Affirmative Action

University of Central Oklahoma in compliance with Title VI of the Civil Rights Act of 1964, Executive order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.
General Information

Introduction

This guide is designed to aid students in planning and successfully completing the Dietetic Internship (DI), a supervised practice program.

The DI has received Accreditation by the American Dietetic Association by the Commission on Accreditation for Dietetic Education.

Resources

Computer Center: a computer center is available in the Human Environmental Sciences building on the second floor, north end. Graduate students may request an e-mail address and allocation of funds to cover costs of computer time for analysis of data for thesis.

Library: See catalog for information. Several peer reviewed journals available.

HES: The Human Environmental Sciences, nutrition department has many tools and materials available for student use including, but not limited to the Journal of the American Dietetic Association dating back up to 5 years, Today’s Dietitian, 5# fat and muscle blobs, 20# fat vest, 3-D My Pyramid model, electronic calipers, test tubes, diabetes wands, portion plates and measuring cups/spoons, and BIA device.

Financial

Information regarding sources of financial assistance is available from a number of sources on campus. Some of the types of assistance and where to get information are as follows:

Fellowships and Scholarships: The Department of Human Environmental Sciences keeps an updated file of information on a wide variety of fellowships and scholarships. In addition, a list of available fellowships and scholarships is periodically revised and available in the Office of Financial Aid. Announcements are posted on a large bulletin board in the HES building, room 113. Students are encouraged to check the bulletin board regularly.

Placement: The University Placement Services provide information regarding position openings, counseling, and career guidance. The faculty of the Nutrition program provides information on openings as they are notified of such positions. Notices are placed on the bulletin board in HES 113.
Mission

The dietetic internship strives to develop competent, entry-level dietetic professionals through excellence in education and transformative learning experiences.

Dietetic Internship Outcome Measures:

Goal: The Program will prepare interns for careers as registered dietitians

Outcomes:
* ≥80% of students will complete the internship within 18 months
* ≥80% of students will rate themselves as prepared or well prepared for their first professional dietetics experience
* ≥70% of graduates who seek employment will be employed within three months of completion
* ≥80% of students will pass the RD exam on the first attempt

Goal: The Program will foster a commitment for professional growth and development

Outcomes:
* ≥70% of students will attend a meeting, serve on a committee or hold an office of either the state or district dietetic association where they live in the calendar year following graduation
Program Goals

As a university, UCO is committed to meeting the needs of the community. Our goals, as a dietetics program, are tied directly to that philosophy in that we strive to prepare the student to be competent in a variety of settings throughout the field of dietetics. The educational purpose of the supervised practice is to prevent the practice of using interns to replace absent employees. The program endeavors to:
- Provide the student with the basic functional skills necessary to act as a clinician, teacher, consultant, or administrator of programs of nutritional care or foodservice.
- Provide exposure to community nutrition programs.
- Fortify academic preparation through planned instructions and supervised practice assignments in a variety of settings.
- Build on the broad base of knowledge which includes food science, nutrition (both wellness and disease), foodservice management, community nutrition, and methods in teaching nutrition from the undergraduate program.
- Provide the background necessary for a successful career in dietetics.
- Continue to grow and add additional coursework to meet the ever changing needs of the student and the community.
- Provide guidance to students in making career choices.
- Provide students with information regarding the various job options available to them upon completion of the program.
- Continuously inform students of their progress in the program both academically and in supervised practice.

