

# **Nutrition and Dietetics Internship Program**



**SEATTLE PACIFIC**  
**UNIVERSITY**

**2024-25 Program Handbook**

**Seattle Pacific University**  
**Nutrition and Dietetics Internship Program**  
**Department of Family & Consumer Sciences**  
**College of Arts and Sciences - STEM and Social Sciences Division**

The mission of the Seattle Pacific University Nutrition and Dietetics Internship (DI) program is to prepare graduates for entry-level work as registered dietitian nutritionists to support the health and well-being of individuals, families, and communities, and to be leaders in the dietetics profession and in the community at large. Our graduates will use their food and nutrition expertise to engage the culture and enhance the lives of others through effective leadership, policy impact, management of programs and services, culturally sensitive education and counseling practices, and compassionate care throughout the lifespan.

The Seattle Pacific University Nutrition and Dietetics Internship program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND),

120 South Riverside Plaza Suite 2190 Chicago, IL 60606-6995  
Phone Number: (312)-899-0040 ext 5400  
<https://www.eatrightpro.org/acend>

## **Accreditation Council for Education in Nutrition and Dietetics**



The accrediting agency for the  
**Academy of Nutrition  
and Dietetics**

## **Table of Contents**

Contents	Pages
<b>Section I: Overview of the SPU Nutrition and Dietetics Internship Program</b>	
History of SPU and the Family & Consumer Sciences Department	5
Background on Program Development and Accreditation Status	6
Requirements and Process for Credentialing	6
Program Description	7
Optional International Rotation	7
Mission Statement, Program Goals and Objectives	8
Program Outcomes Data	10
Information on Applying to the Program	10
Estimated Program Fees	11
Availability of Financial Aid/Scholarships	11
<b>Section II: Program Policies and Procedures</b>	
Program Admission Requirements	11
Preferred Qualifications	12
Program Schedule and Calendar	12
Policies and Procedures for Distance Instruction	13
Procedures for Evaluating Prior Learning	13
Insurance requirements	14
Liability for Safety in Travel to Sites	15
Injury or Illness While in a Facility for Supervised Practice	15
Drug Testing	15
Criminal Background Checks	15
Requirement that Interns Must Not Be Used to Replace Employees	16
Supervised Practice Documentation	16
Intern Performance Monitoring	17

Formal Assessment of Intern Learning	17
Program Retention and Remediation Procedures	17
Employment During the Program	18
Disciplinary/Termination Procedures	18
Program Completion Requirements	19
Verification Statement Requirements and Procedures	19
Process for Filing and Handling Complaints	19
Process of Submission of Written Complaints to ACEND	20
Withdrawal and Refund of Tuition and Fees	20
Intern Access to Personal File	20
Equitable Treatment	20
Protection of Privacy of Intern Information	21
SPU Disability Services	21
SPU Non-Discrimination Policy	21
SPU Sexual Misconduct Policy	21
The Health Insurance Portability and Accountability Act	21
Site Selection, Evaluation, and Issuance and Maintenance of Affiliation Agreements	21
<b>Section III: Student Support Services and Resources</b>	
Student Health Services	23
Student Counseling Center	23
The Center for Learning	23
The Writing Center	23
Center for Career and Calling	24
<b>Section IV: References</b>	25

## **Section I: Overview of the SPU Nutrition and Dietetics Internship Program**

### History of Seattle Pacific University:

Established in the Pacific Northwest more than a century ago by Free Methodist pioneers, Seattle Pacific University (SPU) is a comprehensive Christian university of the liberal arts, sciences, and professions. Located on 43 acres just minutes from downtown Seattle, we experience the benefits of an intimate campus community within a thriving city. Called Seattle Seminary in 1891, it became Seattle Pacific College in 1915 and finally Seattle Pacific University in 1977. SPU entered the twenty-first century positioned to engage the culture and influence the world for good. The mission statement of SPU articulates this commitment. Seattle Pacific aims to provide students with a high-quality, comprehensive education grounded on the gospel of Jesus Christ. This combination of vital scholarship

---

*“Seattle Pacific University seeks to be a premier Christian University fully committed to engaging the culture and changing the world by graduating people of wisdom, and modeling grace-filled community.”*

---

and thoughtful faith is a powerful one that brings about lasting change in the lives of our graduates, and in the people and communities they serve.

Today, approximately 3600 students (2700 undergraduates) attend Seattle Pacific University. The University offers 69 major and 59 minor areas of study along with 31 master’s and five doctoral degree programs.

