

BROOKLYN



COLLEGE

DIETETIC INTERNSHIP STUDENT HANDBOOK

MISSION STATEMENT OF THE DI PROGRAM

The Mission of the DI program in the Department of Health and Nutrition Sciences is to provide graduate students with a high quality multidisciplinary, critical perspective on foods and nutrition. Knowledge in dietetics includes, but is not limited to, an understanding of medical nutrition therapy, food service management, and community nutrition. Graduate students are prepared through academic courses, internships, and research experiences to contribute as nutrition professionals.

GOALS AND OBJECTIVES OF THE DI PROGRAM

Deliver a high quality experiential program in dietetics that prepares entry level nutrition professionals. To achieve this goal, the Department of Health and Nutrition Sciences expects that 90% of the DI graduates will be employed in the dietetics field one year after completing the DI. The Department of HNS also expects that 85% of the DI graduates will pass the registration examination for dietitians on the first time. A summative evaluation of the DI program will be completed by students at the end of the academic year rating the program with a score of 80% or better.

- ❑ Students will complete the necessary experiences to provide the in depth knowledge and skills in foods and nutrition to meet the entry level competencies for a Registered Dietitian.
- ❑ Students will communicate effectively with other professionals and clients.
- ❑ Students will apply computer technology to problems in foods and nutrition.

Deliver a student centered experiential program in dietetics which supports students' progress and fosters their professional development. To achieve this goal, the Department of Health and Nutrition Sciences expects that 80% of the DI graduates will complete a masters degree within two years of completing the DI. Students and preceptors will complete a summative evaluation of the DI, rating the program with a score of 80% or better.

- ❑ Students will have easy access to materials and counseling to support their progress through the dietetic internship.
- ❑ Students will participate in the governance and evaluation of the dietetic internship.

- ❑ Students will utilize resources that foster professional development such as counseling, recruitment, job postings, speakers, PRINS website.

To deliver an experiential program in dietetics that develops students' respect for the diversity of the borough of Brooklyn. To achieve this goal, the students will complete a summative evaluation of the program and score at least 80% or better on the diversity issues.

- ❑ Students will participate in experiential activities that foster knowledge of cultural diversity.
- ❑ Students will complete supervised practice experiences that involve interaction with culturally diverse clients and professionals.

ACCREDITATION/APPROVAL STATUS:

The Brooklyn College Dietetic Internship is currently granted developmental accreditation status by the American Dietetic Association Commission on Accreditation for Dietetics Education (CADE), 216 West Jackson Boulevard, Suite 800, Chicago, IL, 60606; (312) 899-5400. CADE is a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education.

CREDENTIALING INFORMATION:

To successfully complete the DI, students must meet all the specific competencies outlined by the ADA. These competencies are based upon specific learning experiences designed to provide necessary tools for entry-level dietitians. Students work with preceptors at each field site and with the DI Program Director to insure that all competencies are met. Students completing the DI are expected to pass the Registration Examination for Dietitians, to be able to practice in a variety of settings and to take part in professional activities.

ADMISSION REQUIREMENTS:

- 1) Graduation from an ADA approved didactic program in dietetics.
- 2) Matriculation in the Brooklyn College M.S. in Nutrition Program.
- 3) Completion of 12 graduate credits in nutrition including H&NTR 716X (Nutritional Aspects of Disease) and H&NTR 716.1 X (Assessment Techniques and Nutritional Care) with a grade of B or better in each course.

Students who are accepted to the program will have completed an undergraduate didactic program in dietetics (DPD) and have received a verification statement of completion from the program director. In addition, students must have taken 12 graduate credits in nutrition and be matriculated into the M.S. program in Nutrition at Brooklyn College. The 12 graduate credits must include two required courses (716X and 716.1X, with a grade of B or better) and an additional two elective courses. Students will be required to register for a graduate seminar course each semester which will be given concurrently with the supervised clinical practice component.

Separate applications are required for the DI program and the MS in Nutrition. Please contact the Department of Health and Nutrition Sciences (dipro@brooklyn.cuny.edu) for an application for the DI program.

All applicants will be required to participate in computer matching. Applicants can obtain computer matching instructions and a mark/sense card to prioritize their DI preferences from their Didactic Program in Dietetics (DPD) program director or directly from D&D Digital Systems, Inc., 304 Main Street, Suite 301, Ames, IA 50010-6148, Phone: (515) 292-0490, Fax: 515-663-9427, <http://www.dnddigital.com> or email: dnd@netins.net. This request should be made to allow turn around time for submitting by a February 14, 2003 postmark deadline. There is no charge for this material. However, there is a \$50.00 charge for computer matching that is due with the applicant's prioritized ranking. Separate applications are required for the Brooklyn College Dietetic Internship and for computer matching.

