



UWGB Dietetic Internship Program Policy Handbook

2021-2022 UWGB Dietetic Internship Program Policy Handbook

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Revised: September 5, 2021 – H. Masters

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Prior Assessed Learning
Policy number: 1.1

OVERVIEW:

The Prior Assessed Learning (PAL) program is designed to grant varying degrees of internship credit in specific rotations of the internship based on the qualified applicant's learning, as demonstrated through paid work or volunteer experiences. The credit is not for the experience, but is given when an applicant demonstrates an increase in knowledge and learning. Experiences considered for PAL must meet competencies required by Accreditation Council for Education in Nutrition and Dietetics (ACEND) and must be experience received post-graduate/post verification statement or if during education period within 1 year (12 months) of the start of the internship and not academic received credit for experience.

The Program Director has the authority to grant credit towards supervised practice hours from prior learning and/or work experience for those individuals with extensive learning and professional competency acquired outside the academic setting.

LEARNING CREDITS ALLOWED:

Interns **cannot** apply for credit towards supervised practice hours for any of the medical nutrition therapy rotations, general orientation, research review presentation, leadership concentration, and didactic class or RDN prep week. Interns can apply for credit towards supervised practice hours for community, WIC, wellness, hospital food service, and school food service rotations. The UWGB Dietetic Internship program is a full-time program; interns are required to complete any required supervised practice hours as a full-time intern exceptions may be made if program preceptors are available and willing to accommodate anything less than full time. All interns will be required to complete all clinical application exams and all RDN prep exams as indicated by syllabi prior to the completion of the internship.

PAL SPECIFICS:

If an intern is granted PAL:

- The intern will be scheduled "off" during the internship year as the schedule allows.
- The tuition and fees for the Dietetic Internship will remain the same, regardless of the amount of PAL granted.
- Prior learning is only assessed AFTER interns are accepted to the program.
- Applications for prior assessed learning must be submitted by May 20 of the year the internship is to start, so that the individuals can be scheduled to reflect credit that was given.

COMPETENCIES:

The documented learning must be clearly and directly related to the competency statements required by ACEND for completion of the dietetic internship program. It is the responsibility of the intern to obtain these rotation competencies from the Program Director for that specific rotation they are requesting credit. This will assist the intern in preparation of the portfolio and help to demonstrate and clarify completion of competencies.

PORTFOLIO:

While the Program Director can provide guidance and assistance, it is the sole responsibility of each intern to provide a portfolio of documentation (examples can include but not limited to: projects/assignments/previous job experiences related to the competency statements from post-college work experience) that will serve as the basis for determination of credit towards supervised practice hours. The intern must also obtain a letter verifying this experience from their immediate employer(s)/supervisor(s). The intern must present the portfolio to the Program Director by May 20 of the internship year.

CREDIT EXPLANATION:

The amount of supervised practice hours to be credited will be dependent upon the number of rotation hours assigned to the rotation being requested. If determined that the intern will receive credit hours for prior experience, the internship will be shortened accordingly (program fee is not adjusted) and the interns graduation date will remain as the same as other interns in the program. Submission of a request for PAL credit does not guarantee that such credit will be awarded, in full or in part as requested. Applicants are encouraged to discuss potential PAL experiences with the DI Director prior to preparing and submitting the application materials to ensure greatest success.

AWARDING CREDIT:

Credit will only be awarded in the following manner:

- 100% of the competencies for that respective rotation documented equals to credit of 100% of the supervised practice hours for that rotation.
- No partial credit will be given.
- An intern is either exempt from an entire rotation or an intern must complete an entire rotation.

APPLICATION FOR PAL TO INCLUDE:

1. Experiences submitted for PAL evaluation must be classified as: Community Nutrition, WIC, Wellness, Hospital Food Service Management, and School Foodservice Management.
2. Projects, reports, presentations, and educational materials produced by the applicant which demonstrate advanced knowledge and skills will be evaluated for PAL credit. Job descriptions, performance evaluations, letters from clients, and so on, can be used as supporting documentation of knowledge and skills, as applicable.
3. These supporting materials shall be clearly labeled and dated as to which experience(s) they are applicable. They may be neatly bound in a folder or portfolio cover or online portfolios.
4. Applications will be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the internship term.
5. Additional documentation / clarification of activities must be provided to the DI Director upon request. Failure to do so in a timely manner (48 hours of request) may preclude obtaining PAL credit.

PORTFOLIO FORMAT REQUIRED:

1. **Cover Letter:** This letter is a short introduction to the evaluator outlining the area or areas that are covered in the portfolio. The student should list personal information, such as telephone numbers, e-mail address and regular mailing address in case the evaluator needs to make further contact to verify or clarify information with regard to the portfolio date and signature of student.

2. **Table of Contents:** The table of contents should show the headings of the various subdivisions of the portfolio in order to assist the evaluator in reading the portfolio. Each item listed must have an accurate page number in the bottom center of the page. Be sure that the table of contents lists every item included in the portfolio.
3. **Resume:** This is a brief description of personal information, employment, military and educational background. The resume serves as an introduction to the assessor. The resume must be typed and the maximum length should be no more than two pages.
4. **Narrative of How This Area of Prior Learning Relates to the ADA Competencies:** The applicant will want the narrative in this area to include: (1.) The subject matter for which you are seeking credit; specify how many hours of credit (2.) The area of the dietetic internship rotations into which prior learning credit will fit. Projects with a narrative describing each experience, what was done, what was learned and how these apply to the ASCEND learning objectives must be included (see example table below for how to specifically install the learning objectives into your work). Supporting materials such as samples of projects, newsletters, and materials produced by the applicant that demonstrate the competencies described should be included. Supporting materials may be returned to the applicant if requested, after they have been evaluated. The Director may copy materials to keep in intern's file for documentation purposes. Original summary form and narrative(s) will be maintained in the Dietetic Internship file for the Intern.
5. A syllabus (provided by DI Director) will highlight necessary competencies to complete.
6. An evaluation must be completed by the previous work / volunteer supervisor in the form of a letter and evaluation. This can be an evaluation provided from the program or a letter from the supervisor describing the intern's performance will be adequate. Evaluation is provided by the program to the supervisor.

NARRATIVE EXAMPLE:

TYPE OF WORK EXPERIENCE: WIC & Community

DATES: 5/21/2009-5/25/2010 - 20 hours per week – TOTAL HOURS 1000

POSITION: Nutritionist

LOCATION: ABC County WIC

REPORTING TO: Jane Doe, Program Director

PHONE: (250)359-2259

EMAIL: jdoe@wic.org

SUMMARY: From 5/21/17 to 5/25/17 I was employed as a nutritionist in the ABC County WIC office. I worked 20 hours per week for 50 weeks. As can be seen in the attached job description (1), the duties of this position included; providing education and certification to WIC clients obtaining diet histories from and providing diet counseling to participants at ABC WIC. I participated in WIC draft pick up. I observed high risk follow up appointments by RDN. I conducted breastfeeding classes with assistance by RDN bi-monthly, wrote articles for a community newspaper read by a diverse population quarterly; prepared hand-outs for a multi-cultural client population on eating healthy for holidays and packing healthy snacks. I participated in healthy weight collation meetings monthly.