### History of the Family and Consumer Sciences Department and Food and Nutritional Sciences Programs:

The Department of Family and Consumer Sciences (FCS) was begun in 1942 at SPU and is housed in the College of Arts and Sciences, the largest academic unit in the University. The FCS department offers majors in Apparel Design and Merchandising, Interior Design, Human Development and Family Studies, Food and Nutritional Sciences, Costume Design and Production, and FCS Secondary Education. The Food and Nutritional Sciences program was subsequently initiated to provide students with the opportunity to obtain a broad background in both nutritional science and the study of food. In 1991 the program expanded to provide didactic training in dietetics when the Didactic Program in Dietetics (DPD) (also known as the nutrition and dietetics specialization) was approved by the Commission for Accreditation for Dietetics

Education (CADE). Today, the DPD is accredited by ACEND, with the most recent accreditation review completed in 2022.

Background on Program Development and Accreditation Status:

The SPU DI program began the accreditation process in the Summer of 2018 when Food and Nutritional Sciences faculty submitted an eligibility application to ACEND. The application was approved by ACEND program staff in September 2018. A self-study, which included proposed goals, objectives, student learning outcomes, and curriculum was submitted to ACEND in February 2019. A site visit coordinated by ACEND staff and program reviewers took place in May, 2019. Upon completion of a successful review, SPU was granted Candidacy Status in September 2019, and the program launched in September 2020. Following completion of two program years, a self-study and accreditation review was completed in Summer/Autumn of 2022. Upon completion of a successful self-study and site visit in Autumn 2022, the ACEND Board granted the SPU Nutrition and Dietetics Internship program full accreditation in April, 2023. The next accreditation review is anticipated to take place in Fall of 2029. Following is the contact information for the ACEND office:

Address: 120 South Riverside Plaza Suite 2190 Chicago, IL 60606-6995

Phone Number: 800/877-1600, ext. 5400

<https://www.eatrightpro.org/acend>

The impetus driving the development of a DI program at SPU was the shortage of placements in Western Washington and nationwide. Appointments are competitive, and 73% of applicants nationwide received a match in 2021.<sup>1</sup> In addition, there are limited opportunities to complete a dietetic internship in Western Washington, as SeaMar Community Health Center, the University of Washington, and Bastyr University combined offer only 34 appointments per year<sup>2,3,4</sup>. Currently, our dietetics graduates must complete DIs at other institutions in order to earn a verification statement to sit for the Registration Examination for Dietitian Nutritionists. It is our hope that by offering a DI program that we can be part of the solution to the shortage of internship placements nationwide.

Requirements and Process for Credentialing as a Registered Dietitian Nutritionist (RDN):

To become a registered dietitian nutritionist (RDN), students must meet the following requirements:

- Receive a Verification Statement from an accredited didactic program in dietetics, or equivalent
- Meet the admission requirements for an ACEND-regulated supervised practice program, which includes completion of required academic courses and minimum GPA requirements
- Gain acceptance into a supervised practice program
- Successful completion of a supervised practice program, which requires a minimum of 1,000 hours of supervised practice experience
- Earn a graduate degree
- Pass the Registration Examination for Dietitian Nutritionists

For more information, please visit the following web site: <https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist>

Program description:

The SPU DI is an 8-1/2-month, graduate-level program that provides dietetic interns with a minimum of 1,000 hours of supervised professional experiences and learning activities in the areas of clinical nutrition, community nutrition, and food service management. The program's community nutrition concentration will provide interns with in-depth learning experiences in food security, cultural competence, and nutrition education of diverse audiences. Dietetic interns will have opportunities to complete learning activities at hospitals and clinics, schools, food banks, community centers, home care, senior services, private practice, and more. Upon completion of both the SPU Nutrition and Dietetics Internship program and a graduate degree, program finishers will be eligible to sit for the Registration Examination for Dietitian Nutritionists.

Optional International Rotation:

Dietetic interns may choose to complete an optional supervised practice experience in Shimla, India over the University holiday in December. Interns will spend time in clinical and community nutrition rotations in a rural area of the country. Interns will spend 2 weeks in India and will obtain 80 hours of supervised experience. Additional tuition will be charged for this optional rotation.

### Mission Statement, Program Goals and Objectives:

The mission of the SPU DI program is to prepare graduates for entry-level work as Registered Dietitian Nutritionists to support the health and well-being of individuals, families, and communities, and to be leaders in the dietetics profession and in the community at large. Our graduates will use their food and nutrition expertise to engage the culture and enhance the lives of others through effective leadership, policy impact, management of programs and services, culturally sensitive education and counseling practices, and compassionate care throughout the lifespan.