COST TO STUDENTS:

Tuition fees: Graduate students who are New York State residents pay \$185.00 per credit, maximum tuition each term is \$2,175; non residents pay \$320.00 per credit, maximum tuition each term is \$3,800.

Students must complete 12 graduate credits before acceptance into the DI. Once admitted, students must register for the following courses:

Fall semester:

HNS 720X:	Seminar in Nutritional Practice	3 credits
HNS 722.IX:	Fieldwork in Dietetic Practice I	3 credits

Spring semester:

HNS 721X:	Seminar in Clinical Application of Nutritional Research	3 credits
HNS 722.2X:	Fieldwork in Dietetic Practice II	3 credits

In addition to the tuition of these (12) credits, students are responsible for the following fees:

- Non-refundable application fee.....\$ 40.00
- Materials fee (per semester).....\$100.00
- Liability insurance.....\$ 20.00
- Personal health insurance.....varies
- Textbooks (per semester).....\$250.00
- Uniform costs.....varies
- Transportation.....varies
- ADA Student Membership.....\$43.00

SCHEDULING AND PROGRAM CALENDAR:

Rotation Schedule for Fieldwork in Dietetic Practice I and II (722.1X and 722.2X):

Medical Nutrition Therapy (MNT): 375 hours
 Food Service Management (FSM): 250 hours
 Community Nutrition: 200 hours
 Independent Practice: 75 hours

The DI director will assign students to facilities for their rotations and scheduling will be discussed on an individual basis with preceptors.

Seminar (HNS 720X and 721X)

Attendance to the seminar course is required. Any absence or lateness must be discussed with the DI director. One excused absence is allowed. The intern is responsible to obtain any information missed in the seminar. A syllabus with the class schedule and course requirements will be distributed at the first class meeting.

ATTENDANCE/SICK DAYS: The 900 hour Brooklyn College DI is designed to cover a 36 week period. Each week, students are expected to be at their supervised site for a period of 25 hours. Scheduling of rotations and classes are provided upon admission to the DI.

If an emergency arises and a student will be late or absent, the student must immediately notify the field supervisor and arrangements for make-up time must be made. The DI program director must be notified in writing about each lateness/absence and subsequent make-up time.

Failure to properly notify appropriate instructors in advance of intended absences will result in students being placed on probation and the possibility of dismissal from the program. If a student is absent over an extended period of time due to illness or other reasons, the experiences missed, or entire rotations, may need to be rescheduled. Determination of the rescheduling will be made by the program director.

Students are accorded several holidays during the academic year as well as a break during intersession. These are indicated in the Program Calendar which is made available each semester.

Students who are observant of religious holidays must notify the field supervisor and the program director at least two weeks in advance that they will be absent from the site. The student must arrange to reschedule the missed time and specific experiences.

ACCESS TO PERSONAL FILES:

Rights of access: Pursuant to the family Educational Rights and Privacy Act of 1974 and the Board of Trustees of the City University of New York Student Records Access Policy of April, 1979, College students have "the right to inspect and review any and all official records, files, and data directly related" to them and to deny access by others without written consent of the student except under limited and specified circumstances. This right pertains to any present or former student but not to candidates for admission.

The procedure for students to inspect records is stated in the *Brooklyn College Graduate Bulletin 2001-2004*, pgs.177-178.

STATEMENT OF EQUAL OPPORTUNITY:

It is Brooklyn College's policy that its educational and employment programs will be administered without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, age, alienage or citizenship, disability or veteran status, or other factors irrelevant to productive participation in the programs of the college.

The complete policy is published in the *Brooklyn College Graduate Bulletin 2001-2004*, p. 175

INSURANCE: Students are responsible for liability coverage, auto and health/medical insurance.

- ❑ LIABILITY INSURANCE: All students in the DI must purchase professional liability insurance before beginning their field experience. Applications for coverage will be provided to students upon acceptance into the program. The current fee for liability insurance is \$20/year. Verification of coverage must be provided before beginning the program. Failure to provide evidence of coverage will result in removal of the student from the program.

