

**University of Texas Health  
Science Center – Houston  
(UTHSC) Dietetic Internship**

**Policies and Procedures**

**Last Update: 4/2022**

**The UTHSC Dietetic Internship Handbook Rules and Regulations are written based on the following manual.**

# Dietetic Internship Policies and Procedures

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# Dietetic Internship Policies and Procedures

## Policy DI 1.0 – Application Process

Student Evaluation and Acceptance – UTHSC Dietetic Internship

We are a combined MPH/DI program. There are two application processes with different deadlines: Pre-Select and DICAS. **Regardless of application process chosen, all students must complete an application through SOPHAS.org (School of Public Health Application Services).** The majority of the Dietetic Interns take approximately 22 months to complete the Dietetic Internship Program.

We are using the Dietetic Internship Centralized Application Service (DICAS) which may be accessed at <https://portal.dicas.org>.

The University of Texas Health Science Center - Houston (UTHSC) participates in either the Pre-Select Program with two different options or the DICAS Selection Process.

### PRE-SELECT

The UTHSC Dietetic Internship participates in the Pre-Select Program. You may qualify if you meet either of the following requirements. Applications for each option of the Pre-Select program have different due dates.

#### Option 1: Scholarship Eligibility

The due date for this option for students who are applying for the MPH and are eligible for scholarship money is **December 1**. The applicants are reviewed and approved for the MPH/DI program and they can qualify for either of the following scholarships:

- ONS fund (Outstanding New Student) - the MPH student receives \$1000 and has their out-of-state fees waived, if applicable. The student may be awarded a scholarship based on merit. This allows out-of-state undergraduates the opportunity to receive a high-quality education at in-state tuition rates.
- Health Promotion/ Behavioral Health Scholarship – same requirements as the ONS funds. *(Note: All DI students are placed in the Department of Health Promotion/ Behavioral Health)*

Applications are reviewed and approved for the MPH/DI program with an acceptance by **January 31**.

The DI director notifies D&D Digital providing the admitted students' names and email addresses by the February 1<sup>st</sup> deadline. The DI director notifies applicants they are admitted and no longer eligible to participate in the DICAS Selection Process (computer match).

#### Option 2: UT System Graduates

In this option, UT system graduates apply for early admission to the MPH program with applications due **January 1**. Applications are reviewed and approved for the MPH/DI program with an acceptance by **January 31**. The DI director notifies D&D Digital providing the admitted

students' names and email addresses by the February 1<sup>st</sup> deadline. The DI director notifies applicants they are admitted and no longer eligible to participate in the DICAS Selection Process (computer match).

## DICAS Selection Process

The UTHSC Dietetic Internship will continue to participate in the DICAS selection process for those students who do not meet the pre-select criteria. Students may also be considered for the UTHSC Dietetic Internship by applying through [DICAS.org](https://www.dicas.org)

- The application for UTHSC MPH/DI aligns with the DICAS application time frame. Both online applications SOPHAS and DICAS must be completed and submitted by 11:59 p.m. Central Standard Time on the February due date.
- Each prospective student must be admitted into the university before the April 1<sup>st</sup> SOPHAS deadline to be considered for the Dietetic Internship.

## General Application Directions

**All applicants must apply to UT Health Science Center through SOPHAS.org regardless of which option is chosen.**

All applications to UTHSC, regardless of the option chosen, are through SOPHAS.org (School of Public Health Application Services). Please see the [UTHealth Office of Student Affairs Howto Apply](https://www.uthealth.edu/office-of-student-affairs/how-to-apply) website for application requirements.

We will have three different deadlines for the SOPHAS application depending on which selection process you are choosing.

Option 1- the student must complete the application by December 1 in order to be considered for scholarships. This is a deadline set by the school.

Option 2- the student must be a UT system graduate, that application is due by January 15. The last deadline aligns with the DICAS selection process.

**Please Note: There are only 9 positions available for the Pre-Select Program. The other positions will be selected using the DICAS Selection Process. Until a student has received confirmation of admissions into the UT Health Pre-Select Program you should refer to the DICAS Selection Process Instructions. If we do not fill our 9 Pre-Select we will utilize the DICAS Selection Process.**

- Please select the MPH – Health Promotion/Health Education - Houston Campus – Dietetic Internship – Fall 2022
- GRE scores must be received by SOPHAS.Org to be considered for admissions. Applicants are encouraged to take the exam early.
- GRE code for UTHSC is 4479.
- The DICAS fee is \$50.00 for the first application and \$25.00 for each additional applications.
- Email [DICASinfo@DICAS.org](mailto:DICASinfo@DICAS.org) for further information.

- Applicants to the UT Health Dietetic Internship must complete a 1000 word or less personal statement. The essay should address the following questions:
  - Why do you want to enter the dietetics profession?
  - What experiences have helped you prepare for your career?
  - What are both your short and long term goals?
  - What are your strengths and weaknesses or areas needing improvements?
- Official transcripts from all colleges and universities attended should be sent to: DICAS – Transcript Dept., PO Box 9118, Watertown, Ma 02472.
- DICAS applicants must include the name and contact information (specifically an email address) for each of the 3 required references. This will trigger DICAS to send an email message to each reviewer requesting completion of a reference form. The reviewer will complete their reference form on-line. Students submitting more than one application must use the same individuals as references for each application. Please request your references early to prevent delays in processing your application. It is recommended to include 2 academic individuals and 1 work/volunteer supervisor as references.
- The UTHSC Dietetic Internship and MPH program requires a separate UTHSC Dietetic Internship Summary Experience form, writing sample, and fee of \$25.00 by February 15, 2022. The previously written writing sample related to nutrition or public health can be a publication, class report/project/presentation, or work-related document you authored independently.
  - Submit the \$25.00 fee here: <https://go.uth.edu/di-registration>
  - Submit your Summary Experience form and writing sample here: <https://sph.uth.edu/research/centers/dell/forms/dietetic-internship-application.htm>
- Applicants must register online for computer matching with D & D Digital and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15, 2022.
  - There is a \$50.00 computer matching fee for D & D Digital.
  - The UTHealth School of Public Health Dietetic Internship is #262.
- To prevent delays in your application process, e-mail us at [dieteticinternship@uth.tmc.edu](mailto:dieteticinternship@uth.tmc.edu) when you:
  - Complete the SOPHAS application
  - Complete the DICAS application
  - Complete the UTHSC Dietetic Internship Summary Experience form, submit both the UTHSC DI \$25 fee and writing sample.