Program Goal #1: Graduates are prepared for entry-level practice as Registered Dietitian Nutritionists in the areas of medical nutrition therapy, community nutrition, and foodservice management. (Program goal #1 is aligned with the program mission.)

Program Goal #1 will be assessed based on the following objectives:

- Ninety percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (Graduate performance on Registration Exam objective)
- The program's one-year pass rate (graduates who pass the registration exam within one-year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (Graduate performance on Registration Exam objective)
- At least 80% of program students complete program/degree requirements within 13.5 months (150% of the program length). (Program completion objective)
- Of graduates who seek employment, 75% are employed in nutrition and dietetics or related fields within 12 months of graduation. (Graduate employment objective)
- At least 80% of program graduates who complete the survey will rate their preparation for entry-level practice as satisfactory or higher. (Program specific objective)



Program Goal #2: Graduates demonstrate knowledge and skills in cultural competence.  
(Program goal #2 is aligned with the program mission.)

Program Goal #2 will be assessed based on the following objectives:

- At least 75% of employers who complete the survey will agree that graduates demonstrate satisfactory preparation for entry-level practice. (Employer satisfaction objective)
- At least 80% of program finishers who complete the survey will agree that the program prepared them to provide effective culturally sensitive nutrition education and counseling across the lifespan.
- At least 80% of program finishers who complete the survey and who participated in the optional international rotation in India will agree that the experience enhanced their knowledge in working with culturally diverse populations.

Program Goal #3: Graduates actively participate in leadership and service roles within the nutrition and dietetic profession or the community at large.

Program Goal #3 will be assessed based on the following objectives:

- At least 75% of employers who complete the survey will state that graduates are actively involved in leadership roles within their organization.
- At least 50% of graduates who complete the survey will report participation in at least one leadership position within the dietetics profession within five years of program completion.
- At least 75% of graduates who complete the survey will report involvement in a nutrition-related community service project within two years of program completion.
- At least 50% of graduates who complete the survey will report participation in one or more of the following services to the profession: precepting dietetic interns, overseeing

undergraduate field experiences or internships, providing job shadows, or mentoring students.

Program Outcomes Data are available upon request.

Information on Applying to the Program:

The SPU DI program accepts applications in two ways: the pre-select option and the standard submission process, both through Dietetic Internship Central Application Services (DICAS).

- Pre-select Application Submission Process: The SPU DI program offers up to 11 out of 11 intern positions to qualified SPU alumni. Pre-select applicants must submit a completed application and corresponding fee through DICAS by the Fall and Spring deadlines communicated on the SPU DI website. Additionally, applicants must submit a \$50.00 program application fee to the payment portal on the SPU DI program website:

<https://spu.edu/academics/college-of-arts-sciences/family-consumer-sciences/undergraduate-programs/food-sciences/dietetic-internship>

Applicants will be notified of their status (acceptance or non-acceptance) by the date communicated on the program website. Applicants offered a position in the program through the pre-select option must confirm acceptance via email by the pre-determined Appointment Day. If an applicant fails to notify the program director, via email, to confirm acceptance of his/her appointment, another candidate will be selected to fill the position. Once a student has accepted a position in the SPU DI program, a \$500.00 non-refundable deposit is due within two weeks, and should be paid through the payment portal on the SPU DI program website.

- Standard Application Submission Process: To apply to the SPU DI program, applicants must submit a completed application and corresponding fee through DICAS by the Fall and Spring deadlines communicated on the SPU DI website. Additionally, applicants must submit a \$50.00 program application fee to the payment portal on the SPU DI program website:

<https://spu.edu/academics/college-of-arts-sciences/family-consumer-sciences/undergraduate-programs/food-sciences/dietetic-internship>.

Applicants will be notified of their status (acceptance or non-acceptance) by the date communicated on the program website. Applicants offered a position in the program must confirm acceptance via email by the pre-determined Appointment Day. If an applicant fails to notify the program director, via email, to confirm acceptance of his/her appointment, another candidate will be selected to fill the position. Once a student has accepted a position in the SPU

DI program, a \$500.00 non-refundable deposit is due within two weeks, and should be paid through the payment portal on the SPU DI program website.

Estimated Program Fees (2024-25):

Tuition and Fees* .....	\$14,040
Liability Insurance.....	\$35.00
Background Check.....	\$75.00
Drug Testing.....	varies
Third Party Immunization Documentation Verification Fee.....	\$40.00
Books and Supplies.....	\$300.00
Student Membership Fee, Academy of Nutrition and Dietetics.....	\$58.00

\*A \$500.00 non-refundable deposit due at the time of acceptance to the program will be deducted from tuition.