PROJECTS WITH NARRATIVE: These activities are documented by the following Supporting Materials:

1. Examples of newspaper articles written by me during this program (4) Handouts for multi-cultural client on eating healthy for holidays and packing healthy snacks;
2. 2 client summaries (1 child, 1 breastfeeding mom) with **names blacked out and no personal information can be included that would violate HIPPA**
3. Work schedule for 2 week period
4. Evaluation by supervisor with supported narrative of experiences
5. Schedule and outline of breastfeeding classes
6. Healthy weight coalition meeting notes noted with my name as attended

WRITTEN SUMMARY: Written summary of experience and learning to include:

1. What was the most important thing learned during experience at WIC and why?
2. What was the most important/challenging thing learned and why?
3. What did you learn about yourself during this time?
4. Other observation summaries to include:
 - a. research a current bill or legislative issue
 - b. who and how you referred clients to community resources
 - c. identify aspects of culture that impact on community nutrition services
 - d. budget and data control
 - e. identify WIC funding and current legislative issues

HOUR REQUEST: 96 hours of WIC rotation and 128 hours of community credit

ACEND LEARNING OBJECTIVES: (example of one competency listed, but all competencies requested must be listed)

Intern competencies/ learning outcomes	Date, location, hours spent	Describe work/life or professional/continuing education experiences (Excluding college coursework used to complete degree and/or DPD verification.) "What I did"	Describe what was learned. Describe How professional growth was achieved. "What I learned from this experience." or "How I grew professionally from this Experience..."
DI 3.1a-d	50 weeks 5/09- 5/10 ABC WIC Average 6 clients per day (180 hours)	Completed approximately 300 client summaries, certifications	I learned how to certify clients for WIC referral. I was able to refer to outside agencies such as food share and food pantries. I learned out to interview clients, identify problems and set goals and monitor progress of goals.

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Intern Recruitment
Policy number: 1.2

Intern Recruitment:

Purpose: Assure all dietetic interns are recruited fairly for internship selection.

Procedure: This Dietetic Internship Policy and Procedure is in addition to the University of Wisconsin Green Bay's Policy and Procedure Prohibiting Harassment and Discrimination policy that can be found:

<https://www.thefire.org/pdfs/2b335bb19a44fc3b2c88f0db398c5232.pdf>

1. UW Green Bay strives to provide an educational environment that affirms the rights of each individual, fosters diversity and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.
2. UWGB is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, ex, sexual orientation, national or ethnic origin, age, veteran's status or against qualified disabled persons except as provided by law.
3. Interns are recruited through the Dietetic Internship Centralized Application System (DICAS) and through the UWGB Preselect Process.
4. Interns will then be matched through D&D Digital spring match and December Pre select process.
5. If an intern spot opens after the preselect process and match processes, it is up to the discretion of the internship director and availability of candidates to select another candidate from the DICAS. All secondary matches are completed with the same equal opportunity principals.

***University of Wisconsin-Green Bay
Dietetic Internship
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Withdrawal and/or Refund:
Policy number: 1.3

Withdrawal and/or Refund Policy:

Purpose: Assure all dietetic interns understand refund policy in the event of withdrawal from the program for any reason.

Procedure:

- Program fee minus \$1000.00, excluding deposit, refunded through the end of the first week of orientation.
- Program fee minus \$2000.00 refunded through the end of the second week of orientation.
- There will be no refund after the second week of orientation in the internship and the Intern remains responsible for full tuition and fee schedule.

***University of Wisconsin-Green Bay
Dietetic Internship
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Scheduling and Program Calendar
Policy number: 1.4

Scheduling and program calendar, including vacation and holidays Policy:

Purpose: Assure all interns understand the expected schedule for the internship including holidays.

Procedure:

1. Orientation will begin in early September. Orientation will run 1-2 weeks. The first week of the supervised practice will start on Monday after orientation. Rotations are generally scheduled weekly Monday through Thursday. Class will meet on Fridays from 8 a.m. - 3 p.m. on the UW-Green Bay campus or selected sites in Green Bay or the Fox Valley or online. Additional time will be scheduled many Friday afternoons to work on internship group projects. There may also be some scheduled activities on occasional weekends and evenings. The intern will receive a detailed class schedule during the orientation week as well as the final rotation schedule. Updates will be provided as sometimes schedule changes do occur to accommodate guest speakers, community request, or facilities.
2. In addition to the scheduled rotations in the clinical, foodservice and community practice areas, the intern will be actively involved in the promotion of nutrition in the community. The intern will manage a large project as well as participate in cooking demos, grocery store tours, open house, case study reviews, Journal Club, WAND conferences, preceptor training, a spring conference and more. Supervised practice time has been scheduled for planning and implementation of these and other projects that is required for the completion of this internship.
3. The following days will be given off for holidays and vacations: Thanksgiving week, time over the Christmas Holiday (Holiday Break) and possibly an additional week if the schedule allows. Completion of the internship will be late May unless make up time is required. The intern will have an occasional Friday off. The intern will receive a Friday class schedule at orientation with the year's specifics. Note that schedules are subject to change at any time by the internship director.

<i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i>	<u>Protection of Privacy Policy</u> Policy number: 1.5
<p><u>Protection of Privacy Policy:</u></p> <p>The policy will ensure the privacy of all dietetic interns.</p> <p><u>Procedures:</u></p> <ol style="list-style-type: none">1. Release of information forms will be completed by all interns. Release of Information forms state: I, the undersigned, hereby authorize the Director of the Dietetic Internship Program to provide information about my performance, health and educational records to a third party. This information would be used as a requirement for placement in rotations, recommendation/reference as part of employment seeking or continuing education.2. Consent to Copy Form will be completed by all interns. Consent to copy form states: I, the undersigned, hereby authorize the Director of the Internship to copy any or all of the following pieces of information: Internship Application form, Internship Application letter, DI care plans, DI projects, DI abstracts, and WIC Client Profiles, portfolios. These copies would be limited to use within the Dietetic Programs to provide reasonable examples and thus assist in advising other interns or for reaccreditation purposes.3. These forms will be kept in Intern permanent file.	

UW-Green Bay (UWGB) Dietetic Internship

Release of Information & Consent to copy Form

I, the undersigned, hereby authorize the Director of the Dietetic Internship Program/UWGB Staff to provide information about my performance, health and educational records to a third party. This information would be used as a requirement for placement in rotations, recommendation/reference as part of employment seeking or continuing education.

Name_____

Date_____

Consent to copy form states: I, the undersigned, hereby authorize the Director of the Internship to copy any or all of the following pieces of information: Internship Application form, Internship Application letter, DI care plans, DI projects, DI abstracts, and WIC Client Profiles, portfolios. These copies would be limited to use within the Dietetic Programs to provide reasonable examples and thus assist in advising other interns or for reaccreditation/self study purposes.