# Dietetic Internship Policies and Procedures

## Policy DI 2.0 – Application & Admission Review for New Cohort Members

Admissions Review Process – UTHSC Dietetic Internship

**All applicants must apply to UTHSC through SOPHAS.org regardless of which option is chosen.**

All applications to UTHSC, regardless of the option chosen, is through SOPHAS.org (School of Public Health Application Services).

1. Dietetic Internship Director works closely with Health Promotions/Health Education (HP/HE) coordinator and reviews all applicants received requesting both HP/HE – DI (Dietetic Internship)
2. DI Director is notified of all accepted applicants for HP/HE-DI.
3. DI Director downloads all accepted applicants SOPHAS applications for review.
4. DI Director documents the following for the DI committee to review:
  - a. Applicant's name
  - b. Applicant's university
  - c. Applicant's overall GPA (Grade Point Average)
  - d. Applicant's overall DPD GPA (Didactic Program in Dietetics GPA- DICAS only)
  - e. Applicant's GRE scores
  - f. Applicant's Community Experiences and hours served
  - g. Applicant's Clinical Experiences and hours served
  - h. Applicant's Foodservice Experiences and hours served (includes retail, school and hospital experiences)
  - i. Applicant's awards
  - j. Applicant's secondary language skills
  - k. Applicant's Volunteer Experiences and hours served
  - l. Applicant's Work Experiences
  - m. Applicant's Personal Statement
  - n. Applicant's References and letters
  - o. Applicant's personal work and writings from undergraduate work.
5. The nutrition team will receive and review the applicants GPA, work, volunteer, personal statements and references. Team members will score and rank students based on the submitted information.
6. Team members will meet prior to selection to discuss and review applicants, making selection based on the above criteria. This is done based on the student as a whole and not one individual item.

These items are used to determine each new cohort.

UTHealth admits students of any race, color, national origin, religion, sex, age, veteran status, and/or disability to all the rights, privileges and activities generally accorded or made available to students at this institution. It does not discriminate in administration of its educational policies, admission, policy scholarship and loan programs or athletic and other school administered programs.

# Dietetic Internship Policies and Procedures

## Policy DI 2.5 – Admission Requirements for New Cohort Members

Student Requirements – UTHSC Dietetic Internship

Students must meet the following criteria to be admitted into the UTHSC Dietetic Internship:

1. Verification Statement showing completion of Didactic Program in Dietetics curriculum or Declaration of Intent to complete DPD (obtained from your DPD Director), Verification statement completion date must show recency of education within five years\*
2. Official transcript showing degree granted.
3. GPA of >3.0 or above based on a scale of 4.0.
4. **Credit is not awarded for prior learning toward program requirements (coursework and/or experiential)**
5. Graduate Record Examination (GRE) verbal, quantitative and writing scores are evaluated. This has been waived during the COVID Pandemic and is reviewed annually for changes and reinstatement of exam.
6. Evidence of the following immunizations:
  - a. TDAP – Tetanus, Diphtheria, and Pertussis must be renewed every 10 years
  - b. Flu – must be current with each Flu Season (Sept-April) and is due annually. Records must include manufacturer, Flu lot number and expiration date, injection site and provider's signature. Receipts are not accepted.
  - c. TB screening within 6 months of practicum. After a positive TB Skin test, student must have a TB blood test prior to having a chest x-ray – Some facilities may require TB test more frequently than UTHealth requirements.
  - d. MMR – 2 Dose or Positive Titer – Measles, Mumps & Rubella Titer – must submit lab reports of titers.
  - e. Varicella – 2 Dose or Positive Titer – must submit lab reports
  - f. Hepatitis B Series – 3 Doses – Dose 2 (30) days after dose 1, Dose 3 (5 months) after dose 2.  
Hepatitis B Titer (Hepatitis B Surface Antibody) after completion of Hepatitis B Series.
  - g. COVID – 19 Vaccination Policy - The Dietetic Internship will follow the UTHealth COVID-19 guidelines and in some situations exceed those requirements to best meet the environment of the training experiences in the intern's supervised practice experiences. While it is not the policy of UTHealth to mandate COVID-19 vaccinations for university students, it has become the accepted policy of most hospital and clinical supervised rotations in the Houston area. Dietetic Interns need to be aware that if they are not vaccinated, supervised rotation placements in the medical community will be denied. Proof of the COVID 19 vaccination will be required paperwork for the student's file prior to beginning the Dietetic Internship Program.
7. Admissions to UTHSC are completed prior to DI selection. A student may be admitted into the UTHSC University but not selected for UTHSC Dietetic Internship.

UTHSC admits students of any race, color, national origin, religion, sex, age, veteran status,



and/or disability to all the rights, privileges and activities generally accorded or made available to students at this institution. It does not discriminate in administration of its educational policies, admission, policy scholarship and loan programs or athletic and other school administered programs.

# Dietetic Internship Policies and Procedures

## Policy DI 3 – UTHSC Degree Planner

Degree Planner for DI under HP/HE – UTHSC Dietetic Internship

### **All applicants fall under Health Promotions/Health Education**

A specific degree planner is provided at the beginning of the Dietetic Internship during orientation. This provides a guide for the student to achieve and complete both the Dietetic Internship and Masters of Public Health within the guidelines established by the Dietetic Internship.

This is reviewed by both Health Promotions/Health Education on an annual basis for changes within both the University and Dietetic Internship.

Each year HP/HE reviews the degree planner for the incoming cohort with suggested changes.

See the [2021-2022 MPH Health Promotion/Health Education - Dietetic Internship degree planner](#)

This is presented to each new cohort in orientation with an explanation of courses and recommended course loads.

# Dietetic Internship Policies and Procedures

## Policy DI 4.0 Program Format

The UTHSC Dietetic Internship and Master of Public Health is a combined program that is approximately 22 months for completion. Interns are scheduled for supervised practices in both the spring and summer semesters.

Absences (Sick or Personal time) must be reported to DI director and Supervised Practice Coordinators or Preceptors.

