) a one dose vaccine (i.e. Johnson & Johnson's Janssen). \*Please note, some internship facilities may require Covid vaccinations to be "up to date" with a booster shot. Interns will be notified in advance if a rotation site in their schedule includes this requirement.
  - If you have not been vaccinated for Covid 19, completion of a medical or religious exemption declination form will be required and maintained in your internship file for sites as requested. Though not a requirement, failure to be fully vaccinated for Covid-19 may impact intern placement at select rotation sites.
- hepatitis B (note: if an intern has never received the Hep B vaccine, they must begin the three-shot series prior to the first day of the internship and complete it during the internship).
- current influenza vaccination (provided during the fall semester, after the most current version of the vaccine has been released)

In addition to the immunizations listed above, interns must provide:

- proof of negative tuberculosis (TB) screening within the previous calendar year. Repeat TB screening may be required at certain rotation sites.
- proof of a negative test for drugs through an unsupervised urine collection and subsequent urinalysis. Repeat drug screening may be required at certain rotation sites.

## **Insurance Requirements**

### ***Health Insurance***

Each intern must maintain personal health insurance throughout the duration of their medical nutrition therapy (MNT) rotations. Proof of health insurance must be provided to the director (in the form of a copy of your health insurance card) prior to participating in any MNT rotations.

All registered students may receive medical care at the Student Health Center. Cost of services is detailed on the Student Health Center website

(<https://www.healthcenter.txstate.edu/CHARGES-INSURANCE/#Charges>). An optional Student

Health Insurance Plan is available through Texas State

(<https://www.healthcenter.txstate.edu/CHARGES-INSURANCE/Health-Insurance-Options-for-Students.html>). Neither the University nor the practicum sites are responsible for providing

treatment for injury or illness associated with completion of the internship. Responsibility for such treatment rests with the intern. Therefore, all interns should maintain health insurance throughout the course of the internship. Non-immigrant international students should have medical insurance as a condition of enrollment at Texas State.

### ***Professional liability***

Interns are covered for professional liability with a blanket policy purchased by the School of Family and Consumer Sciences at the beginning of the internship. Interns pay for this coverage in their enrollment fees (listed above). A copy of the policy can be obtained from the DI Director.

### ***Car Insurance***

Students are required to provide their own transportation for travel among rotation sites and to Texas State for class. Texas law requires all drivers licensed in Texas carry automobile liability insurance. Neither the University nor the practicum site is responsible for liability or injury incurred while traveling to and from practicum sites or classes.

## **Additional Internship Requirements**

### ***CPR Certification***

Students are required to maintain current Basic Life Support For Health Professionals Certification. Training must be completed prior to beginning internship rotations. A variety of in-person and online training options are available nationwide. PLEASE NOTE: BLS certification must come from the American Heart Association.

### ***Criminal Background Check***

Students must provide evidence of a clean criminal background check. The check is completed online via [www.mystudentcheck.com](http://www.mystudentcheck.com) and the results must be sent to the DI director. Interns must be cleared of a criminal record before beginning the internship.

### ***Equal Opportunity***

Texas State believes that freedom of thought, innovation, and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek cultural diversity, to instill a global perspective in its students, and to nurture sensitivity, tolerance, and mutual respect. Discrimination against or harassment of individuals on the basis of ethnicity, sex, sexual orientation, gender identity, religion, or race is inconsistent with the purposes of the university. Anyone who discriminates against a member of the Texas State community is subject to appropriate disciplinary sanctions.

Students who believe they may have been the victim of, or who are aware of instances of discrimination, have the right and are encouraged to report those instances to the Dean of Students, (LBJ Student Center 5-9.1, 245-2124), their school's dean, their department chair, or the Office of Human Resources and University Affairs (J.C. Kellam 1080, 245-2530). Reports of discrimination should be submitted in writing. (For more information, see the Texas State policy statement: TXSTATE/UPPS 04.04.46.)

Additionally, no person should be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas State on any basis prohibited by applicable laws.

## **Assessment of Prior Learning**

### ***Overview***

Through assessment of prior learning (APL) and according to the standards described below, interns may be exempted from course work or supervised practice requirements (see below). Requests for APL must be made in writing and must be received by the DI Director prior to the beginning of the internship. Requests for APL will be reviewed by the DI Director and at least one other Nutrition & Foods faculty member at Texas State. When APL is granted, an APL agreement will be drafted and signed by the DI Director, the additional faculty member, and the intern. The agreement, and all evidence to support the decision, will be maintained electronically. Note that receiving APL will not necessarily reduce the overall length of the internship.