Please note: Housing, meals, and travel expenses, including ferry boat fees, are additional costs not covered by program tuition and fees.

Financial Aid and Scholarships:

- **Financial aid:** If students choose to pursue a graduate degree at SPU, such as the 9-month Digital Education Leadership master’s degree offered through the School of Education, students may be eligible for financial aid. However, financial aid is not available for the Nutrition and Dietetics Internship program.
- **Scholarships:**
  - For students interested in pursuing a graduate degree through the SPU School of Education, please visit their website for information on scholarships: <https://spu.edu/academics/school-of-education/graduate-programs/admission-and-financial-aid/SOE%20Scholarships>
  - Additionally, some scholarship funding may be available through the Academy of Nutrition and Dietetics: <https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid>

**Section II: Program Policies and Procedures:**

Program Admission Requirements:

- Baccalaureate degree from an accredited college or university

- An original signed Verification Statement dated within last 5 years\*
- Proof of earned graduate degree or acceptance/enrollment in an online graduate program that is  $\leq$  13.5 months in length
- Minimum cumulative GPA: 3.0\*
- Minimum DPD GPA: 3.0\*
- ServSafe Certification through the National Restaurant Association at time of application

Preferred Qualifications (in no ranked order) Include:

- Experience in clinical, community and/or food service management settings
- Mission, study abroad or volunteer experience with diverse cultures
- Involvement in a state or local dietetic association
- Leadership experience

\*Please note: Applicants who demonstrate proof of NDTR certification and/or experience working as a Dietetic Technician may be considered if they do not meet minimum application requirements for educational recency or GPA.

Program Schedule and Calendar:

The SPU DI program follows the University's academic calendar:

<https://catalog.spu.edu/undergraduate/academic-calendar/>. SPU operates on the quarter system, and each quarter is 11 weeks in length, (10 weeks of instruction followed by finals week). Autumn quarter spans from late-September through early December followed by a multiweek break over the holidays. Winter quarter begins in early January and ends in mid-March followed by a weeklong spring break. Spring quarter begins in late March and concludes in early June. Dietetic interns accepted into the SPU DI program will begin on-boarding the summer prior to the start of the program. Verification Statements indicating completion of a Didactic Program in Dietetics will need to be submitted to the program director as well as an official transcript conferring the highest degree earned. Proof of a graduate degree or admission to a graduate program will be required prior to summer on-boarding. In addition, criminal background checks, immunization verification and other required on-boarding procedures will need to be completed before interns may begin the program in September. Program orientation will occur in September at the start of the academic quarter. During orientation, dietetic interns will learn in depth information about the program, including the mission, goals and objectives, supervised practice rotation sites, preceptors, assignments, weekly seminar sessions, core competencies, intern expectations, evaluation criteria, and professional etiquette. Interns will

also have ample time to become acquainted with their peers and will participate in team-building activities. Orientation will prepare dietetic interns to begin supervised practice experience.

#### Policies and Procedures for Distance Instruction:

Distance education technology policy requirements: SPU Dietetic Interns will need access to a laptop computer with a camera, headset, and Wi-Fi. SPU offers an [affordable laptop program](#) for students. Interns are required to utilize Zoom video conferencing and the Canvas Learning Management System. The SPU Educational Technology and Media Department provides support to students using these systems. For more information, visit the [ETM Student Resources Wiki](#).

Distance education procedures for verifying, identifying, and protecting privacy of students:

SPU dietetic interns are required to use their secure SPU username and password to log into Zoom videoconferencing. They will enter into the waiting room where the instructor will verify the identity of each student before allowing them access into the virtual class session. Students are required to have their computer cameras on during class sessions unless it is not possible to do so (e.g., when logging into a class session in a shared office space). To ensure student privacy during class sessions, Zoom sessions will not be recorded. SPU students are also required to use their secure SPU username and password to log into the Canvas Learning Management System where all program assignments and documents are uploaded. By adhering to FERPA regulations, only students have access only to their own information, including grades and instructor feedback.

#### Procedures for Evaluating Prior Learning:

Dietetic interns may opt to apply for prior learning credit toward their internship hours. Granting of hours is up to the complete discretion of the Dietetic Internship Director and will be based upon the quality of experiences and competencies met, not on the length of time in prior jobs or volunteer positions.

Tuition and fees for the dietetic internship will remain the same, regardless of the amount of prior learning hours granted. Additionally, a fee of \$50 for review of PLA will be assessed. Prior learning is assessed only after an intern has been accepted into the program.

The following components should be submitted by the date communicated by the program director. Review and determination of credit hours will be completed within 2 weeks of submission.

