

Benedictine University
Dietetic Internship Program
5700 College Road, Lisle, IL 60532



Dietetic Internship 2009-2010 Information Packet

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Dietetic Internship Director: Julie Moreschi, M.S., R.D., L.D.N.

If found please return to:

Student's Name: _____ Phone: _____

Dietetic Internship Program
Information Packet

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Benedictine University Dietetic Internship Program

Mission and Philosophy

Benedictine University Mission

In its institutional mission, Benedictine University dedicates itself to the education of undergraduate and graduate students from diverse ethnic, racial, and religious backgrounds. As an academic community to liberal arts and professional education, distinguished and guided by its Roman Catholic heritage, the University prepares its students for a lifetime, as active, informed, and responsible citizens and leaders of the world community.

This Dietetic Internship Program will assist the University in the fulfillment of its mission through its contributions of the Dietetic Internship, concentration course offerings, and departmental faculty, to the development of skills to:

- Communicate effectively; within and across cultural boundaries;
- Reason and make informed judgments;
- Identify and solve problems independently and cooperatively;
- Develop a sense of intellectual curiosity and a desire for lifelong learning;
- Understand the content, methodology, and interrelationships of specific areas of study;
- Pursue and communicate the truth;
- Confront and resolve ethical issues and contribute to the work of social justice;
- Exhibit stewardship;
- Benefit from a diversity of opinions, abilities, and cultures;
- Value interdependence of cultures and nations;
- Strive for a life lived in balance, and;
- Foster appreciation and individual development of creative expression.

Nutrition Department Vision Statement

The Nutrition Programs will be recognized at the community, state, national, and international level for its leadership in developing optimal teaching and learning within nutrition programs. The programs will prepare future nutritionists/registered dietitians/nutrition managers to address important food and nutrition issues that impact the quality of life of people.

Nutrition Department Mission Statement

The Nutrition Programs will assure the provision and promotion of high-quality education for preparation of learners, especially those who are future nutrition professionals. This will be achieved through the ongoing development of nutrition educators in pedagogies, skills for utilization of more learner-centered techniques and outcome evaluation techniques, within the larger collaborative network of community and educators.

Dietetic Internship Program Philosophy

Dietetic Internship Mission: The Benedictine University Dietetic Internship will provide a high quality program that is recognized as a superior model for the preparation of entry-level dietitians, and display excellence in provision of community and wellness initiatives and interventions.

This program is designed as a future-oriented, comprehensive, dynamic program that is interdependent with the surrounding community. Leadership skills are fostered, cooperative learning from peers and mentors is encouraged, and self-responsibility is stressed. Benedictine University strives to develop an academic community that supports each person in the pursuit of knowledge and personal development. Our hope is to stir within each intern, the hopes, dreams, and passions to become the best they are able...to make a positive difference in the lives of others...to continue to learn and develop for the rest of their lives. This program, as part of Benedictine University, prepares its students for a lifetime, as active, informed, and responsible citizens and leaders of the dietetics and work communities.

The degree Concentration leads, not only to a masters degree, but also the American Dietetic Association accredited Dietetic Internship Verification Statement, which may not be completed prior to completing the entire degree. This program is designed for individuals whose career aspirations may include nutrition and health education assessment, planning, program delivery, counseling, outcome evaluation, and program administration in community, outpatient, corporate wellness, and private practice settings.

Dietetic Internship Accreditation Status

The Benedictine University Dietetic Internship is currently granted initial accreditation by the Commission on Accreditation/Approval for Dietetics Education of The American Dietetic Association, 120 South Riverside Plaza, Suite 200, Chicago, IL 60606-6995, 312/899-0040. The program accepts 12 interns per year, and participates in the spring match.

Benedictine University students and alumni qualify to apply for an ADA approved pre-match option. Six out of the twelve annual slots may be filled via pre-match.

Dietetic Internship Program Goals and Learning Outcomes

The Concentration coursework and Dietetic Internship build upon the core coursework. The focus is to assist students to meet program goals and learning outcomes as well as:

- understand the principles of health behavior and behavior change;
- plan and manage educational programs appropriate to target populations;
- identify and foster personal qualities for leadership through coursework in entrepreneurship and intrapreneurship;
- build upon the general knowledge earned in the DPD Program to critically analyze, integrate, and interrelate the principles of nutrition with related disciplines (e.g. physiology, pathophysiology, biochemistry, health, business, educational psychology, etc.) in a dynamic health care environment;
- share professional knowledge with others in traditional and non-traditional nutrition education settings;
- adhere to the professional Code of Ethics and Standards of Practice;
- be provided active learning experiences necessary to enable them to become entry level practitioners. These experiences are designed to meet the Performance Requirements of The American Dietetic Association, so that students are eligible to take the registration exam and become licensed in the state of Illinois, and;
- become competent Registered Dietitians after the completion of the internship and designated coursework, and passing the R.D. exam.

Appendix 1

BENEDICTINE UNIVERSITY PROGRAMMATIC ASSESSMENT PLAN						
Program Goal 1: The dietetic internship will prepare highly qualified entry-level Registered Dietitians.						
<p>Institutional Mission: Benedictine University is dedicated to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and professional education distinguished and guided by our Roman Catholic tradition and Benedictine heritage, we prepare our students for a lifetime as active, informed and responsible citizens and leaders in the world community.</p> <p>Program Mission: The Benedictine University Dietetic Internship will provide a high quality program that is recognized as a superior model for the preparation of entry-level dietitians, and display excellence in provision of community and wellness initiatives and interventions.</p>						
Outcomes Measures	Data Needed?	Data Already Available?	Groups to Be Assessed?	Assessment Method?	Who Will Conduct the Assessment?	Timeline?
1. 100% of the dietetic interns will complete the program within 18 months of starting it .	Program completion rates	Yes	DI graduates	Dietetic intern history report	DI Program Director	Annually
2. At least 80% of first-time takes of the RD exam will pass.	RD exam score reports	Yes	Graduates	CDR data report	Program director will review CDR report	Annually
3. 100% of the dietetic interns will take the RD exam within one year of completing the program.	RD exam report	Maybe-need to emphasize to interns the importance of releasing their data	DI graduates	CDR report	DI Program Director will review the CDR reports	Annually

4. 75% of graduates will seek an entry-level position in dietetic within the first 12 months following program completion.	Employment data from graduates	Yes	Graduates	Alumini Survey	DI Program Director	Annually
5. 12 months after completing the DI, employers will rate 90% of the graduates as "outstanding" or "above average" entry-level dietitians.	Survey responses from employers	Yes	DI graduates	Employer Survey	DI Program director will administer surveys	Annually

Appendix 1

BENEDICTINE UNIVERSITY PROGRAMMATIC ASSESSMENT PLAN						
Program Goal 2: The dietetic internship will prepare graduates who demonstrate professionalism through their interpersonal relationships with patients and the health care team, as well as participating in the mentoring of future dietetics professionals.						
<p>Institutional Mission: Benedictine University is dedicated to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and professional education distinguished and guided by our Roman Catholic tradition and Benedictine heritage, we prepare our students for a lifetime as active, informed and responsible citizens and leaders in the world community.</p> <p>Program Mission: The Benedictine University Dietetic Internship will provide a high quality program that is recognized as a superior model for the preparation of entry-level dietitians, and display excellence in provision of community and wellness initiatives and interventions.</p>						
Outcomes Measures	Data Needed?	Data Already Available?	Groups to Be Assessed?	Assessment Method?	Who Will Conduct the Assessment?	Timeline?
1. The average self-rating of DI graduates for “interacting effectively with other health care disciplines” will be 4 on a 5 point scale	Intern responses	Yes, but question needs to be revised	DI graduates	Alumni Survey	DI Program Director	Annually
2. The average manager rating for “developing interpersonal relationships” and “practices professionalism” will be 3 on a 4 point scale.	Employers rating of graduates abilities	Yes, but questions need revision	DI graduates	Post Graduate Survey	DI Program Director	Sent 12 months after program completion
3. 50% of graduates will serve as mentors for dietetic student education.	Intern responses	Some through current work with graduates but need to add to post grad-survey	DI graduates	Alumni survey	DI Director	Annually

Appendix 1

BENEDICTINE UNIVERSITY PROGRAMMATIC ASSESSMENT PLAN						
Program Goal 3: The dietetic internship will prepare graduates to effectively provide nutrition counseling to individuals/groups.						
<p>Institutional Mission: Benedictine University is dedicated to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and professional education distinguished and guided by our Roman Catholic tradition and Benedictine heritage, we prepare our students for a lifetime as active, informed and responsible citizens and leaders in the world community.</p> <p>Program Mission: The Benedictine University Dietetic Internship will provide a high quality program that is recognized as a superior model for the preparation of entry-level dietitians, and display excellence in provision of community and wellness initiatives and interventions.</p>						
Outcomes Measures	Data Needed?	Data Already Available?	Groups to Be Assessed?	Assessment Method?	Who Will Conduct the Assessment?	Timeline?
1. The average score of interns for providing nutrition counseling/education to individuals/groups will be 4 on a 5 point scale.	Intern responses	Yes	DI graduates	Alumini Survey	DI Director	Annually
2 The average score by managers in counsels patients regarding nutrition and diet will be 3 on a 4 point scale	Employers rating of graduates ability	Yes, but needs revision	DI graduates	Post graduate survey	DI Director	Annually