Student Goals

The student will then be able to:
- Demonstrate thorough knowledge of food, nutrition, and medical sciences.
- Define the uniqueness of the dietitian’s responsibility in health care, education, business, foodservice, or community.
- Provide education for the individual, families, groups, and other health care professionals regarding the role of nutrition in health.
- Plan and provide preventive nutrition care for the maintenance and promotion of health.
- Apply critical thinking to resolve problems related to nutrition and food management.
- Plan programs of nutritional care considering the constantly changing factors of an individual’s life such as age, condition of health, culture, societal conditions and economics.
- Perform specialized functions required to manage increasingly complex foodservice systems.
- Act in a variety of capacities in any setting which provides nutritional services.
- Apply the rights and responsibilities of the client in planning and administering programs of care.
- Plan nutrition programs for individuals and groups throughout the lifespan.
- Work effectively with other health care professionals to plan and implement nutritional care of an individual.
- Adopt the concept of continuing education and life long learning.
Policies and Procedures

Dress Code for Rotations
- Clean and pressed lab coats for women and lab jackets for men are usually worn in all facilities.
- Students are to wear appropriate, professional street clothes (no denim), clothing should be clean and pressed.
- Appropriate shoes (e.g. no clogs, flip flops, sandals, or high heels), heels should be no more than 1” and comfortable, closed toes and heels required.
- Appropriate light colored undergarments and hose.
- Limit jewelry to wrist watches, engagement and wedding rings, class rings and pierced stud earrings.
- No visible tattoos, ankle tattoos should never be visible.
- No facial piercings.
- No fake nails or tips. Fingernail polish is inappropriate in facility kitchens, but MAY be acceptable in clinical rotations. This is left to the preceptor’s discretion. Assume no polish until cleared with preceptor. If polish is allowable, nude or light pink shades only, no bright colors.
- No heavy perfume or scented body products. Please do wear deodorant, however.

You will receive a name tag which is to be worn at all times during rotations. Wear UCO nametag along with facility nametag if provided.

Hair length and style must be appropriate. If hair is long, it should be tied back away from the face. Men need to have hair cut above the collar. Hair must be clean. Hairnets are always required in food production areas. No barrettes, scarves, or ribbons are to be worn in the hair. Color and cut should be natural looking and not distracting.

Students are expected to present an appropriate, well groomed appearance at all times and comply with the dress standards of each facility or community agency in which they are assigned.
Attendance and Absence Policies
Students are expected to attend all scheduled classes, meetings and clinical assignments and should arrive at the meeting place **ON TIME**. If an emergency arises, the student must contact the instructor in charge of the class or Dietetic Internship Director (DI Director). If an emergency arises during a rotation, the DI Director and preceptor in charge must be notified. Students are not permitted to reschedule assignments without discussing with the preceptor and DI Director. **Rotation hours missed for any reason will be made up on weekends, breaks or times not scheduled in class or at another facility.** Makeup times are arranged at the discretion of the preceptor and the DI Director.

All absences and reasons for the absence must be noted on the evaluation form. All deadlines must be met; otherwise, objectives will not be met in the time allowed. The meeting of deadlines is a significant factor in all evaluations. Students will be informed of recognized holidays at the beginning of program. Vacation time will not be scheduled during the assigned supervised practice program rotations.

Inclement Weather
In the event that weather conditions are poor, it will be left to the discretion of the supervising preceptor whether the intern is to report to assigned rotation. We will follow the campus closing schedule for classes. Any hours missed due to weather have to be made up as per our attendance policy.

Scheduling
Scheduling is subject to availability of space at facilities and may be changed by the DI Director when scheduling problems arise.

Disciplinary Action
Students must understand that improper or unethical behavior and inability or unwillingness to complete assignments in a satisfactory manner by deadline constitutes reason for probation or dismissal from the program. Evaluation procedures as outlined will be followed and should reflect any unsatisfactory behavior or progress. Students will be counseled as necessary throughout the program. Any decision for dismissal will be made according to University Policy and authority. A student’s right to appeal is outlined in the section, Grievance Procedures.

Insurance
(a) Students are required to be covered under a health insurance plan of individual choice while enrolled in the program
(b) Students are required to carry student malpractice liability insurance. Coverage is provided through the UCO nursing department at a cost of $15.00/semester.
Liability for Safety in Travel to and from Assigned Areas
Neither the University of Central Oklahoma nor the facilities in which students are assigned provide travel insurance or liability. Students are responsible for their own insurance. In the unlikely event there is a “liability incident” occurring on or within any real property owned or used by the state, creating the potential of a claim for damages against the state, the Risk Management Division of the Oklahoma Office of Public Affairs handles the claim.