### **Application Components:**

- Cover letter providing an overview of the information in your portfolio and a brief introduction to your areas of prior experience.
- Completed PLA form comparing your prior learning and experiences to the DI competencies (see attached).
- Portfolio containing supporting documentation of competencies met (examples):
  - Resume (required)
  - Job descriptions for experiences you are hoping to apply toward competencies
  - De-identified examples of chart notes showing Nutrition Care Process
  - Educational handouts and lesson plans
  - Professional presentations
  - De-identified foodservice management reports
  - References with contact information for supervisors or other professionals that can attest to your prior experiences (required)

Any experiences for which you do not have supporting documentation may be checked with your supervisor of those experiences.

Upon receipt of your completed prior learning assessment application components, an interview will be scheduled with the Dietetic Internship Director to review and discuss any needed clarifications.

Address application to Dr. Joey Freeman, Ph.D., R.D., Dietetic Internship Director:  
[freemj2@spu.edu](mailto:freemj2@spu.edu).

### **Insurance Requirements:**

Interns are required to provide photocopies of the following insurance policies by the date communicated by the program director. Interns will not be allowed to begin supervised practice until proof of required insurance policies is received.

- **Health Insurance:** Interns are required to provide documentation of coverage by a comprehensive health plan which will provide continuous coverage during his or her participation in the program. Proof of health insurance will be submitted to the on-boarding Canvas site.

- Auto Liability Insurance: Interns must provide documentation of coverage by a personal automobile liability insurance which will provide continuous coverage during his or her participation in the program. Proof of auto liability insurance will be submitted to the program director by the date specified by the program director.
- Professional Liability insurance: Interns are required to obtain professional liability insurance which will provide continuous coverage during his or her participation in the program. It is advised that interns seek coverage through an insurance company recommended by the Academy of Nutrition and Dietetics. The policy should cover a minimum of 1M per incident/3M aggregate. Proof of professional liability insurance will be submitted to the program director by the date specified by the program director.

Liability for Safety in Travel to Sites: Interns are required to arrange their own transportation to and from rotation sites across the Western Washington region. The University is not responsible for any accidents or injuries that arise during travel.

Illness or Injury While in a Facility for Supervised Practice:

If an intern experiences an illness or injury while in a facility for supervised practice, s/he is required to report the illness/injury to the site preceptor and DI director as soon as possible. If the intern requires medical attention due to the illness or injury, the intern is responsible for all related medical bills.

Drug Testing:

Some internship facilities may require drug testing prior to student on-boarding. If an intern is placed at a facility requiring drug testing, the intern must complete the required procedures within the pre-set timeline for on-boarding at the facility. If positive results are found, interns may be unable to on-board to the appointed facility, and these findings may be grounds for dismissal from the internship program.

Criminal Background Checks:

Prior to program orientation, all interns must complete an online criminal background check through the vendor, Corporate Screening, at [www.verifystudents.com](http://www.verifystudents.com). The background check includes the following searches:

- Social Security Number Validation and Trace
- Washington State Patrol Search

- County Court Criminal Conviction Search
- CS CrimeSweep National Criminal Search
- CS CrimeSweep National Sex Offenders Database Search
- DHHS/OIG Cumulation Sanction/Excluded Parties List Search
- GSA Excluded Party/Debarment List Search
- FSA Debarment List Search
- OFAC List Search

Criminal background checks must be cleared before interns may begin onsite work in their rotations. Directions for completing background checks will be communicated during the on-boarding process. Additionally, some rotation sites may require interns to complete a separate criminal background check.

#### Requirements that Interns Cannot Replace Employees:

SPU dietetic interns do not receive any compensation for the time spent at assigned rotation sites. They are post-baccalaureate students placed at practice sites to learn the skills and knowledge necessary for entry-level employment as RDNs. Therefore, SPU dietetic interns are not placed on site to replace employees but are present in practice facilities to be mentored by, and work alongside, experienced professionals. In clinical rotations, interns may complete staff relief rotations where they will fulfill the duties of the RDN for a couple of weeks. However, the RDN will be present at the workplace, will provide feedback to the intern, and will review and sign off on intern medical charting.

#### Supervised Practice Documentation:

- Procedures for tracking individual intern's supervised practice hours during rotations: Interns will keep track of their daily hours at rotation sites on the weekly timesheets provided by the program. Preceptors will review and sign the records at the end of each week, and interns will submit their weekly signed timesheets to the DI Seminar Canvas course site.
- Procedures for tracking individual intern's hours for Alternate Practice Experiences (APEs): Most APEs (i.e., Simulation, role playing, etc.) will be completed as part of the dietetic internship seminar class. However, there may be some APEs that are completed individually and will be coordinated on a case-by-case basis between the program director and intern. Students will keep track of their APE hours and learning activities on



program-provided forms and submit them to the program director for approval on a quarterly basis.

