



Dietetic Internship Handbook

New Mexico State University

2023-2024

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I. New Mexico State University (NMSU) Dietetic Internship Program (DI)

The completion of a master's degree is a requirement of receiving the NMSU dietetic internship verification statement. Upon successful completion of the combined master's degree and dietetic internship program (DI), the student qualifies to take the registration examination to become a Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN). The mission of the Dietetic Internship at NMSU is to support the mission of New Mexico State University, the College of Agricultural, Consumer, and Environmental Sciences, and the Department of Family and Consumer Sciences through graduate education and supervised practice experiences in dietetics.

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A. NMSU Mission Statement

The mission of the New Mexico State University system is to serve the diverse needs of the state through comprehensive programs of education, research, extension and outreach, and public service. As the state's land-grant and space-grant university, and as a Hispanic-Serving Institution, NMSU fosters learning, inquiry, diversity and inclusion, social mobility, and service to the broader community.

B. The NMSU College of Agricultural, Consumer, and Environmental Sciences (ACES) Mission Statement

The College of Agricultural, Consumer, and Environmental Sciences (ACES) is an engine for economic and community development in New Mexico, improving the lives of New Mexicans through research, teaching and extension.

C. Department of Family & Consumer Sciences (FCS) Mission Statement

The mission of the Department of Family and Consumer Sciences is to service the culturally diverse clientele of New Mexico through quality teaching, research, Extension education and public service programs. We endeavor to produce and disseminate scholarly information to advance the understanding of the citizens of New Mexico in the areas of clothing, consumer sciences, family, and consumer science education, family relations, fashion merchandising, food sciences and technology, human nutrition and textiles.

D. Dietetic Internship at NMSU Mission Statement

The mission of the New Mexico State University Dietetic Internship (DI) integrates graduate-level education and research translation with real-world supervised practice activities in the fields of clinical dietetics, foodservice management and community nutrition with opportunities in Cooperative Extension Service. The successful completion of the combined master's degree + dietetic internship prepares graduates to take the national exam and serve as entry-level dietitians who work to improve the health of individuals, families and communities.

E. DI Goals and Outcomes Measures

Goal 1:

At the successful completion of the combined master's degree + dietetic internship, the student will qualify to take the Commission on Dietetic Registration national examination for dietitians.

Objectives:

- **Objective 1.a** - At least 80% of interns complete program requirements within 3 years (150% of planned program length)
- **Objective 1.c.1** - At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- **Objective 1.c.2** - 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%.

Goal 2: Graduates of the NMSU DI program will be qualified and prepared to serve the community and profession by seeking employment in entry-level career opportunities in the profession of nutrition and dietetics.

Objectives:

- **Objective 1.b** - Of graduates who seek employment, at least 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- **Objective 1.d** - At least 80% of employers will score ≥ 4 on a 5-point scale that the entry-level RD/RDN was well prepared for their position.
- **Objective 1.e** – All graduates, after graduation, will indicate that they have participated in at least one professional event or health related activity to promote the health of individuals, families and communities.

F. Program Description

The Dietetic Internship is housed within the Department of Family and Consumer Sciences in the College of Agricultural, Consumer, and Environmental Sciences. It is a 2-year graduate level practicum program, incorporating supervised practice with graduate coursework. Completion of the program requires 39 hours of graduate credit for non-thesis option and additional 3 credits for thesis option. Successful completion will result in a Master of Science degree in Family and Consumer Sciences with an emphasis in dietetics. Graduates are eligible to take the Registration Examination for Dietitians. Interns must complete all the master's degree combined with dietetic internship requirements within 3 years.

Each intern is assigned to supervised practice facilities in Las Cruces, NM-El Paso, TX region and/or southern New Mexico. Some options might be available based on the interns' NM hometown and some other areas of New Mexico through the Cooperative Extension Service.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has changed the program requirements to the following:

- All interns are required to participate in a minimum of 1000 hours of supervised

practice while enrolled in the dietetic internship.

- Online case studies, simulation labs and role playing can account for up to 300 hours.

Interns are placed in supervised practice facilities for a minimum of 32 hours per week during one fall and one spring semester (32 weeks). During the summer, interns can do supervised practice rotations if needed, for 5-10 weeks. Supervised practice rotations sometimes exceed semester dates. There will be some weeks when the supervised practice hours may exceed 32 hours. Rotations during the internship may include: general clinical, nutrition support, child nutrition programs, general foodservice management, staff relief, and opportunities in Cooperative Extension Service nutrition programs. The Dietetic Internship Program at New Mexico State University is currently granted accreditation status by Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800)877-1600, ext. 5400.

G. Basic Rotations of Supervised Practice:

- Approximately 512 hrs. of Clinical Dietetics rotations and simulation
- Approximately 320 hrs. of Community Nutrition rotations that include opportunities in Cooperative Extension Service
- Approximately 192 hrs. of Foodservice Systems Management

H. Sample Calendar and Rotation Schedule

	Fall Semester	Spring Semester	Summer Semester Optional
Year 1	<ul style="list-style-type: none"> • Orientation to DI (online and in-presence options) • Statistics (online) • Research Methods (online) 	Didactic classes in: <ul style="list-style-type: none"> • Foodservice Management (online) • Community Nutrition (online) • Nutrition Care Process (online and in-presence options) 	Supervised Practice Rotations: <ul style="list-style-type: none"> • Foodservice Management (online and in-presence options) OR • Community Nutrition OR • Clinical (online simulation lab)
	Total Credits = 9	Total Credits = 9	Total Credits = 6-7
Year 2	DI Seminar (in-presence) Supervised Practice Rotations: (in-presence) <ul style="list-style-type: none"> • Foodservice Management OR • Community OR • Clinical 	<ul style="list-style-type: none"> • Review for National RD Exam (in-presence) Supervised Practice Rotations: <ul style="list-style-type: none"> • Foodservice Management OR • Community OR • Clinical 	<i>Summer after graduation</i> Take RD Exam
	Total Credits = 9 <i>Potential Thesis</i>	Total Credits = 11 <i>Potential Thesis</i>	

I. Program Unique Opportunities:

The NMSU Dietetic Internship program includes a proprietary virtual reality (VR) dietetics curriculum, including a VR Metaversity NMSU campus and our very own VR Dietetics Simulation Lab.

Additionally, the dietetic interns accepted into this program will be given the unique opportunity to work with NMSU Cooperative Extension Service professionals at the county and state level to provide community nutrition programming and develop materials that can be used by the Cooperative Extension Service on a statewide basis. Experiences include community needs assessments, program planning, and program delivery.

J. POLICIES AND PROCEDURES

1. Maintenance and Tracking of Completed Hours and Competencies

Dietetic Interns are responsible for completing and detailing weekly logs and hours at the respective facility(s) and submitted electronically via Canvas weekly. All weekly logs and hours must be signed by the preceptor for the respective facility. Exact detail on maintaining and submitting completed logs and hours will be provided by the Dietetic Internship Program and Director and Assistant Director upon enrollment NUTR 5620, NUTR 5640, or NUTR 5660.

Interns will acquire 64hrs of supervised practice rotations/alternative experiences per every credit hour. If hours/competencies are not met, interns might receive an incomplete.