On-site Incidences
In case of injury, students and on-site faculty shall be entitled to access to emergency care at the sole expense of the recipient. The hospital/facility will not be responsible for injury or loss due to accident or theft incurred by student or faculty during term of program experience.

Professional Conduct Code
Students are to be familiar with the Code of Ethics for the Dietetic Profession and conduct themselves accordingly at all times.

Communication:
Electronic communication - Email is an important tool for keeping up with internship changes and developments.
- Interns are provided with a UCO email account, but a personal account may be used for daily communication if desired.
- Check email DAILY during the work week. While in person communication is desirable, much communication occurs via email to ensure everybody is apprised of changes in a timely manner.
- Please be sure to respond to every email addressed specifically to you so that the sender is aware that the information has been received.
- Assume all email communication is UCO property, and information, comments or opinions you send you should be willing to share as such.
- Be sure to proofread before hitting send. Remember, you are a representative of our program, and communication should reflect that professionalism.

Cell Phones - Cell phones should be locked up safely during rotation time. Certain facilities utilize your cell phones for communication purposes, in which case it is acceptable to carry your phone. Otherwise, you should not be on your phone for any reason during classes or rotations.

Oral Communication - When addressing a patient, use the patient’s surname such as Mr. Smith or Ms. Jones. When introducing yourself in any capacity at a rotation, give your name and title (ie: “Hello, I am Mary Sunshine, a dietetic intern”)

Written communication - all medical documentation must include your full signature followed by “dietetic intern”. Do not use the abbreviation DI.
**Criminal Background Checks and Drug Screening**- Each intern admitted to the internship program is required to obtain a criminal background check and nine-panel drug screening. These screenings are done through Certified Background and are the financial responsibility of the intern ($37.00 for drug screening, $39.00 for background check). Instructions for completing these will be provided to the intern during orientation to the program. The screenings must be completed prior to the intern reporting to a facility.

Any issues which are revealed during these screening may be submitted to the director of student conduct at the discretion of the program director. Issues may be reviewed on an individual basis with the preceptor at the facility to which the intern is scheduled to report. Any positive drug screen will result in an immediate termination from the program. A felony report on the background check will result in immediate termination from the program.

**Verification Statements**- Verification statements shall be issued to all students successfully completing the dietetic internship. Students shall be provided five copies and the dietetic internship director shall keep a copy indefinitely.

In order to obtain a verification statement, and therefore be eligible to sit for the registration exam, the intern must successfully complete 1200 hours in supervised practice, earn a 1.8 or greater on the Behavioral Evaluation form in both clinical and management rotations, and earn a 2.0 or better on each activity evaluation in clinical, management, and community rotations. Any community rotation greater than 40 hours total requires a Behavioral Evaluation to be completed, and the intern must earn a 1.8 or greater. If the intern receives a score of less that 1.8 on the final Behavioral Evaluation, the intern must submit a written report on ways to improve the score which must be signed by the preceptor. An additional Behavioral Evaluation is then completed at the end of the rotation. If an unacceptable score is earned on this additional Behavioral Evaluation, then the rotation is considered incomplete, and the intern will be terminated from the program. If a score of less than 2.0 is earned on any activity evaluation, the activity must be repeated. If on the second attempt at an activity a score of less than 2.0 is earned, the activity is considered incomplete and the intern may be terminated from the program. In addition, the intern must receive a passing grade in each of the required courses.
**Grievance Procedures**

**APPEAL PROCEDURES AVAILABLE TO STUDENTS**

In order to provide means for students to pursue a solution to grievances affecting themselves individually, two appeals procedures exist. The first enables a student to seek redress when the student believes a faculty member has not met professional obligations to the student or has not behaved in an ethical manner in professional relationship with the student. The second allows a student to appeal the assignment of a grade. Any faculty member approached by a student considering an appeal must inform the student of the availability of these procedures.

