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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
New Mexico State University is the state’s land-grant university, serving the educational needs of New Mexico’s diverse population through comprehensive programs of education, research, extension education, and public service.

B. The NMSU College of Agricultural, Consumer, and Environmental Sciences (ACES) Mission Statement
Improve the lives of New Mexicans, the nation, and the world through research, teaching, and extension.

C. Department of Family & Consumer Sciences (FCS) Mission Statement
Serve 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 science, family and consumer sciences education, family relations, fashion merchandising, food science and technology, human nutrition, dietetics, and textiles.

D. Dietetic Internship at NMSU Mission Statement
The mission of the Dietetic Internship (DI) at New Mexico State University (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 that will give program graduates:

- Knowledge and skills for entry level dietetic practice as a Registered Dietitian/Nutritionist and to pass the National Registration Examination for Dietitians
- A scientific attitude and ability to evaluate and/or apply research in entry-level dietetic practice
- Knowledge of entry-level dietetic practice in Cooperative Extension Service
E. DI Goals and Outcomes Measures

**Goal 1:** Dietetic interns enrolled in the NMSU DI will complete the DI, and receive verification statements that qualify them to take the Commission on Dietetic Registration national examination for dietitians. Graduates of the NMSU DI will pass the Commission on Dietetic Registration national examination for dietitians.

- 80% or more of interns enrolled in the DI will complete all program requirements within 150% of the time planned for completion.
- Over a five-year period, 80% of program graduates taking the registration examination will pass within one year.
- Overall the RD/RDN pass rate for all test takers will be 80% or better within the first year of taking the exam.

**Goal 2:** Graduates of the NMSU DI will be qualified and prepared for a variety of entry-level career opportunities in the profession of dietetics. They will also be able to apply research and theory using evidence-based research in their entry-level dietetics practice.

- Over a five-year period, 80% or more of program graduates who sought employment in dietetics will be employed within one year of program completion.
- When answering an online survey, NMSU DI graduates will rate ≥4 on a 5-point scale indicating they felt well prepared for their first dietetics position as an RD/RDN.
- When answering an online survey, employers will rate ≥4 on a 5-point scale indicating the entry-level RD/RDN was well prepared for their position.

**Goal 3:** Graduates of the NMSU DI will be qualified and prepared for entry-level career opportunities in Cooperative Extension Service.

- When answering an online survey, NMSU DI graduates will rate ≥4 on a 5-point scale indicating they would feel well prepared for a career in Cooperative Extension Service.
- When answering an online survey, employers will rate ≥4 on a 5-point scale indicating the entry-level RD/RDN was well prepared for their position in Cooperative Extension Service.

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 graduate level practicum program, incorporating supervised practice with graduate coursework. Completion of the program requires 45 hours of graduate credit. 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.
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 and Paso del Norte Health Foundation/Dietetic Internship grant (Acute care clinical only).

Due to COVID-19, starting in April 2020 until June 2022 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 roleplaying can account for up to 600 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 are in supervised practice facilities for a minimum of 32 hours per week for 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 include: general clinical, nutrition support, child nutrition programs, school nutrition programs, general foodservice management, staff relief, and a concentration 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, 312/899-0040.

G. Basic Rotations of Supervised Practice:
- Approximately 16 weeks of Community Nutrition rotations that include a focus in Cooperative Extension Service
- Approximately 16 weeks of Clinical Dietetics rotations and simulation
- Approximately 10 weeks of Foodservice Systems Management

H. Program Concentration: Community Nutrition in the Cooperative Extension Service

This concentration area was chosen as a way to meet the mission of the dietetic internship at New Mexico State University, by integrating graduate level education and research with supervised practice activities to prepare entry-level dietitians that work to improve the health of individuals, families and communities. In addition to helping the program achieve its mission statement, the concentration area draws on the strengths of the Cooperative Extension food and nutrition programs, whose research focus is on community-based nutrition interventions.

The competencies listed below have a strong focus on health promotion and education of diverse populations across the lifespan. In addition, these rotations add to the competencies outlined for accredited dietetic internships and will enhance the intern’s knowledge and skills. The variety of work settings will also improve research skills of the dietetic intern.
I. Cooperative Extension Service Concentration Competencies:

CES 1. Consult with organizations regarding food access for target populations.
CES 2. Evaluate the operation of Cooperative Extension Service nutrition programs in the areas of policies and procedures.
CES 3. Develop and deliver nutrition presentations to client/consumer audiences on various topics related to client/consumer needs.
CES 4. Ensure cultural relevancy and appropriateness of nutrition education.
CES 5. Assess educational needs and provide nutrition counseling based on individual needs, knowledge, medical needs, and socioeconomic status.