### ***Spanish for the Nutrition Professional APL***

Interns who are fluent in Spanish may test out of SPAN 5322 by passing the final exam for the course with a score of at least 80% (evaluated by the instructor).

### ***Coursework APL***

Interns may be exempted from taking elective courses under circumstances including but not limited to those outlined below:

- The intern has previously taken an equivalent graduate-level course at Texas State or another regionally accredited graduate program in human nutrition.
  - The DI Director, in consultation with the instructor, will determine course equivalency by comparing course syllabi.
- The intern submits sufficient evidence of successful achievement of the course objectives, as determined by the instructor.
  - Examples of evidence might include a course grade, a final paper, or a final presentation. APL for these courses could also occur through written or oral testing administered and evaluated by the instructor.

### ***Supervised Practice Hours APL***

Interns may be given credit for supervised practice hours based on prior experience in the field. Credit for supervised practice is awarded at the discretion of the DI Director, according to the following guidelines.

- No more than 200 hours of APL may be granted for supervised practice hours.
- The intern has had significant practical experience in a setting that is similar to one of the internship's supervised practice sites, and in that setting, the intern:
  - engaged in similar activities as occur during the internship rotation; and
  - worked at the same level (or higher) as they would during the internship rotation.
- Evidence of the above must include at least the following:
  - an official description of the job the intern had (job description); and
  - a letter from the intern's immediate supervisor describing the intern's job responsibilities and attesting to the intern's satisfactory job performance.
- If the intern is requesting APL for any rotations that involve pre-test/post-test assessment of knowledge gained, the intern must pass all post-tests with a score of 80%.

## **Protection of Privacy**

### ***Patients/Clients***

All patient/client records and medical and personal information are confidential. Interns receive training on and must act in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Interns must maintain patient confidentiality and refrain from discussing patient information in public areas or outside the practice setting, including on social media. Interns should afford their clients/patients respect and engage in behaviors that are respectful of patient privacy such as knocking on the door before entering a patient's room.

### ***Interns***

Personal files for each intern will be maintained by the DI Director. These files are confidential. If requested, an intern may review his/her file in the presence of the DI Director. Nothing may be removed from the file; however, the intern may request electronic or hard copies of any document in the file.

### ***Requirements for Online Instruction***

The Canvas learning management system (LMS) is used for completion of internship requirements (including all graduate courses). Canvas is a password-protected system that requires the intern to log in using their Texas State NetID and a user-defined password and to verify their identity through a two-step identification process. NetIDs are issued through the IT Assistance Center (ITAC) after admission to the program. The NetID/password combination required to log in to Canvas protects the privacy of interns and ensures that all work completed/uploaded through the systems is the intern's own work. For more on protection of privacy of student information please review Texas State UPPS No. 01.04.31 Access to Student Records Pursuant to the Family Education Rights and Privacy Act of 1974 <https://policies.txst.edu/university-policies/01-04-31.html>.

Some graduate courses may be offered to students in an online or hybrid format. A laptop and access to stable internet is required for success in these courses. Refer to instructor course syllabi for all technology requirements.

### ***Online Testing***

Please note that online testing employs strategies to verify the identity of students. <http://policies.txstate.edu/university-policies/04-01-02.html>. The NetID, a unique identifier assigned by the university to an account and its owner, is used with its associated password to authenticate user identity through a two-step identification process when accessing Texas State university information resources and technology. Please refer to instructor course syllabi for course specific online testing procedures and processes.

### ***Rotation Stipends***

If funding becomes available, interns may be eligible to receive payment for rotations or other internship activities (e.g., presentations). In the event that funding is available, the director will announce the opportunity to the intern group and solicit applications. Applications will consist of the previously completed internship application as well as a written statement detailing why the intern is qualified for and interested in the position. Decisions will be made by the director and/or the preceptor who is providing the funding.

## **Evaluation**

### ***Graduate Courses***

Refer to the individual course syllabi for information about evaluation methods for graduate courses.