#### Intern Performance Monitoring and Formal Assessment of Learning:

Preceptors will provide a formal assessment of learning to interns by completing an evaluation form provided by the program. Evaluation forms are developed specifically for each type of supervised practice rotation, and rank interns on knowledge and skills that align with ACEND- and program-specific core competencies. Preceptors will schedule a meeting with each intern towards the end of the rotation to provide their evaluation of the intern's performance. When requested by the intern or preceptor, the program director will make every effort to attend the meeting. The preceptor will provide written and verbal feedback to the intern. Both parties will sign and date an evaluation form, and a copy will be retained in the intern's file. Additionally, interns will upload their signed preceptor evaluation forms to Canvas. Shorter rotations (4 weeks or less) will require only one formal evaluation; longer rotations (more than 4 weeks in length) will require a minimum of two evaluations.

#### Program Retention and Remediation Procedures:

Continuation in the SPU DI program requires that interns meet ACEND core competencies, complete assignment/projects on time, pass supervised practice rotations, and abide by the Academy of Nutrition and Dietetics Code of Ethics. If an intern is displaying unsatisfactory performance at a practice site, the preceptor will hold a meeting with the intern to outline areas of concern and will notify the program director of the concerns. In a timely fashion, the intern, preceptor, and program director will meet to discuss the performance issues and devise a performance improvement plan (PIP). The PIP will outline the knowledge and skills that need to be improved, and a date when knowledge and skills will be reassessed. The PIP will be signed and dated by all three parties, and all parties will receive a copy of the plan. The program director will encourage the intern to utilize on-campus services (i.e., tutoring at the Center for Learning, and support and the Writing Center) to strengthen academic skills.

On the pre-established date, the intern will be re-evaluated by the preceptor, with the program director present for the meeting. If the intern is given a satisfactory rating (i.e., "meets expectations") on the PIP, the intern will be able to continue in the program. However, if the intern does not receive a satisfactory rating on the PIP, the intern will be dismissed from the program. The program director will provide advising on alternative academic pathways (i.e.,

NDTR and graduate school), and will connect the student with a staff person in the SPU Center for Career and Calling to explore non-RDN jobs in the field of food and nutritional sciences.

#### Employment during the Program:

Paid employment during the program is highly discouraged, particularly if an intern is concurrently enrolled in a graduate degree program. Interns will be onsite at assigned rotation sites for 36-hours per week (and two hours/week participating in DI seminar), except during established University holidays and breaks. Interns will be required to spend time outside of their rotation schedules completing required homework, including professional readings, completing projects, and writing papers. Employment may interfere with the ability to successfully complete program requirements and should be avoided, if possible.

#### Disciplinary/Termination Procedures:

Dietetic interns may be subject to disciplinary action or termination from the program for the reasons outlined above, as well for as the following reasons:

- Violation of the SPU Student Standards of Conduct: <http://spu.edu/administration/office-of-student-life/handbook/behavioral-community-expectations/student-standards-of-conduct>
- Mistreatment of others, including discrimination or harassment of a fellow intern, patient, client, program administrator, faculty, preceptor, or other staff at practice sites.
- Reckless, unsafe behavior at practice sites
- Unprofessional, unethical behavior that violates the Academy of Nutrition and Dietetics Code of Ethics for Nutrition and Dietetics Profession
- Violating privacy of patients and clients (i.e., talking about patients/clients on social media)
- Failure to follow program policies and procedures

The DI program will follow the pre-established Student Accountability Process, shown here: <http://spu.edu/administration/office-of-student-life/handbook/behavioral-community-expectations/student-accountability-process>, to determine course of action for disciplinary action or termination unrelated to academic performance.

### Program Completion Requirements:

Dietetic interns will be assessed quarterly in the dietetic internship seminar and practicum. To pass with a satisfactory grade (P), interns must achieve the following: complete required number of hours in assigned rotations, meet ACEND requirements for entry-level knowledge and competencies in assigned rotations/practice areas, and receive minimum “meets expectations” ratings on preceptor evaluations. To pass the dietetic internship seminar, interns must complete all coursework at a satisfactory level within pre-determined timeframes.

To earn a Verification Statement:

- satisfactory performance will be required in both the dietetic seminar and practicum in order to complete the DI program and earn a Verification Statement.
- an official transcript documenting successful completion of a master’s degree must be submitted to the DI program director to complete the program and earn a Verification Statement.