Name_____

Date_____

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Access to Personal Files</u> Policy number: 1.6</p>
<p>Access to Personal Files Policy:</p> <p>Purpose: Assure dietetic interns understand rights regarding their personal files.</p> <p>Procedure:</p> <p>Interns have the right to inspect their admission records on request before and/or after graduation under provisions of the Federal Educational Rights and Privacy Act, as amended in December 1974. Students may request to see all other records on file by appointment during normal working hours. The program director or staff will provide the record to the intern upon written request. Interns are required to examine their records within the director's office. If an intern wants to contest the accuracy or completeness of information, he/she may do so. A written request for corrective action or rebuttal should be submitted to the program director within five working days of examination of records. Records kept on file by the DI director in the department will include:</p> <ol style="list-style-type: none"> 1. Complete application materials for admission. 2. Letters of recommendation (assessable to student only if rights or confidentiality has not been waived). 3. Current address, telephone number, and person to be notified in case of emergency. 4. Record of projects/portfolios completed. Portfolios are found electronically on the Universities web-based learning environment. <p>All evaluations are kept on electronic file. No one will have access to records without permission from program director. All records stored in program offices and capable of being locked.</p>	

***University of Wisconsin-Green Bay
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Insurance

Policy number: 1.7

Insurance Policy:

Purpose: Assure interns have health, automobile and professional liability insurance at the start of the internship and valid throughout the internship.

Procedure:

Health: All interns will need to have health insurance that includes hospitalization coverage. A copy of Verification of Insurance is required. You must have \$1,000,000.00 minimum coverage per occurrence and \$5,000,000.00 aggregate. You will need to have health insurance that includes hospitalization coverage. Some of you may be eligible to remain on your parent's plan, while others of you will not.

Automobile: You will also need to have your own automobile and insurance. Transportation **will not** be provided by the university. A copy of your drivers license is required.

Professional liability: 1) The University provides basic coverage for interns while in the rotations. 2) Some rotations require additional coverage which will be the responsibility of each intern. A copy of your professional liability is required.

UW-GREEN BAY – DIETETIC INTERNSHIP

HEALTH INSURANCE FORM

Name: _____

Last

First

Middle

Birthdate: _____

Social Security Number: _____

HEALTH INSURANCE VERIFICATION:

Company Name: _____

Address: _____

Policy Number: _____

Please attach a copy of your insurance card.

<i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i>	<u>Liability</u> Policy number:1.8
<p>Policy: Liability for safety in travel to or from assigned areas</p> <p>Purpose: Liability for driving and safety is the responsibility of the individual intern.</p> <p>Procedure: Liability for safety and travel to and from assigned areas/facilities is the responsibility of the intern and is not the responsibility of the university or assigned facility. It is necessary that the intern have access to an automobile and be able to drive within 90 minutes or 100 miles for certain rotations.</p>	

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Injury or Illness</u> Policy number: 1.9</p>
<p>Injury or illness while in a facility for supervised practice Policy:</p> <p>Purpose: Intern is to carry personal health insurance for the purpose of liability of illness or injury.</p> <p>Procedure: Neither the facility nor the university is responsible for liability or expenses incurred from illness nor injuries while the intern is at a supervised practice facility. Therefore, the intern is required to carry health and car insurance. Refer to absenteeism policy for an extended illness as well as the leave of absence policy.</p>	

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Absenteeism/Illness</u> Policy number: 1.9</p>
<p>Absenteeism/Illness Policy:</p> <p>Purpose: Assure all dietetic interns complete program requirements and demonstrate performance of entry-level competencies.</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Contact: If an illness or absence occurs: the intern is responsible for contacting the Preceptor and DI Coordinator/Director within a minimum of 2 hours prior to start time of rotation. Phone call should be made to the preceptor. Email to Coordinator /Director. 2. Make-up rotation: <ol style="list-style-type: none"> a. Make up of rotation experience of a single day will be at the discretion of the preceptor in consultation with the Coordinator /Director. All make up and or loss of hours will be noted on your rotations time sheets and must be made up to ensure preceptor lead hours. b. If more than 25% of a single rotation is missed due to illness or other reasons, intern will be expected to make up the entire time of the missed rotation time. Dates of make-up will occur if necessary during the Thanksgiving or Holiday break or at the end of the entire internship schedule in May. 3. Long-term illness or absence: <ol style="list-style-type: none"> a. Long-term illness or absence is defined by missed experiences of greater than 25% of the internship. b. Method of completion will be at the discretion of the DI Coordinator /Director. c. Any intern for whom the internship is interrupted in this way will have up to August 31st of the graduation year (3 months after graduation) to complete the program, receive a verification statement and obtain eligibility to take the RDN exam. 	

UNIVERSITY of WISCONSIN
GREEN BAY

Name of Intern requesting Leave of Absence: _____

Date submitted: _____

Request start date of leave:

Expected return to internship date: _____

Approval date: _____

Signature and date of Intern: _____

Signature and date of Internship Director _____

✓ Letter of request on file and copy provided to intern

✓ Documentation of revised intern schedule on file and copy provided to intern

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Leave of Absence from Internship</u> Policy number: 2.0</p>
<p>Policy: Leave of Absence from Internship</p> <p>Procedure: Intern must submit a letter requesting a leave of absence from the program to the Internship Director within one week of the decision and prior to leaving the program.</p> <ul style="list-style-type: none"> - A leave of absence may be granted for either personal or medical reasons. - A leave may not exceed 12 weeks. If the intern requests more than 12 weeks, they must either arrange to complete experiences during this time or forfeit their position in the program. - A leave of absence will only be approved with a valid/documented reason and with the written intent for the intern to complete the program prior to the start of a new class of interns. - The request will be evaluated on necessity, time involved, and willingness of the preceptors to accommodate such a request and change in schedule. - The Intern must complete the program prior to the start of the following class of interns. <p>A copy of the signed Leave of Absence agreement, including documentation of revised intern's rotation schedule will be provided to the intern with the original documentation maintained by the internship director.</p> <p>Refund of Program fee:</p> <p>If the intern is unable to return to the internship and complete the program as intended, no refunds of program fee will be provided. Program fee that has already been paid is non-refundable, per the existing refund policy due to the difficulty of filling a vacant intern position after the start date of the program. (See withdrawal and fee policy)</p>	

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Drug Testing and Criminal Background Check:
Policy number: 2.1

Drug testing and Criminal Background Check Policy:

Purpose: Drug testing is required by practice sites at this time. Ten panel drug test is mandatory for all interns who are assigned to health care facilities for supervised practice. The drug test must come back negative in all areas.

The State of Wisconsin requires a criminal background check for all students who work in health care facilities. The background check is mandatory for all persons who are employed in the care-giving business and also applies to students, including dietetic interns, who are assigned to healthcare facilities for supervised practice. The required background check includes a criminal records check and could exclude someone from working in facilities where direct patient/client contact and care is provided if a history of any of crimes or charges for homicides, sexual assault, abuse or arson is found.

Procedure:

1. Intern will complete required forms. Forms and fees will be mailed back to the University with the exception of the drug test. The drug test is paid to Castlebranch and they will dictate the date and location of the drug test. The University will complete the criminal background check and forward any additional background checks onto the specific facilities. Some facilities will be doing their own background checks in addition to the one completed by the University.
2. If the intern's criminal background check is without activity the intern will be allowed to start the internship, as long as all other requirements are met (e.g. health requirements, etc).
3. If the intern's criminal background check has criminal activity as outlined by the policy above the intern must complete the Positive Criminal Background Check Worksheet and Student Release-Criminal History. The student will not be able to start the internship until criminal background information has been accepted by the rotation sites. Additional information is found at the Wisconsin Department of Health and Family Services at <https://www.dhs.wisconsin.gov/> . Depending on the criminal background history, the student may be dismissed from the internship.