Appendix 4

BENEDICTINE UNIVERSITY'S PLAN FOR ASSESSING LEARNING OUTCOMES FOR DIETETIC INTERNS						
Student Learning Outcome 1: Students will demonstrate the ability to communicate effectively in individual and group settings.						
Outcomes Measures	Data Needed?	Data Already Available?	Groups to Be Assessed?	Assessment Method?	Who Will Conduct the Assessment?	Timeline?
Interns will have the demonstrated ability to provide group presentations	100% of performance evaluations will have an average of 4 on a 5 point scale	Yes	Dietetic Interns	Presentation evaluation form	Presentation participants-Synopsis completed by dietetic intern and reviewed by DI director	Throughout internship rotations
Interns will have the demonstrated ability to provide individual nutrition counseling sessions.	Individual nutrition counseling assignment grade in NTR 595 Internship rotation performance rating focused on individual nutrition counseling	No-first class in progress Only narrative, rubric needs to be developed	Dietetic Interns	Project Grade Counseling rubric	DI Director Site Preceptor and DI Director	Spring Quarter During clinical and Healthy Table rotations
Interns will have the demonstrated ability to create a lesson plan	Creation of lesson plans in clinical, foodservice, school, healthy table, and LTC rotations will receive a grade of "B" or better.	Yes	Dietetic Interns	Submission and grading as part of work completion checklist	DI Director	At culmination of each indicated DI rotation
Interns will have the demonstrated ability to create nutrition education materials	Educational materials created in Clinical, Food Service, WIC, Healthy Table, and School rotations will receive a grade of "B" or better	Yes	Dietetic Interns	Submission and grading as part of work completion checklist	DI Director	At culmination of each indicated DI rotation

BENEDICTINE UNIVERSITY'S PLAN FOR ASSESSING LEARNING OUTCOMES FOR DIETETIC INTERNS						
Student Learning Outcome 2: Students will demonstrate the ability to conduct high quality nutrition assessment and outcome plans for their clients.						
Outcomes Measures	Data Needed?	Data Already Available?	Groups to Be Assessed?	Assessment Method?	Who Will Conduct the Assessment?	Timeline?
Graduates will demonstrate the ability to provide nutrition assessment to individual with basic and complex medical conditions.	Grades from NTR 615 & 622	Yes	Dietetic Interns	Grade of "B" or better	DI Director and site preceptors	Fall or winter quarter, and spring quarter
	Grades from clinical, LTC clinical, WIC, and healthy table rotations (variety confirmed with logs)	Yes, but need to create rubrics for more thorough evaluation				At culmination of each clinical rotations
Graduates will demonstrate the ability to provide nutrition assessments to individuals across the lifespan.	Grades from NTR 615 & 622	Yes	Dietetic Interns	Grade of "B" or better	DI Director and site preceptors	Fall or winter quarter, and spring quarter
	Grades from clinical, LTC clinical, WIC, and healthy table rotations (variety confirmed with logs)	Yes				At culmination of each clinical rotations
Graduates will demonstrate the ability to provide nutrition assessments to individuals receiving enteral and/or parenteral feedings	Grades from NTR 615 & 622	Yes	Dietetic Interns	Grade of "B" or better	DI Director and site preceptors	Fall or winter quarter, and spring quarter
	Grades from clinical, LTC clinical, (variety confirmed)	Yes				At culmination of each clinical rotations
Graduates demonstrate the ability to create measurable outcomes for their client's nutrition care plans	Grades in NTR 622	In creation this quarter	Dietetic Interns	Grade of "B" or better	DI Director and Site Preceptors	Spring quarter
	Chart audits during clinical rotations	Yes, but need to create rubric				During clinical rotations

BENEDICTINE UNIVERSITY'S PLAN FOR ASSESSING LEARNING OUTCOMES FOR DIETETIC INTERNS						
Student Learning Outcome 3: Students will demonstrate their understanding of various management concepts and functions.						
Outcomes Measures	Data Needed?	Data Already Available?	Groups to Be Assessed?	Assessment Method?	Who Will Conduct the Assessment?	Timeline?
Interns demonstrate the ability to calculate math related to foodservice management	<u>Applied Math for Foodservice</u> completed assignments Recipe Forecasting Worksheet Recipe cost analysis Retail menu pricing assignment Enteral Feeding Cost Analysis	Yes	Dietetic Interns	Grade on assignment listed in Data Needed (must obtain a "B" or better)	DI Director and Site Preceptors	At culmination of each rotation where assignment is due
Interns demonstrate the ability to supervise sanitation and safety issues.	Sanitation and safety audits conducting in foodservice and retail foodservice rotations	Yes	Dietetic Interns	Grade on Assignments listed in Data Needed (must obtain a "B" or better)	DI Director and Site Preceptors	At culmination of each rotation where assignment is due
Interns demonstrate the ability to apply management skills to the successful operation of an outpatient nutrition clinic.	Completion of all activities and assignments in Healthy Table rotation	Yes	Dietetic Interns	Grade in Healthy Table rotation (must obtain a "B" or better)	DI Director	At culmination of Healthy Table rotation
Interns will demonstrate their ability to implement marketing strategies.	Completion of marketing activities in school and healthy table rotations	Yes	Dietetic Interns	Grade on marketing assignments for school and healthy table rotations (must obtain a grade of "B" or better)	DI Director	At culmination of school and healthy table rotations

Interns possess knowledge of management theory and concepts	Completion of foodservice rotation prework	Yes	Dietetic Interns	Grade on prework (must obtain a "B" or better)	DI Director	At culmination of foodservice rotation
	Pass management exam in NTR 624	No		Grade of 80% or more on management exam		At time of exam in NTR 624

American Dietetic Association Practice Based Competencies

The Benedictine University Dietetic Internship program has a Community Nutrition Emphasis, with a life cycle nutrition focus. Thus, the Dietetic Internship focuses on intern achievement of the Core Competencies for Dietitians (CD) and Community Emphasis Competencies (CO), with completion of some of the competencies in other emphases.

Core Competencies for Dietitians (CD)

Upon completion of the supervised practice component of dietitian education, all graduates will be able to do the following:

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

Upon completion of the DI, graduates are able to:

- DI 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes
- DI 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice
- DI 1.3 Justify programs, products, services and care using appropriate evidence or data
- DI 1.4 Evaluate emerging research for application in dietetics practice
- DI 1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Upon completion of the DI, graduates are able to:

- DI 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics
- DI 2.2 Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures)
- DI 2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience
- DI 2.4 Use effective education and counseling skills to facilitate behavior change
- DI 2.5 Demonstrate active participation, teamwork and contributions in group settings

- DI 2.6 Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility
- DI 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- DI 2.8 Demonstrate initiative by proactively developing solutions to problems.
- DI 2.9 Apply leadership principles effectively to achieve desired outcomes
- DI 2.10 Serve in professional and community organizations
- DI 2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals
- DI 2.12 Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures
- DI 2.13 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration
- DI 2.14 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Upon completion of the DI, graduates are able to:

- DI 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
 - DI 3.1.a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
 - DI 3.1.b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
 - DI 3.1.c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
 - DI 3.1.d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
- DI 3.2 Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing
- DI 3.3 Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.
- DI 3.4 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions

- DI 3.5 Deliver respectful, science-based answers to consumer questions concerning emerging trends
- DI 3.6 Coordinate procurement, production, distribution and service of goods and services
- DI 3.7 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

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

Upon completion of the DI, graduates are able to:

- DI 4.1 Use organizational processes and tools to manage human resources
- DI 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- DI 4.3 Apply systems theory and a process approach to make decisions and maximize outcomes
- DI 4.4 Participate in public policy activities, including both legislative and regulatory initiatives
- DI 4.5 Conduct clinical and customer service quality management activities
- DI 4.6 Use current informatics technology to develop, store, retrieve and disseminate information and data
- DI 4.7 Prepare and analyze quality, financial or productivity data and develops a plan for intervention
- DI 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
- DI 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes
- DI 4.10 Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies
- DI 4.11 Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
- DI 4.12 Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

Benedictine University

Dietetic Internship Program

Policy Statements

The policy statements enclosed supplement those of Benedictine University:

- Equal Opportunity Policy
- Access to Student Support Services Policy
- Scheduling and Program Calendar Policy
- Dress Code Policy
- General Evaluation Criteria Policy
- Graduation and Program Completion Requirements Policy
- Credit for Prior Learning Policy
- Withdrawal/Tuition Refund Policy
- Resolving Academic Disputes and Grievance/Complaint Policy
- Professional Behavior Policy
- Disciplinary/Termination Procedures Policy
- Student Files Policy
- Professional Liability Insurance Policy
- Medical Illness and Injury Policy
- Medical Status and Required Vaccinations Policy
- Travel Policy
- Vacation, Holiday, and Absence Policy
- Leave of Absence
- Academic Honesty Policy

The intern is expected to obtain his/her own copy of the *Student Handbook* from the Krasa Center and *Graduate Catalog* from Benedictine Central. The dietetic intern is expected to adhere to the policies stated within this document and that of the *Student Handbook* and *Graduate Catalog*.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Equal Opportunity
Date Enacted/Adopted: October, 1997
Revised: July 24, 2000

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To inform dietetic intern about the equal opportunity policy of Benedictine University.

PROCEDURES:

1. Admission to a program is open to qualified individuals without regard to age, religion, race, color, sex, marital or veteran status, national or ethnic origin, or disability.
2. Students with disabilities who seek accommodations must provide current documentation after having been admitted. For information about available services, contact the Academic Resource Center.
3. Discriminatory harassment of another in any form is absolutely prohibited. Racial or sexual harassment is abuse, unprofessional, and unethical. Sexual harassment is also illegal. Students are liable for their own conduct, and expected to abide by the University policies as described in the *Student Handbook*. If the student believes that he/she is the victim of harassment by a person or persons at an internship site or the University, they student should immediately inform the Dietetic Internship Director. Benedictine University, the Dietetic Internship or Nutrition Department or Program Directors, site preceptors, Department Chairs or College Deans are not liable for the conduct of a person or persons at the internship site, or for the student's conduct. Liability lies with the violator.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Access to Student Support Services
Date Enacted/Adopted: October, 1997
Revised: July, 2000; September, 2004, August, 2008

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To outline university resources available to the students/interns.

PROCEDURES:

Academic services, including The Student Success Center and advising, are described in the *Student Handbook* and the *Graduate Catalog*.