Interns will have a maximum of 13.5 months (150% of program length) to complete Nutrition and Dietetics Internship program. Therefore, it is expected that the intern’s self-selected master’s program will also be completed within the same timeframe.

### Verification Statement Procedures and Requirements:

A Verification Statement will be provided to all interns who complete the program requirements (as outlined above). The program director completes Verification Statements once interns have completed rotations and program requirements. Electronic copies will be provided to interns. The program also retains both hard and electronic copies of all Verification Statements.

### Process for Filing and Handling Complaints:

A student has the right to appeal academic decisions with which s/he does not agree and will be protected against retaliation for doing so. The policies and procedures for such appeals are found in the undergraduate academic catalog:

<https://spu.edu/catalog/undergraduate/20212/academic-policies-procedures/academic-appeals>. The Program will maintain a record of intern complaints for a period of seven years, including resolution of complaints. Students may also submit complaints directly to ACEND (1800-877-1600), but only after the University appeals process is exhausted.

### Process for Submission of Written Complaints to ACEND:

An intern may submit a written complaint to ACEND related to accreditation standards once the University appeals process is exhausted. The following link provides detailed information on filing a complaint with ACEND: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>.

### Refund of Tuition and Fees:

The following fees are non-refundable: \$50.00 application fee, \$50.00 fee for assessment of prior learning, and \$500.00 program deposit. Tuition due dates and refund policies are located on the SPU Student Financial Services webpage: <https://spu.edu/student-financial-services/paying-your-bill>.

### Withdrawal from program:

A dietetic intern considering withdrawal from the program should discuss this with the program director as soon as possible. Withdrawals are final and require that the intern submit a resignation letter to the DI director during a synchronous meeting. An intern who withdraws may reapply to the program during a future application season, but acceptance is not guaranteed.

### Intern Access to Personal File:

With certain exceptions, official student information collected and maintained by the University is available for inspection and review at the written request of the student. Additional information about accessing personal records can be found in the undergraduate academic catalog: <https://spu.edu/catalog/graduate/20212/policies-procedures/student-records-confidentiality>

### Equitable Treatment:

The program follows SPU's [Nondiscrimination policy](#) and reflects SPU's [Diversity Statement](#) in supporting the diverse needs of interns, ensure an inclusive environment, and to ensure equitable treatment by program faculty and preceptors of interns from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.

The following policies and procedures will be adhered to in the SPU DI program to ensure compliance with state and federal regulations:

Protection of Privacy of Intern Information:

SPU complies with FERPA (Family Educational Rights and Privacy Act). The University policies that ensure privacy protection for student information are found in the undergraduate academic catalog: <http://spu.edu/student-academic-services/ferpa>

SPU Disability Services: Student Rights and Responsibilities:

<https://spu.edu/administration/center-for-learning/disability-support-services/resources-for-students/rights-and-responsibilities>

SPU Non-Discrimination Policy: <https://spu.edu/catalog/undergraduate/20212/academic-policies-procedures/non-discrimination-policy>

SPU Sexual Misconduct Policy: <http://spu.edu/administration/office-of-student-life/handbook/sexual-misconduct>

The Health Insurance Portability and Accountability Act (HIPAA):

<http://spu.edu/administration/office-of-student-life/policies-and-procedures>

Site Selection, Evaluation, and Issuance and Maintenance of Affiliation Agreements

The SPU Nutrition and Dietetics Internship (DI) Program selects supervised practice sites based on the following criteria: preceptor qualifications, facilities which can offer learning experiences that fulfill ACEND core competencies, and mutually signed educational affiliation agreements (EAA), which delineate the responsibilities of the school and practice sites.

*Vetting, Selection and Evaluation of Preceptors*

The SPU DI Director and/or Coordinator vet all potential preceptors and supervised practice facilities before placing students. Preceptors are evaluated by reviewing information provided in the required ACEND Preceptor Qualifications document and their resumes/CVs to ensure they have the credentials and professional experiences necessary to supervise students.

Additionally, the following information is reviewed to determine if a preceptor is a good fit for our program: number of weeks/year available to precept interns, number of interns they can supervise at a given time, and total number of interns they can supervise within one academic year.

### *Vetting, Selection and Evaluation of Supervised Practice Sites*

Supervised practice sites are vetted based on the types of learning experiences and activities that can be offered to interns to fulfill ACEND curricular requirements to prepare interns for entry-level work as registered dietitian nutritionists.