Positive Criminal Background Check Worksheet

Student Name _____ ID # _____

Criminal History Release Form on file:

☐ Yes ☐ No

Date signed: _____

BID properly marked and signed: ☐ Yes ☐ No If no, student must redo BID form for file.

Supporting document on file (i.e. complaint, police report, judgment, personal statement)

☐ Yes ☐ No

Date received: _____

CHARGES

Date of Charges: _____

Type of Charges:

Charges located on:

CCAP ☐ Yes ☐ No

DOJ ☐ Yes ☐ No

Other: _____ please explain.

AGENCY CONTACTS

UWGB Screening done on: _____. With the following results:

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Further documentation required ☐ Yes ☐ No

If yes, please indicate what is needed:

Bans (if any):

Agencies outside of UWGB contacted/results:

Student Release- Criminal History

I, _____ (print full name), hereby acknowledge that I have been informed about potential difficulties related to clinical placement, licensure and/or employment in dietetics due to my personal record of conviction. Fully aware of the risks I am assuming as a dietetic intern, I do not hold The University of Wisconsin Green Bay responsible for any subsequent difficulties in obtaining clinical placement, licensure and/or employment.

Signature _____ Date _____

Witness _____ Date _____

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Grievance:</u> Policy number: 2.2</p>
<p><u>Grievance Policy:</u></p> <p>The policy will conform to the Grievance Procedures for the University of Wisconsin Green Bay found. Interns will be afforded all rights guaranteed to citizens by the constitution and laws of the United States as well as policies of the University of Wisconsin Green Bay and recognized standards of the program and the profession for which they are training; to define the grievance procedure for dietetic interns will be compatible with University of Wisconsin Green Bay grievance policy.</p> <p>Complaints of discrimination on the basis of race, color, religion, sex (including sexual harassment), national origin, age, or handicap need to be pursued through a formal discrimination complaint as set down by law.</p> <p>Problems between an intern and the Internship Program generally are regarding evaluations of performance and misconduct. Grievances may include but are not limited to such matters as dissatisfaction with working conditions, work relationships, rotation requirements, class assignments or evaluations.</p> <p><u>Procedures:</u></p> <p>Interns are encouraged to consult with their preceptors or their Internship Director when they feel they are having problems meeting program goals, objectives or assignments, if they feel they are being mistreated or if they feel decisions about their status in the program are unfair. If the intern is not able to resolve the problem at this level they may proceed to the following steps.</p> <p><u>Step 1:</u> Individual conference between a Program Director and the person with whom the problem exists. Every effort will be made to promptly settle the matter at this informal level.</p> <p><u>Step 2:</u> If further action is necessary, the intern will communicate in writing or verbally to the Internship Director stating the problem or situation, reason for dissatisfaction and specific changes requested.</p> <p><u>Step 3:</u> The Internship Director will contact the appropriate person(s) to review the facts surrounding the situation and submit a decision within five working days of receiving the request for action in Step 2.</p> <p><u>Step 4:</u> If the grievance is not resolved at Step 3 with the Internship Director, the intern may forward a copy of the grievance to the Chair Person for Human Biology or Dean who will then attempt to find a solution to the intern's grievance. If the dispute is not resolved informally at this step, a hearing shall be conducted. The hearing panel will be appointed by the Dean.</p> <p><u>Step 5:</u> In the event the grievance is not satisfied, the University Hearing Officer will assemble a committee to hear the complaint. Their recommendation shall go to the President of the University for final action.</p> <p>The Internship Director will keep written documentation of complaints, progress of the resolution and final decision. The record of actions and the decision from the grievance will be secured in accordance with UWGB practices on confidential student records.</p>	

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Evaluation

Policy number: 2.3

Evaluation Policy

Purpose:

To describe the evaluation process of the Dietetic Interns and the Dietetic Internship in order to provide information for professional development and program improvement. The purpose of this process is to help the interns continually develop so they can successfully complete the program and be eligible to take the RDN Examination. This process will also ensure supervised practice facilities meet the experiences compatible with the competencies interns are expected to achieve.

Policy:

1. Intern's are responsible for arranging for the completion of the evaluation process in the appropriate rotations by:
 - Discussing which evaluation forms are to be completed by the preceptor
 - Discussing the results of the evaluation process with the preceptor
 - Incorporating the results of previous evaluations into the ongoing development plan
 - Completing the on-line evaluation form of the rotation and submitting it via the link to the program
2. Preceptor 's are responsible for:
 - Ongoing informal feedback throughout the rotation
 - Discussing the results of the formal evaluation process with the intern
 - Providing specific suggestions for areas of improvement
 - Completing the on-line evaluation form/s of the intern and submitting via the link to the program

Definitions:

Feedback - information for development, including positive feedback and feedback for improvement

Competency - application of necessary characteristics, knowledge and skills to produce an excellent output

Knowledge - a learned body of information that is necessary to produce an excellent output

Skill - what an individual must be able to do to produce an excellent output

Characteristics - unique qualities essential to provide superior service

FORMS:

Evaluation forms are listed on the website for Human Biology} Dietetic Internship} Preceptor HUB

1. To be completed by preceptors – evaluation of intern:

- a. Medical Nutrition Therapy (MNT)

- b. Food Service Management
- c. Community Programs
- d. Education (Group and/or Individual)
- e. Evaluation of Leadership (by Director/UWGB Staff)
- f. Final Evaluation of Internship (by Director/UWGB Staff)

- 2. To be completed by interns – evaluation of preceptors:
 - a. Evaluation of Rotation and Preceptor
 - b. Mid-year and Final Evaluation
 - c. Final Program Evaluation
 - d. Peer Evaluation of Leadership

B. PAPER COPIES/ELECTRONIC COPIES

- 1. Intern's Professional Development (Share with Preceptor)
- 2. Portfolio Evaluation (DI to include in portfolio, Director/Staff to complete)
- 3. Mid Program Evaluation (meet w/ Director/Staff)
- 4. Exit Interview (meet w/ Director/Staff)

Procedure:

- 1. Intern's Professional Development is to be completed by the intern prior to each practice area (MNT, Foodservice Management and Community Programs) and discussed with the Preceptors. This discussion is to assist the preceptors with meeting individual needs of the interns.
- 2. During the rotation, the preceptor will provide timely informal feedback. Being specific with both positive and corrective feedback is most helpful to the intern.
- 3. Evaluation of Dietetic Intern (MNT, Foodservice and Community): This is completed by the preceptors and discussed with the intern on or before the last day of the rotation.
 - a. Required Rotations: rotations that are 2 weeks or longer
 - b. Optional Rotations: rotations that are 1 week or less or mostly observational (ie diabetes rotation)

EVALUATION TYPES AND PURPOSE:

a) Nutrition Education Evaluation

This evaluation will be completed by the preceptor and /Director/UWGB Staff when observing the intern conduct either a group presentation or individual education to a client or family. It is to be discussed with the intern in a timely manner. This can be used in all rotations where education is conducted.

b) Evaluation of Rotation and Preceptor

Each intern will complete this form at the end of each rotation. This form will be submitted directly to the program for discussion and review. Results will be shared with the facilities and preceptors on a regular basis. Interns are encouraged to provide timely feedback while in the rotation to the preceptors as appropriate. Each rotation preceptor will also complete an evaluation on the intern.

c) Mid Program Evaluation

This evaluation will be completed by the intern at the end of the first semester and given to the director for review and discussion.

d) Final Program Evaluation

This evaluation is done at the completion of the program by the intern and discussed at the Exit Interview with the Director.

e) Exit Interview with Internship Director/Staff

At the completion of the program Director and intern will meet to discuss.