Competencies will be tracked using Basecamp checklists or other platforms adopted by ACEND. Interns will upload the appropriate documentation as requested by directors. Interns will submit original signed weekly logs and rubrics at the end of each semester or per program directors' request.

2. Cost to Students

The cost of the program for the 2023-2024 academic years is \$343.80/credit for New Mexico residents and for non-residents, \$415.75/credit for 1 to 6 credits and 1057.30/credit for 1 to 14 credits when enrolled in >6 credits. Tuition for students from El Paso is assessed at 1.1 times the resident rate. Tuition for students from Mexico are assessed at 1.5 times the resident rate.

The internship averages nine credits per semester. In addition, semester fees charged to the student include a student/wellness fee of \$159.30 for fall and spring and summer \$141.60. ASNMSU fee of \$33.50. This includes use of the school facilities such as the technology center, Activity Center, and health services. The cost is subject to change yearly when the Board of Regents votes on a new budget. The dietetic interns will also pay a student fee of \$600 per semester. This fee will cover the cost associated with facilitating the educational portion of the internship. Additional costs may be incurred by the students if completing supervised practice at sites outside Las Cruces.

Dietetic interns should plan to purchase a variety of text and reference books (for example: clinical text, medical terminology, foodservice, and community nutrition). Many of these books will be used in more than one course. Please plan on purchasing the Academy of Nutrition & Dietetics' Online Nutrition Care Manual, and electronic Nutrition Care Process Terminology (eNCPT) Reference Manual.

Dietetic interns are responsible for transportation to all facilities, parking and meals. Generally, this means having one's own car, as the hours of attendance do not always correspond to public transportation and some placements will be outside Las Cruces.

Dietetic interns may need to purchase scrubs and non-slip shoes when required. Dietetic interns attend a minimum of one to two professional meetings. Many are at no cost to the dietetic interns, but others may charge a fee.

The NMSU DI requires dietetic interns to join the Academy of Nutrition and Dietetics as a student member. The yearly membership fee for 2023 is \$58. This membership includes a subscription to the *Journal of the Academy of Nutrition and Dietetics*. Applications are available online at: <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>. Students must be members at the start of the program and remain members throughout the internship.

3. Estimated Cost of DI (2 years)

a. Application fees and one-time costs

	New Mexico Resident	Non-Resident
NMSU Graduate Application fee	\$ 45	\$ 45
DICAS application fee of \$50 if you are only applying to one program – NMSU	\$ 50	\$ 50
D & D Digital – Computer Matching	\$ 65	\$ 65
Fingerprint/Criminal background (one or two times), price per background check and fingerprints	\$122	\$122
10-Panel Drug Screen	\$ 37	\$ 37
CPR with Basic Life Skills	\$50	\$50
Titers	\$200	\$200
Immunizations	\$40 each	\$40 each
Total approximate costs*	\$609-731	\$609-731

b. University related costs

	New Mexico Resident	Non-Resident
Student fees \$600 per semester	\$ 2,400-3,000	\$ 2,400-3,000
Cost per credit hour (2023)	\$343.80	\$1,057.30
Total of 39 graduate credits	\$13,408.20	\$41,234.70
Student wellness fee per semester	\$ 159.30	\$ 159.30
ASNMSU fee per semester	\$ 33.50	\$ 33.50
Textbooks for 5 semesters	\$ 1,300	\$ 1,300
EatrightPREP for the RDN Exam (Initial subscription)	\$199	\$199
NMSU parking for 4-5 semesters	\$ 79-158	\$ 79-158
Possible thesis (+ personal copies)	\$ 178.50	\$ 178.50
Total approximate costs*	\$18,101.30-18,780.30	\$45,910.30 – 47,320.30

c. Estimated living and additional expenses

	New Mexico Resident	Non-Resident
Housing and utilities for 4 semesters	\$12,104-24,208	\$12,104-24,208

Health/Medical Insurance	Varies	Varies
Professional liability insurance	\$ 52	\$ 52
Clothing for professional components	\$ 200	\$ 200
Transportation to supervised practice sites: Sites can be within 150 miles of Las Cruces	Varies	Varies
Auto insurance	Varies	Varies
Academy of Nutrition and Dietetics, Affiliate Membership	\$116	\$ 116
Conference/Workshops	\$ 200	\$ 200
Incidental expenses	\$ 500	\$ 500
Total approximate costs*	\$25,276	\$25,276

*All fees are subject to change by semester.

a. Financial Aid

Dietetic Interns at NMSU may be eligible for financial aid. Additional information can be found on the NMSU website at www.nmsu.edu/finaid. Potential Graduate Assistant (GA) and Research Assistant (RA) positions may be available during the first nine to twelve months of the internship. Some paid GA positions might be eligible to be taken as supervised practice hours. Out-of-state residents who have GA appointment, and are enrolled full-time, may qualify for in-state tuition.

Residential Assistant positions might be available at the NMSU campus.

b. Required Paperwork for Final Acceptance into NMSU Dietetic Internship

- Back Pages of DI Handbook signed
- Current AND Membership Card
- DPD Verification Form from Didactic Program in Dietetics Director
- 2 Official Transcripts with degree conferred date

6. Required Paperwork for Supervised Practice Rotations

Prior to the start of supervised practice rotations, the dietetic intern is required to submit the following paperwork per third parties requirements:

- Immunization Form with a minimum of the following:
 - Covid-19 & Booster
 - MMR Titer
 - Hepatitis B (proof of 1st, 2nd, and 3rd shots over 6 months) and/or titer
 - Varicella (proof of 1st and 2nd dose over one month) and/or titer
 - Tetanus, Diphtheria, Pertussis (TDAP or DPT)
 - Rubella titer
 - The following items are suggested to be completed at the end of the first spring semester:
 - PPD within one month of supervised practice
 - Annual influenza vaccine
- Proof of Health Insurance (available through NMSU if needed)
- Proof of car insurance (liability for safety in travel)
- 10-Panel Drug Screening Test
- American Heart Association-CPR Course that includes Basic Life Support (BLS)
- Background Check Requirements

- Obtain at least two copies
- Criminal background screening fingerprints
- Social Security Number Verification
- GSA List of Parties Excluded from Federal Programs
- US Treasury, Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN)
- Respirator/N95 fit test

7. Assessment of Prior Learning and Credit towards Program Requirements

The NMSU DI does not allow exemption from any dietetic internship supervised practice hours or assignments because of prior education courses or experience. However, rotations may be modified based on prior education courses or experience.

8. Professionalism

a. Professional Behavior

Dietetic interns will be representing the Department of Family and Consumer Sciences at New Mexico State University at all times. Professional, ethical conduct is expected at all times. Professional behavior includes being prompt, alert, and prepared for all class sessions and site experiences. Students are guests of the supervised practice facility. Preceptors at the facility teach to contribute to and further the profession of dietetics. Your placement is a privilege, not a right. It is expected that all interns know and adhere to The Academy of Nutrition and Dietetics Code of Ethics at all times.

b. Patient/Client

With regard to patients/clients, remember to follow patient/client rights and medical ethics, as follows:

- Patient charts or medical records are privileged information. Dietetic students may interpret diet information to the patient, but relaying any other information should be left to the discretion of the patient's physician. Patient charts and all other patient records should be kept out of reach of unauthorized persons. Patient charts cannot be copied and are not allowed to be taken from the patient's medical unit. Many facilities use electronic medical records. **Violations of patient charts may result in immediate termination from the facility and program.**
- Do not discuss matters pertaining to patients in public places such as elevators, corridors, or lounge areas.
- Always speak directly to a patient when discussing their dietary needs. Conversations not to be heard by the patient should take place away from the patient's hearing.
- Each facility may have other patient/client rights, which must be followed. (Health Insurance Portability and Accountability Act of 1996 [HIPAA]).
- All contact with patients is done only under the supervision of the designated facility faculty.
- Any information pertaining to the patient's health obtained from patients, patient family members, or other medical personnel should be shared with the facility faculty.

c. Facility

In regard to the facility, an intern must remember:

Employees are to be treated with respect at all times. If a situation occurs resulting in a misunderstanding, students should immediately inform their facility instructor.