The Student Success Center's services include: http://www.ben.edu/resources/resource_center/

- Academic support and tutoring functions
- Accommodations services for students with disabilities
- Advising and related support for undecided majors, students on academic probation and continuing probation
- Leadership development
- Supplemental education and service learning
- Comprehensive career development services, including assessment, internship services, career education programs, job search functions and career resources
- Orientation and continuing orientation programs

If you have a documented learning, psychological or physical disability, you may be eligible for reasonable academic accommodations or services. To request accommodations or services, contact Tina Sonderby in the Student Success Center, 012 Krasa Student Center, extension 6512. All students are expected to fulfill essential course requirements. The University will not waive any essential skill or requirement of a course or degree program.

ACADEMIC HONESTY:

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage. Integrity and honesty are therefore expected of all members of the University community, including students, faculty members, administration, and staff. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation, are violations of these expectations and constitute unacceptable behavior in the University community. The penalties for such actions can range from a private verbal warning, all the way to expulsion from the University. The University's Academic Honesty Policy is available at <http://www.ben.edu/AHP> and students are expected to read it.

The Benedictine University Alumni Association (a service of the Alumni Relations Office) serves current students through AlumNet, in which alumni volunteers to serve as career information and networking contacts. This is described in the *Student Handbook* and the *Graduate Catalog*. <http://www.ben.edu/alumni/>

Benedictine Central is a department designed to provide a number of student services in one convenient location. In Benedictine Central, a student may request a variety of academic and financial services, such as, request an [academic transcript](#), apply for financial aid and make a tuition payment. These services are discussed further in the *Student Handbook* and the *Graduate Catalog*. http://www.ben.edu/resources/ben_central.asp

The Dean of Student Affairs office serves as the chief student advocate to students who may need assistance with personal or academic problems or concerns, as described in the *Student Handbook*.

The goal of the Health Service is to provide health education and interventions while helping students make informed decisions relating to health issues and concerns. The office is open to all registered students of Benedictine University. The hours are Monday through Friday 9:00 a.m. - 4:30 p.m. during the academic year. Students may drop in at any time. All office visits are confidential. In the event of serious illness or injury, parents or guardian will be notified at the discretion of the staff. Graduate students will pay \$10 per visit. A minimal fee for prescription medications will be charged. Students will be responsible for the cost of outside services. <http://www.ben.edu/resources/health.asp>

Services provided by Health Services include:

- Assessment of illness and injuries
- Referral to physician or local emergency room
- Family practice physician on campus once a week
- Allergy injections
- Tetanus/diphtheria and TB test
- Throat cultures
- Mono tests
- Variety of over the counter and prescription medications
- Referral to specialty areas, both on and off campus
- Health education resources
- Consultations for personal, social, and emotional issues

The Healthy Table nutrition education center provides basic nutrition counseling services to the Benedictine community – employees and residents of Benedictine University, Benet Academy, Sacred Heart Convent, and Abbey (in addition to community seniors). These services are courtesy of the Nutrition Department and provided at no charge by the Dietetic Interns.

The Office of Information Technology (OIT) provides hardware and software support to over 1000 computers throughout the campus. The department has set up state-of-the-art computer labs on the campus where students can find the latest software and hardware to assist them in their educational experience. OIT has also provided several Electronic Enhanced classrooms thus allowing the teacher to incorporate technology in their classroom. The OIT department provides improved effectiveness and efficiency in the University's administrative processes, facilitates the use of technology by faculty in the teaching, learning and advising process and improves the administrative decision making process. The services of this department are discussed in the *Student Handbook* and the *Graduate Catalog*. http://www.ben.edu/resources/info_tech.asp

On-line tutorials were produced so that Benedictine University students, faculty, and staff could learn the basics of application software commonly used by the campus community. The tutorials were developed with support from a Title III grant from the US Department of Education.

<http://www.ben.edu/resources/tutorials.asp>

The International Programs office is described in the Student Handbook. Benedictine University has welcomed international students since 1954. The University is devoted to carrying out international educational opportunities for students from abroad and at home. Currently, the University welcomes students representing over thirty countries and offers all students the opportunity to participate in over countless study abroad programs throughout the globe. <http://www.ben.edu/internationalcenter/index.asp>

The Benedictine Library exists to meet the research and information needs of the Benedictine University community, which includes the students, faculty and staff of the University as well as the broader community within which we are located. This is accomplished through formal and informal instruction, reference and research support, the acquisition and delivery of print and electronic resources, and open channels of communication between the library personnel and the students, faculty and staff of the University. <http://www.ben.edu/resources/library.asp>

University Ministry is an integral part of student development and campus life at Benedictine University. They offer programs and services that assist in the spiritual growth of our students, staff and administration. <http://www.ben.edu/resources/ministry.asp>

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Scheduling and Program Calendar
Date Enacted/Adopted: October, 1997
Revised: September 2003; September 2004; September 2005; September 2006; August, 2007; August, 2009

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To inform the dietetic intern regarding procedures for schedule the sequence of the masters' courses and dietetic internship schedule and rotations.

PROCEDURES:

1. When a student is accepted to the Masters/Dietetic Internship program, the student is expected to write a letter to the Dietetic Internship Director stating that they have accepted the position. The student must also submit a final transcript indicated undergraduate degree completion, and a final DPD verification statement.
2. During NTR 670 General Orientation, the schedule for the Master degree sequence is determined. The dietetic intern is ultimately responsible for assuring that they have completed all required courses for completion of their masters' degree. The dietetic intern should obtain his/her own copy of the graduate course schedule online at www.ben.edu/benulive/

3. Courses may be waived based on previous academic work. The dietetic intern is responsible for obtaining information (e.g., course syllabus) for that course and submit it for approval to the appropriate Department Chairperson. If the course is approved, but it was not taken at Benedictine University, the dietetic intern will replace the credit hours of that course with approved (by the Dietetic Internship Director/Department Chairperson) elective hours of equivalent credit. Approved courses taken at Benedictine University will count towards the graduate degree. DPD graduates may apply their undergraduate statistics and organizational behavior courses towards the course and credits of the matched graduate level courses if (and only if) these courses were successfully completed at Benedictine University (because of the Nutrition "4+1" MPH or MSNW agreement).
4. During the first quarter of the program, the dietetic intern will be informed as to when their dietetic internship will begin. If an intern does not obtain a grade of "B" or better in NTR 615 MNT Advanced Concepts, they will not be allowed to begin their dietetic internship rotations as shown in the masters' degree sequence. Once the dietetic internship portion of the program begins, the program strongly suggests that interns do not work. The dietetic internship is a more than full-time commitment.
5. During the first quarter of the internship, the dietetic intern will be given a schedule which displays the rotation sequence which is to be followed. This schedule may be subject to change based on the needs of site preceptors, clients, Benedictine instructors, or to accommodate continuous quality improvement efforts of the Benedictine University Dietetic Internship program.
6. Site placements will be made by the Dietetic Internship Director considering the learning needs of the dietetic intern, quality of experience available at a site, site ability to take a student at a given time, and geographic desirability. The dietetic intern must be aware that distance and traffic to some sites may be long and should plan travel time accordingly in order to avoid being tardy.
7. Students are expected to honor the site selection affiliation agreement, agreed upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Rotation hours are work hours, and do not include the time for meals, breaks, writing time, and conferences with the Internship Director.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Dress Code
Date Enacted/Adopted: October, 1997
Revised: July 2000; September 2005; August, 2007

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

Dietetic Interns must adhere to the dress code policies and procedures during all dietetic internship rotations, during any meetings or course instructed by the Dietetic Internship Director, and when attending any professional meeting.

PROCEDURES:

1. The Dietetic Intern is responsible for obtaining information and adhering to the requirements of the dress code for each site to which they are assigned. The site preceptor(s) are responsible for enforcing the policy at their site.
2. All Dietetic Interns shall wear their name badge, supplied by Benedictine University.
3. Students must be clean, neat, and well-groomed. Clothes and lab coats must be pressed.
4. Gum chewing is not allowed while working.
5. If necessary to smoke, do so only in designated areas.
6. Fingernails must be kept clean and at an appropriate length. During the nutrition services management rotation, the intern is not allowed to wear nail polish of any kind.
7. Hair must be neatly groomed and clean. Hair nets and/or caps shall be worn in all required areas of the assigned sites.

8. Fragrances and strong perfumes/colognes are to be avoided.
9. Shoes should be comfortable for walking, and must be closed heeled and toed. The following types of shoes are not allowed: clogs, sandals, "flip-flops", gold or silver colored shoes. No gym shoes are allowed, except clean white leather athletic shoes which may be worn in the food service assignments in rotations if acceptable to the assigned site.
10. Women:
Professional dress (e.g. dress, skirt with blouse or sweater, dress pants), with a clean white or longer length lab coat. No: sundresses without jacket, very short skirts, t-shirts, shorts, sweatshirts or sweatpants, jeans, bare midriffs, stretch pants, or stirrup pants. Hose or socks must be worn at all times, no bare legs or feet are allowed. Excessive make-up should be avoided. Avoid large, dangling, or excessive jewelry.
11. Men
Conservative front-buttoned shirts with tie, slacks, socks and dark shoes. A clean white lab coat of longer length should be worn. No: jeans, shorts, or sweatpants/sweatshirts. Avoid excessive jewelry
12. Studs from tongue, nose, etc. shall be removed as required by the assigned sites dress code policy. They may not be worn during food service assignments in rotations.
13. It is the responsibility of the Dietetic Intern to adhere to all required policies, and ask for clarification if necessary. Failure to adhere to the policy may result in being sent home for the day, and having to make-up that day of work.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: General Evaluation Criteria
Date Enacted/Adopted: October, 1997
Revised: February 2002; September 2005; November, 2005; August, 2007,
August, 2008; August, 2009

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

The purpose of this policy is to inform the dietetic intern of the evaluation criteria which will be applied throughout the Dietetic Internship Program.