### Fall 1 – Recommended Courses:

PHM1110L	Health Promotions and Behavioral Sciences in Public Health
PHM 2612L	Epidemiology 1
PHM 1232	Public Health and Nutrition
PHM 5098	Culinary Medicine Course
PHM	Student Elective (1 or 2 hour course)

### Spring 1 – Recommended Course and Supervised Practice Rotations:

PH 9997-800	Community, Hospital and School Foodservice - Supervised Practice Rotations
PHM 1690L	Biostats
PHM 1111L	Health Promotion Theory and Methods
PH 5098-801	Garden for Health

### Summer – Recommended Courses and Supervised Practice Rotations:

PH3715 L	Management & Policy Concepts in Public Health
PHM 1113L	Intervention Mapping
PHM 9997-870	Diabetes Practicum
PHM 5030-155	Diabetes Seminar
PH1496L	Seed-to-Plate, Capstone or Thesis

### Fall 2 – Recommended Courses:

PH 1229	Simulation Course – MNT
PH 1231	Medical Nutrition Therapy
PH 1496L	Seed-to-Plate, Capstone or Thesis
PHM 2110	Public Health Ecology
PHM 5010	Intro to Qualitative Research in Public Health

### Spring 2 – Recommended Courses and Supervised Practice

#### Rotations:

PHM 9997-850	Clinical Supervised Practice Rotations
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This is the recommended course schedule load but is subject to change with department changes and course changes.

# Dietetic Internship Policies and Procedures

## Policy DI 5.0 Program Requirements & Program Costs

The UTHSC Dietetic Internship and Master of Public Health is a combined program that takes 22 months to complete (a maximum of 33 months – 150% of planned program length). Interns are scheduled for supervised practices in both the spring and summer semesters.

The following are the requirements of the Dietetic Internship:

1. Each dietetic intern must complete the medical history form and complete all required immunizations w/ the health status signed by a physician.
2. Each dietetic intern must maintain both Health and Malpractice insurance while participating in the UTHSC Dietetic Internship.
3. Each dietetic intern must be enrolled as a Full-Time student through the UTHSC during their supervised practice experience to be covered by the university's malpractice insurance.
4. Each dietetic intern must maintain car insurance while participating in the UTHSC Dietetic Internship.
5. Student support services provided by the student affairs office is located on the second floor of the SPH. Each dietetic intern must attend new student orientation conducted by the office of student affairs.
6. **Estimated Expenses:**

Application fee	\$25.00
Dietetic Internship Fee	\$5000.00 (half payable each spring semester-this is \$2500.00 each year)
Dietetic Internship Textbooks, lab coats and supplies	\$500.00/ semester
Student AND Membership	\$58.00
Specific Supervised Rotation requirements	Variable (ie, CBC, Drug Testing, CPR, Reliable transportation, travel, meals while in rotations, gas & parking)
Professional Meetings	\$250.00 & up
Background Check/Drug Screening	Approximately \$50.00 \$50.00 at UTHealth Clinic or designated locations
Immunizations	Varies
Tuitions and Fees	<a href="https://www.uth.edu/registrar/current-students/registration/tuition-fee-schedule.htm">https://www.uth.edu/registrar/current-students/registration/tuition-fee-schedule.htm</a>
Off Campus Room & Board	Varies Approximately \$1000-\$1500/month

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Note: fees do not include property deposits or assigned course fees, and are subject to change without prior notice. Estimated expenses are approximations based on current costs/trends.

This does not include tuitions and fees for the University. These fees can be found at

<https://www.uth.edu/registrar/current-students/registration/tuition-fee-schedule.htm>

Financial Aid, Withdrawal and Refund of tuition and Fees and other information-See UTHSC Registrar website at

<https://www.uth.edu/registrar/current-students/index.htm>

### **Department Scholarships**

The department of Health Promotions and Behavioral Sciences awards academic scholarships annually to new students (ONS- Outstanding New Students) Awards of \$1000.00 or more for a full academic year can result in out-of-state tuition waivers for the out-of-state students. Scholarships deadlines are set each spring by the department and the new applicant must meet a December 1 deadline for completed applications.

### **Graduate Assistantships**

Graduate Assistantships are available to selected programs for students who have been accepted into the department programs. Inquiries should be made to the coordinators of each department.

### **Academic Common Market**

Many southern states\*\* participate in the Academic Common Market, an interstate agreement for sharing uncommon programs (<https://www.sreb.org/academic-common-market>). Residents of these states who are accepted for admission into selected out-of-state programs can enroll on an in-state tuition basis. The two requirements:

1. Acceptance into a program to which your state has made arrangements to send its students.
2. Proof that you are a legal resident of that state.

Students should write directly to the institution for admissions information. After you have been accepted, write your state coordinator for certification of residency.

\*\*Alabama, Arkansas, Florida, Maryland, Delaware, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, Virginia, Georgia, Kentucky, Louisiana.

# Dietetic Internship Policies and Procedures

## Policy DI 6.0 Program Calendar

### Dietetic Internship Program Calendar

The supervised practice experience of the Dietetic Internship occurs during two spring semesters and the summer in between the 2-year DI Program. If a holiday is recognized by the facility in which a Dietetic Intern is placed, then the Dietetic Intern may observe the holiday with the approval of the Dietetic Internship Program Director. Assignments may be given to the Dietetic Intern for outside work during this time.

Each calendar year, Dietetic Interns are provided with a tentative calendar. This calendar has events, projects, special university dates, and garden schedule for cohort teams. These items are tentative based on previous years, and current school calendar.

### HOLIDAYS, VACATIONS, ABSENCES, RELIGIOUS HOLY DAYS

- School and class holidays are designated by UTHSC. See the Registrar's website for the UTHSC academic calendar <https://www.uth.edu/registrar/current-students/student-information/academiccalendar.htm>.
- Depending on the schedules of facilities, Dietetic Interns in the program may be required to work on a university holiday and some weekends.
- In the event that an excused absence is requested and approved at other times, the Dietetic Internship Director and the supervised practice preceptor will determine the make-up time. Excused absences must be for a justifiable cause and must be reported in advance to the Dietetic Internship Director and the SP preceptor.
- The observance of religious holidays, other than those designated by the State of Texas, must be approved in advance by the Dietetic Internship Director and SP preceptor. Arrangements to complete assignments and/or examinations must be made in advance.
- The UTHSC academic calendar should not be considered the calendar for the Dietetic Internship. In addition to scheduled clinical experience hours, Dietetic Interns are required to attend all scheduled PPC and orientation sessions as part of their practicum requirements.
- There are required training sessions during the winter and summer breaks. Plan to be available orientation week (1 week prior to the start of the spring semester), and during June/July for the diabetes PPC lecture series as well as the mandatory health worker training sessions held by the Diabetes Camp. Second year interns will have simulation orientation during the month of August prior to their second year. Any missed clinical hours will be made up during Spring Break or during the Summer Semester.