- Employees are not to be taken advantage of by the student to facilitate completion of internship assignments.
- Confidential information obtained in an internship situation must be kept between the student and internship faculty.
- The personnel rules of the facility should be observed.

d. Facility/Dietetic Intern

In regard to each facility, the student should keep in mind that: their performance is directly related to the continued participation and cooperation of that facility and its staff in the education of NMSU students.

e. Facility/Preceptors

Remember that internship faculty has volunteered their time in the interest of the student's professional development. Maintaining a good relationship with the clinical faculty includes:

- Sharing information obtained regarding the client's health care at the internship facility with the internship faculty.
- Directing any problems or questions to internship faculty.
- Tailoring project assignments to fulfill a need at the facility.
- Respecting preceptors as mentors and guides.

f. Attendance

Dietetic interns are expected to be present at the assigned internship facility whenever they are scheduled. Students must contact their preceptor (also DI directors) at their supervised practice facility as soon as possible in the event that they are sick, have car trouble or know they are going to be late. Absences must be made up, and this must be worked out with the personnel at the facility and the NMSU instructor.

g. Injury at Assigned Facility

Any injury must be reported immediately to the facility preceptor and Dietetic Internship Director. Emergency treatment will be given as needed at the dietetic intern's expense. If hospitalization is required, the dietetic intern must assume the cost.

When a dietetic intern is injured at the supervised practicum rotation:

- Notify the preceptor or supervisor at the facility.
- Obtain emergency medical care.
- The preceptor and dietetic intern will complete an accident report from the facility.
- Notify the Dietetic Internship Director at NMSU regardless of how insignificant the accident.
- Fax the report to the Dietetic Internship Director: (575-646-1889)
- The Dietetic Internship Director will fax the accident report to NMSU Health Services.
- Dietetic interns are required to have medical insurance paid at their own expenses throughout all phases of the internship, both academic semesters, and supervised practice rotations. Proof of medical insurance must be provided.

You must inform your DI Directors within 24 hours of an injury. Students may be required to make up absences at the discretion of the preceptor.

h. Insurance Requirement

It is the responsibility of the dietetic intern to maintain professional liability insurance, personal health insurance, and car insurance. Dietetic interns are responsible and liable for their safety when traveling to and from facilities.

- **Professional Liability:** Interns are required to carry health and professional liability insurance. Liability insurance is available from Mercer Consumer. The price is approximately \$26-41 per year. You can sign up via the AND web site: www.personal-plans.com/ada/welcome.do. Click on “Learn More” under the Professional Liability Insurance section on the bottom left of the page.
- **Health Insurance:** Dietetic interns are required to have medical insurance paid at their own expense throughout all phases of the internship, both academic semesters, and supervised practice rotations. Proof of medical insurance must be provided.
- **Car Insurance:** Each dietetic intern is expected to maintain a current driver’s license, mode of transportation, and liability insurance on the motor vehicle, as the intern is always liable for their own safety in travel and the safety of others during the internship, including supervised practice sites. Proof of insurance must be provided.

i. Professional Appearance

Students should be clean, neat, and well-groomed at all times. Gum chewing is not allowed. Smoke only in designated areas. Shoulder-length hair should be pulled back or restrained in a hairnet or cap food preparation and service areas. Avoid wearing perfumes or colognes. Visible tattoos must be covered, and multiple body piercings must be removed (two earrings are allowed in the lobe of each ear). Shoes need to be comfortable for walking. Clean scrubs may be necessary. The dietetic intern will need to carry a calculator and personal computer with them for facility rotations and class days. Professional dress is also required for other activities indicated by the directors. Facility mask and N95 fit testing requirement must be followed.

Appropriate dress: Conservative front-button shirts with slacks and dress shoes. Dress, skirt or pants with blouse or sweater. Permissible jewelry includes unobtrusive watches, bracelets, necklaces, earrings, and rings.

Inappropriate dress: Do not wear tank tops, jeans, tennis shoes, miniskirts, revealing necklines, or high heels. Midriffs should not be visible when arms are raised. No clogs, gym shoes, sandals, thongs, or other open-toe shoes. Shorts are also inappropriate as wearing them can increase risk in certain situations (i.e. in food service a knife hitting bare legs and in clinicals more skin surface exposed to bacteria).

Business casual attire is required for ALL the rotations. If in doubt as to whether a particular article of dress is appropriate, do not wear it. Consult with your preceptor or DI Director about an article where there is a question. Above all, remember that professional dress is conservative dress. Interpretation of appropriateness rests entirely with facility staff followed by that of the DI Director. Supervised practice preceptors have been instructed to send an intern home to change clothes if they have dressed inappropriately. Time missed to go home and change will have to be made up at the preceptor’s convenience.

j. Responsibility of Dietetic Intern in Practicum Facility

Interns enrolled in the NMSU Dietetic Internship Program are expected to follow all policies and procedures and expectations as listed below.

Responsibilities of the Intern:

1. Interns need to be familiar with all policies and procedures and refer to them to answer policy and procedure questions.
2. Interns need to complete all the clearance procedures required by the rotation sites, learning experiences, study guides, readings, written assignments, and projects by due dates.
3. Interns are expected to be punctual and available through the supervised practice rotation.
4. Interns are expected to behave in a manner consistent with the Academy of Nutrition and Dietetics. (Code of Ethics, Standards of Professional Practices [SOPPs])
5. Interns are expected to represent NMSU in an appropriate manner with an appropriate appearance.
6. Interns are expected to prepare before each rotation by reading required texts and articles and by completing study guides prior to each rotation.
7. Interns are expected to maintain confidentiality of all information discussed within their rotation.
8. Interns are expected to communicate with their preceptors and DI Directors throughout each supervised practice rotation.
9. Interns are expected to inform DI Directors prior to any change in their schedule. This needs to be done in a timely manner. Subsequently the dietetic intern needs to inform their preceptor.
10. The intern needs to be open to program/schedule changes that may arise.
11. Interns are expected to maintain a positive and hard-working attitude.

k. Responsibilities of the DI Directors:

1. Orient the intern to the DI Program.
2. Ensure adequate training of preceptors and coordinate learning experiences and projects for each rotation.
3. Develop schedules for the DI Program, organize rotations and plan didactic classes.
4. Monitor and evaluate interns' progress in each rotation.
5. Ensure that all interns are meeting Accreditation Council for Education in Nutrition and Dietetics core competencies.
6. Serve as a role model and mentor.
7. Serve as an advocate for the intern when appropriate and justified.
8. Act as a liaison between the preceptor and intern as needed.
9. Develop partnerships with outside organizations that strengthen the program.
10. Develop and enforce policies and procedures.
11. Direct the selection of new interns.
12. Remain up-to-date in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
13. Be involved in Academy of Nutrition and Dietetics activities that strengthen the quality of the dietetic internship program.