Interns may request to be placed in supervised practice sites out of the vicinity on a limited basis in adherence to ACEND policies and contingent upon a mutually signed affiliation agreement.

Selection and vetting criteria for student-selected preceptors and sites align with the same vetting process used to select local preceptors and facilities. International sites and preceptors supervising students in Shimla, India are evaluated and established through a collaboration between the SPU Study Abroad Office, SPU Risk Management, and the Nutrition and Dietetics Pathfinder Program.

### *Issuance and Maintenance of Educational Affiliation Agreements*

Once a supervised practice site is vetted and meets the established criteria for intern placement, the program director sends a copy of the EAA to the site. Once the EAA language is mutually agreed upon and signed by representatives of both parties, copies are sent to sites for their records. Copies are also kept by the DI Director and the SPU Risk Management office. Per EAA verbiage, agreements will be in place indefinitely unless terminated by either party.

It is expected that all preceptors and facilities are confirmed prior to program orientation each Fall. However, if preceptors and/or sites need to withdraw after committing, we will prioritize securing replacement preceptors/sites on an as-needed basis. Securing preceptors and sites is a primary task of the SPU DI Coordinator.

### *Review of supervised practice sites*

At the completion of each rotation, dietetic interns complete an evaluation form, which provides written documentation on their experiences at the supervised practice site. The DI Director promptly addresses any issues or concerns with site preceptors.

Additionally, the DI Director and Coordinator evaluate the appropriateness of placements on an annual basis to determine if sites are meeting the needs of interns and are continuing to provide the required learning experiences necessary to achieve ACEND competencies. Sites are

evaluated more frequently on a case-by-case basis if dietetic interns voice concerns or raise complaints.

### **Section III: Student Support Services and Resources**

The University provides many valuable resources and services designed to foster student well-being, safety, academic growth, and success. You can read about these resources and services at <http://spu.edu/current-students>. Some are highlighted here:

#### **Student Health Services**

The Health Center <http://spu.edu/depts/healthservices/> located in Watson Hall and is open Monday through Friday. Registered Nurse Practitioners provide primary care, wellness visits and other services at reduced cost to students, faculty, and staff. They accept most insurance plans. The University makes optional medical insurance available to registered students. Information on this insurance plan is available at the Health Center. International students are required to purchase health insurance through SPU or to obtain a waiver from Health Services by presenting proof of health insurance comparable to the plan provided through SPU.

#### **Student Counseling Center**

The Student Counseling Center <http://spu.edu/depts/scc/> located in Watson Hall, provides a variety of counseling, educational, consultation, referral, and mental-health services to SPU students. Nutrition counseling is provided by a Registered Dietitian. There is also an eating disorders treatment program available to all students.

#### **The Center for Learning**

The Center for Learning (CFL) <http://spu.edu/depts/cfl/> located in lower Moyer Hall, provides additional resources and services to support the educational success of all students through study-skills courses, individual learning consultations, and learning workshops offered by the professional staff. Many resources to enhance study skills and habits are found in the "Resources" section of the CFL website.

#### **The Writing Center**

The Writing Center, <https://spu.libguides.com/Studio> located in the SPU Library, is sponsored by the English department, and provides students help with writing assignments. Student writing tutors are available for half-hour appointments or "drop-in" consultations starting the

second week of each quarter through the last week of the quarter. The tutors can help spot errors and give assistance in organizing and communicating thoughts on paper.

### **The Center for Career and Calling**

The Center for Career and Calling <http://spu.edu/depts/cdc/> located on the second floor of the Student Union Building (SUB), provides a variety of services to students that include assistance with career exploration and preparation. The career counselors at the Center for Career and Calling also provide assistance with developing resumes and will help students prepare for interviews for jobs and graduate school.



## References

1. ACEND Update. Academy of Nutrition and Dietetics. <https://www.eatrightpro.org/acend/public-notices-and-announcements/acend-update/acend-updates-archives#april21> Published April 2021. Accessed June 30, 2021.
2. SeaMar Community Health Center website. <https://www.seamar.org/services-preventive.html>. Accessed July 1, 2021
3. Graduate Coordinated Program in Dietetics. University of Washington Nutritional Sciences Program website. <http://depts.washington.edu/nutr/rd-training/graduate-coordinated-program-in-dietetics/>. Accessed July 1, 2021.
4. Bastyr University Program website. <https://bastyr.edu/academics/nutrition/non-degree/nutrition-dietetic-internship>. Accessed July 1, 2021.
5. New graduate degree eligibility requirement effective January 1, 2024. Commission on Dietetic Registration Web site. <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>. Accessed July 1, 2021.