PROCEDURES:

1. Frequent verbal feedback will be provided to the dietetic intern throughout all rotations from site preceptors, as well as from the Dietetic Internship Director when site visits are conducted and at bi-weekly meetings.
2. The evaluation of the dietetic intern is measured using a variety of formative and summative strategies. Formative strategies assess the student's progress, and summative strategies evaluate knowledge and performance at the end of rotations and courses, and at the end of the Dietetic Internship.
3. Exams
Each Dietetic Intern is required to take an initial examination prior to the start of the entire internship experience. This exam will be administered by the Dietetic Internship Director. The purpose is diagnostic. Thus for this exam experience only, a "B" or better is not required.

Exams covering didactic knowledge (e.g. pathophysiology, medical terminology, laboratory data, relevant theories, nutrition therapies, etc), and practice examples, will be administered as part of each rotation in the Dietetic Internship and in NTR 615. Interns must earn an 80% or better on each of these examinations. Deficiencies will be made up with remedial work, and the exam will be re-administered.

In order to begin each internship rotation, the dietetic intern must take an exam that is based on pre-work assigned to the intern by the Dietetic Internship Director. Interns must take an on-line exam prior to most rotations. The intern must repeat the exam until they obtain 100% on the test. Interns must complete the pre-work exam before they will be allowed to register and begin the associated rotation. If an intern is unable to obtain the required grade on the pre-work exam, the intern will register for 1 hour of NTR 600, be assigned remedial work, and take the pre-work exam until a grade of “B” or better is obtained.

Failure to obtain 100% on these exams will delay placement into the associated internship rotation and thus may delay the intern’s graduation date.

4. Capstone Exam

Each dietetic intern is required to take NTR 624 Portfolio and Professional Issues. During this course, the dietetic intern takes a series of exams which prepare him/her for the capstone examination. The capstone examination is intended to help the dietetic intern prepare for the Registration Examination. This capstone exam is a required element of the dietetic internship, and is not factored into the overall grade for NTR 624. The intern must obtain a “B” or better on the capstone examination. If a grade of “B” or better in NTR 624 AND the capstone examination is not obtained, the dietetic intern will not be granted his/her Verification Statement.

The dietetic intern is given two attempts to obtain a “B” or better on the capstone examination while they are enrolled in NTR 624. If the dietetic intern does not obtain a “B” or better on the capstone examination in the two attempts allowed in NTR 624, he/she will be required to register for 1 credit hour of NTR 600 the following quarter. During this time the intern will be assigned remedial work, and will be allowed another two attempts to pass the capstone examination. If the dietetic intern is having difficulty mastering the capstone examination, he/she must continue to take NTR 600 in subsequent terms for 1 credit hour until a grade of “B” or better is obtained on the examination. Dietetic interns are allowed a maximum of 30 months, starting with the month that the dietetic internship rotations (NTR 689) begin, to complete the entire program. If a dietetic intern is unable to complete the program in 30 months, he/she will not receive a Dietetic Internship Verification Statement.

4. Completion of 100% of the Assigned Learning Activities
The dietetic intern must complete 100% of the assigned learning activities. Learning activities are outlined in the curriculum for each rotation, and some additional assignments may be added at the discretion of the site preceptor and/or Dietetic Internship Director. Upon completion of each rotation, the dietetic intern will submit the work completion logs, checklists and all supportive documentation to the Dietetic Internship Director, as confirmation that all learning activities have been completed. The Dietetic Internship Director will review all learning activities to confirm that all work has earned a grade of "B" or better. If some or all components of a rotation do not earn a "B" or better grade, the dietetic intern will be assigned remedial work.
5. Completion of 100% of the Assigned Written Projects
The dietetic intern must complete 100% of all assigned written projects. Projects are criterion-based, and will be graded against pre-established standards and methods by the Dietetic Internship Director in order to establish grading consistency. Assigned projects are outlined in the materials for each rotation. All projects must be completed with the accuracy of a "B" (80%) or better. During the course of each rotation, the Dietetic Internship Director is available to provide clarification and answer questions regarding the projects. It is the responsibility of the dietetic intern to seek assistance if needed. Any project that is unsatisfactory or deemed to be a grade of a "C" or less, must be re-done and re-submitted for re-evaluation.
6. Completion of 100% of the Assigned Demonstration Projects
The dietetic intern must complete 100% of all assigned demonstration projects. Projects are criterion-based, and will be corrected against pre-established standards and methods/techniques. All demonstration projects must be completed with a grade of "B" (80%) or better. Performance on presentation will be evaluated using the "Presentation Evaluation Form". This form ranks behaviors/skills from 1 (deficient) to 5 (excellent). A minimum ranking of 3 (B) is required to have satisfactory completion of presentation assignments.
7. Demonstrated Professionalism
The dietetic intern must demonstrate professionalism at all times during rotations as assessed via verbal feedback from site preceptors and as rated on the "Dietetic Internship Evaluation Form". The "Dietetic Internship Evaluation Form" will be completed once during shorter rotations, and twice during longer rotations. If at any time a performance evaluation rating or verbal feedback suggests a lack of professionalism, the dietetic intern will be assigned additional work and/or counseling until an acceptable level of professionalism is achieved. If an acceptable level of professionalism is not achieved and repeat offenses of unprofessional behavior are observed or reported, the dietetic intern may be dismissed from the program. Exceptions: cheating and plagiarism will result in a failure of the related course, including NTR 689 (Dietetic Internship).

8. Graduate Level Course Work

No credits below a "B" will count toward the degree. Degree seeking students must maintain a 3.0/4.0 average to remain in good academic standing. Any student whose cumulative grade point average falls below a 3.0 will be subject to dismissal from the program. In most cases, the student will be given at least one term to remove the grade point deficiency. Graduation with the MPH or MSNW degree requires a 3.0/4.0 cumulative grade point average (GPA). Dietetic interns must obtain a grade of "B" or better on all courses in the degree core concentration, and in the Dietetic Internship concentration in order to obtain a Dietetic Internship Verification Statement. Failure to obtain a grade of "B" or better in these courses will necessitate repeating the course at Benedictine University.

Failure on a student's part to obtain a "B" or better in all courses in NTR 615 MNT Advanced Concepts will not be allowed to begin the dietetic internship (NTR 689) until the student retakes the course(s) and earns a "B" or better.

9. Core Competency Evaluations

Dietetic Interns will be evaluated a minimum of 3 times during the internship to assure that they have demonstrated competency in all DI core competencies as required by CADE. The dietetic intern will be responsible for completing the core competency checklists, and will review the checklists with the DI director. All competencies must be demonstrated at an acceptable level in order for the inter to obtain a DI Verification Statement.

10. Those unwilling to meet all of the standards described above will not be allowed to continue in the Dietetic Internship program.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Graduation and Program Completion Requirements
Date Enacted/Adopted: October, 1997
Revised: July 2004; September 2005; November, 2005; September, 2006,
August, 2008; August, 2009

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To communicate to the dietetic intern the graduation and program completion requirements.

PROCEDURES:

1. Each student's academic record is assessed each quarter after the completion of 12 credits following admission to the program. No credits below a "B" will count toward the degree. Degree seeking students must maintain a 3.0/4.0 average to remain in good academic standing. Any student whose cumulative grade point average falls below a 3.0 will be subject to dismissal from the program. In most cases, the student will be given at least one term to remove the grade point deficiency. Graduation with the M.P.H. or MSNW degree requires a 3.0/4.0 cumulative grade point average (GPA). For more information regarding grade policies, please refer to the *Graduate School Catalog*.

If a student is placed on academic probation, the student will not continue the dietetic internship in the quarter in which they are attempting to improve his/her GPA. The student has one quarter in which to improve his/her GPA to a 3.0 or better average, and if the student does not achieve this he/she will be immediately dropped from the dietetic internship program.

2. In order to begin each internship rotation, the dietetic intern must take an exam that is based on pre-work assigned to the intern by the Dietetic Internship Director. Interns must obtain 100% on each on-line pre-work exam before they will be allowed to register and begin the associated rotation. If the intern is unable to obtain 100% on the pre-work exam, the intern will register for 1 hour of NTR 600, be assigned remedial work, and take the pre-work exam until the required score is obtained.

3. To earn the Dietetic Internship Verification Statement, all the concentration coursework, the dietetic internship, and the 28 -quarter credit hours of M.P.H. core coursework or all required MSNW required coursework hours must be completed. In addition, the dietetic intern must complete a research project, presentation, and report, a professional career portfolio, attend ALL mandatory seminars provided through the joint dietetic director group or others assigned by the internship director, and complete all required logs. The student must earn a "B" or better in every courses in the masters degree and the Dietetic Internship. Also, a "B" or better must be earned in every module of every rotation of the Dietetic Internship, or that module and/or rotation will need to be repeated. The MPH or MSNW degree must be completed before a DI verification statement will be granted.

4. Capstone Exam

Each dietetic intern is required to take NTR 624 Portfolio and Professional Issues. During this course, the dietetic intern takes a series of exams which prepare him/her for the capstone examination. The capstone examination is intended to help the dietetic intern prepare for the Registration Examination. This capstone exam is a required element of the dietetic internship. If a grade of “B” or better in NTR 624 AND the capstone examination is not obtained, the dietetic intern will not be granted his/her Verification Statement.

The dietetic intern is given two attempts to obtain a “B” or better on the capstone examination while they are enrolled in NTR 624. If the dietetic intern does not obtain a “B” or better on the capstone examination in the two attempts allowed in NTR 624, he/she will be required to register for 1 credit hour of NTR 600 the following quarter. During this time the intern will be assigned remedial work, and will be allowed another two attempts to pass the capstone examination. If the dietetic intern is having difficulty mastering the capstone examination, he/she must continue to take NTR 600 in subsequent terms for 1 credit hour until a grade of “B” or better is obtained on the examination.