J. Sample Calendar and Rotation Schedule

Fall semester, first year: Graduate level didactic classes = minimum of 9 credits.
Spring semester, first year: Didactic classes in Community Nutrition, Foodservice Management, and Nutrition Care Process = 9 credits
Summer semester, first year: Dietetic Internship Seminar, Supervised practice rotations in Community Nutrition OR Foodservice Management OR Clinical = 6-7 credits
Fall semester, second year: Dietetic Internship Seminar, Supervised practice rotations in Community Nutrition OR Foodservice Management OR Clinical = 9 credits
Spring semester, second year: Review Course for the RD/RDN Exam, Supervised practice rotations in Community Nutrition OR Foodservice Management OR Clinical = 9-11 credits

K. Cost to Students

The cost of the program for the 2020-2021 academic years is $329.20/credit for New Mexico residents and for non-residents, $398.20/credit for 1 to 6 credits and 1015.30/credit for 1 to 14 credits when enrolled in >6 credits. The internship averages nine credits per semester. In addition, semester fees charged to the student include a student/wellness fee of $159.30 and an 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 will need to purchase a white lab coat or jacket to be worn when required. Dietetic interns must attend a minimum of 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 2019-2020 is $58. This membership includes a subscription to the *Journal of the Academy of Nutrition and Dietetics*. Applications are available online at: [www.eatrightpro.org/membership/membership-types-and-criteria/student-member](http://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.

### L. Estimated Cost of DI (2 years)

#### 1. Application fees and one-time costs

<table>
<thead>
<tr>
<th></th>
<th>New Mexico Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-refundable NMSU Dietetic Internship application fee</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>NMSU Graduate Application fee</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>DICAS application fee of $40 if you are only applying to one program – NMSU</td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td>Fingerprint/Criminal background (twice or three times)</td>
<td>$219</td>
<td>$225</td>
</tr>
<tr>
<td>10-Panel Drug Screen</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>CPR with Basic Life Skills</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Titers</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Immunizations</td>
<td>$40 each</td>
<td>$40 each</td>
</tr>
<tr>
<td><strong>Total approximate costs</strong></td>
<td><strong>$704</strong></td>
<td><strong>$704</strong></td>
</tr>
</tbody>
</table>

#### 2. University related costs

<table>
<thead>
<tr>
<th></th>
<th>New Mexico Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student fees $600 per semester</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Cost per credit hour (2020-2021)</td>
<td>$329.20</td>
<td>$1015.30</td>
</tr>
<tr>
<td>Total of 45 graduate credits</td>
<td>$14,814</td>
<td>$45,688.50</td>
</tr>
<tr>
<td>Student wellness fee per semester</td>
<td>$159.30</td>
<td>$159.30</td>
</tr>
<tr>
<td>ASNMSU fee per semester</td>
<td>$33.50</td>
<td>$33.50</td>
</tr>
<tr>
<td>Textbooks for 5 semesters</td>
<td>$1,300</td>
<td>$1,300</td>
</tr>
<tr>
<td>EatrightPREP for the RDN Exam (Initial subscription)</td>
<td>$199</td>
<td>$199</td>
</tr>
<tr>
<td>NMSU parking for 5 semesters</td>
<td>$142</td>
<td>$142</td>
</tr>
<tr>
<td>Possible thesis (+ personal copies)</td>
<td>$178.50</td>
<td>$178.50</td>
</tr>
<tr>
<td><strong>Total approximate costs</strong></td>
<td><strong>$19,826.30</strong></td>
<td><strong>$50,000</strong></td>
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</tbody>
</table>

#### 3. Estimated living and additional expenses

<table>
<thead>
<tr>
<th></th>
<th>New Mexico Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing and utilities for 22 months</td>
<td>$18,700</td>
<td>$18,700</td>
</tr>
<tr>
<td>Health/Medical Insurance</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Professional liability insurance</td>
<td>$41</td>
<td>$41</td>
</tr>
<tr>
<td>Clothing for professional components</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Transportation to supervised practice sites: Sites can be within 150 miles of Las Cruces</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Auto insurance</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics, Affiliate Membership</td>
<td>$116</td>
<td>$116</td>
</tr>
<tr>
<td>Conference/Workshops</td>
<td>$ 200</td>
<td>$ 200</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Incidental expenses</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
</tbody>
</table>

**Total approximate costs** $19,757

*All fees are subject to change by semester.