**THE APPEAL OF AN ALLEGED VIOLATION OF PROFESSIONAL ETHICS**

**Step 1.** Direct discussion with the instructor (optional)

The student should seriously consider the advisability of conferring with the instructor in question in order to attempt to resolve the grievance without filing a written complaint. It is quite acceptable for the student and/or instructor to be accompanied to this meeting. All parties are to treat these discussions as confidential.

**Step 2.** Mediation by the Chairperson and Dean

A student desiring mediation must submit a formal signed statement or grievance(s) by the end of the fourth week of the next semester in which the alleged violation occurs, but in no case later than one calendar year from the date of the incident. The statement must include a clear description of the event(s) leading to the filing of grievance and the specific remedy sought. It shall be given to the Dean of the college in which the instructor was teaching. Upon receipt the Dean shall provide the instructor and chairperson with copies. The Dean and chairperson, or senior full-time member of the department if the chairperson is concerned in the grievance, shall meet to evaluate the merit of the grievance within seven class days of its receipt and shall meet with the student and instructor concerned within fourteen class days of its receipt. The purpose of the meeting shall be to attempt to reconcile differences through recommendations to the parties. The results of the meeting shall be reduced to writing, and signed copies shall be given to the student and the instructor.

**Step 3.** A Hearing Before a University Appeal Committee

If either the student or the instructor considers the results of Step 2 unacceptable, he/she shall have seven class days in which to submit to the Vice President for Academic Affairs a written request for a hearing before a University Appeal Committee.
THE APPEAL OF AN ASSIGNED GRADE

Ultimately, only the instructor has the authority to change a grade. However, both instructor and student are urged to give careful consideration to accepting the advice of an appeal committee. Furthermore, the reports and recommendations of all hearing committees shall become part of the instructor’s department and college level personal files.

Any grade assignment or test (including both testing instrument and answer sheet) retained by the instructor or returned to the student must be made available upon request.

Step 1. Direct discussion with the instructor
The student must get in touch with the instructor who assigned the grade under appeal and attempt to resolve the matter formally.

The original contact with the instructor must be made within the first four weeks of the next semester in which the student is enrolled after that in which the grade was assigned, but in no case later than one calendar year after the grade was assigned.

Step 2. A hearing before the Grade Appeal Committee of a College
If the student is dissatisfied after having completed Step 1, the student has four class weeks in which to submit a signed petition of appeal to the Dean of the college. The petition must identify the student and section and then state the issue in question and justify the student’s position. Pertinent documentation must be attached and a specific remedy sought.

If the grade under appeal was assigned the semester the student graduated, this step shall begin at the start of the summer term. If the instructor who assigned the grade has left the University before the start of the appeal, the department chairperson shall represent the instructor in the appeal process.

The College Grade Appeal Committee shall evaluate the petition, allow both parties to present their positions and evidence, then present its conclusions and recommendations to the Dean and both parties of the appeal. After reviewing the proceedings of the hearings, the Dean shall make written recommendations to the student and to the instructor. The instructor shall take any action he/she deems correct and submit a report within seven class days to the Dean, whose responsibility it is to inform the student and all parties concerned of the result.

If either the instructor or the student considers the results of Step 2 unacceptable, then he/she shall have seven class days from the notification of the instructor’s action in which to submit to the Vice President for Academic Affairs a signed request for a hearing before a University Appeal Committee.
Protection of Privacy of Information

Guidelines for Privacy of Student Records

This information is being provided as a guideline for the use of educational records of both enrolled and formerly enrolled students regardless of whether they are 18 years of age and regardless of whether they are dependent upon their parents. College students’ right of privacy and access regarding educational records are articulated in the “Family Educational Rights and Privacy Act of 1974” (FERPA), known as the Buckley Amendment and are presumed to extend to the records of deceased students as well.