5. Core Competency Evaluations

Dietetic Interns will be evaluated a minimum of 3 times during the internship to assure that they have demonstrated competency in all DI core competencies as required by CADE. The dietetic intern will be responsible for completing the core competency checklists, and will review the checklists with the DI director. All competencies must be demonstrated at an acceptable level in order for the inter to obtain a DI Verification Statement.

6. Dietetic interns are allowed a maximum of 30 months, starting with the month that the dietetic internship rotations (NTR 689) begin, to complete the entire program. If a dietetic intern is unable to complete the program in 30 months, he/she will not receive a Dietetic Internship Verification Statement. In this situation, a student may wish to complete additional graduate coursework to complete his/her MPH or MSNW degree with a concentration other than the dietetic internship.

7. Based on prior learning, some intern may be required to enroll in additional undergraduate coursework to assist them in obtaining required levels of competence for completion of the Dietetic Internship Program. The areas most often affected by this requirement are writing skills, and knowledge of physiology, and/or biochemistry.
8. If a student becomes ineligible for the Dietetic Internship due to academic probation, the program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship. However, in extenuating circumstances, exceptions to this rule or short delay in start date may be granted depending upon site availability.
9. A description of the Academic Appeals Process is available through the office of the Dean and printed in the *Student Handbook*.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Credit for Prior Learning
Date Enacted/Adopted: October, 1997
Revised: July 2000; August, 2009

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To describe the process of obtaining prior learning credit for part or all of a specific Dietetic Internship rotation.

PROCEDURES:

1. Request for credit for prior learning are initiated and processed following a request by the Dietetic Intern.
2. Upon the receipt of a request for prior learning, the Dietetic Internship Director and the dietetic intern will perform an audit of the prior learning and compare the work completed to the coinciding internship rotation. All rotation assignments and the work completion checklist will be reviewed. For any projects or written assignments, the dietetic intern will need to provide samples of work proving completion of such work.
3. In order to prove competence level in some areas, the dietetic intern may be required to complete a written and/or verbal exam in a certain area. A grade of "B" or better must be earned in order to be granted credit for prior learning.
4. If credit is approved, the Dietetic Internship Director will re-evaluate the remaining internship rotations to be completed. If the remaining rotations do not provide a minimum of 1200 hours of work, the dietetic intern will need to choose another rotation in which they would like to have further experience or suggest an alternate rotation.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Withdrawal/Tuition Refund
Date Enacted/Adopted: October, 1997
Revised: July 2000, August, 2008

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To describe Benedictine University's policies regarding course withdrawal and tuition refund.

PROCEDURES:

1. Graduate students are encouraged to register online through [MyBenU](#) (on-campus) or [BenUConnect](#) (off-campus) but may continue register in person or by fax to Benedictine Central at (630) 829-6456. Course withdrawals may be made up to seven (7) calendar days after the first class meeting for a full refund. A grade of "W" will appear on the academic transcript if a course is dropped after the 2nd class meeting. NOTE: Courses that have a condensed meeting schedule will have no refund available after the first class meeting.
2. Simply failing to attend or notifying the instructor does not constitute an authorized withdrawal and will result in a grade of an F.
3. Students are considered financially responsible for all institutional charges. It is also the responsibility of students to officially withdraw by completion of the appropriate procedure per Benedictine Central. Failure to attend does not remove financial or academic responsibility nor qualify students for refunds.

4. If a student withdraws from a course, they may be eligible for financial reimbursements. Information regarding university policies related to payment and refunds can be addressed with the office of Student Accounts
http://www.ben.edu/resources/student_accounts.asp
5. A reduction in credits earned may make the student ineligible to start his/her internship in a given quarter. It is the responsibility of the student to contact the Dietetic Internship Director to discuss the situation. The Dietetic Internship program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship. However, in extenuating circumstances, exceptions to this rule or short delay in start date may be granted depending upon site availability.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Resolving Academic Disputes and Grievance/Compliant Procedures
Date Enacted/Adopted: October, 1997
Revised: July 2000

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To inform dietetic interns regarding the appropriate steps and procedures to take should an academic dispute occur.

PROCEDURES:

1. Information regarding the Benedictine University's policy for academic disputes and grievance/compliant procedures can be found in the *Graduate Catalog* and in the *Student Handbook*.
2. If a dietetic intern wishes to proceed with a compliant regarding an academic dispute, he/she shall proceed in the following sequence. The student proceeds to the next level, if the prior level does not resolve the compliant.
 - a. Meet directly with faculty member or site preceptor
 - b. Meet with Dietetic Internship Director
 - c. Meet with Nutrition Department Chairperson
 - d. Meet with Dean of the College of Education and Health Services
 - e. File a written notice of appeal

3. Unresolved grievances may be sent to the American Dietetic Association. The Commission on Accreditation for Dietetics Education (CADE) will review complaints that relate to program's compliance with the accreditation/approval standards. CADE 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/approval standards and/or CADE's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Team at The American Dietetic Association, 120 South Riverside; Suite 2000, Chicago, IL 60606-6995, or by calling 800/877-0040.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name:	Professional Behavior
Date Enacted/Adopted:	October, 1997
Revised:	September 2002; September 2004; September 2005; September, 2006

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To inform the dietetic intern of expected levels of professional behavior that must be adhered to throughout the Dietetic Internship Program.

PROCEDURES:

1. It is expected that all dietetic interns read and are familiar with the contents of the American Dietetic Association Code of Ethics. Adherence to these standards is required at all times.

2. Professional, ethical conduct is expected at all times. Students are guests of the site. Site preceptors teach to contribute to and further the profession of dietetics, and they deserve the utmost respect. Remember that your placement is a privilege, not a right. A professional attitude must be conveyed to the site preceptors, supervisors, all other site personnel, patients/clients, students, Dietetic Internship Director, Nutrition Department Chairperson, peers, MPH, MSNW, and DPD instructors, DPD students, and every one else with whom the intern comes in contact. The dietetic intern is required to adhere to all confidentiality policies in place at their assigned sites. HIPPA guidelines must be followed at all assigned sites.

3. Students should portray a positive professional demeanor when at assigned sites. It is not acceptable for students to complain about workload or any other issues related to their Benedictine University program and professors while at their internship sites and while attending graduate courses. Concerns about the problem should be addressed privately with the internship director.
4. Use of a cell phone, text messaging devices, pagers, I-Pods or any other electronic devices is prohibited while interns are working at his/her internship site.
5. Students are expected to honor the site selection affiliation agreement, agreed upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Rotation hours are work hours, and do not include the time for meals, breaks, writing time, and conferences with the Internship Director.
6. It is essential that dietetic interns plan carefully for each Dietetic Internship experience. In order to gain the most from each experience, it is expected that the intern actively seek to accomplish goals and objectives. Completion of the objectives, passing the exams, and completing the educational modules is the intern's responsibility.
7. Discriminatory harassment of another in any form is absolutely prohibited. Racial or sexual harassment is abuse, unprofessional, and unethical. Sexual harassment is also illegal. Students are liable for their own conduct, and expected to abide by the University policies as described in the Student Handbook. If the student believes that he/she is the victim of harassment by a person or persons at an internship site or the University, they student should immediately inform the Dietetic Internship Director. Benedictine University, the Dietetic Internship Program Director, the DPD Director, the Program Directors, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, and other employees of Benedictine University are not liable for the conduct of a person or persons at the internship site, or for the student's conduct. Liability lies with the violator.
8. In the event that a student in the Dietetic Internship Program fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities without authority, violates confidentiality of a patient/client, fails to follow instructions (including site policies and procedures), acts dishonesty, endangers others and/or self, inappropriately uses resources, and/or in any other way fails to act professionally and responsibly, action will be taken to dismiss the student from the Dietetic Internship Program.

9. Supervising professional staff at the facility are to verbally warn the dietetic intern as soon as possible, if it appears that dismissal may become necessary. At this time, a site staff member should convey this action to the Dietetic Internship Director. The Dietetic Internship Director will investigate the situation, and if a resolution by discussion cannot be reached, and if dismissal is warranted, inform the student of his/her dismissal from that facility and/or the entire Dietetic Internship Program. A written statement of the reason for the dismissal is to be signed by the site preceptor, the Dietetic Internship Director, and the student. Written records will be kept of all actions and proceedings. The student has the right to appeal this decision. If an appeal is made, an Appeals Committee made up of the Dietetic Internship Director, the MPH Director, the MSNW Director, the Nutrition Department Chairperson, the Dean of the College of Education and Health Services, and a intern/graduate that has already completed that rotation, will hear the appeal. The appeals process will begin within three weekdays after dismissal, as schedules permit.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Disciplinary/Termination Procedures
Date Enacted/Adopted: October, 1997
Revised: July, 2004

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To inform the dietetic intern regarding procedures for discipline and potential termination for substandard performance.

PROCEDURES:

1. Performance issues which may result in disciplinary action and potential termination include but are not limited to: excessive tardiness/absenteeism, failure to comply with the American Dietetic Association Code of Ethics, refusal to complete work as requested by the site preceptor and/or Dietetic Internship Director, inappropriate use of resources, endangering others and/or self, stealing, non-compliance with site or Dietetic Internship Policies and Procedures.
2. If disciplinary action is necessary, a program of progressive discipline will be followed. The sequence of discipline is as follows:
 - a. Verbal warning
 - b. Written warning
 - c. Suspension
 - d. Termination

Note: If the action/performance (or lack thereof) requiring discipline is of severe or repeat violation, immediate termination may be applied to the situation, as stated in the Professional Behavior Policy.

3. Disciplinary action will be delivered to the dietetic intern by the Dietetic Internship Director. All disciplinary action initiative will be put in writing and placed in the dietetic interns student file.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Student Files
Date Enacted/Adopted: October, 1997
Revised: July 2000; September 2004

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To describe the policies related to protection of private information and access to personal files.