- ❑ HEALTH INSURANCE: Evidence of medical coverage must also be provided before beginning the program. Failure to provide evidence of coverage will result in removal of student from the program.

- ❑ LIABILITY FOR SAFETY IN TRAVEL: Students are responsible for travel arrangements and liability for safety to and from the rotation sites and the college. The facilities and the college assume no responsibility in this matter.

ILLNESS OR INJURY AT THE ROTATION SITE: The facility will provide emergency medical care to the student who becomes ill or injured while working on the premises. The cost of emergency treatment or medical care provided by the site is the student's responsibility. Any medical care needed beyond the initial treatment is the student's responsibility.

GRIEVANCE PROCEDURE: If a student has a grievance at a field site the procedure is as follows: The student should first confer with the preceptor to settle the problem. If the student is still dissatisfied, he/she may send a letter to the DI director stating the problem and an appointment will be arranged to discuss the matter.

DISCIPLINARY/TERMINATION PROCEDURE: If the field supervisor or program director thinks that a student is not meeting academic or clinical standards, the matter will be discussed with the student and a record of the discussion will be entered into the student's personal file. If the prescribed changes in behavior are not made, the student may be discharged from the site and required to repeat the rotation at another facility. If two such terminations are required, expulsion from the DI program will result.

Students who become ill or have other personal problems that prevent the completion of the program are encouraged to withdraw completely from the program and reapply for admission at another time.

Other reasons which may lead to dismissal are: absenteeism, habitual tardiness, academic or clinical deficiencies, and failure to follow rules of rotation sites.

HOSPITAL POLICIES: Students must follow all hospital rules and regulations when working at the facility. Required physical examinations and laboratory tests must be completed before the student will be allowed to work at the site. Dress must follow the regulations of the facility. White lab coats or uniforms must be purchased, protective hair covering may be required for food service rotations, and identification badges must be worn at all times.

LIABILITY FOR SAFETY IN TRAVEL: Students are responsible for travel arrangements and liability for safety to and from the rotation sites and the college. The facilities and the college assume no responsibility in this matter.

TRANSPORTATION COSTS: Students are responsible for all costs incurred traveling to and from rotation sites, college, and any professional seminars or meetings. All rotation sites are accessible to public transportation. Distance to the furthest site from the college does not exceed 10 miles.

CREDIT FOR PRIOR LEARNING:

All students are required to complete 900 hours of supervised practice experience. Students who have extensive experience in one area of dietetics may petition the program director to substitute different learning activities for ones that would be redundant for them. A detailed account of prior experience by the student with two letters from supervisors is required. Students are still required to complete all the DI assignments.

PERFORMANCE APPRAISAL: Students will be evaluated on their progress throughout the course of the DI.

- After each rotation students will receive written evaluation by their preceptors.
- Performance in the seminar courses will be assessed on the basis of written work and oral presentations. The program director will assign grades for 720X and 721X.
- Students will meet with the program director at designated times to review student's progress.
- The program director will confer with site preceptors to monitor students' progress.
- Progress in the practice program will be assessed by preceptor's evaluations of performance in each rotation as well as by grading of written assignments. These will form the basis of the grades given by the program director for the fieldwork courses (722.IX and 722.2X).

PROGRAM COMPLETION REQUIREMENTS:

Students must satisfactorily complete all rotation assignments. Students will be evaluated by their site preceptor and learning objectives appropriate for each individual rotation. Preceptors are asked to evaluate students with learning instruments which assess students' performances from marginally acceptable to excellent. The preceptor then evaluates the students' overall performance by indicating whether or not the rotation has been successfully completed using a grading system: A+/A = Excellent; A- /B+ =Above Average; B/B- =Satisfactory; C+/C = Marginal; F = Unsatisfactory. If the rotation is not successfully completed the preceptor will indicate that the student has not passed the rotation.

If a rotation is not successfully completed, students must take the rotation over until satisfactorily completed within two years of commencement of the program.

- Students must receive a minimum average grade of B in courses 720X, 721X, 722.IX and 722.2X.
- Upon completion of clinical practice and course work by the student, the Program Director will review the student's record and if clinical assignments, coursework and preceptor evaluations are

satisfactory, will issue a verification statement. Students can then apply to sit for the Registration Examination for Dietitians.

- Students who are unable to complete rotation assignments due to documented illness or other reasons acceptable to the Program Director, will be advised to schedule alternative time within the semester; if assignments and activities cannot be satisfactorily completed during the normal program time, the student will be advised to withdraw and reapply.