Educational Records

“Educational Records” include any and all student records in the possession of University of Central Oklahoma employees which are shared with or accessible to another employee or individual. Coverage extends far beyond grades: records, files, documents, and data directly related to a student which are handwritten or in the form of print, tape, film, or some other medium are covered under the Buckley Amendment. The major concerns seem to be: individual student’s access to records, what constitutes directory information, student’s right to challenge, and third party access.

Directory Information

Listed below and published in the University Catalog is what University of Central Oklahoma considers public directory information.

- student name 
- local and permanent address
- telephone number
- date and place of birth
- major field of study
- sex
- academic classification
- participation in officially recognized organizations, activities, and sports
- weight and height of participants in officially recognized sports
- educational institutions previously attended
- date of attendance at UCO
- degree(s) held, date granted, and institution(s) granting such degree(s)
- part or full-time enrollment status

University of Central Oklahoma complies with the “Oklahoma Open Records Act”, effective November 1, 1985.
Access Rights

A. The right to be provided a list of the types of educational records which are maintained by the institution and are directly related to students.

B. The right to inspect and review the content of those records.

C. The right to obtain copies of those records, which may be at the expense of the parent or the eligible student.

D. The right to a response from the institution to reasonable requests for explanations and interpretations of those records.

E. The right to an opportunity for a hearing to challenge the content of those records under subpart C of this part, and

F. If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to the student or to be informed of the specific information contained in such part of such material.

Hearing

A. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing.

B. The hearing shall be conducted, and the decision rendered by an institutional official or other party who does not have a direct interest in the outcome of the hearing.

C. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under subpart C, section 99.20 of the Family Educational rights and Privacy Act of 1974.

D. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

Third Party Access

Except in documented cases of dependent students, parents have no access to the records of students enrolled or formerly enrolled.

Only faculty and employees of University of Central Oklahoma who have a “legitimate educational interest” in the student’s record are permitted access.
User Guidelines

You should consider the following regarding student directory information and the University transcript. Transcript and grade information used by an academic or faculty advisor is considered a legitimate educational interest. Transcript information and admissions scores, either undergraduate or graduate, are not to be made available to an instructor who is not the student’s advisor. EMPLOYMENT AT THE UNIVERSITY DOES NOT ALLOW ACCESS TO THE RECORDS OF SPOUSES, DEPENDENT CHILDREN, OTHER RELATIVES, ECT.

An instructor can have access to other than directory information only if permission is extended by the student in writing.

Third party requests for directory information should be released either through the Personnel Office or through the Office of Admissions and Records. Personnel in these two offices are more familiar with the Buckley Amendment Guidelines for release of information to protect both the student and the University.

YOU SHOULD BE AWARE OF THE DATA ELEMENTS ON SOME OF THE STUDENT RECORDS PERTAINING TO THEIR USE AND CONFIDENTIALITY. There is a data element that notes whether a student is deceased. If the documentation exists and the student is deceased, there will be a “Y” in the appropriate space. Also, there is a procedure that enables a student to request to withhold directory information. On some computer screens the “confidential” notation would be highlighted in the appropriate area. No office of the University is to give or confirm any of the information found in the public directory information when such a request has been made.

The office of Admissions and Records considers the student file its responsibility.

The University of Central Oklahoma Personnel Office is the office responsible for the controlling and collecting fees for third party access and disclosure of student directory records.
STUDENT RESPONSIBILITY TO AFFILIATIONS

At each affiliation, students should realize that they have certain responsibilities to the client, to other health professionals, to the organization, to the profession and to themselves. In order to clarify this statement, a description of appropriate behavior follows:

1. Responsibility to client to
   i. Keep client information confidential
   ii. Either stand beside the bed or sit in a chair beside the bed when talking to clients in the hospital
   iii. Show respect for clients and family members by addressing them by their last names with an appropriate title, Mr., Mrs., etc.