I. Replacement of Employees

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments for the purpose of education, i.e.,

mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the program director.

m. Facilities

Supervised practice sites must provide at least 20 hrs. a week to be considered as a rotation site. All sites are evaluated for adequate/qualified staff and resources as rotations are scheduled. Interns will provide feedback about sites and preceptors at the end of their rotation and this input will be taken into consideration. It's important to note that clinical rotations require a Registered Dietitian, a nurse or a physician to serve as preceptors.

n. Affiliation Agreements

The Dietetic Internship Program in conjunction with the Family & Consumer Sciences department will submit affiliation agreements with all external facilities/preceptors where Dietetic Interns will be completing coordinated clinical, foodservice and community nutrition educational hours.

If an NMSU student is being placed in a facility that does not have a current or active affiliation agreement in place with New Mexico State University, one will need to be completed prior to the student beginning their hours at the facility.

All affiliation agreements unless otherwise noted and approved by NMSU's General Counsel are for three (3) years and will automatically renew each year for an additional one-year period, except that either Party may, at any time, with or without cause, cancel the Agreement, or any renewal and extension thereof, by providing the other Party with ninety (90) days advance notice in writing. Such termination will not become effective with respect to the NMSU students participating in the Program (the Program Participants) in a rotation at Affiliate's facility until the Program Participants' scheduled rotation is complete, provided that Affiliate continues to have sufficient staffing and other resources to continue the Program until that date.

A repository of Affiliation Agreements is housed in the Office of the Provost and a copy of a current affiliation agreement can be provided by emailing the program director and/or provost_admin@nmsu.edu.

o. Outside employment during dietetic internship program

Dietetic interns may only work part time, up to 20 hours per week, during the internship. When doing supervised practice rotations, dietetic interns are expected to be onsite for 32 hrs/week. Therefore, the intern's rotation takes priority over outside employment. Outside employment during the approximately 12 months of the supervised practice rotations needs to be approved by DI directors.

Outside employment during this period is only allowed if the dietetic intern's academic and professional performances are as expected in the supervised practice rotation and didactic courses.

Additionally, some paid opportunities might be counted as supervised practice hours. Such as:

Research grants: Dietetic intern brings their own research funding for a thesis project in dietetics/nutrition. The only additional work will be their thesis project.

Leadership positions in the community: Dietetic intern brings their own funding in a leadership position through federal nutrition programs in the El Paso-Las Cruces-Alamogordo area. The work must cover DI competencies and be approved by DI directors. The candidate must demonstrate at least 5 years working in the dietetics/nutrition field. The funded position should start at least a semester before applying to the NMSU dietetic internship and the dietetic intern's supervisor must agree to serve as preceptor. On top of the normal job duties and hours, additional hours will be required to fulfill community nutrition, clinical or foodservice competencies, during evenings, weekends or graveyard, as available.

Graduate assistantships: Dietetic intern might be placed in on campus sports nutrition, clinical at the health center, other community, and academic projects.

p. Evaluation/Grades

Dietetic interns must earn a minimum of a “B-” grade or better in all classes, didactic and supervised practice. Supervised practice performance is evaluated by the DI director and the instructor in the facility. This is done both verbally and using an evaluation form filled out by the dietetic interns and the instructor in the facility. Meetings are scheduled with all three and one-on-one between the DI director with the dietetic intern. The dietetic intern is encouraged to comment on their progress and has a chance to disagree with the evaluation by the preceptor at the facility.

q. Remediation Plans

If a conference with the DI Directors is required because of a poor classroom performance or supervised practice performance/evaluation, remedial action within an appropriate time frame will be planned. The remediation will be developed by the DI director and assistant director and signed by the intern and department head.

Dietetic interns are required to successfully complete the didactic coursework of the internship. If the intern does not have satisfactory progress (<B-) in a didactic class, a remediation plan will be developed by the DI director and assistant director. Successful completion of the didactic coursework (grade of ≥B-) in the first fall and first spring semester is required prior to beginning supervised practice rotations.

Dietetic interns are required to successfully complete each supervised practice rotation as defined on the rotation evaluation forms. If an intern does not successfully complete a rotation, the DI Directors and supervised practice faculty/preceptor will determine whether the intern must complete supplemental work. If the intern must complete supplemental work, the work will be assigned by the supervised practice faculty/preceptor and/or DI Directors. The intern must complete the supplemental work to the satisfaction of the supervised practice faculty/preceptor and DI Directors before completing the Dietetic Internship. Access to additional supplemental instruction will be determined by the supervised practice faculty/preceptor and/or DI Directors. Access and additional instruction on completing remedial coursework and practicum hours will be provided via the supervised practice faculty/preceptor and/or the DI Directors. If the intern does not successfully complete the supplemental work, the dietetic intern may be subject to termination.

Additional main campus tutorial support resources can be found at:

<https://campustutoring.nmsu.edu>

r. Termination Policy

A dietetic intern must meet satisfactory competencies of each rotation to begin the next rotation. Projects and didactic assignments must meet standards of satisfactory performance.

If a dietetic intern is consistently not meeting the weekly objectives in the supervised practicum, then the dietetic intern may be removed from the facility. When objectives are not being met, the dietetic intern is informed of their status after discussion among DI faculty. If improvement does not occur, the Department Head and the Academic Dean are informed of the situation, and the dietetic intern is permanently taken out of the practicum course.

If a dietetic intern is terminated from the NMSU dietetic internship, the individual may still be eligible to complete a Master's of Science degree in the Department of Family & Consumer Sciences.

Dietetic interns are required to follow the New Mexico State University Student Code of Conduct that can be found at arp.nmsu.edu/5-10/.

Dietetic interns will be terminated

- if in violation of the Academy of Nutrition and Dietetics' (AND) professional Code of Ethics
- for inability to meet the minimum requirements for didactic or clinical, foodservice, community nutrition, or any of the supervised practice rotation assignments.
- if in violation of HIPAA and/or FERPA violations
- for jeopardizing the continuation of a partnership between NMSU DI and affiliates

Code of Ethics for the Nutrition and Dietetics Profession



THE CODE OF ETHICS APPLIES TO THE FOLLOWING PRACTITIONERS:

- All members of the Academy who are credentialed by CDR
- All members of the Academy who are not credentialed by CDR
- All CDR credentialed practitioners whether or not they are members of the Academy

The Code is overseen by a three-person Ethics Committee, with representation from the Board of Directors, Commission on Dietetic Registration and House of Delegates. The term of office is three years.

Code of Ethics

A preamble, 4 principles and 32 standards comprise the code

NON- MALEFICENCE

AUTONOMY

BENEFICENCE

JUSTICE

PREAMBLE

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners".