## **ABSENCES DUE TO ILLNESS, INJURY OR TARDINESS**

Internship Director and your preceptor at the supervised practice setting should be contacted when you are ill, injured, or absent from your supervised rotations. Any injury or exposure to communicable diseases should be reported to the Internship Director immediately and they will assist you in completing an "Incidence Report" to be filed with UTHSC. If the Dietetic Intern is injured in any facility, then that facility will assist the intern in obtaining immediate medical attention as may be required. The Dietetic Intern's health insurance will be used to pay for the medical treatment if required. The facility does not assume any liability or responsibility for the health or custodial care costs of the intern. The Dietetic Intern is not covered under Worker's Compensation Insurance, since in their role as a Dietetic Intern they are not employees of UTHSC.

### **Work Schedule Approval or Changes for Supervised Practice and Tardiness**

It is the Dietetic Intern's responsibility to complete an approved work schedule with the primary preceptor at the initiation of the SP rotation. The intern will ensure that the preceptor knows when they will be attending class. Any changes in work schedule should be confirmed with the preceptor at least a week prior. The work schedule at the facility should be viewed as official work time. The rotation should be treated as a job and the Dietetic Intern is expected to work the same hours as the preceptor at the facility (see Appendix A for expected hours for each SP rotation). The preceptors who train you may provide future recommendations when you are applying for a professional position as a dietitian. Keep track of all direct and non-direct work hours for the preceptor to sign on a weekly basis. (Direct hours are those worked at the facility; indirect hours are those worked outside of the facility but related to projects you have been assigned, for example, development of a training program for employees or updating a patient education booklet). Dietetic interns will not replace any paid employees in the Facility nor will any funds be exchanged between the University and the Facility. Excessive tardiness to SP sites may be grounds for termination from the rotation. Attendance policies for the SP site should be reviewed with your preceptor.

Any Dietetic Intern unable to perform in a facility is expected to telephone the mentor/preceptor and the Dietetic Internship Director for each day absent (have someone telephone for you if you are too ill). It is recommended if you leave a voice message to also send an e-mail with information as to how to best contact you. Please follow the directions of the preceptor for communicating any absence or tardiness. An absence is considered unscheduled if the mentor/preceptor and the Dietetic Internship Director are not contacted by phone. Medical documentation of your illness is necessary for an absence of 3 or more consecutive days and may be requested for excessive or patterned absences. It is the Dietetic Intern's responsibility to arrange to make up missed SP experiences. The make-up time must be scheduled at the convenience of the facility and within the time frame set by the Internship Director.

### **Withdrawal from SP Rotation or DI Program due to Illness**

If a Dietetic Intern's supervised practice experience must be rescheduled due to medically documented reasons, the Dietetic Intern shall complete the rotation as soon as possible within the next semester at the discretion of the facility. The submission of appropriate paperwork will follow the same time schedule intervals for performance review once the make-up period begins. A Dietetic Intern not completing a clinical rotation during the semester scheduled will receive an Incomplete for PH9997 (PPC). Incompletes must be completed the following semester, or the grade reverts to an F. If a Dietetic Intern must drop out of the DI Program due to an illness or unforeseen circumstances, completion of the DI Program is dependent upon approval by the DI faculty and if within 150% of the 22-month program if adequate SP rotation sites are available.



# Dietetic Internship Policies and Procedures

## Policy DI 7.0 Professional Behaviors & Appearances

### PROFESSIONAL APPEARANCE

Proper grooming is one component of professional appearance and includes good health and hygiene. Minimum jewelry should be worn during your supervised practice rotations. The SP facility's dress code guidelines will be followed by the Dietetic Intern.

- Scrubs may only be worn if approved by the SP facility's dress code and are the appropriate color.
- Closed-toed shoes may be required in certain areas of the facility.
- Body tattoos may need to be covered during SP experience.
- Facial hair may need to be covered with a hairnet/beard guard.
- Facial piercings will be removed during SP experience.
- Hair color may need to be a naturally occurring color.
- On field trips for didactic courses, professional dress is also required. Inappropriate professional attire is outlined below.

The items listed below may not be worn to any of the supervised practice facilities or fieldtrips. If an intern wears them, they will be asked to change clothes or not participate in the day's event(s).

Please note that you are a representative of the UTHSC Dietetic Internship - any event hosted or sponsored by the DI requires professional attire, not just supervised practice.

**Inappropriate Professional Attire:** Shorts, ripped/shredded jeans; activewear; flip flops, slides; sheer fabric without undergarments, tops or bottoms that bare the midriff; low-cut tops exposing cleavage, tops with only spaghetti straps which show under garments; any clothing that is too tight or too short; hats or headgear unless related to cultural/religious beliefs or practices.

The Dietetic Intern should obtain a copy of the facility dress code on or before the first day of clinical rotations.

The UTHSC ID Badge should be worn at all times in class, in SP rotations, and on field trips. A clean and pressed white knee-length lab coat and UTHSC student name badge attached to the front of the lab coat should be worn in supervised practice clinical rotations unless otherwise instructed. Clothing under the lab coat should reflect good taste. A deposit for rotation badges may be required.

For SP in food production areas, closed-toed, non-slip shoes and a hair restraint should be worn. Jewelry should meet facility policies. The Dietetic Intern must follow all regulations from the Health Department when working in food service facilities. Fingernails should be short, clean and if a polish is used, it should be clear. **No artificial nails or eyelashes are permitted in foodservice operations.**

Eating, chewing gum, and smoking are permitted only in designated areas and at assigned times in supervised practice settings.

The student intern is expected to display the highest standards regarding professional dress and sanitation procedures.

Cellular telephones must be silenced, or on “vibrate,” during class or SP experience. This is a professional courtesy. There should be no texting during work hours. These must be returned to the facility at the conclusion of the rotation. Phone calls and/or text messages should only be received during work hours for emergency purposes or as approved by your preceptor.

### **SUPERVISED PRACTICE EXPECTATIONS AND STANDARDS**

Professional behavior is extremely important as you complete rotations at SP facilities. You are a critical link to the continued success of the DI Program. Dietetic Interns will be representing UTHSC at all times. Dietetic interns must treat patients, students, employees, administrators, faculty and all other individuals with respect and courtesy. With regard to patients and clients, remember the ethical practice of our profession as follows:

- Patient charts or medical records are privileged information. Dietetic Interns 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 from unauthorized persons. Patient charts cannot be photographed. (Review HIPAA prior to SP rotations)
- Do not discuss matters pertaining to patients in public places such as elevators, corridors, or lounge areas.
- When placed in a facility, follow any additional facility-specific policies concerning patient/client rights.
- All contact with patients is done only under supervision of a designated UTHSC instructor or the SP preceptor when the Dietetic Intern is placed in SP settings.
- No proprietary materials are to be used or removed from a facility without the consent of the SP preceptor.
- Any documents presented in class or electronically submitted for assignments must have all patient identifiers removed.