4. Electronic copies of evaluation forms will be retained by the program. Tabulations and summary of all evaluations will be completed and provided to the facilities and interns.

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

DI Retention and Remediation
Policy number: 2.4

POLICY: DI Retention and remediation procedures when intern performance does not meet criteria for progressing in the program.

Purpose: Ensure that interns will complete the program in the expected time period and will be provided the resources and support to successfully meet the exceptions of the program.

Procedures:

Placement in rotations:

1. Interns will provide the Program Director with preferences for rotations prior to the start of the internship via completing the master rotation ranking choice document. The DI Staff will place interns into rotation schedules.
2. Interns are not guaranteed a specific rotation at a specific time period or at a particular facility as this depends on availability of internship sites. Rotation sites may change without notice.
3. All interns are placed at facilities where signed agreements exist (unless a site doesn't need an agreement). It is not the policy of the school to formulate agreements for one time use.

Evaluation of the interns:

1. It is the policy of the internship that preceptors and/or DI director routinely participate in the instruction and evaluation of interns during each rotation (exceptions depend on time constraints, availability of faculty and travel funds). Communication is maintained through phone calls, texting, and email. If a specific problem arises with a student at any time during the internship, the Program Director may schedule an additional visit to that particular facility. Preceptors and interns are urged to contact the DI director in a timely manner if any problem arises.
2. The DI does not "grade" for the dietetic internship. Rotation evaluations should evaluate the skills of the intern.
 - a. **A score of 3** (meets competency) or above is expected for most evaluations including but not limited to:
 1. Decision making & problem solving
 2. Screens & assesses nutrition
 3. Nutrition dx
 4. Monitoring & evaluation
 5. Develops, conducts & evaluates
 6. Professional behavior

7. Manages safety & sanitation
 8. Participates appropriately with health care professionals
 9. Demonstrates appropriate knowledge of normal and therapeutic nutrition principles and information.
- b. **A score of 2** (occasionally meets competency) is possible especially in the early stages of the internship. It is expected by the 3RD rotation that all scores will be 3 or above. If below a 3 after the 3RD rotation, corrective action and strategies for improvement will be applied see remediation below
- c. **A score of 1** (does not meet competency, performance unacceptable) will result in the following remediation procedures
3. Assignment Evaluations are scored 1, 2, 3.
- a. **A score of 3** (satisfactory) is expected for most assignments.
- b. **A score of 1** (unsatisfactory) is scored if an assignment/performance is unacceptable and will result in the assignment having to be redone and resubmitted by intern.
- c. **A score of 2** (2nd time-now satisfactory) is then scored when the assignment has been resubmitted and is now satisfactory.

Remediation :

1. **Verbal counseling** will be the first step in the progressive disciplinary action. The Dietetic Internship Director will inform the intern of the conduct or performance problem. The in-person or telephone counseling will be conducted from Dietetic Internship Director's private office or on location in a private office. The intern will be given the opportunity to give his/her side of the situation. Specific expectations of improved performance or conduct will be outlined for the intern.
2. **Written counseling** will be the second step in the progressive remediation process. Specific performance or conduct problem(s) will be documented in a letter and reviewed with the intern. The intern will be given the original letter and a file copy will be kept in the intern's official folder.
3. **Probation** is the third step in the progressive remediation process. A dietetic intern may be placed on probation when there is evidence that she/he has difficulty in complying with the standards of professional behavior or personal conduct, or is unable to complete rotation requirements. The following conditions may be a cause for probation: An unsatisfactory rating for a rotation as noted by the preceptor on the Rotation Evaluation form (refer to 2.c. above); A deficiency in oral or written communication skills; Inability to successfully complete rotation requirements.
 - a. The Dietetic Internship Director will carefully review the facts before placing the intern on probation by interviewing the preceptor, intern, and any other involved parties.
 - b. The Dietetic Internship Director will notify the intern privately of her/his probationary status. A detailed letter stating the reason for probation and required behavior, performance requirements and time frames for re-evaluation will be provided to the intern. A copy will be placed in the interns' folder.

Changes in preceptor, Master Rotation Schedule, or other details will be included in the letter or memo to the intern.

- c. The intern will receive guidance and counseling from the Dietetic Internship Director and other appropriate support persons to aid her/him in successfully improving performance or behavior.
- d. The probationary period will not exceed four weeks or 160 practice hours. Only one probationary period will be permitted during the internship. During the probationary period the intern will be evaluated more frequently according to the Evaluation Policy & Procedure. Should the probationary period or program requirements extend into the summer months additional fee's may apply.
- e. If the intern receives an unsatisfactory rating for any reason during the probationary period, fails to comply with standards of professional behavior or personal conduct, or if after a completed probationary period, the intern again fails to meet performance standards, then the intern may be dismissed from the program. (refer to policy 3.8.3.10)
- f. At the end of the probationary period, the Dietetic Internship Director will write a letter to the intern indicating that they have either been removed from probation or have been dismissed from the program. Reasons for the decision will be detailed in the letter. The Dietetic Internship Director will be available by phone or in person to discuss the contents of the letter with the intern.

**University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures**

Disciplinary/Termination
Policy number: 2.5

POLICY: Disciplinary/Termination procedures for academic integrity and student misconduct.

Academic integrity is a priority for everyone at UW Green Bay. Faculty, students and staff are encouraged to deal with offenders to ensure the grades and degrees awarded to students are respected both on and off campus. Enrollment in the Dietetic Internship makes the student subject to all university policies.

This policy is a supplement to UWS Chapter 14 (Student Academic Disciplinary Procedures and UWS Chapter 17 (Student Non-Academic Disciplinary Procedures) will also conform to related campus policies and procedures for the University of Wisconsin Green Bay. For specific rules please see: UWS 17: <http://www.uwgb.edu/dean-of-students/student-conduct/non-academic.asp> and UWS 14: <http://www.uwgb.edu/dean-of-students/policies-procedures/faculty-staff.asp>

Disciplinary action will be progressive and be accomplished in a reasonable and constructive manner to encourage improvement in behavior and performance.

Discipline or dismissal from the Internship program can include but is not limited to: plagiarism, cheating, criminal/illegal activity, unprofessional behavior (noted by facilities as immediate termination) and HIPPA violations.