**M. 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](http://www.nmsu.edu/finaid). Potential Graduate Assistant (GA) positions may be available during the first nine months of the internship. Limited housing stipend opportunities for specific acute care clinical sites outside El Paso-Las Cruces- Alamogordo area may also be available. Out-of-state residents who have GA appointment, and are enrolled full-time, may qualify for in-state tuition.

**N. 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

**O. Required Paperwork for Supervised Practice Rotations**

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

- Immunization Form with a minimum of the following:
  - 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)
  - 10-Panel Drug Screening Test
  - 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)
P. 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.

II. 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.

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

a. 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.

b. Do not discuss matters pertaining to patients in public places such as elevators, corridors, or lounge areas.

c. 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.

d. Each facility may have other patient/client rights, which must be followed. (Health Insurance Portability and Accountability Act of 1996 [HIPAA]).

e. All contact with patients is done only under the supervision of the designated facility faculty.

2. Facility
In regard to the facility, an intern must remember:

a. 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.

b. Employees are not to be taken advantage of by the student to facilitate completion of internship assignments.

c. Confidential information obtained in an internship situation must be kept between the student and internship faculty.
d. The personnel rules of the facility should be observed.

3. **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.

4. **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:
   
   a. Sharing information obtained regarding the client’s health care at the internship facility with the internship faculty.
   b. Directing any problems or questions to internship faculty.
   c. Tailoring project assignments to fulfill a need at the facility.
   d. Respecting preceptors as mentors and guides.

5. **Attendance**
   Dietetic interns are expected to be present at the assigned internship facility whenever they are scheduled. Students must contact their preceptor 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.

6. **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:
   1) Notify the preceptor or supervisor at the facility.
   2) Obtain emergency medical care.
   3) The preceptor and dietetic intern will complete an accident report from the facility.
   4) Notify the Dietetic Internship Director at NMSU regardless of how insignificant the accident.
   5) Fax the report to the Dietetic Internship Director: (575-646-1889)
   6) The Dietetic Internship Director will fax the accident report to NMSU Health Services.
   7) 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 Director within 24 hours of an absence. Students may be required to make up absences at the discretion of the preceptor.
7. **Insurance Requirement**

It is the responsibility of the dietetic intern to maintain professional liability insurance, personal health insurance, and car insurance.

- **Professional Liability**: Interns are required to carry health and professional liability insurance. Liability insurance is available from Mercer Consumer. The price is approximately $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 their own driver's license, mode of transportation, health insurance, and liability insurance on the motor vehicle. Proof of insurance must be provided.

B. **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. A clean white lab coat may be necessary. Professional dress is also required for other activities indicated by the directors.

**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.

C. **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.

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.

D. 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.

III. Policies and Procedures

A. Outside employment during dietetic internship program
Dietetic interns may only work part time, up to 20 hours per week, during the first fall semester and the first spring semester of the 22-month internship program. Dietetic interns are generally not allowed to have outside employment during the approximately 12 months of the supervised practice rotations. Outside employment during this period are only allowed under the following circumstances:

**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.

**COVID-19**: During the COVID-19 pandemic, interns may be allowed to work up to 20 hours per week with the permission of the DI Directors.

B. 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.

C. 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. If the intern does not successfully complete the supplemental work, the dietetic intern may be subject to termination.

D. 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

E. The Academy of Nutrition and Dietetics’ Code of Ethics - Revised 2018

For more information: www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496
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.
A preamble, 4 principles and 32 standards comprise the code

<table>
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<tr>
<th>NON- MALEFICENCE</th>
<th>AUTONOMY</th>
<th>BENEFICENCE</th>
<th>JUSTICE</th>
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**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 serves. 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 OCCURRENCE

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

References

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:

Education
Remediation
Self-regulation
The purpose of the code is not policing practitioners.
F. 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.

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:
  - by one letter grade for each absence.
  - by 10% of classes missed (e.g., if 1 out of 10 classes are missed the final course grade will be reduced by one letter grade).
- Tardiness on more than 2 occasions will result in a 5% reduction in the final course grade.
- Late assignments will receive a 10% per day reduction in the assigned grade.