# Dietetic Internship Policies and Procedures

## Policy DI 7.5 Professional Behaviors & Disciplinary Actions

UTHSC reserves the right to discontinue the Dietetic Internship Experience of any intern when it is deemed necessary or appropriate to do so. A Dietetic Intern may be dismissed from the program when there is evidence of inability to function or behave effectively and professionally as a UTHSC dietetic intern.

Purpose: To provide the intern the parameters and appropriate notice for being disciplined or terminated when the dietetic intern violates or demonstrates behaviors or actions deemed inappropriate by standards set in the UTHSC Conduct Policy, HIPPA violation, supervised practice site policies, or DI policies.

Procedures:

Disciplinary Actions: Inappropriate behavior, unacceptable professional conduct or other issues deemed inappropriate by the Director of the Dietetic Internship, faculty members and/or SP Preceptor will be brought to the attention of the intern for remediation. If the intern's actions or behavior are deemed grievous enough for immediate dismissal, remediation will not be an option. An appeal process regarding all situations concerning student warning and termination is available and outlined in this policy.

Warning and Termination Process:

### First Formal Warning

Inappropriate behavior, unacceptable professional conduct or other issues identified by the preceptor, faculty, and/or DI Director will be discussed with a first formal warning with the intern. A formal written warning will be issued at this time in addition to verbal counseling. Discussions with the intern will be held at the SP site with the internship director.

The written warning will outline inappropriate behavior, unacceptable professional conduct, or issues violating UTHSC or site policies. Expectations will be outlined for changes in the intern's behavior, actions, and/or performance, along with a monitoring timeline.

A copy of the warning will be given to the intern, placed in the intern's electronic, and paper file. The intern will sign the bottom of the First Formal Warning acknowledging receipt. The intern is informed that signing the warning does not indicate that the intern agrees with the formal warning. If the intern refuses to sign the document, the DI Director will sign and date the warning statement and indicate on the statement a refusal by intern to sign the warning. Continuation of inappropriate behavior, unacceptable professional conduct, identified issues or policy violations will result in a second formal warning.

### Second Formal Warning

Based on the monitoring timeline developed during the First Formal Warning, continued inappropriate behavior, unacceptable professional conduct or other issues will be addressed

in a Second Formal Warning. A second warning may include new behavioral issues exhibited by the intern.

A Second Formal Warning will outline clear expectations for changes in the intern's inappropriate behavior, unacceptable professional conduct, or other issues, along with a monitoring timeline.

A copy of the second formal warning will be given to the intern and placed in the intern's electronic and paper file. The intern will be asked to sign the warning acknowledging receipt. The intern is informed that signing does not indicate that the intern agrees with the formal warning. If the intern fails to sign, a document will be signed stating failure and refusal for signing with a witness present.

Discussions with the intern will be held in the DI Director's office. Continuation of inappropriate behaviors past the timeline outlined in the second formal warning will result in termination.

### Termination

Before termination action is taken, the intended termination must be presented to the faculty committee for review.

A final internship termination review will be held at UTHSC. When it has been determined that the intern has not made sufficient progress toward correction of identified inappropriate behavior, unacceptable professional conduct, or other issues, despite previous formal warnings, the DI Director will hold a final internship termination conference.

The intern will be notified verbally and in writing of termination from the program.

An intern terminated from the UTHSC internship program for inappropriate behavior, unacceptable professional conduct or other issues will not be considered for future internship placements with UTHSC. Dismissal from the program will be communicated to The Academy of Nutrition and Dietetics Commission on Dietetic Registration for determination whether the dismissed intern is eligible for entrance into other accredited programs in the future.

Violations of Misconduct may include:

Refusal to follow Policies and Procedures outlined in both the P&P manual and the UTHSC Handbook.

HIPPA violations will be reviewed for possible immediate dismissal.

Examples of inappropriate behavior, unacceptable professional conduct or other issues include, but are not limited to:

- Failure to follow guidelines and ethics in P&P Manual and Handbook
- HIPPA violations, breaking patient, or client confidentiality.
- Violations of site policies and procedures
- Insubordination to supervised practice preceptors or site staff
- Chronic tardiness of over 15 minutes to rotation sites

- Excessive/blatant absenteeism of over 3 days
- Failure to complete pre-rotation work
- Failure to be prepared for rotations
- Leaving the facility without permission
- Theft or pilferage
- Sleeping while at rotation site
- Working on internship projects or any other work while at supervised rotations sites
- Wearing inappropriate clothing for supervised practice rotation
- Unkempt personal hygiene such as hair, teeth, and nails
- Failure to perform or observe any of the terms or provisions of the Internship Agreement

The previously described warning procedures are appropriate for minor offenses that can be identified, monitored, and resolved.

Reporting to hospital locations while under the influence or while impaired by alcohol, illegal substances, prescribed or non-prescribed controlled substances will be immediately dismissed from the UTHSC Dietetic Internship regardless of the disciplinary action described above.

# Dietetic Internship Policies and Procedures

## Policy DI 8.0 Student Dietetic Responsibilities

### RESPONSIBILITIES OF INTERNS

- Completing all UTHSC requirements for newly admitted students upon admission (<https://sph.uth.edu/new-students/#TID-e0cbad69-3a05-4a60-ab3a-3210158b97b5> -2 – See Checklist) including a Criminal Background Check (<https://www.uth.edu/registrar/applicants/criminal-background-check>) at the student's expense.
- Providing original copies of DPD Verification statement signed by DPD Director, an official stamped transcript showing undergraduate degree, and current immunization record signed by health practitioner. Immunizations must meet the UTHealth requirements and remain current during SP rotations. A copy of immunization record may be required by supervised practice facilities.
- Personal automobile insurance and transportation to SP facilities (includes gas and parking)
- Meals at SP facilities.
- Following all policies, procedures and regulations of SP facilities.
- Completing any pre-requisite application paperwork, drug screen, criminal background check, or orientation sessions required by assigned SP facilities according to their deadlines for completion and at the intern's expense.
- Reporting on time and following the assigned time schedule. Dietetic Interns may not leave assigned facility areas during SP scheduled time without permission of the SP faculty. Failure to notify the preceptor will result in the loss of SP hours for that day and possible suspension from the rotation. 13
- Contacting the SP preceptor and the UT Health Science Center – Houston DI Director / Asst. Director if an emergency arises. Since this program is very intensive, it is strongly recommended that absenteeism occur only in an emergency.
- Completing assignments on time. This includes evaluations and activity reports. The Dietetic Intern will be advised by faculty of each course as to assignments, requirements and evaluations.
- Keeping a log of hours spent in facilities and/or completing assignments for SP. These logs will be checked by faculty at specified times. Many facilities require Dietetic Interns to log their patient contact hours. This should be completed daily. The logs will serve as a reminder to the Dietetic Intern of the projects and competencies completed.
- Covering the costs (through personal health insurance or personal funds) of any

emergency healthcare delivered at a facility.