PROCEDURES:

1. All student files kept by the Dietetic Internship program are kept in a file cabinet in the Nutrition Department office. The office is kept closed and locked when no one is in the office.
2. After a student graduates, the files are moved to storage boxes, which are also kept in the basement of Birck Hall of Science or in Kindlon 246. When files are discarded, they are always shredded.

A student may access his/her own file during their dietetic internship and for one year after their program completion, in the presence of the Dietetic Internship Director. If a graduate wishes to review his/her file, he/she must make an appointment so that the files can be removed from storage.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Professional Practice Liability Insurance
Date Enacted/Adopted: October, 1997
Revised: July 2000; September 2004

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

Describe professional practice liability insurance coverage during dietetic internship rotations.

PROCEDURES:

1. Each calendar year in which the student is registered for internship credit, he/she must obtain and show proof of coverage by Benedictine University's professional liability (malpractice) insurance.
2. The coverage is for \$1,000,000 per incident with \$3,000,000 per year liability.
3. Students will be liable for their own professional negligence.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Medical Illness and Injury
Date Enacted/Adopted: October, 1997
Revised: September 2002; September 2004; August, 2007

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To describe dietetic interns' responsibilities for coverage for potential illness or injury.

PROCEDURES:

1. Students are responsible for their own health care. During the terms of the Dietetic Internship, the intern **MUST** be enrolled in a medical insurance plan, which covers illness or injury.
2. Students receiving an illness or injury, or involved in an accident on site, should follow policies and procedures of that site, covering their own expenses.
3. Benedictine University, the Dietetic Internship Program Director, Program Directors, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, and other employees of Benedictine University are not liable for the safety or conduct of an intern while traveling to and from the Dietetic Internship site, or when at the actual site.
4. Students must provide the following documentation prior to beginning the Dietetic Internship:
 - Physician note stating the student is in good medical condition
 - Current two-step TB test
 - MMR vaccination records, or proof of titer
 - Hepatitis B vaccination
 - Criminal Background check
 - Drug Test
 - Any additional tests required by a particular site

5. It is the responsibility of the student to maintain adequate medical status (ie, physical, mental health) throughout the dietetic internship. Benedictine University reserves the right to require a medical status report by a physician at any time during the program.
6. If a student wishes to waive any vaccinations required by the Dietetic Internship or by a site, the student will be required to sign a waiver form. Failure to have all required vaccinations may result in some sites declining hosting the intern.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Medical Status and Required Vaccinations
Date Enacted/Adopted: October, 1997
Revised: February 2002; September 2004; August, 2007

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

All Dietetic Interns at Benedictine University are required to show proof of adequate medical condition and certain vaccination records to assure that the interns and all those they come in contact with are not at potential health risk.

PROCEDURES:

Prior to the first day of the Dietetic Internship program, the Dietetic Intern shall provide the Dietetic Internship Director with the following information. They must also keep records for themselves and bring to their assigned sites on the first day of each rotation, as some sites may require proof of medical status.

1. Statement from a physician that the Dietetic Intern is in sound medical condition, and does not have work restrictions, e.g. lifting restrictions, back injuries.
2. Record of current Two-step TB test. This is an annual requirement, and must not be more than one year old. This means that the Dietetic Intern will need to update their two-step TB test during their internship program to remain current.
3. Record of MMR or vaccination or proof of titer showing immunity.
4. Record that they have received a Hepatitis B vaccination.
5. Record of criminal background check.

6. Record of drug testing.
7. It is the responsibility of the Dietetic Intern to obtain all medical information. Failure to produce required record prior to the first day of the internship will result in a delay in the start day of the internship program, and the dietetic intern will be placed on probation for failing to fulfill responsibilities and lacking initiative. If a student becomes ineligible for the Dietetic Internship due to academic probation, the program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship. However, in extenuating circumstances, exceptions to this rule or short delay in start date may be granted depending upon site availability.
8. If a student wishes to waive any vaccinations required by the Dietetic Internship or by a site, the student will be required to sign a waiver form. Failure to have all required vaccinations may result in some sites declining hosting the intern.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Travel
Date Enacted/Adopted: October, 1997
Revised: July 2000; September 2005

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To describe the travel requirements of the Dietetic Internship Program.

PROCEDURES:

1. It is the dietetic intern's responsibility to provide reliable transportation to and from assigned sites at his/her own expense.
2. The dietetic intern must have appropriate automobile insurance at all times during the program.
3. Benedictine University, the Dietetic Internship Program Director, the DPD Director, the MPH Program Director, the MSNW Program Director, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, and other employees of Benedictine University are not liable for the safety or conduct of a dietetic intern while traveling to and from the Dietetic Internship assigned sites.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Vacation, Holiday, and Absence Policy
Date Enacted/Adopted: October, 1997
Revised: July 2000; September 2005; August, 2007; August 2009

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To describe the vacation, holiday and absence policy of the Dietetic Internship program.

PROCEDURES:

1. All interns must become familiar with the absence policy at each assigned site. The dietetic intern must call before their shift begins (NOT after!). After following the site's absence policy, the dietetic intern must call the Dietetic Internship Director to inform her of the absence. The Dietetic Internship Director, site preceptor, and dietetic intern will discuss how the hours will be made-up.
2. Any dental, eye, or other physician or other appointments must be scheduled so there is NO conflict with the dietetic internship schedule. The dietetic intern is expected to spend the full amount of required work time at each assigned site. Dietetic interns should not place calls related to scheduling of these appointments during their internship time.
3. Benedictine University has designated holiday and vacation days to which all courses, except the dietetic internship, adhere. The dietetic intern should not assume that they have holidays and weekends off.
4. The dietetic intern works at the assigned site 4 days per week for approximately 47 consecutive weeks. All interns are required to have MONDAYS OFF, as this is a classroom day. You are responsible for informing your site preceptors about this scheduling requirement.

5. The dietetic intern is responsible for working out the details of their required schedule with their site preceptor.
6. The dietetic intern must be on time and ready for work at all assigned internship sites. Failure to comply with attendance requirements may and can result in termination from the Dietetic Internship Program.
7. Interns may be allowed up to a total of 3 sick day allowances throughout the entire Dietetic Internship program. No more than one sick day allowance will be allowed per academic term of registration. For these days, site time does not have to be made-up, but all assignments must be completed. Exceptions: (1) Some practice sites may require any sick day time off to be made up. (2) Community-based research intervention time must be made up.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Costs & Required References
 Date Enacted/Adopted: October, 1997
 Revised: September 2002; September 2004; August, 2007, August, 2008

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To inform the dietetic intern of cost which will be incurred during the Dietetic Internship program.

PROCEDURES:

The Graduate Catalog lists the cost to the dietetic intern for the graduate coursework. Students register for 10 credits of graduate quarter credit in order to do the Dietetic Internship.

Cost and fees specific to the Dietetic Internship are outlined in the Benedictine University web pages (http://www.ben.edu/admissions/tuition_fees.asp)

Fees for the Dietetic Internship are as follows:

fee type	cost
Graduate School Application Fee	\$40
Tuition (per quarter credit hour)	\$490
Graduation Fee	\$125
Dietetic Internship Application Fee	\$40
ADA Affiliate Membership Fee (yearly fee)	\$43
Lab Coats (approx cost if purchased through ACS)	\$30

Benedictine University Dietetic Internship Polo Shirt	\$20
University Group Liability Malpractice Coverage (per quarter)	\$27.50
Fees to attend required seminar series	variable
RD Exam Review Course fee	variable
Research/Thesis cost not covered by course fee	variable
Research Cost and Thesis Binding	\$230
Reference Books (1.)	variable
Transportation/Meals(2.)/Housing(3.)	variable
Medical Illness/Injury Insurance(4.)	variable
Drug Screen	\$45
Background Check(5.)	variable

1. There is a required reference list for the Dietetic Internship. Costs vary based on how many of the books the students purchase during their undergraduate studies.
2. Meal packages can be purchased through Sodexo foodservice on campus. Some practice site facilities do give interns a free lunch (variable).
3. Contact an Apartment Finders organization (e.g., Relcon at 630/355-1100). Fully furnished on-campus apartment living (12-month lease) is available for students in Founders' Woods. For more information, visit the [Founders' Woods Apartment Page](#) in the Residence Life section of our web site.
4. Interns must provide proof of medical and automobile insurance coverage throughout the Program, as well as a physician statement of health status, MMR vaccine, 2-step TB, and Hepatitis B vaccine.
5. Fingerprinting and police clearance will be required prior to the start of the internship and perhaps the research thesis if the work involves children.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name:	Leave of Absence
Date Enacted/Adopted:	November, 2005
Revised:	September, 2006

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

To describe the policy followed if a dietetic intern requires an internship extension and/or leave of absence from the program.

PROCEDURES:

1. Any dietetic intern in satisfactory academic, who must interrupt his/her program due to family or medical reasons, may submit his/ her request by writing a letter to the Dietetic Internship Director for potential approval. A leave of absence may not be requested for financial or employment reasons. In addition, the dietetic intern must apply for the leave at the Academic Resource Center. The Dietetic Internship Director will review the request with the Nutrition Department Chairperson and the Dean of the College of Education and Health Services. If the request is granted, the maximum length of an internship extension is 12 months. The entire combined masters/dietetic internship program must be completed in a maximum of 30 months.
2. The dietetic intern's files will remain active both in Benedictine Central and with the Dietetic Internship Director for the 12 month period.
3. When a dietetic intern returns from a leave of absence, his/her program completion requirements will be reviewed by the DI director in consult with the appropriate master degree director. As the student is being re-admitted to the programs, program completion requirements will be reviewed, and the intern will adhere to current, NOT past policies and requirements. The dietetic intern must also notify the registrar of his/her intention to register. The dietetic intern on leave may take advantage of early registration along with regularly enrolled students.
4. The dietetic intern on leave does not qualify for special monetary loans or grants or other special arrangements which presuppose the status of a regular student.