DISCIPLINARY PROCEDURE: (details: UWS 14.06)

1. Conference will be held with the intern and any other campus officials.
2. Determination by the instructor/officials that either:
 - a. No academic misconduct occurred.
 - b. Academic misconduct occurred.
3. Process following determination by the instructor/officials that disciplinary probation or dismissal may be warranted.
 - a. Probation may include: an extension of the internship program, additional program fee's applied to cover additional instruction time, and or additional assignments or rotations to ensure completion of all the necessary program competencies. Details on the program probation (that may extend the internship schedule) will be provided to the intern in a formalized letter that will be both emailed and mailed.

DISMISSAL PROCEDURE:

4. Dismissal is the final step in the progressive disciplinary action. An intern may be dismissed from the program when he/she has been unable to satisfactorily complete program requirements in a one-year period, has had one significant incidence of unethical behavior or misconduct, more than one incidence of noncompliance with professional standards of ethics or behavioral misconduct, or is unable to satisfactorily complete rotation requirements after the probationary period.

5. A committee that will include but not limited to Internship Director, Chair of the Program and Representative from the Student Services Office and any other campus officials will be required to assist in making the final decision for dismissal.
6. The Dietetic Internship Director will notify the intern in a letter and email that they have been dismissed. A copy of the letter of dismissal will be placed in the intern's file.
7. The intern may request an appeal of the dismissal as defined in either UWS 14.08 for academic misconduct, or through UWS 17.12 for non-academic misconduct within ten calendar days of receiving the letter of dismissal.
8. If the intern feels that the policy has not been followed he/she may also submit a signed complaint to ACEND in writing; however the ACEND board does not intervene on behalf of individuals in matters of admission or dismissal of students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies.
9. Should an intern be dismissed, all Withdrawal and Refund Policies do apply.

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Verification to take the RDN Exam</u> Policy number: 2.6</p>
<p>Policy: Verification to take the registration examination</p> <p>Purpose: The minimum criteria for verification by the UW-Green Bay Dietetic Internship Director for eligibility to take the Registration Examination for Dietitians.</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Successful completion of the UW Green Bay's Dietetic Internship program. This includes: over 1200 preceptor hours that may also include: case studies, role play or simulation work, all leadership and internship assignments and events required of the program. 2. Interns will be provided with verification statements as follows: <p>Verifies completion of supervised practice requirements</p> <ul style="list-style-type: none"> • Provide three (3) originals to each intern for his/her personal file to use when applying for employment, state licensure/certification, Academy for Nutrition and Dietetics Membership, etc. • Retain one (1) original in the student/graduate file at the University. • Retain one (1) original for Program Director to submit to the Commission on Dietetic Registration as directed through the Random Audit Process for registration eligibility requirement verification. 	

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Distance Learning
Policy number: 2.7

Policy: The Distance learning Policy

Purpose: The Distance learning policy is designed to protect the intern's privacy and verify the identity of the intern during all online learning sessions.

Procedure: UWGB DI will using the following procedure to protect the privacy of intern information and verify the identity of the intern. Interns will be required to verify their identity by submitting a close up photo along with a readable and large copy of their driver's license. Interns will receive a copy of the UWGB email and password via your personal email addresses during the summer. This information will be used to log into UWGB email and the On-line Learning Management System. Interns are not to share any of this information with other people.

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Late Assignments
Policy number: 2.8

Policy: Late Assignment Policy

Purpose: The purpose of this policy is to ensure that all interns each year learn together and graduate together. Additionally the purpose is to keep all interns on task and on time.

Procedure:

Interns are expected to turn in all assignments/portfolios on time. After **three incidents** of late assignment submissions, the intern will begin the discipline procedures detailed in Disciplinary/Termination Policy. Depending on the number and severity of late assignments, it may result in being dismissed from the program.

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Professional Code of Ethics
Policy number: 2.9

Policy: Professional Code of Ethics

Purpose: The purpose of this policy is to provide information for interns and resources of the expected Code of Ethics which must be followed through the program and into your profession.

Procedure: Professional Ethics Interns are expected to abide by the Code of Ethics for the Profession of Dietetics established by The Academy of Nutrition and Dietetics. This is a guide for conduct in rotation facilities. A review of the Code will take place during Orientation and the first week of class. 23 The latest version of the professional Code of Ethics can be found at: <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

You are reminded that you are guests in the facility. The impression left with personnel and patients is important for good working relationships and for our continued use of these facilities.

All students are expected to be familiar with and conform to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics. In addition, interns are expected to demonstrate ethical, personal conduct and to respect the rights of all clients and employees to confidentiality.

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Employment While in the Program
Policy number: 3.0

Policy: The intent of this policy is to ensure that there is an understanding of priorities and commitment to the internship program and interns learning.

Purpose: The purpose of this policy is to ensure that the intern utilizes and maximizes their supportive and educational year most effectively.

Procedure: Due to the intensity of the coursework and supervised practice, outside employment is not encouraged for more than 8-10 hours a week. If a student decides to hold a job during the internship, it must not conflict or effort the learning within the program. The external work situation should not infringe on the intern's ability to excel in classwork, to be prompt, rested and prepared for work experiences, and to handle the rigor of the program. If weekend work is assigned, other work schedules need to be flexible. It is also important to remember that the program includes homework assignments, concentration and effort in addition to rotation hours.

If your supervisor notices a reduced commitment or has concerns of your outside workload, you will be asked to take leave from your employment to put the focus on your career. The internship is your primary attention and it is frowned upon to work an outside job **more than 8-10** hours a week.

<i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i>	<u>Payment During Intern Rotations</u> Policy number: 3.1
<p>Policy: Discusses Payment During an Interns Rotations. (Compensation of any kind during rotations.)</p> <p>Purpose: The intent of this policy is to ensure that there is an understanding of priorities and commitment to the internship program and interns learning.</p> <p>Procedure: The UWGB DI does not provide compensation to interns. Compensation from facilities may occur in various forms such as complimentary meals or parking. In rare cases, facilities may offer financial compensation. Any form of compensation may vary from year to year and is never guaranteed. As such, it is not tracked by the director and is not considered in site placement decisions. The Intern and the rotation site will work out any specifics. The intern is responsible for completing any paperwork required by the rotation site and both the intern and the preceptor (employer) both agree that the intern's main responsibility within that rotation is to complete ACEND objectives and program requirements.</p>	

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Access to Student Support Service</u> Policy number: 3.2</p>
<p>Policy: Provide and connect interns to the services allowed within the UWGB campus community.</p> <p>Purpose: Ensure the intern understands that as a UWGB Intern (not a student for undergraduate or graduate credit based degree) has access to some but not all services within the University.</p> <p>Procedure: The following areas of support are acceptable to utilize:</p> <p><u>Career Services:</u> https://www.uwgb.edu/careers/ Whether you have a specific goal in mind or are still searching for ideas, UWGB Career Services can help the intern in planning his/her successful future. Interns are encouraged to contact the office as soon as possible to begin career counseling, to organize an employment or internship search, or to obtain graduate school information.</p> <p><u>Human Biology Office Supplies:</u> Many times, you will be working in the community teaching lessons and educating clients. UWGB Human Biology department has some office supplies that can be utilized during the course of the school year. It is expected that the usage is only for benefiting the program and community. Please ask the Director for any of these administrative supply needs.</p> <p><u>UWGB Library:</u> http://www.uwgb.edu/library/ is available online and in person for purposes of searching research or the utilization of books, articles, and other artifacts within the library. Interns are not allowed to check out media, but should you need access to camera's, tripods, computers, or other technical equipment, please contact the director for assistance.</p> <p><u>UWGB Interns do not pay SEG fee's:</u> Therefore because no SEG fee's are paid, interns do not have access to the following services: Kress Center, Union, Athletics, Health, Student Life, Dean of Students, Phoenix Pep Band, Alcohol Education, and Municipal Services. If you are interested in paying the SEG fee's and being allowed to utilize these services while an intern within UWGB please contact the Director for details. See link for details https://www.uwgb.edu/student-government/committees/segregated-fees/#fee-information</p>	