- Following the academic scholastic honesty policies and code of conduct for students of the School of Public Health on all homework assignments, papers, or other work submitted.
  - Enrolling in a minimum of 1 semester credit of PH 9997 (PPC) during the Supervised Practice rotations in order to maintain the Student Malpractice Insurance coverage and continuous enrollment as a Full-Time graduate student while enrolled in the Dietetic Internship.
  - Paying the Dietetic Internship fee for the semester prior to the first day in a facility for the supervised practice rotation.
  - Providing proof of health insurance to the Director of the Dietetic Internship prior to beginning supervised practice experience. This proof will be placed in your intern file maintained by the Dietetic Internship Program Director. A copy might be requested by one of your supervised practice facilities. Please furnish them upon request.
- Providing proof of COVID 19 vaccinations and boosters when requested. This is a recent addition to the requirements added to the intern's

## **Dietetic Internship Policies and Procedures**

### **Policy DI 9.0 Handling of Concerns by Dietetic Interns**

If the Dietetic Intern has any questions related to the issues addressed in the Dietetic Intern Handbook, they should first address them with the Dietetic Internship Program Director, Co-Director or Assistant Director of the Dietetic Internship. If they are unable to resolve their issues or concerns, the Dietetic Intern is encouraged to contact the UTHSC, Director of the Michael & Susan Dell Center for Healthy Living. For unresolved issues the Dietetic Intern may contact the Dean of the School of Public Health and / or The Accreditation Council on Education for Nutrition and Dietetics (ACEND) at The Academy of Nutrition and Dietetics (AND) 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995 ph: (312) 899-0040 ext. 5400 toll free: 1 + (800) 877-1600 ext. 5400 E-mail: [acend@eatright.org](mailto:acend@eatright.org)



# Dietetic Internship Policies and Procedures

## Policy DI 10.0 Non-Discrimination Policy

### Non-Discrimination Policy

UTHealth School of Public Health strives to create and actively promotes a welcoming and supportive environment in order to recruit, hire and retain a culturally diverse faculty, staff, and internship cohort. UTHealth provides an environment of nondiscrimination and affirmative action for everyone. As part of the UTHealth program for equal opportunity, the policy statement reads as follows:

The University of Texas Health Science Center at Houston (“university”) is committed to providing a working and learning environment free from discrimination and harassment. The university prohibits discrimination and/or harassment by any member of the university community on the basis of race, color, religion, sex (including pregnancy), gender, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the university or any of its component entities on any basis prohibited by applicable law or university policy.

To help achieve an environment free from prohibited discrimination and harassment, the university provides anyone who believes they have been subjected to discrimination or harassment a complaint process to address their concerns.

Individuals who engage in conduct that violates this policy are subject to disciplinary action up to and including termination and/or dismissal.

<https://www.uth.edu/hoop/policy.htm?id=1448214>

# Dietetic Internship Policies and Procedures

## Policy DI 11.0 Code of Conduct

Violations of the Academy of Nutrition and Dietetics Code of Ethics

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?fla=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

Violation of the AND Code of ethics can result in immediate dismissal from the UTHealth Dietetic Internship Program. It is the intern's responsibility to be knowledgeable and familiar with the "Code".

It is also the intern's responsibility to read the UTHealth Student Handbook and sign that they have read and understand the handbook.

The student has the primary responsibility to be academically honest. In this regard the student is also responsible for the policies and procedures as they are outlined in the University's academic policies.

The faculty of UTHealth Dietetic Internship supports the stated professional ethics and the following standards in various aspects of the internship program.

1. The faculty respects the dignity of each individual with which they are associated.
2. The faculty respect confidence imparted to them.
3. The faculty seeks to maintain an optimal level of safety for all individuals they come in contact with in the didactic and clinical aspects of the program.
4. The faculty assures that any study or educational experiences involving human subjects follow the UTHealth IRB guidelines.
5. The faculty identifies the student's level of competence in skills and communicates this information to the clinical preceptors.

The internship will not tolerate any type of activity considered by the faculty to be cheating or engage in any activity whose intent may be construed as cheating. The following is a list of actions, which may cause dismissal from the program. This list is not considered all-inclusive, and other actions of dishonest nature or construed to be dishonest, may also result in dismissal from the Dietetic program.

1. Students must not cheat on a test or obtain answers from others, by copying the work of others, by obtaining unauthorized material from others, and must ensure that they do not give the appearance of cheating.
2. Students must do their own work and must not plagiarize.
3. Students are not to obtain copies of impending exams prior to the testing, and after

an exam, such copies are not to be kept by students unless authorized by instructor.

4. Student should avoid unexcused absences and should not fabricate reasons for absences.
5. Student are not to engage in any unethical, illegal, or dishonest behaviors.

As a comprehensive health science university, the mission of The University of Texas Health Science Center at Houston (“university”) is to educate health science professionals, discover and translate advances in the biomedical and social sciences, and model the best practices in clinical care and public health. As we endeavor to achieve this mission, the university must uphold ethical, professional, and legal standards to serve as the basis for our work. These standards are outlined in the link below.

<https://www.uth.edu/hoop/standards-of-conduct-guide.htm>

# **Dietetic Internship Policies and Procedures**

## **Policy DI 12.0 Completion of Both Dietetic Internship and Master of Public Health**

### **Criteria to Successfully complete both DI and MPH at the UTHSC**

UTHSC is a combined Dietetic Internship Program and Master of Public Health. It is designed to be completed simultaneously.

To successfully complete the internship program and be able to sit for the Registration Examination for Dietitians the following must be satisfied:

1. Successful completion of all internship supervised practice rotations and required hours as stated in the handbook.
2. An 80% or better on all final evaluations during each rotation
3. Successful completion of all graduate courses on the curriculum degree planner.
4. Successful completion of either a Thesis or Integrated Learning Experience (ILE-DI capstone)
5. Submission of all required paperwork to the graduate school on or before announced deadlines.

Upon successful completion of both the MPH and the Dietetic Internship A "Verification Statement of Completion" will be issued to the student. The Verification Statement and a transcript with the University seal and MPH issued is required to take the registration examination for dietitian nutritionist. This completed paperwork is uploaded to CDR so that the student can take the CDR examination for RDN.