By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

PRINCIPLES AND STANDARDS

1. Competence and professional development in practice (Non-Maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.

- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (Social Justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

Approach to Ethical Decision-Making*

STEP 1

STATE AN ETHICAL DILEMMA

Identify components of potential ethical dilemma

- Is it an ethical issue, OR a
- Communication problem, OR a
- Practitioner-patient issue, OR a
- Practitioner-supervisor/employer issue, OR a
- Legal matter
- What are the facts of the situation?
- Objectively identify the issue
- Who are key participants
- Identify your perceptions/values
- What further information is needed

STEP 2

CONNECT ETHICAL THEORY TO THE DILEMMA IN PRACTICE

Employ four key principles of ethical theory*

- Autonomy
- Non-Maleficence
- Beneficence
- Justice

STEP 3

APPLY THE ACADEMY/CDR CODE TO THE ISSUE AND YOUR ETHICAL DECISION-MAKING

There are four principles of the current Academy/CDR Code of Ethics:

- Competence and professional development in practice
- Integrity in personal and organizational behaviors and practices
- Professionalism
- Social responsibility for local, regional, national, global nutrition and well-being

STEP 4

SELECT THE BEST ALTERNATIVE AND JUSTIFY YOUR DECISION

Identify possible alternatives to resolve the dilemma, considering:

- Cultural influences affecting your decision-making process
- How alternative solutions track with your values and your institution's values
- Your confidence in and ability to defend the ultimate decision?
- Whether the decision aligns with the Academy/ CDR Code of Ethics and/or the SOPs/SOPPs
- How the decision might affect others and whether they will support it
- Make a final decision

STEP 5

DEVELOP STRATEGIES TO SUCCESSFULLY IMPLEMENT THE CHOSEN DECISION

Strategies to successfully implement the chosen resolution

- Seek additional knowledge to clarify or contextualize the situation as needed
- Implement chosen resolution

STEP 6

EVALUATE THE OUTCOMES AND HOW TO PREVENT A SIMILAR OCCURENCE

- Monitor outcomes, ensuring intended outcome(s) are achieved
- What are the strategies to prevent a similar issue in the future?

References

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

*Adapted from Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015; 115 (1): 119-121.

INDIVIDUAL – VS– ORGANIZATIONAL ETHICS

What if my ethics complaint concerns an organization or group, not an individual?

The Code of Ethics for the Nutrition and Dietetics Profession pertains to individual practitioners, not organizations. The Academy is an individual professional membership organization. Thus, the Academy cannot accept ethics complaints that pertain to organizations. If you have an organizational ethics issue:

- Reach out to the governing body or Board of Directors, if your concern involves a for-profit or non-profit organization,
- Consider contacting the American Hospital Association (AHA), if your concern relates to a hospital or healthcare system,
- The America's Health Insurance Plans (AHIP) may be able to assist, if your complaint involves a health insurer,
- Consider contacting the professional organization that represents that profession or their state department of professional regulation, if your concern relates to a non-CDR credentialed nutrition and dietetics practitioner that is not an Academy member.

How Do I Know if it is Really an Ethics Issue?

In the Ethics Committee's experience, many of the matters brought to them are not ethics matters. Instead, the matters presented are business disputes, employment disputes, or legal matters. What is...



AN ETHICAL ISSUE?

The violation of established rules or standards governing the conduct of a person or the members of a profession. An ethical issue is specific to one of the four principles and 32 standards of the Code.



A LEGAL ISSUE?

Many state and federal laws apply to our profession. If a state or federal law has been violated, the issue could result in action by the Ethics Committee. However, not every violation of the law is a breach of the Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession.



A BUSINESS ISSUE?

An issue may be a business issue, but not an ethical issue, if it arises from a business dispute or breach of a contractual obligation, or a failure to provide products or services of an expected quality. Examples include billing or contract disputes, scheduling problems or other dissatisfaction with services provided. You should not attempt to use the Code to resolve business disputes between practitioners, other health care providers or consumers.



AN EMPLOYMENT ISSUE?

Employment issues can be addressed by an employer's policy or policies or can be resolved in the workplace via the appropriate structure to provide oversight (i.e., Human Resources) or through federal and state laws that protect employees. An employment issue may not be an ethical issue, such as a disagreement with a supervisor or other employee about how to conduct business. Additional examples of an employment issue include: disagreement about time or hours worked; misleading statements to supervisors, co-workers, customers, or vendors; and misusing an employer's assets.

The focus of the code is:



The purpose of the code is not policing practitioners.

For more information: www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496

s. Classroom Ethics (individual instructors may modify)

Interns are required to attend all scheduled classes in a punctual manner. Please arrive 5-10 minutes before the start of each session to prepare for lecture and avoid disrupting the speaker and your classmates. Historically, dietetic interns have achieved 100% attendance.

At the discretion of the instructor:

- Excused absences including illness and death in the family may be made up in consultation with the course instructor within 10 working days of the absence. Written documentation must be provided to the NMSU faculty.
- Unexcused absences will result in a reduction of the final course grade:
 - Participation and attendance points will not be awarded for unexcused absences, which will impact the final grade.
 - Full points are earned by being in class on time. Points are deducted if student arrives after class begins or if student leaves class early.
 - Points neither earned nor deducted for excused absences (illness with doctor's or clinic's note, for example). Total points will be adjusted accordingly
- Late assignments will receive a 10% per day reduction in the assigned grade. To receive full credit for the assignment, it must be submitted on time.
- It is the student's responsibility to notify the DI directors if there are issues preventing them from submitting assignments on time.

t. Distance Education at NMSU

Distance Education at New Mexico State University refers to the formal process of delivering instruction via electronic or other media regardless of the location of the student or the instructor. This can be synchronous or asynchronous and can include face-to-face interaction. This definition doesn't apply to dual credit courses.

- A. **Distance Education Course Criteria:** Courses that meet any one of the following criteria are considered distance education courses.
1. Online courses with greater than or equal to 50% web-based technologies;
 2. Offsite courses that are face-to-face, with or without web-based technologies, offered at a location other than the campus of program origin*, except a field methods course for a non-DE program;
 3. Courses that use interactive television (ITV) to deliver instruction.

* *Dual Credit courses will not be assessed the Course Delivery Fee.*

B. **Distance Education Program Criteria:** A degree, certification, or other credential where more than 50% of the program is delivered via off-site, web-based technologies, or other media will be considered a Distance Education Program.

For additional information, please refer to: NMSU Academic Handbook on Distance Education (ARP 4.69 <https://arp.nmsu.edu/4-69/>)

The following courses and/or rotations offered during the professional part of the program use distance education/instruction:

Course Name/Number or Rotation	Credits/Contact Hours
Orientation to Dietetic Internship (NUTR 5150)	3 cr
Research Methods (AXED 556, HRTM 505, etc)	3 cr
Statistics (PHLS 5120, AXED 5515, A ST 505, etc)	3 cr
Community Nutrition for Dietetic Interns (DI) (NUTR 5630)	3 cr
Foodservice Management for DI (NUTR 5650)	3 cr
Nutrition Care for DI (NUTR 5670)	3 cr
DI Supervised Practice in Foodservice Management (Emergency Preparedness Plan)	1 cr
DI Supervised Practice in Clinical Dietetics (Simulation Lab)	1 cr
DI Supervised Practice in Community Nutrition (Cooperative Extension Rotation some online activities)	1-3cr

Lockdown Browser will be used with the feature of viewing the student's ID before taking the exam/quiz.