**University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures**

HIPPA Violation
Policy number: 3.5

Policy: The University of Green Bay Dietetic Internship strives to protect the confidentiality, integrity and availability of electronic protected health information. In doing so, Interns in the University of Wisconsin-Green Bay Dietetic Internship are required to learn about and abide by the health information privacy requirements of the Federal Health Insurance Portability and Accountability Act (also known as HIPPA Privacy Rule). Interns are informed of the requirements of HIPPA through required training they undergo when admitted to the dietetic internship program. Reminders of these requirements occur at several additional facility placements that may require additional HIPPA training.

Interns are expected to know and abide by HIPPA privacy requirements. Interns who violate requirements may be subject to disciplinary action of the University and of the facility. Violations of the privacy requirements of HIPPA will be handled recognizing the categories of violations below and each type of validation becomes more progressive due to its size, complexity and risks.

Type of Violation	Process	Corrective Action	Notification
<u>Level 1</u> Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. For example, sending/faxing information to an incorrect address.	Discussion between instructor and student/intern.	Re-education and/or process improvement.	Verbal or written communication between instructor and student/intern only.
<u>Level 2</u> Failure to follow existing policies/procedures governing patient confidentiality. For example, talking about patients in areas where others might hear, failure to obtain appropriate consent to release information, or failure to fulfill training requirements	Discussion between instructor and student/intern.	Re-education and/or process improvement.	Verbal or written communication between instructor and student/intern only.

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<u>Level 3</u> Repeat Offense of Type I or II Violation.	Discussion between instructor and student/intern.	May range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; Removal from clinical site; or Probation or other disciplinary action.	Verbal or written communication between instructor and student/intern may be included in student record and sent to the Office of the Dean of Students.
<u>Level 4</u> Inappropriately accessing a patient's record without a need to know. For example , accessing the record of a friend or family member out of curiosity without a legitimate need to know the information	May range from discussion between instructor and student/intern to Chair of Human Biology, Associate Dean/Dean or Risk Management convening a committee to address action.	May range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; Removal from clinical site; or Probation or other disciplinary action up to expulsion.	Written report to: Student Record UW-Green Bay Privacy Officer Office of the Dean of Students
<u>Level 5</u> Accessing and using patient information for personal use or gain or to harm another individual.	Notification to Human Biology Chair, Associate Dean/Dean, Risk Management. Dean convenes committee to address action.	May range from: Removal from program; to disciplinary sanctions as: Probation; Suspension; Expulsion	Written report to: Student Record UWGB Privacy Officer Office of the Dean of Students

NOTE: The UWGB Dietetic Internship Grievance Procedure is available to students/interns who believe they have been treated inequitably.

NOTE: If probation, suspension or expulsion of the program occurs, please see Withdrawal and or Refund Policy for tuition and fees that may apply.

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Internship and the Educational Purpose</u> Policy number: 3.6</p>
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Policy: Interns are not to be utilized as employee's

Purpose: The purpose of this policy is to ensure that UW-Green Bay Dietetic interns are not utilized as employee's for the purposes to benefit the organization or staffing during their internship rotations.

Procedure:

1. It is the policy of the UWGB that interns are not used to replace employees. The potential for this to occur is typically during your foodservice rotation. While it is not inappropriate for preceptors to use a hands on approach to familiarize you with the routine of the foodservice operation by having you shadow or work side by side with clerks, line workers, etc., there must be specific knowledge or skills you will develop. You should not be used as free labor. Your preceptor may use the methods that are used in employee orientation. Keep in mind, that foodservice directors may themselves fill in for employees when they are short-staffed.
2. Notify the program director if you feel that your experience in the kitchen has gone beyond the attainment of knowledge. One of the reasons we "check in" weekly through FB posts or Discussion boardss is so critical is that the program director will use these to gauge your progress and to assess whether you are being given appropriate assignments. Keep in mind that your preceptor is expected to complete their usual job duties in addition to providing your supervised practice experience. You may be occasionally asked to complete tasks that do not appear to have much educational benefit (like filing) so that your preceptor has the time to work with you individually. This is not inappropriate as long as you are then given assignments, which help you meet the competencies.
3. Interns may complete rotations where they have been previously or may be currently employed. It is important to establish expectations up front with your preceptor regarding your position as an intern, rather than an employee. Contact the program director if any issues arise.

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Dress Code</u> Policy number: 3.7</p>
<p>INTERN DRESS CODE</p> <p>PURPOSE: To ensure proper appearance and meet safety and sanitation guidelines.</p> <ol style="list-style-type: none"> 1. Shoes must be fully closed and low heeled (less than one inch) and appropriate for the working environment. Some settings may require no heels. Non-slip shoes are required in most foodservice rotations. 2. Socks or nylons must be worn at all times. 3. Nametags are provided by the University and must be worn at all times on location. 4. Clothes and shoes must be clean, without stains or holes (including lab coats). 5. Pants, slacks, skirts, and jackets must have hems without ragged edges. No Cargo, leggings or Capri pants. 6. Denim jeans/capris/shorts/leggings are NOT acceptable. Denim skirts are okay. 7. Skirts should be within an inch of knee length or longer. 8. Undergarments must not be visible through clothes, either tops or bottoms. Cleavage should be covered at all times. 9. Tank tops/sleeveless shirts are NOT acceptable unless covered by a jacket, shirt or sweater at all times. 10. Scoop-necked shirts and T-shirts should cover the cleavage and be tight enough to not allow visibility of chest when bending over. 11. Shirts and T-shirts must cover waist and back so no bare skin shows. 12. Dress appropriately for the type of environment working in: <p>Foodservice: Casual w/ hairnet. No jeans. Closed toe shoes. Non-slip shoes required most rotations.</p> <p>MNT/Community Sites-Business casual: Dress pants or Khaki pants acceptable. Men (button down shirts, polos; ties not required). Women (dress blouse or sweater).</p> <p>Presentations -Professional dress or Business formal (Jacket or collared buttoned up shirt must be worn). Men: button down shirt & tie.</p> 	

13. Limit jewelry to watch, one ring on each hand and only stud/small hooped earrings. Multiple piercings that are visible must be removed or covered. **Facial piercings are not allowed.**

14. Tattoos must be covered.

15. Facial hair should be neatly trimmed, clean and no longer than 1 inch is recommended. Beard Guards must be worn in foodservice rotations as dictated by facilities.

Overall Appearance:

Dress professionally and feel confident about the way you look. Error on the side of being overdressed. Avoid: flashy colors or styles, scuffed shoes, dirty fingernails or chipped polished on nails, excessive make-up and colognes (use moderately).