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Academic Dishonesty Policy
Date Enacted/Adopted: April, 2005

APPROVALS:

Date Submitted for Approval: _____

Approvals (initials or signature)

_____ Nutrition Department Chairperson

_____ Dietetic Internship Director

_____ Other: _____

POLICY RATIONALE:

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage.

Integrity and honesty are therefore expected of all University students. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation are violations of these expectations and constitute unacceptable behavior in the University community.

PROCEDURES:

Student's Responsibility:

Though there is no formal honor code at Benedictine University, students are expected to exhibit academic honesty at all times. Violations against academic honesty are always serious and may result in sanctions that could have profound long-term effects. The final responsibility for understanding the Academic Honesty Policy of the institution, as well as the specific policies for individual courses normally found in syllabi, rests with students. If any doubt exists about what constitutes academic dishonesty, students have the responsibility to talk to the faculty member. Students should expect the members of their class to be academically honest. If students believe one or more members of the class have been deceitful to gain academic advantage in the class, students should feel comfortable to approach the faculty member of the course without prejudice. A student has the right to appeal a sanction. In all instances, the appeal process begins with the faculty member of the course. If all efforts have been spent to resolve the issue with the faculty member, students may appeal in writing to the Department Chair/Program Director and subsequently to the Academic Appeals Board. Written documentation must accompany an appeal explaining why the student finds the decisions made by the faculty member and Department Chair/Program Director unsatisfactory.

Responsibility and Authority of the Faculty:

In the classroom, faculty members are responsible for establishing an environment that promotes honest and ethical behavior. Faculty members will utilize the course syllabus as a vehicle for informing students about the Academic Honesty Policy. Faculty members should also explain course-specific rules and consequences, which will be included in the syllabus. Emphasis should be placed on educating students on proper academic techniques for work, study, authorship, and test taking.

Violations:

The following actions are viewed as violations of the Academic Honesty Policy. Beyond these specific violations, any action expressly forbidden in a course syllabus will be treated as a violation of this policy. The syllabus for a course will detail specific actions encouraged, permitted, and forbidden in that course. Discussions between faculty members and students on this topic are healthy and encouraged.

- Cheating - using or providing unauthorized materials, information, study aids in an academic exercise, or copying from other students,
- Plagiarism - in an academic exercise, adopting, reproducing, or representing the ideas or statements of another as one's own, without proper acknowledgement,
- Collusion - working together with another on an academic exercise when that is not permitted,
Fabrication - using made-up information or sources in an academic exercise,
- Forgery - knowingly using another person's signature in an academic exercise, or on any academic document,
- Falsification - altering or misrepresenting information related to academic research or assignments, internships, clinical experiences, portfolios and other academic records,
- Destruction - knowingly removing, destroying, or concealing academic materials belonging to the University, faculty, staff or students
- Multiple submission - using previously completed work to meet a requirement of a course, or using the same paper or project in more than one course, without permission from the faculty member(s) teaching the course(s),
- Solicitation - asking another to assist in an act of cheating, plagiarism, fabrication, falsification, forgery or destruction related to an academic exercise, document or record, or offering to do so for another, and

Misrepresentation - knowingly altering or misstating facts for the purpose of gaining an extension of time or deadline related to an academic assignment or to influence an appeal related to a grade, course withdrawal, waiver or academic standing

Reporting and Communicating:

If a faculty member believes that academic dishonesty has occurred, he/she will first document the actions or behaviors constituting the violation. The faculty member will discuss the incident with the student as soon as possible after the incident has been discovered. The faculty member will inform the student of any penalty that will be assessed at this time. The student will have seven business days from this meeting to provide a written explanation to the faculty member supporting the student's case as to why a penalty should not be assessed. The faculty member has three business days after receiving the explanation to respond in writing to the student. If the sanction is not removed, the student can appeal (see Appeals).

The faculty member may assign one or more of the following sanctions:

- A private verbal and/or written warning may be given to the student, with no other penalty imposed. A written warning will be reported in writing to the Provost (hereinafter to mean, the Provost or his or her designee).
- The student may be asked to complete a new assignment or test, and the incident will be reported in writing to the Provost.
- A reduction in the grade or score (partial or complete) will be given for the assignment or test that the faculty member deemed to be indicative of a violation and the incident will be reported in writing to the Provost.
- A grade of "F" may be assigned for the course. Such an action will be reported in writing to the Provost.

A grade of "F" may be assigned for the course and the incident will be reported in writing to the provost. A recommendation may be made to the Provost requesting further action (see Responsibilities of the Provost).

The faculty member will record, in writing, the following:

- The violation, including time, date, place and circumstances,
- Why the faculty member believes the action was dishonest,
- The names and statements of any supporting witnesses,
- All original documents (course syllabus, tests, reports, diskettes, etc.), and

Any other notes, supporting documentation, and other relevant materials.

This record signed and dated by the faculty member, will be prepared within three business days of the faculty member's final discussion with the student. The record of the incident will be forwarded to the Provost at this time. The faculty member should not keep copies of any forwarded records for his/her own files.

Other Benedictine University students, who are not part of the faculty member's particular class, but who are detected helping someone commit academic dishonesty in that class will be subject

to the same standards and, to the extent possible, the same sanctions, and the incident will also be reported to the Provost.

Responsibilities of the Provost:

The Provost is responsible for maintaining confidential records concerning academic dishonesty of students enrolled in the University. All letters reporting faculty-imposed academic penalties for academic misconduct will be included in these files (see Records).

The Provost will be responsible for identifying all incidents which represent repeated offenses by a student and may impose a University sanction because of repeat offenses.

Upon the creation of a student record, the Provost will inform both the student and his/her academic advisor(s) of the existence of the record established pursuant to the terms of this Policy. It is expected the advisor will counsel the student as to the seriousness of this matter and potential consequences. The Provost may impose University sanctions. Sanctions imposed by the Provost are final unless the student requests a hearing within seven business days of notification. The Provost is required to notify the student of the appeal process and to provide the student a copy of this policy or explicitly refer the student to it. The Provost may also assign further University sanctions as follows:

- The student may be denied honorary recognitions granted by the University.
- The student may be denied institutional financial aid and/or scholarships from Benedictine University.
- The student may be ruled immediately ineligible for NCAA athletic competition or other extra curricular activities.
- The student may be expelled from a major and/or program.
- The student may be suspended from the University.

In those situations where a University sanction is imposed and the student requests a hearing in writing, the Provost will arrange a meeting of the Academic Appeals Board. The student may be expelled from the University.

Appeals:

When a student accused of academic dishonesty wishes to contest an action by a faculty member, the student, within a seven business day period after learning the faculty member sanctions, may request mediation by writing to the Department Chair/Program Director who oversees the program in which the academic dishonesty has been reported. The Department Chair/Program Director has seven business days from the date of receiving the request to attempt to facilitate a resolution. Results of this process will be sent to the student by certified mail within three business days of the decision made by the Department Chair/Program Director, with a copy to the Provost. In addition, the Department Chair/Program Director will notify the student of the appeal process and provide the student a copy of this Policy or explicitly refer the student to it. If a student wishes to appeal the decision of the Department Chair/Program Director or appeal a University sanction imposed by the Provost, the student will have seven business days (after receiving notice by certified mail) to write a letter to the Provost requesting a hearing before the

Academic Appeals Board. In addition, the Provost will notify the student of the appeal process (see item 5, Responsibilities of the Provost). Within seven business days of the receipt of the request for appeal, the Provost will convene the Academic Appeals Board to hear from all concerned parties in an appropriate setting.

Composition of the Academic Appeals Board:

The Academic Appeals Board will consist of three regular, elected faculty (with one alternate) and two students appointed by the Provost (with one alternate). The five members will have the right to vote, with the Provost in the role as a non-voting convener. If the student is in an adult program, at least one member of the faculty will be affiliated with an adult program and at least one student will be enrolled in an adult program. If the student is in a graduate program, at least one member of the faculty will be affiliated with a graduate program and one student will be enrolled in a graduate program.

Procedures of the Academic Appeals Board:

The chairperson will be elected by the membership of the board. The chairperson will gather all of the relevant material available pertaining to the case at hand and distribute it to the members. In addition, the chair will contact all of the parties involved in the case and arrange for a date and time for them to meet with the Academic Appeals Board. All voting members of the Academic Appeals Board will ordinarily attend the hearing(s). Participants called before the committee will testify one at a time and alone. No one outside of the members of the Appeals Board shall view the proceedings. The student requesting the appeal shall testify first followed by the instructor involved. Finally, any witnesses to the incident shall testify. Once testimony is taken from the involved parties, the Appeals Board may recall any or all of the participants in order to clarify or resolve conflicting testimony. The committee may also call new witnesses after considering the accumulated testimony. Every effort will be made by all parties to keep the proceedings confidential. The Academic Appeals Board has the authority to confirm the original sanction, reduce the sanction, or increase the sanction. Within seven business days of the decision by the Academic Appeals Board, the student will be notified in writing by certified mail of the decision of the Board. The decision of the Academic Appeals Board is final. See appendices 1 and 2 for a summary of the timeline of the appeals process.

Records:

Any violation of the Academic Honesty Policy that is reported to the Provost initiates the creation of a student record related to the violation. This record is considered a confidential educational record subject to provisions of applicable state and federal laws, and is available only to authorized personnel. The student record comprises the following: the initial reporting document (see Reporting and Communicating), any correspondence with the student initiated either by the student accused of a violation or by the Provost related to the incident, and any decisions by the Academic Appeals Board. If the student is involved in multiple instances of academic dishonesty, the record shall contain all relevant information pertaining to each violation as stated above.

Procedures Pertaining to Access and Use of Student Records:

All requests to view a student record will be channeled directly to the Provost. The following are considered valid requests to view a student record:

Student:

A student has the right to view his/her own documentation related to a violation of the Academic Honesty Policy under reasonable conditions identified by the Provost. The student may not remove the record from the Provost's office.