Netiquette

Expectations regarding online behavior are as follows:

- Please show up to class on time and properly dressed. No pajamas or bathrobes please.
- **Expect to have your web camera turned on for the duration of each class period** and please sit upright at a table or desk while class is in session. Please no lounging or lying down on a couch or bed.
- Don't flame (personally attack) someone in written discussion threads. It is possible to disagree with an idea without flaming the person espousing the idea.

- If communicating with classmates via message board or Canvas-based discussions, use emoticons and acronyms to convey your emotional intent in order to avoid misunderstandings.
- Remember what is considered polite communication in one family or culture may be impolite in another. Sometimes you may inadvertently seem impolite or feel that someone else was being impolite. Talk it out instead of assuming the person meant to be rude.
- Listen actively.
- Think critically. Critical thinking, grounded in intellectual honesty, is expected. In other words, work to develop understanding and formulate beliefs through careful observation, reflection, analysis, communication and synthesis. • Question ideas, not people.
- Attempt to see things from new perspectives.
- Avoid using all caps. (All caps are considered to be shouting.)

u. Extended Leave of Absence

If a student will be absent for more than 3 days due to emergency situations/extenuating circumstances, a Request for Extended Absence form should be submitted to the Dean of Students.

(https://cm.maxient.com/reportingform.php?NewMexicoStateUniv&layout_id=25&promptforauth=true). If an extended leave of absence is needed, the student may be responsible for completing all hours and work missed at the discretion of the faculty and program director. In some cases, students may receive an “I” grade for the course (see ARP 4.55, Part 2.D <https://arp.nmsu.edu/4-55/>)

v. Withdrawal from Course or University

Students may withdraw from a class and receive a refund by a certain date in any given semester. If a student withdraws from a course after that date, they will be given a “W” and no refund for the course will be issued. Per ARP 4-55, Part 2, Section C, “W” grades are permanent. (<https://arp.nmsu.edu/4-55/>). Students may withdraw from the university by 4:59 pm the Friday prior to the week of Finals. No refunds will be issued.

A full breakdown of deadlines for adding, changing, or withdrawing from courses and the University can be found at <https://records.nmsu.edu/students/important-dates.html>.

w. Student Resources

Aggie One-Stop is a student service center designed to help both undergraduate and graduate students manage the business of going to college, as well as resources to connect with university departments. Information and answers about admissions, financial aid, registration, bill payment and student records, advising, housing, parking and health & wellness can be found in a single location.

Aggie One-Stop: <https://onestop.nmsu.edu>

Student Support Services

- Campus Tutoring offers tutoring for individual and small groups for in-demand courses. Information can be found at <https://campustutoring.nmsu.edu>
- The Writing Center offers free advising on aspects of proofreading and editing, but do not provide editing services. Visit <https://townc.nmsu.edu> for more information.
- The Office of Military and Veterans Programs provides services to current and former service members. (<https://mvp.nmsu.edu/>)
- The Aggie Cupboard is NMSU's food pantry. Visit <https://aggiecupboard.nmsu.edu>
- Technical Support is offered through the ICT Customer Service Center. You can contact them at 575-646-1840 or by emailing helpdesk@nmsu.edu

*Some services might be available via Zoom or online.

Other NMSU Resources:

- NMSU Police Department: (575) 646-3311 www.nmsupolice.com
- NMSU Aggie Health & Wellness (Medical and counseling services, telehealth available): (575) 646-1512 <https://wellness.nmsu.edu/>
- NMSU Dean of Students: (575) 646-1722
- For Any On-campus Emergencies: 911

Additional Resources can be found at <https://provost.nmsu.edu/faculty-and-staff-resources/syllabus/policies.html>

Technology:

The ICT Customer Service Center is equipped to deal with all of your information technology (IT) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 am until 5:00 pm Monday through Friday Mountain Time. Please feel free to contact them at 646-1840 or via e-mail at helpdesk@nmsu.edu.

You can also go to the Student Technology Help web page and Student Resources located at the Canvas web page for additional information on Canvas.

Required Technical Skills

Taking an online course requires a number of technical skills as well as other soft skills. However, at a minimum you will need to meet certain technology

responsibilities to complete work for this course. If you have questions about technical requirements for the course, please contact me immediately.

To begin in this course, you must:

1. Read this syllabus carefully and contact me immediately if you have any questions. You are responsible for the content and assignments in this syllabus.
2. Be able to obtain access to an internet connection, preferably broadband, and a working computer for the duration of this course.
3. Be Proficient with Microsoft© Office applications.
4. Be able to conduct research searches on the Internet; see the library guide for this course, the NMSU Library and Research Help for Students
5. Find resources on the Internet; see Internet Tutorials.
6. Be able to send and receive emails and email attachments in and out of class.
7. Know how to change your Canvas Notification settings.
8. Know how to read email in Canvas.
9. Maintain backups of all work you create for this course.

Additional technology resources for students can be found on the following:

<https://inside.nmsu.edu/studenttech/resources-for-students/>

x. Academic Misconduct

All dietetic interns are expected to follow NMSU Academic Code of Conduct/Academic Integrity, listed under: <https://arp.nmsu.edu/5-10/>

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions:

1. Cheating or knowingly assisting another student in committing an act of cheating or other forms of academic dishonesty.
2. Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other material must be acknowledged in a citation that gives credit to the source. This is true no matter where the material comes from, including the internet, other student's work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy. If no citation is given, then borrowing any of the following would be an example of plagiarism:
 - An idea or opinion, even when put into one's own words (paraphrased)
 - A few well-said words, if these are a unique insight

- Many words, even if one changes most of them
- Materials assembled by others, for instance quotes or a bibliography
- An argument
- A pattern or idea
- Graphs, pictures, or other illustrations
- Facts
- All or part of an existing paper or other resource

This list is not meant to include all possible examples of plagiarism. See the University Library's web page on plagiarism for further examples.

3. Unauthorized possession of examinations, reserve library materials, laboratory materials, or other course-related materials.
4. Unauthorized changing of grades on an examination, in an instructor's grade book, or on a grade report; or unauthorized access to academic computer records.
5. Nondisclosure or misrepresentation in filling out applications or other University records in, or for, academic departments or colleges.

Students who engage in disruptive activities in an academic setting (e.g., classrooms, academic offices or academic buildings) are subject to disciplinary action in accordance with Student Social Code of Conduct. See rules 5.20 through 5.26 in the ARP for details (<https://arp.nmsu.edu/5-20/>). Such students are also subject to administrative actions in accordance with the NMSU Graduate and Undergraduate Catalogs.

y. Communication Tools

- All interns will be issued an NMSU email account and will be expected to use this email account for all correspondence relating to the Dietetic Internship. Interns should check this email account daily.
- Laptops may be used during class when approved by the course instructor to take notes or to complete assignments relevant to the class. Use of laptops during class for any other purpose (email, internet access, working on assignments for other classes, etc.) is not permissible.
- Cell phones should be off or set to silent during class unless they're used for class assignment during class. Most sessions allow for a break, so interns should plan accordingly; Full participation is expected in class at all times.

z. Projects

For each rotation the dietetic intern will have written projects to complete and submit it via Canvas, unless specified otherwise. The following guidelines must be adhered to:

1. Submitting work from other students, institutions or publications without references is unacceptable and points will be deducted.
2. The following policies will apply to dietetic intern assignments and course standards.
 - All written assignments must be legible.