### ***Supervised Practice***

Performance in supervised practice in professional work environments is evaluated by the Registered Dietitians and other professionals who serve as preceptors. Interns are given regular feedback by their preceptors, including ongoing evaluation of assignments, and a summative evaluation of performance, strengths, and weaknesses at the end of the rotation. Preceptor evaluations of interns are documented on rotation-specific competency sheets and preceptor evaluation forms.

Completion of supervised practice hours is documented by the preceptor on rotation-specific competency sheets, which are signed by the preceptor at the end of each rotation. The DI Director ensures all interns complete the required hours by 1) maintaining contact with all preceptors to ensure rapid communication of issues; 2) running reports in Canvas and performing periodic “spot-checks” of paperwork to ensure that all interns are completing and documenting their hours; and 3) performing formal performance reviews and at midyear and during exit week. Interns who are violating attendance policies, who are in danger of not meeting their required hours, or who have not met the required competencies are counseled appropriately and prescribed corrective action (see “Remediation” below). As stated below, violation of the internship attendance policies can result in dismissal from the internship.

### ***Alternate Supervised Practice***

Performance in alternate supervised practice experiences is evaluated by the DI Director. This includes completion of projects, trainings, and presentations as well as participation in Monday meetings and the Food Security Learning Community. Evaluation is documented in feedback on specific assignments and in the midyear and final evaluations.

### ***Self-Evaluation***

Interns complete self-assessments of strengths, weaknesses, goals, and progress toward goals throughout the internship. These assessments are conducted at the macro (e.g., development as a dietetics professional) and micro (e.g., performance in a given rotation) levels. Self-assessments are conducted at the beginning and the end of the internship, and each intern is given the opportunity to reflect on personal and professional growth.

### ***Overall Performance***

Overall performance in the internship is monitored and evaluated by the DI Director. This includes evaluation of the summer work and alternate supervised practice hours, as well as overall evaluation of performance in rotations. The DI Director conducts a written and in-person formative evaluation with all interns at midyear and a summative evaluation during exit week. The DI Director’s feedback as well as the intern’s responses are documented for the intern’s records.

### ***Documentation of Evaluation***

Intern progress, performance, and outcomes are documented through the Canvas site. At the completion of each rotation, interns must do the following to ensure proper documentation of their progress and performance:

- upload the competency sheet signed and scored by their preceptor to Canvas.
- upload the signed and completed preceptor evaluation, including an overall score for their rotation performance to Canvas.
- complete the self-evaluation survey in Canvas/Qualtrics; and
- upload any work requested on the competency sheet to Canvas.

## **Remediation, Retention, and Termination**

### ***Remediation***

All interns are required to complete all competencies for all rotations with a score of 2 (“entry-level”) or higher. If an intern receives a score of 1 for any competency, the DI Director will work with the preceptor and the intern to establish a remediation plan. Each remediation plan will be tailored to assess achievement of the failed competency. The remediated work will be reviewed by the DI Director and achievement of the competency will be determined by either the preceptor or the DI Director. All remediation activities will be documented 1) in the intern’s file for the associated rotation, and 2) on either the midyear or final evaluations.

All interns are required to complete all rotations with an overall score of 2 (“entry-level”). If an intern receives an overall score of 1 for any rotation, the intern must remediate all competencies and all hours for that rotation. Remediating an entire rotation will delay the internship completion date, and the intern may be required to re-enroll in NUTR 5360 (practicum). If remediation of an entire rotation is necessary, the DI Director will first work with the intern to identify and address the issues that led to the need for remediation, and then to arrange an additional rotation. All efforts will be made to identify and address issues early on and to avoid the need to remediate at this level.

### ***Retention***

Interns who need to remediate multiple competencies or an entire rotation, or who otherwise demonstrate that they have a minimal chance of success in the program (e.g., failing an academic course) will be counseled into career paths that are appropriate to their ability.

### ***Disciplinary and Termination Procedures***

Texas State dietetic interns are expected to:

- 1) complete all program requirements including practicum hours, internship assignments, and graduate courses (or receive a course waiver via the policy outlined above).
- 2) meet established deadlines for assignment and paperwork submission.
- 3) comply with the Texas State Code of Conduct (<http://www.dos.txstate.edu/handbook/rules/cosc.html>).
- 4) comply with the Texas State Honor Code (<http://policies.txstate.edu/university-policies/07-10-01.html>).
- 5) act in accordance with the Code of Ethics for the Profession published by the Academy of Nutrition and Dietetics (<http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>).
- 6) comply with all policies/codes of conduct established by preceptors/rotation sites; and
- 7) comply with all policies/codes of conduct established in this manual.