Institutional boards:

A Benedictine University body vested with the duty of generating student recommendations for professional or graduate education on behalf of the University as a whole, for academic honors, scholarships, or for a department thereof, may ask the student to complete the Academic Honesty File Access form (appendix 3) to allow full access to the student's records.

Academic Appeals Board:

The Academic Appeals Board may view a student's record as a part of its role in the appellate process as defined in this policy.

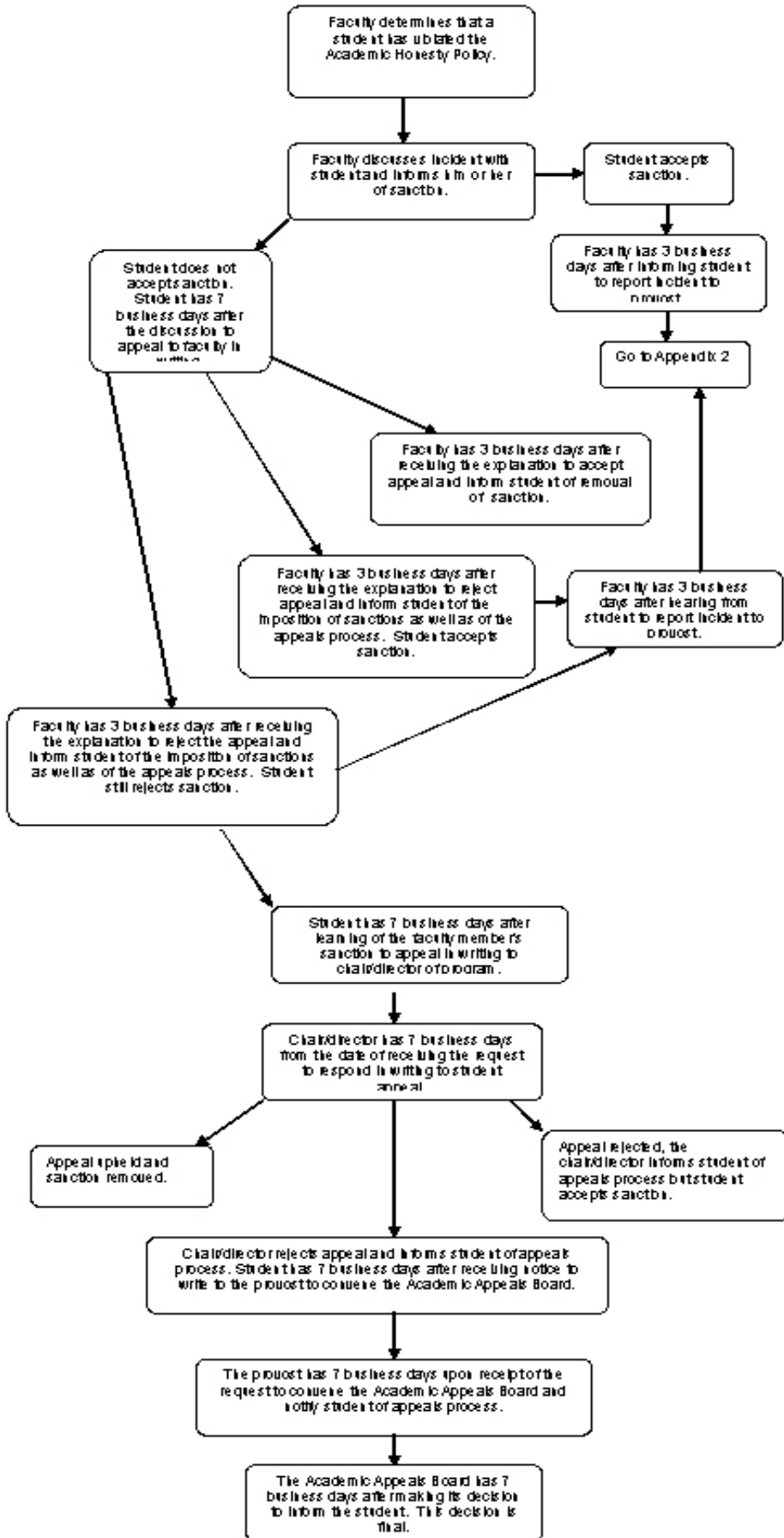
Faculty/Academic Staff:

Benedictine University faculty and academic staff may view a student record in the Provost's Office if the student provides written consent. Under these circumstances, the student will be given the opportunity to complete the Academic Honesty File Access form in appendix 3.

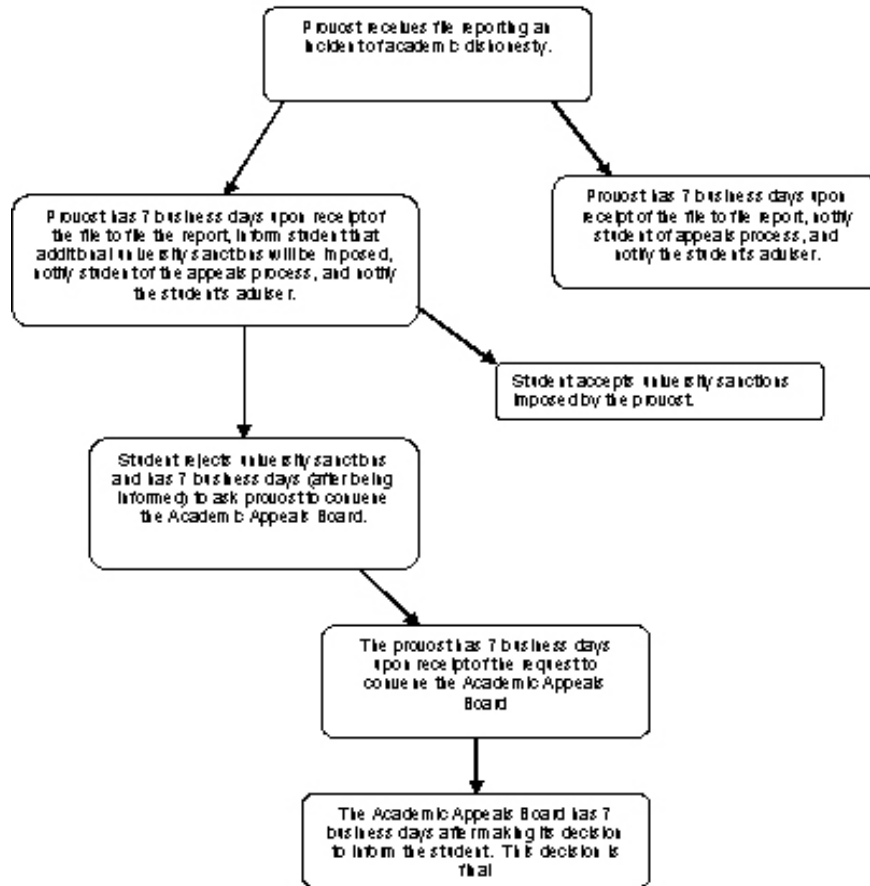
Maintenance of Records:

The student record will be handled in a confidential manner and kept in a secure place in the Provost's Office for a period of six years from the student's last term of enrollment, after which time it will be destroyed pursuant to the University's procedure related to students' permanent files.

Appendix 1: Timeline for Appeals Process of Faculty Sanctions



Appendix 2: Timeline for Appeals Process of Provost Sanctions



Appendix 3: Academic Honesty File Access Form

I, _____, do hereby authorize access to
 (print student's name)
 _____ to view my full Academic Honesty File
 (Individual or committee)
 for the purpose of _____
 (Student's Signature) _____
 Date _____

 (Individual accessing the Academic Honesty File)
 Date _____

Benedictine University



Dietetic Internship Program REQUIRED REFERENCES

All students enrolled in Benedictine University's Dietetic Internship program are **required** to purchase the following references by the start of NTR 615 which begins August 31, 2009. Please note, when purchasing your books-if there is a newer edition-opt for the newest textbook possible.

- A **Medical Dictionary** of your choice
- A **laboratory and diagnostic test reference** of your choice
- A Community Nutrition Textbook
- Foodservice Organizations: A Managerial and Systems Approach by Marian Spears
OR
Introduction to Foodservice by West and Wood
- **Krause's Food, Nutrition, and Diet Therapy** by L. Kathleen Mahan and Sylvia Escott-Stump, 12^h edition, W.B . Saunders Company, 2007
- **Modern Nutrition in Health and Disease**, by Shils, Olson, Shike, and Ross, 10th edition, Lippincott, Williams, and Wilkins, 2005.
- **Pocket Guide Fluid, Electrolyte, and Acid-Base Balance**, by Heinz and Horne, 5th edition, Elsevier Mosby, 2005.
- **Drug-Nutrient Resource** by Roche Dietitians OR **Food Medication Interactions** (foodmedint@aol.com)
- Applied Math for Food Service by Sarah R. Labensky, Prentice-Hall Inc., 1998
- Instructional Media and Technologies for Learning, by Heinich, Molenda, Russell, and Smaldino, 8th edition, Prentice-Hall, Inc. 8th edition, 2005
- **Nutrition and Diagnostic Related Care**, by Escott-Stump, Lippincott, Williams & Wilkins, 6th edition, 2008.
- Sports Nutrition: A Practice Manual for Professionals, 4e, American Dietetic Association, 2006 OR Sports and Exercise Nutrition, by McArdle, Katch, and Katch, 3rd edition, Lippincott, Williams, and Wilkins, 2008
- **Pocket Guide for International Dietetics & Nutrition Terminology Reference Manual**, 2nd edition, American Dietetic Association, 2009.
- Others reading and references as assigned and/or required throughout your Dietetic Internship curriculum and MPH or MSNW courses

It is STRONGLY RECOMMENDED, that you have a food science text in your reference library.