- Assignments are due on the specified date. Late assignments may be penalized.
- Weekly time logs must be typed and signed by preceptor using blue ink. Crumpled, dog-eared, dirty, blotched or inaccurate is not acceptable. Original signed weekly logs must be submitted by the end of the semester.
- Assignments should be proofread to avoid misspelling, poor grammar, and incoherent sentences. Unacceptable work will need to be revised and submitted in again.
- Written work should reflect clarity of thought and organization.
 - Document your references using the American Psychological Association 7th edition guidelines.
 - Papers should be doubled-spaced on white paper. Handwritten work is not acceptable. We encourage the use of Microsoft Word which it is available free of charge for NMSU students. Students are required to use computer programs as recommended in class. Such as Microsoft Word, Microsoft PowerPoint, and Microsoft Excel, Canvas and Virtual Reality platforms.
 - Allow a one-inch margin on each side when typing (font size 12) and doubled spacing.
 - Each instructor may have additional requirements for assignments.
 - Black ink should be used when writing in a legal document such as a medical record.
 - Check at each facility if a special color is necessary.
 - Many health care facilities use electronic medical records.
 - Check with site preceptors for electronic charting protocols.

aa. Academic Affairs

- Dietetic interns' files are kept in a locked office where only department faculty have access. Dietetic interns may review their files if they wish.
- If at any time the dietetic intern is concerned about their performance, they are encouraged to speak with their instructor.

bb. Professional Meetings

Attending professional meetings is an important component of dietetic education. Not only do such programs provide information on the current trends in dietetic practice, they also provide dietetic interns with opportunities to interact with professionals working in the field.

Each DI student is required to attend the equivalent of one to two professional meetings. When a dietetic intern attends a meeting, they must briefly describe the content of the conference. This will be used to document the dietetic intern's experience in their file. Preapproval of the conference chosen is necessary and can be counted as an alternate supervised practice experience.

cc. Notice of Non-discrimination and equal opportunity

New Mexico State University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and

embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. **You may submit a report online at <https://equity.nmsu.edu>. If you have an urgent concern, please contact the office of Institutional Equity at 575-646-3635.**

Title IX prohibits sex harassment, sexual assault, dating and domestic violence, stalking and retaliation. For more information on discrimination or Title IX, or to file a complaint, contact:

Office of Institutional Equity (OIE)
O'Loughlin House, 1130 University Avenue
Phone: (575) 646-3635 E-mail: equity@nmsu.edu
Website: <http://equity.nmsu.edu/>

The NMSU Notice of Non-discrimination and Equal Opportunity can be found at: <https://equity.nmsu.edu/discrimination-and-equal-opportunity/notice-of-non-discrimination.html>.

dd. Grievances/Complaint Process

Any grievance, by faculty or student, must first be attempted to be resolved between the individuals. If resolution cannot be achieved, individuals should go to the DI Program Director and if not resolved, to the Family and Consumer Sciences Department Head and finally to the Academic Dean of the College (see ARP 5.14 – Graduate Student Academic Grievances <https://arp.nmsu.edu/5-14/>). All documentation of grievances will be maintained by the department for 7 years and in the <https://reports.nmsu.edu> portal per current NMSU policies.

If a grievance or complaint against the NMSU Dietetic Internship Program, including noncompliance with ACEND accreditation standards or against the program conduct, after attempting to resolve it with the Department and College and all other options have been exhausted, may be reported to ACEND. Information on how to file a complaint with ACEND can be found below.

ACEND Procedure for Complaints Against Program

All complaint options within the institution must be exhausted prior to filing a complaint with ACEND.

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual (e.g., student, faculty, dietetics practitioner or member of the public) may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for

individuals in matters of admission, appointment, promotion, or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. Procedures used in the investigation of a complaint against an accredited or approved program may be viewed at

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>.

A copy of the accreditation standard and/or ACEND’s policy and procedure for submission of complaints may be obtained by the contacting the staff at 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995 or by calling 800-877-1600 ext. 5400. All written complaints will be mailed to the Chair and Public Member of ACEND for action.

ee. Holiday Observance

An academic calendar detailing holidays and breaks for New Mexico State University (NMSU) is provided at <https://records.nmsu.edu/important-dates-faculty-staff/>.

However, students are expected to follow the calendar of the facility where placed. This may include working nights, weekends or holidays. The schedule is determined by the preceptor. Students should not assume that NMSU’s holidays, vacations, and semester breaks will be honored at the facility. Thus, students should not make travel plans or schedule any time away from the internship without receiving documented/written approval first from the DI Directors and facility preceptor. To receive approval, the student must submit a request to the DI Directors and facility preceptor at least one month in advance. If necessary, include information or a suggested plan to make up the lost days in terms of completing the rotation and competencies on schedule.

The student is expected to transition from a student-driven, academic calendar to the typical workplace calendar. In the workplace, vacations are planned and scheduled in advance with the supervisor, and in accordance with the workplace’s policies.

Didactic class sessions on campus will follow the academic calendar. Students are expected to adhere to the scheduled rotations in facilities and to attend the didactic weekly class on campus.

ff. Maximum Time Allowed to Complete the Program

Students enrolled in the Dietetic Internship Program must complete all coursework and supervised practice hours must be completed within 3 years of beginning the internship program. If an intern has not completed all assignments and met all competencies associated with a supervised practice rotation or has not completed the required number of supervised practice hours

of a module, the intern may be required to complete assignments, competencies, and supervised practice hours during the semester breaks.

gg. Verification Statement Program Completion Requirements

This Verification Statement is necessary for eligibility to take the Commission on Dietetic Registration (CDR) examination.

Starting in 2022, the DI requires 39 credits and conferring of master's degree for completion. Dietetic interns must demonstrate both academic and supervised practicum competence. Dietetic interns must earn a minimum of a "B-" grade or better on all final supervised practicum evaluations and DI didactic coursework.

In addition, the dietetic intern must pass a proficiency eatrightPREP for the RDN Exam at the end of the DI program with a minimum score of 80% for successful completion of the program. The intern is responsible for purchasing the exam/subscription.

The Verification Statement to CDR may be delayed or withheld if a dietetic intern does not meet the practicum evaluation standard of a B- or better and the project requirements of a B- or better and therefore does not demonstrate entry level competence of all program requirements*.

*(including all financial obligations to NMSU)

Review Courses/Exam Preparation

NUTR 5680 will provide dietetic interns with materials to prepare them for the Commission on Dietetic Registration Examination for Dietitians.

Registration Exam

It is the dietetic intern's responsibility to obtain from CDR, and submit according to CDR deadlines, the application to take the CDR exam. It is also the responsibility of the dietetic intern to prepare adequately to take the dietetic registration exam. New Mexico State University is neither responsible for, nor liable for dietetic intern's failure to pass the Dietetic Registration exam.