Failure on the part of an intern to meet any of the expectations outlined above may be cause for disciplinary action or termination from the program. These actions will be taken at the discretion of the DI Director based on the severity of the infraction. The DI Director may call on program faculty, program preceptors, or Texas State officials for assistance in assessing the infraction and determining the appropriate disciplinary action or termination. The DI Director will inform the intern of the infraction and disciplinary action or termination in writing. The intern may appeal a decision according to the grievance procedures outlined below.

### **Student Support Services**

Interns have access to all student support services provided by Texas State. These include health services, counseling services, the student recreation center, legal support, and disability services. For more information, see The Student Handbook and <https://studenthandbook.txst.edu/student-services.html>. Additional policies, procedures, and descriptions of student services may be found in the Graduate Catalog at <https://www.gradcollege.txst.edu/students/catalog.html>.

### **Financial Aid**

Degree-seeking students (e.g. students who are enrolled in the MS in human nutrition) are eligible to apply for federal financial aid. The [Texas State Financial Aid Office](#) is a great resource for information on navigating this process and accessing necessary applications.

### **Grievance Procedures**

#### ***Texas State University***

The official student handbook, The Texas State Student Handbook, describes the official codes of Texas State student conduct. There is a specific section on appeals and review for students who have been given verbal or written warning or disciplinary probation for violating the code of conduct by the Dean of Students. The handbook can be found at <http://www.dos.txstate.edu/handbook.html>.

#### ***The Dietetic Internship***

In the case of grievances which may arise in facilities or with preceptors outside the university, the intern should first discuss the problem with the preceptor and DI Director. If the problem is not satisfactorily solved, the intern should then make a written appeal to the preceptor and provide a copy of the appeal to the DI Director. The DI Director will work with the intern and the preceptor to address/resolve the grievance. Records of all written appeals, and their resolutions, will be maintained by the program for seven years.

In the case of grievances concerning, or which cannot be discussed with the DI Director, students may consult the Director of the School of Family and Consumer Sciences (SFCS). Contact information for the Director is as follows:

Amy Weimer, PhD  
Office: FCS 101  
512-245-2155  
[amy.weimer@txstate.edu](mailto:amy.weimer@txstate.edu)

Grievances which rise to the level of the SFCS Director will be documented in a file maintained in the SFCS Director's office. At a minimum, documentation will include: the name(s) of complainant(s), date of the complaint, details of the complaint, resolution of the complaint, and date of resolution. *Under no circumstance will the intern experience retaliation as a result of filing a grievance.*

## **ACEND**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with 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, 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 the Education and Accreditation Team at the Academy of Nutrition and Dietetics, 120 S Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 or by calling 800/877/1600, ext. 5400. Information is also available at <https://www.eatrightpro.org/acend>.

## **Vacation, Holidays, Absences, and Withdrawal**

Interns are expected to be always in class or rotations during the internship except for the designated holidays and breaks. Failure to attend class and rotations as expected could result in your dismissal from the program. Additional information regarding attendance, illness, and required internship hours will be provided during orientation.

The internship follows the vacation and holiday schedule published in the official Texas State calendar; however, rotations may begin before or end after the academic semesters. Official holidays and vacation dates will be observed. An internship schedule will be provided to each intern prior to beginning rotations. Internship schedules are subject to revision.

If an intern must miss rotation hours due to illness, the intern must notify their preceptor and the DI Director. If the illness extends longer than 2 days, the intern must supply an excuse validated by the Texas State Dean of Students (<http://www.dos.txstate.edu/services/emergency.html>). The DI Director will determine if the missed hours need to be made up. Absences of more than 1 week may require the intern to repeat the missed practicum hours and may result in delayed program completion.

Reports of interns arriving late to or leaving early from rotations will be considered absences.