#### **Criteria for Licensure in Texas**

Students enrolled in programs leading to licensure in Texas or certification nationally must be eligible for licensure according to the law established by that particular State Board of Licensure.

Students will have completed and taken the CDR exam for Dietitians and passed. They are then responsible for taking a Jurisprudence exam and completing a module on Human Sex Trafficking in the State of Texas. Once completing those items, the student will pay the required fee to become a Licensed Dietitian in the state of Texas.

Individuals convicted of a felony may not be eligible for licensure or certification in health professions. Students are urged to contact the appropriate licensure or certification agency for further information.

<https://www.tdlr.texas.gov/diet/dietapply.htm>

You must pass two examinations before applying for Texas licensure for dietitians:

1. The Licensed Dietitian Examination given by the Commission on Dietetic Registration
2. The Texas Jurisprudence Examination

For more information on the examination process, please see the [dietitian examinations page](#).

# **Dietetic Internship Policies and Procedures**

## **Policy DI 13.0 Selection and Maintaining Supervised Practice Rotations**

Supervised practice facilities are selected and evaluated for adequacy and appropriateness to ensure the facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve. Written affiliation agreements are maintained with outside institutions, organizations, and/or agencies (i.e. facilities) providing supervised practice experiences to meet intern competencies.

### **Procedures:**

#### **Selecting and Evaluating Supervised Practice Facilities:**

- The majority of supervised practice experiences occur within the Texas Medical Center and their community affiliates
- Community and School & Hospital Foodservice rotations are within a 50-mile radius of the School of Public Health in the Texas Medical Center
- Supervised Practice Facilities are selected based on the following criteria:
  - Ability to adequately and appropriately provide experiences needed to achieve intern competencies
  - Presence of a preceptor qualified as per current ACEND guidelines and accreditation standards.
  - Ability to establish an Affiliate Agreement as described in this policy
- Supervised practice facilities are evaluated by interns after each rotation experience
- The Internship Director reviews supervised practice facilities and preceptors continually as they are used. The Internship Director reviews the interns' evaluations of supervised practice facilities and preceptors as they are received throughout the year; periodically visits supervised practice facilities; identifies issues needing improvement; and takes appropriate action and steps to encourage the facility and preceptor to make improvements. If the Internship Director determines that the supervised practice facility and/or preceptor is not capable of or not compliant with making needed improvements and/or is no longer appropriately staffed or providing the needed experiences to complete and achieve competencies, the internship director will terminate the relationship with that supervised practice facility.

#### **Affiliate Agreements:**

- Affiliation Agreements are required with institutions, organizations, and/or agencies where interns are placed for supervised practice that meet intern competencies and/or that involve the intern providing direct patient care and related tasks.
- The process of establishing affiliation agreements begins well in advance of placing interns at a supervised practice facility to account for the time needed for review of the agreement by both parties.
- Affiliation agreements delineate the following:

- Rights and responsibilities of both the Dietetic Internship (sponsoring organization) and the supervised practice facility (affiliating institution, organization and/or agency)
- Content and competencies covered in the supervised practice experience
- Timing and length of the supervised practice experience
- Documentation (for example, proof of health insurance, proof of professional liability insurance, immunizations and vaccinations, CPR, ServSafe or equivalent). This can be provided upon request of facility
- Length of time the agreement is in effect
- Procedure for terminating the agreement
- Affiliation agreements are signed by the Executive VP & CEO at University of Texas Health Science Center – Houston and the appropriate supervised practice facility administrator who has appropriate authority
- Affiliation agreements are finalized and signed prior to placing interns at the supervised practice facility
- Maintenance of affiliate agreements includes annual reviews by internship director to ensure they have not expired and the content is current
- Affiliation agreements are stored by the Internship Director and will be made available for review by ACEND program reviewers as requested
- Affiliate agreements are required for all sites the intern are placed

# Dietetic Internship Policies and Procedures

## Policy DI 14.0 – Remediation/Retention

### Remediation

**Purpose:** To address remediation requirements for Dietetic Internship students receiving grades of less than 80% in a class where students are receiving competency hours that count towards their Dietetic Internship portfolio.

Note: this Remediation Plan is specific for the Dietetic Internship students and is above and beyond any requirements the UTHSC requires specific to the student's grades, academic performance, or other performance expectations of the school.

**Summary:** Students in this category may have received low point values on assignments during the course or on the final proposal/project/exam. Each assignment is graded and extensive feedback provided to the student to aid revisions to develop their final proposal/project/exam.

### Notification:

Instructor/Preceptor informs both the student advisor and DI Director of that the student's grade is less than 80%.

Student receives notification of their grade through official grade rosters at UTHSC.

DI Director and Advisor contact the student to plan a remediation for said project and/or test. This is done on an individual basis and the DI Director and Advisor are abreast of project and timeline associated for completion. The intern will sign off on the new project and state that they understand that completion with a grade of  $\geq 80\%$  is necessary for passing and receiving designated competencies.



# Dietetic Internship Policies and Procedures

## Policy DI 15.0 – COVID 19 P&P

### COVID 19 Vaccination Policy for Dietetic Interns

**Purpose:** To address vaccination requirements for Dietetic Internship students.

**Summary:** COVID – 19 Vaccination Policy - The Dietetic Internship Program will follow the UTHSC COVID-19 guidelines, including guidelines regarding COVID-19 vaccines.

While UTHSC does not mandate COVID-19 vaccinations for university students at this time, many hospitals and other facilities with which we have affiliate agreements to provide clinical supervised rotations to Dietetic Internship students do require COVID-19 vaccination. Dietetic Internship students should be aware that, if they have not received the COVID-19 vaccine, supervised rotation placements in the medical community may be difficult to find. In order to facilitate clinical placements, students will be required to provide proof of COVID-19 vaccination status prior to beginning the Dietetic Internship Program

Students who wish to request a medical (<https://www.uth.edu/hr/department/equal-opportunity/disability-accomodation.htm>) or religious

(<https://www.uth.edu/hr/department/equal-opportunity/religious-accommodation.htm>)

exemption should submit the appropriate forms to the Office of Diversity & Equal Opportunity.

Students should be aware that many hospitals and other facilities will not accept exemptions from students. While the program will strive to find placements for students with a valid exemption, the student may be delayed and/or unable to complete the program if suitable alternative placements cannot be identified.