The application fee to sit for the registration examination is \$200. The exam is given throughout the year by the Commission on Dietetic Registration's (CDR) testing agency, Pearson VUE. The program director submits registration eligibility forms for students after satisfactory completion of supervised practice hours and conferring of graduate degree. There are over two hundred fifty (250) approved test sites nationwide, located in universities and communities. Refer to: www.pearsonvue.com

Candidates will receive the most updated test center listing at the time of test registration. If you experience difficulty either during scheduling or testing, please contact Pearson VUE's Candidate Service Center at 1-888-874-7651.

AND membership dues for active registered dietitians are listed in the following website <https://www.eatrightpro.org/membership/membership-types-and-criteria/career-starter-dues-program>.

CDR charges \$70 per year for registration maintenance. Additionally, 75 accrued credit hours of approved continuing education must be completed every 5 years along with a Professional Development Portfolio.

hh. Dietetic Licensure

Many states also require licensure for the practice of nutrition/dietetics within that state. This is in addition to the CDR RD/RDN credential. The CDR website has links to individual state licensing boards for requirements and fees (<https://www.eatrightpro.org/advocacy/licensure/licensure-map>)

III. Competency Statements for the Supervised Practice Component of the Dietetic Internship

A. ACEND Eligibility Requirements and Accreditation Standards (ERAS)

Competency statements specify what every dietitian should be able to do at the beginning of their practice career. The competency statements build on the foundation knowledge necessary for the entry-level practitioner to perform reliably at the level indicated. Thus, all entry-level dietitians will have the basic competencies and additional competencies according to the concentration area completed.

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

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

Competencies

Upon completion of the program, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

CRDN 1.3 Justify programs, products, services, and care using appropriate evidence or data.

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)

- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.

Dear New Mexico State University Dietetic Intern,

It is very important that you be familiar with the information contained within the NMSU Dietetic Internship Handbook. On the next few pages are some forms that you will need to sign and return to the Dietetic Internship Director. Your signature also confirms your commitment to abide by all policies contained therein.

Please return the following materials by August 30, 2023

- Pages 34, 35, 36, 37 & 38 of this handbook
- Two DPD Verification Form from your Didactic Director (This must be received before – August 30, 2023)
- Two (2) Official Undergrad Transcripts with degree conferred date
- Student Reference Request, FERPA Release and Release of Liability Family and Consumer Sciences

Thank you for your cooperation, and welcome to the NMSU Dietetic Internship.

Sylvia “Gaby” Phillips, MS, RDN, LD
Kathleen Vinyard, MS, RD, LD
Dietetic Internship Directors
PO Box 30003, MSC 3470
New Mexico State University
Las Cruces, NM 88003
gabyphil@nmsu.edu
Phone: (575) 646-4117
(575) 646-1180
Fax: (575) 646-1889

V. Termination Policy Agreement

Name (please print): _____

Interns are expected to adhere to high expectations of conduct and performance as they complete the NMSU Combined Master's Degree & Dietetic Internship program. If interns are unable to complete the required workload in a satisfactory manner or are unable to adhere to the ethical codes standards necessary, they will be terminated. Please initial in the designated spaces to show that you have read and agree to the policy.

Dietetic interns will be terminated...

- if in violation of the Academy of Nutrition and Dietetics' (AND) professional Code of Ethics
- for inability to meet the minimum requirements for didactic or clinical, foodservice, community nutrition, or any of the supervised practice rotation assignments.
- if in violation of HIPAA and/or FERPA violations
- for jeopardizing the continuation of a partnership between NMSU DI and affiliates

Signature: _____ **Date:** _____

VI. Signed Agreement by Student (Dietetic Intern)

I, _____ have read the Dietetic Internship Program 2023-2024 Handbook of the Department of Family and Consumer Sciences, New Mexico State University, and am familiar with its content. I agree to abide by the terms and policies contained therein as long as I am a student in the Dietetic Internship Program currently granted candidate for accreditation status by Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The department has made no promise or guarantee that upon graduation from the dietetic internship I will find employment in dietetics, nor does it ensure that as a graduate of the dietetic internship, I will pass the registration examination for certifying dietitians.

Signed _____

Date _____

VII. Internet/Photo Agreement Form

The New Mexico State University webpage is a communication tool for prospective students to obtain information about what projects and activities are going on in the dietetic internship program. Your approval is requested to feature the following information and your internship photographs on the dietetic internship program webpage located at nmsu.dieteticinternship.edu and photos/videos/audio recordings to recruit/publicize the NMSU dietetic internship.

Name:

I am originally from:

What interests me most about dietetics and nutrition is: _____

My ideal job would be: _____

I approve the use of the above information and internship photos to be featured on the NMSU dietetic internship program's webpage and photos/videos/audio recordings to recruit/publicize the NMSU dietetic internship.

Name

Date

VIII. Photographic Release Form

Date: _____

Name: (please print) _____

I hereby give the Board of Regents of New Mexico State University irrevocable right and permission to use and publish any and all photographs taken of me by NMSU staff members this date. I recognize these same photographs and their copyright as the property of the Board of Regents of New Mexico State University solely and completely and that they may be used in university publications and promotional materials, including but not limited to the university's catalog and view book, recruitment materials, Internet applications, advertising in newspapers and other media, slide shows, video applications, displays and exhibits, and other generally recognized communication methods for the purpose of representing university activities and services to potential students and the community at large.

New Mexico State University Extension may use these pictures and news releases for educational and promotional purposes as well.

I also understand these photographs may be used by external, non-university entities in partnership with NMSU in similar fashion as described above, for purposes related to university business.

I hereby release the Board of Regents of New Mexico State University from any and all claims, including libel and invasion of privacy, resulting from the usage of these photographs. I understand that no modeling fee or other compensation will be paid to me for such use of my photographic license.

Signature: _____

Email or phone number: _____



Student Reference Request, FERPA Release and Release of Liability Family and Consumer Sciences

Students requesting a reference from a faculty member need to provide a release allowing the faculty member to access the student’s education record. Complete this form and print a copy for the person completing the reference.

Student ID number: _____ Student name: _____

I request: _____ to serve as a reference for me.

The purpose of the reference: (check all applicable spaces)

- Application for employment
- All forms of scholarship or honorary award
- Admission to another education institution

The reference may be given in the following form(s): (check one or both spaces) Written Oral

I authorize the above named person to provide an evaluation of any aspect of my academic performance, whether based on personal observation or on my education records at NMSU, and to release information from my education records, including my grades, GPA, class rank, any information pertaining to my education at other institutions I have previously attended, and any other personally identifiable information. I authorize release of this information and reference/evaluation to: (check all applicable spaces)

- All prospective employers OR
- Specific employers (list name and address on reverse side)
- All educational institutions to which I seek admission OR
- Specific educational institutions (list name and address on reverse side)
- All organizations considering me for an award or scholarship OR
- Specific organizations (list name and address on reverse side)

I understand that under the Family Educational and Privacy Rights Act: (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of any written reference upon request; and (3) I may, but am not required to, waive my right of access to confidential references given for any of the purposes listed above.

- I waive my right of access to references given by the above named person.
- I do not waive my right of access to references given by the above-named person.

This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person, but any such revocation shall not affect disclosures made prior to the person’s receipt of my written revocation.

I release NMSU, its employees and the person(s) providing the above described reference or evaluation from all claims and liability for damages that may result from their compliance with this request.

Student signature: _____ Date: _____

Faculty Signature: _____ Approve Request: _____ Deny Request: _____ Date: _____
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