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Preselect Admissions Process
Policy number: 3.8

Policy: Preselect Admissions Process

Purpose: Provide qualified UWGB Nutrition and Dietetic seniors who wish to complete a Dietetic Internship (Leadership Emphasis) at the University of Wisconsin – Green Bay a first opportunity to continue their education at UWGB.

Policy: The University of Green Bay Dietetic Internship strives to empower those University of Green Bay undergraduates that want to continue their education at the institution through the internship program. A preselect process that occurs in the month of December and January of each year allows for students who are graduating seniors in December, May or August of that academic year to preselect or prequalify into the dietetic internship program.

STUDENT REQUIREMENTS: • A minimum cumulative GPA of 3.5/4.0 (current degree seeking school) • Currently enrolled in the UWGB dietetic undergraduate program • Complete all of the forms and fee's listed above and turned in on time • Complete an in person or Skype interview (this will be scheduled in December or early January).

There are a total of 12 preselect internship spots available each year. The Intern Recruitment policy will be maintained through both preselect and traditional DICAS matching selections.

For a full detail of the procedures please see: www.uwgb.edu/UWGBCMS/media/Human-Biology/dietetics/docs/Preselect-for-Current-UWGB-Students-Guidelines-Final_1.pdf

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

Disabilities

Policy number: 3.9

Policy: Disabilities

Purpose: Provide UWGB Dietetic Interns with the resources and support through the dietetic internship school year that they may need to be successful in the program.

Policy: INTERNS WITH DISABILITIES Interns with documented disabilities or special needs should visit the Disability Services Department's website or office for assistance and guidance. Interns with documented disabilities or special needs should also contact the DI Director within the first four weeks of first day of the orientation.

For further information regarding specific UWGB disability policies that the internship also upholds please see:
<https://www.uwgb.edu/disability-services/policies/uw-green-bay/>

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Timesheets</u> Policy number: 4.0</p>
<p>Timesheet Policy</p> <p>Purpose: It is required by ACEND that the program must establish procedures for tracking individual intern's supervised practice hours in professional work settings, simulation, case studies and role-playing. Hours granted for prior learning, if given, also must be documented. Therefore, the purpose of the timesheets that are required at each facility are to comply with ACEND rules and requirements.</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. INTERN: must complete daily time sheet for each site, each day. <ol style="list-style-type: none"> a. Enter the Date, Start time, End Time, subtract out any breaks and enter total daily hours at a precepted site. b. Have each preceptor sign the bottom of the form for assurance of hours. 2. INTERN: must complete a different time sheet for each rotation. Each timesheet must be uploaded to the student management system for documentation with in the internship. 3. INTERN: must tally all the individual sites total hours onto one end of the year master rotation timesheet. These hours on this time sheet are verified by the Director. <ol style="list-style-type: none"> a. Note that any leadership hours are not included on the interns timesheets and will be added at the end. These hours are already program planned by the director and vary by year. Those leadership hours along with the total yearly hours listed on the interns timesheet must be over than 1200 hours for the completion of the internship program. b. It is also recommended that the intern maintain a running total of internship hours to planned precepted hours. Should the intern find themselves running behind in total hours in early Spring, there are many ways to still assure completion on time in the program. Please see the Director for details and options to gain the needed hours. 	

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

COVID-19 Academic & Health Care Agency Policy
Policy number: 4.1

COVID-19 Safety Policies and Procedures

Purpose: The presence of COVID-19 has required additional procedures be in place to ensure the health and safety of interns, program staff, health care providers, patients and the community while completing the dietetic internship. Intern, faculty and staff compliance with the safeguards and processes is not only expected, it is required.

Safely managing the current pandemic requires us to all be flexible and ready to pivot should local conditions warrant. Please visit the website below often for important updates to UW-Green Bay's plan and new information.

Phoenix Forward

<https://www.uwgb.edu/phoenix-forward/>

Procedure:

1. INTERN: is required to follow these [safety measures](#) when on the UWGB campus and those required by each rotation site, including:
 - a. Watch your distance. People who are not fully vaccinated shall observe social distancing guidelines (three-foot distancing), where possible, while in instructional and public spaces.
 - b. Informed by CDC and county health board guidance, [Chancellor Directive on Face Coverings](#) requires mask use for all while in indoor classrooms, laboratories, studios, creative spaces and public spaces. Students, faculty or staff who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance may seek an accommodation through the Office of COVID-Response (covidresponse@uwgb.edu or 920-465-5060).
 - c. Wash hands often with soap and water for at least 20 seconds, especially after having been in a public space or after blowing your nose/sneezing/touching your face. Hand sanitizer containing at least 60% alcohol can be substituted for handwashing
 - d. If you are experiencing COVID-19 symptoms, you should get tested for COVID-19 and not come to class or your rotation site. This is the case for all symptomatic individuals, regardless of vaccination status. Please contact the Office of COVID-19 response if you have any questions.
2. INTERN: with Potential COVID-19 Symptoms or Positive Infection of COVID-19 please refer to the [COVID-19 Protocol Matrix for Students, Faculty and Staff](#) (pages 6-9) for instructions.
3. INTERN: follow all COVID-19 policies and procedures required of internship sites. These will vary depending each facilities discretion. Please contact the Dietetic Internship Director with any questions or concerns.

<p><i>University of Wisconsin-Green Bay Dietetic Internship Policy and Procedures</i></p>	<p><u>Selection and Evaluation of Supervised Practice Sites</u> Policy number: 4.2</p>
<p>Selection and Evaluation of Supervised Practice Sites</p> <p>Purpose: It is required by ACEND that the program establish policies and procedures for selecting and evaluating supervised practice sites to ensure that sites are able to provide supervised practice learning experiences compatible with the competencies interns are expected to achieve. Written agreements with institutions, organizations, and/or agencies providing supervised practice experiences are required at each facility to comply with ACEND rules and requirements.</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1. Site recruitment will be undertaken through a variety approaches including referrals from advisory committee members, program faculty and staff, networking at state and local Academy of Nutrition and Dietetics meetings, current preceptors, interns and program graduates. The Dietetic Internship Director and Coordinator will contact potential sites through site visits, phone calls and/or emails to discuss competencies and the capacity of sites to meet the program requirements. 2. Once it is determined that the site is capable of meeting the necessary requirements for precepting interns, the Dietetic Internship Director will begin the process for establishing a formal Affiliate Agreement in coordination with the UW-Green Bay Contract Officer between UWGB Dietetic Internship and the site. UWGB DI does not require Affiliate Agreements when supervised practice rotations are held at sites considered within the University of Wisconsin System. If agreed upon by the both partners a memorandum of Understanding will be established to delineate the rights and responsibilities of both the sponsoring organization and affiliating institution, organization and/or agency. 3. Preceptors and affiliation sites are evaluated by interns through their end of rotation evaluations at each site, intern final DI program evaluations, and informal on-going communication with the Dietetic Internship Director and Coordinator. 	

University of Wisconsin Green Bay

Dietetic Internship

Intern Policy Agreement Form

My signature below verifies that I have read the policies of the internship; I understand its content and will comply and be responsible for all of its content.

Signature _____ Date _____