# **Dietetic Internship Policies and Procedures**

## **Policy DI 16.0 Student Privacy Protection**

**Purpose:** To address the Protection of Privacy for Dietetic Internship students.

**Summary:** PROTECTION OF PRIVACY

Family Educational Rights and Privacy Act of 1974: The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232 g. and the Texas Open Records Act, Texas Revised Civil Statutes Annotated, art. 6252-17a, provide students with certain rights regarding their educational records. Each eligible student has a right to: 1) inspect and review the student's education records; 2) request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and its regulations authorize disclosure without consent; 4) file a complaint concerning alleged failures by the institution to comply with FERPA and its regulations authorize disclosure without consent; 5) obtain a copy of the institutional policy by contacting the office of the Registrar or the Dean's office of each school.

# Dietetic Internship Policies and Procedures

## Policy DI 17.0 Student Formal Evaluation of Performance and Retention

**Purpose:** To address the Student Performance.

### STUDENT EVALUATION

Student performance is evaluated through examinations and instructor feedback in didactic courses. A final grade of 80% or greater in each required nutrition/dietetic course (PH 1232, 1229, 1231, 5098-850, 5098-800, 5098-870, PH5098-850-CM, PH50980-800-GFH) is required to progress to the subsequent supervised practice rotations (See DI Program Calendar). Performance in supervised practice rotations is evaluated during each rotation and at the end of the rotation in both informal and formal ways. At the end of each semester, an overall evaluation by the Internship Director, faculty, and staff is conducted with the student. Achievement of specified Supervised Practice Competencies is expected by each Dietetic Intern graduating from the UT Health Science Center – Houston DI. If a Dietetic Intern fails more than one rotation, his/her status in the internship will be reevaluated with the Internship Director and Internship admissions committee. Any failed supervised practice rotation must be made up before the intern can progress to the next rotation.

### SUPERVISED PRACTICE EVALUATION

The following scoring template is provided on the Competency Evaluation Form for all Supervised Practice (SP) Preceptors.

3	Outstanding performance; based upon progress and response to feedback within current rotation.
2	Good performance; based upon progress and response to feedback within current rotation.
1*	Needs improvement; should be exhibiting more skills at this point in current rotation.
0**	Unacceptable performance.
N/A	N/A No opportunity to observe or accomplish during this rotation.

\*Requires action plan and documentation prior to start of next rotation.

\*\*Please contact program director immediately. May require review by DI committee and repeat of rotation components.

If less than a score of 2 is made on any competency, an action plan with documentation for completion prior to the next SP rotation must be submitted to the DI Director. A preceptor must evaluate the intern with a minimum of 2 for every competency in order to complete all SP rotations. The Dietetic Intern will have one opportunity to improve their grade to achieve competency in each supervised practice rotation. If after one opportunity the Dietetic Intern does not achieve competency, then they will be required to withdraw from the supervised practice rotation. More than one unexcused absence or tardiness during a supervised practice rotation may result in the intern's removal from the Dietetic Internship. Proper communications and reliability are necessary professional skills and requirements for completing the Dietetic Internship.

# Dietetic Internship Policies and Procedures

## Policy DI 18.0 Program Completion

**Purpose:** Requirements to graduate from the University of Texas Health Science Center – Houston Dietetic Internship and MPH Program

### PROGRAM COMPLETION AND GRADUATION

Completion of the Dietetic Internship will require the following:

1. Successful completion of all planned experiences to meet each core competency.
2. Successful completion of all program rotations with satisfactory evaluations for each rotation.
3. A minimum of 1,000 (revised d/t COVID-19 Pandemic) in clock hours in supervised practice facilities for achievement of performance requirements for entry-level dietitians. See details as to how total hours are obtained in Handbook Appendix.
4. Required coursework needed for completion of DI program:
  - PHM 1232 – Public Health Nutrition Practices
  - PHM 5098 – Culinary Medicine
  - PH 5098 – Garden for Health
  - PH 9997 – Section 800 Specialty Practice Public Health Practicum (community and foodservice)
  - PH 9997 – Section 870 Specialty Practice Diabetes Seminar
  - PH 1229 – Sim Lab
  - PH 1231 – Advances in Medical Nutrition Therapy/Simulation Training
  - PH 9997 – 850 Specialty Practice Public Health Practicum (clinical and specialty practice)
5. Recommendations by faculty and staff in supervised practice settings that the student has successfully mastered the core competencies necessary for achievement of the performance requirements for entry-level dietitians. Achievement will be determined by various evaluation methods, both formative and summative.

After satisfactory completion of the required supervised practice experiences, the Program Director will provide the Dietetic Intern with a copy of the Verification Form indicating completion of the UTHSC Dietetic Internship. The Program Director will complete the necessary administrative work to notify the Commission on Dietetic Registration (CDR) of the intern's status (<https://www.cdrnet.org/>). The intern will then complete the necessary paperwork to register for the Registration Examination for Dietitians and take the examination. The Program Director requests that each intern make arrangements to take the Registration Exam as soon as possible after completion of the DI Program and report the outcome of the exam results upon completion. The Program Director will also provide the Dietetic Intern with information on becoming a Licensed Dietitian in the State of Texas.

# **Dietetic Internship Policies and Procedures**

## **Policy DI 19.0 Support Service for Dietetic Interns**

### **ACCESS TO STUDENT SUPPORT SERVICES**

The Student Affairs Office is conveniently located on the second floor of the UTHSC. Every newly admitted Dietetic Intern is required to attend new student orientation conducted by the Office of Student Affairs. The Student Support Services website provides information for all students such as housing and transportation, the student health clinic, recreation, childcare, scholarships, etc. at: <https://www.uth.edu/registrar/current-students/student-information/student-services.htm>

# **Dietetic Internship Policies and Procedures**

## **Policy DI 20.0 Access to Personnel/Email Files**

### **Access to Personal Files**

Interns have the right to inspect their admission records on request before and/or after graduation under the provisions of the Federal Education Rights and Privacy Act, as amended in December 1974. Students may request to see all other records on file by appointment during normal working hours. The program director will provide the record to the intern upon written request. Interns are required to examine their records within the director's office. If an intern wants to contest the accuracy or completeness of the information, he/she, may do so. A written request for corrective action or rebuttal should be submitted to the program director within two working days of examination of records. records kept on file by the DI director in the department will include:

1. Completed application materials for admission.
2. Letters of recommendation (Accessible to student only if rights or confidentiality has not been waived).
3. Current address, telephone number, and person to be notified in case of emergency.
4. Record of evaluations and grades.

The student will lose both access to the school building and resources upon graduation. They may attend functions as visitors with proper identification. Their UTHSC email address will be discontinued upon graduation from the University of Texas Health Science Center – Houston. The student will no longer have access to this privilege.