G. Academic Misconduct

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
o Graphs, pictures, or other illustrations
o Facts
o 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 (www.arp.nmsu.edu/chapter-5). Such students are also subject to administrative actions in accordance with the NMSU Graduate and Undergraduate Catalogs.

H. 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, and stowed away for the duration of class. Most sessions allow for a break, so interns should plan accordingly; Full participation is expected in class at all times.

I. Projects
For each rotation the dietetic intern will have written projects to complete. The following guidelines must be adhered to:

1. Submitting work from other students, institutions or publications without references is unacceptable and (0) credit will be given.
2. The following policies will apply to dietetic intern assignments and course standards.
   a. All written assignments must be legible.
   b. All assignments must be stapled, clipped or in a notebook or folder.
c. Assignments are due on the specified date. Late assignments may be penalized.
d. Papers must be neat. Paper torn out of a notebook, crumpled, dog-eared, dirty, blotched or scratched out is not acceptable.
e. Assignments should be proofread to avoid misspelling, poor grammar and incoherent sentences. Unacceptable work will need to be revised and handed in again.
f. Written work should reflect clarity of thought and organization.
h. Papers should be doubled-spaced on white paper. Hand written work is not acceptable. We encourage the use of word processors. Students are required to be computer competent by the end of the program (Microsoft Word, Microsoft PowerPoint, and Microsoft Excel).
i. Allow a one-inch margin on each side when typing (font size 12) and doubled spacing.
j. Each instructor may have additional requirements for assignments.
k. Black ink should be used when writing in a legal document such as a medical record.
   i. Check at each facility if a special color is necessary.
   ii. Many health care facilities use electronic medical records.
   iii. Check with site preceptors for electronic charting protocols.

J. 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.

K. 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 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.

L. 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.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) and the Academy of Nutrition and Dietetics have procedures for filing grievances as follows: United States Department of Education regulations mandate accrediting agencies to require accredited programs to provide students with information on how to file complaints with the accrediting agency.

**Policy:** Required Notice of Opportunity and Procedure to File Complaints with ACEND.

Each program accredited by ACEND must develop and implement a procedure to inform students of the mailing address and telephone number of the ACEND. The notice, to be distributed at regular intervals, but at least annually, must include but is not necessarily limited to the following language:

**ACEND Procedure for Complaints Against Program**

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 [www.eatright.org/ACEND/content.aspx?id=7975&terms=cade+complaints](http://www.eatright.org/ACEND/content.aspx?id=7975&terms=cade+complaints)

A copy of the accreditation standard and/or ACEND’s policy and procedure for submission of complaints may be obtained by 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.

**M. Holiday Observance**

An academic calendar detailing holidays and breaks for New Mexico State University (NMSU) is provided at [academiccalendar.nmsu.edu/](http://academiccalendar.nmsu.edu/). 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.

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

N. Verification Statement Program Completion Requirements

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

The DI requires 45 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 $234 per year. CDR charges $60 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.

O. 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 (www.cdrnet.org/state-licensure)

IV. 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:

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

   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 Apply evidence-based guidelines, systematic reviews and scientific literature.

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

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice

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

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 Nutrition and Dietetics Practice 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 Assign duties to NDTRs and/or support personnel as appropriate.

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

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
   a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
   b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
   c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.
   d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
   e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

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

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate 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 Explain 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
B. Cooperative Extension Service Concentration Competencies:

In addition, the NMSU dietetic internship has the following competencies related to the focus of community nutrition in Cooperative Extension Service:

CES 1. Consult with organizations regarding food access for target populations.

CES 2. Evaluate the operation of Cooperative Extension Service nutrition programs in the areas of policies and procedures.

CES 3. Develop and deliver nutrition presentations to client/consumer audiences on various topics related to client/consumer needs.

CES 4. Ensure cultural relevancy and appropriateness of nutrition education.

CES 5. Assess educational needs and provide nutrition counseling based on individual needs, knowledge, medical needs, and socioeconomic status.

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 31, 2020

☐ Pages 31, 32, 33, 34 and 35 of this handbook
☐ Two DPD Verification Form from your Didactic Director (This must be received before – August 31, 2020)
☐ Two (2) Official 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, RD, 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 2020-2021 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: ___________________________ Date: ___________________________

Approve Request: _______________ Deny Request: _______________ Date: ___________________________