## **Leave of Absence**

In rare cases, as circumstances require and permit, an intern may be granted a leave of absence from the internship. Circumstances which may warrant granting of a leave of absence may include (but are not limited to): personal medical emergencies, family medical emergencies, or death in the family. In the case that a leave of absence is granted, the intern and the DI Director will work together to establish a plan for completion of internship requirements within a reasonable time period. The leave must be documented on the "Leave of Absence" form, which must include the justification for the leave, the time within which program requirements will be completed, the plan for completing those requirements at a later date, and the consequences if the requirements are not met according to the established timeline. The Leave of Absence form will be signed by both the intern and the DI Director. Copies of the signed form will be provided to the intern and maintained electronically by the DI Director.

## **Withdrawal from the Program**

Interns must notify the DI Director in writing of their intention to withdraw from the program. Once the withdrawal has been discussed with the DI Director, the intern must follow the procedures for withdrawal from the University (<http://policies.txstate.edu/university-policies/07-08-02.html>). Refunds will be based on the time of the withdrawal, as outlined in the University policy linked above. Fees paid to the Texas State DI are non-refundable.



## 2024 – 2025 SUPERVISED PRACTICE SCHEDULE

The supervised practice portion of the Texas State MS/DI takes place over 10 months (Aug – May) during the Fall and Spring semesters. Supervised practice rotations may be completed at any point during the MSHN program, and students are encouraged to consult with the DI Director and Graduate Program Coordinator regarding the timing that works best for them. Students must enroll in Advanced Medical Nutrition Therapy and Spanish for Nutrition Professionals during the Summer II (July) semester before beginning supervised practice rotations.

Typically, interns enroll in two 3-credit classes each semester: practicum, which is comprised by supervised practice rotations, and at least one additional graduate course. During the Summer II semester, interns are typically in a physical class Monday – Friday from approximately 9 am – 5 pm. There are no rotations during the Summer II semester. During the Fall and Spring semesters, interns are in class/meetings on Mondays from approximately 9 am – 5 pm and attend rotations Tuesdays – Fridays from approximately 9 am – 5 pm. Actual rotation hours are determined by the preceptor.

### Example Supervised Practice Schedules

Summer II	Fall		Spring	
Spanish for Nutrition Professionals (mornings)	Monday Intern Meeting (Monday morning)	Rotations (all day)	Monday Intern Meeting (Monday morning)	Rotations (all day)
Advanced Medical Nutrition Therapy (*online)	Advanced Community Nutrition (Monday afternoon)	Tuesdays – Fridays)	Advances in Child Nutrition (Monday afternoon)	Tuesdays – Fridays)

\*Advanced Medical Nutrition Therapy will have approximately two synchronous online meetings per week.

The following provides an overview of dates for rotations, classes, vacations, and holidays for the supervised practice portion of the MS/DI. Please note that a detailed schedule of individual rotations is provided to each intern by August 1.

Dates	Activity	Description
7/1/24* – 8/2/24	Summer II Semester	Classes held Monday – Friday (Spanish for the Nutrition Professional and Advanced Medical Nutrition Therapy)
8/19/24 – 8/23/24	Orientation Week	Case studies, Food Security Learning Community introduction, Cultural Awareness series, and rotation preparation
8/27/2024	Fall Rotations Begin	Rotations are every week, Tuesday – Friday from approximately 9:00 am – 5:00 pm (but hours will vary depending on the rotation).
8/26/2024	Fall Classes Begin	Classes held Mondays from approximately 9:00 am – 3:00 pm (Practicum and Advanced Community Nutrition)
11/25/24 – 11/29/2024	Thanksgiving Break	No classes or rotations
12/13/2024	Fall Classes End	
12/20/2024	Fall Rotations End	

12/21/24 – 1/12/25	Semester Break	
1/14/2025	Spring Rotations Begin	Rotations are every week, Tuesday – Friday from approximately 9:00 am – 5:00 pm (but hours will vary depending on the rotation).
1/21/2025	Spring Classes Begin	Classes held Mondays from approximately 9:00 am – 3:00 pm (Practicum and Advanced Community Nutrition)
3/17/25 – 3/21/25	Approximate Spring Break	NOTE: Actual Spring Break dates for each intern may vary by a week or two to accommodate rotation schedules.
5/7/2025	Spring Classes End	
5/9/2025	Spring Rotations End	
5/12/25 – 5/16/25	Exit Week	Role playing, RD exam prep, job prep

\*On this day, after classes, we will meet for an initial, brief orientation. We will have three to four additional meetings as a group on Monday afternoons throughout the summer semester. These will be in-person if possible and virtual (via Zoom) if not.