2. Responsibility to other health professionals to
   i. Address individuals using appropriate titles
   ii. Maintain open communications and contribute information that might be important concerning a client’s care
   iii. Recognize the presence of the physician by offering to leave a client’s room and offering a medical record to the physician if he/she needs it

3. Responsibility to the organization to
   i. Respect the philosophy of the organization
   ii. Abide by policies and procedures of the organization
   iii. Maintain open communication

4. Responsibility to the profession and to oneself to
   i. Prepare adequately for participation as a member of the health care team
   ii. Display professional behavior at all times by maintaining an erect posture, having a professionally friendly attitude, not chewing gum or smoking while on duty
   iii. Communicate with other health professionals orally and by recording pertinent information in the client’s medical record
   iv. Reflect good nutrition and grooming in one’s appearance
Performance Appraisal

Grade Point Average

Each student must satisfactorily complete 20 semester hours of graduate work. At the end of each semester the student must maintain an accumulative grade point average of 3.0 or better. No credit toward graduation will be allowed for course work in which the student received a final grade of D or F.

Academic Probation: At the end of any grading period, a student whose accumulative grade average is less than 3.0 quality points will incur academic probation. If after one additional grading period an accumulated grade average of 3.0 or better is not obtained, the student is subject to dismissal pending review by the program faculty.

Clinical Performance (refers to MNT, Management, and Community rotations)

Students must satisfactorily complete all clinical assignments and supervised learning experiences. Grades in the clinical courses are a reflection of the student’s overall performance and are based upon preparation, skill, attitude, patient management and attendance.

Successful completion of a rotation requires completion of all assigned objectives and scheduled hours. The evaluation forms in the Clinical Evaluation Guide are used to evaluate performance in the clinical settings. They should be reviewed carefully prior to rotation.

Failure to successfully complete a rotation will be determined by the DI Director in consultation with the preceptor at the affiliation site. If unsatisfactory, the rotation may have to be repeated in the same or a similar setting. A rotation will not be considered successfully completed if a student completes less than the required number of hours scheduled in the facility or if any specific requirement is unmet.

Clinical Probation: A student who does not successfully complete the assigned objectives and scheduled hours will incur clinical probation. The student, clinical instructor and DI Director will meet to determine a plan for remedial action and an appropriate time frame. If after this period of time the student has not met the requirements, the student may be subjected to dismissal pending review.
Evaluation Conferences

**Clinical and Administration:** Evaluations are done in the 4\textsuperscript{th} or 5\textsuperscript{th} week and the last week of rotation. **You are responsible** for scheduling these evaluations in advance. Failure to do so may result in extending the rotation or in written reprimand which may result in dismissal from the internship. Forms are provided in the student guide. Two copies of the appropriate form (Clinical or Administration) are to be made. One form is provided to the preceptor a week in advance of the evaluation. The preceptor completes one evaluation. The intern completes the second form. These are to be completed prior to the evaluation. Make comments where designated. This is an important aspect of self-evaluation. After the evaluation, two copies of each signed evaluation form are made. The original is turned in to the DI Director, one copy is given to the preceptor, and one copy is retained by the intern.

**Community:** The Community Evaluation form is to be used when a specific project requiring evaluation is completed within the rotation. If this is the case, both the evaluation form and the Weekly Log will be turned in. Otherwise, the Weekly Log will serve as the evaluation form. No meeting with the DI Director is scheduled unless requested by the preceptor during community rotations. Community forms are to be turned in weekly. The form(s) are to be filled out by the intern and signed by the intern and preceptor.

**Weekly Logs**

The Weekly Logs are to track progress in completing competencies and hours. Indicate on the log if the hours are clinical, administration, or community. Fill out this form completely and have preceptor sign at the completion of the rotation or the week as appropriate. Failure to turn in these logs or have them signed will result in no credit received for the rotation.