



Internship Program

# **Policies and Procedures**

2024-2026

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## **SECTION 1: GENERAL INFORMATION**

### **Accreditation Council for Education in Nutrition and Dietetics**

the accrediting agency for the  
**eat right.** Academy of Nutrition  
and Dietetics

The University of Maine Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800) 877-1600 ext. 5400  
<https://www.eatrightpro.org/acend>  
Phone: 1-800-877-1600 ext. 5400  
Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)

## **INTRODUCTION TO THE UNIVERSITY OF MAINE INTERNSHIP PROGRAM**

The UMaine internship program (IP) is a two-year program that leads to a graduate degree. Both master's and doctoral programs are available. Beginning in 2024, the minimum degree requirement for entry-level RDNs will be a graduate degree (master's or doctoral degree). Graduates are prepared to become Registered Dietitian Nutritionists and are eligible to sit for the CDR credentialing exam. Our graduates have a high passage rate for the CDR credentialing exam and are employed readily within the field of dietetics.

The graduate dietetic internship program is designed to be completed in 2 years. Both thesis research projects and non-thesis options are available. Supervised practice is presently a full-time 7-month internship (1072 total hours). Over the two years, interns may spend two semesters on campus completing coursework, two semesters in supervised practice, and then finish the final semester of coursework, graduating in May of the second year or may spend the first academic year, summer and second fall in coursework, followed by two semesters in supervised practice, graduating in August of the second year. Individual program length can vary due to requirements related to thesis research projects. Interns are expected to complete the program within 36 months (150% of planned program length). An intern may take courses in human nutrition and/or food science. Currently the program is approved to accept up to ten dietetic interns and two Individualized Supervised Practice Pathway (ISPP) interns per year.\*

*The ISPP option [Didactic Program in Dietetics (DPD)-verification statement for unmatched applicants] is closed as of 5-1-2024 and is not accepting further applications. The program will continue to offer an ISPP option for University of Maine doctoral students.*

## **CONTACT INFORMATION**

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### Internship Program Mission

The mission of the Internship Program at UMaine is to prepare graduates for entry-level positions as Registered Dietitian Nutritionists by providing opportunities to apply knowledge, develop skills, attain the competencies and demonstrate professionalism. To this end, the Program provides the didactic and supervised practice components for graduates to earn a Master of Science (or PhD) degree and to be able to pass the CDR credentialing exam. The Program serves the state's need as the only accredited instate dietetic internship program preparing graduates for CDR credentialing.

### Internship Program Goals:

**Goal #1:** To produce graduates who have developed the skills to pass the National Registration Exam and become entry-level Registered Dietitians.

Objectives:

- **At least 80% of interns complete program requirements within 36 months (150% of planned program length). (RE 2.1.c.1.a)**
- **Of graduates who seek employment, at least 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (RE 2.1.c.1.b )**
- **At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (RE 2.1.c.1.c.1 )**
- **The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (RE 2.1.c.1.c.2 )**

**Goal #2:** To develop self-reliant dietitians capable of providing clinical nutrition, community nutrition & food service management services in a variety of settings.

Objectives:

- **The mean rating on “adequately prepared for entry level dietetics” that employers give program graduates in their employ meets or exceeds the rating of 5.0 on 6.0 scale, indicating they “agree” the graduate is prepared for practice (RE 2.1.c.1.d)**
- The mean rating on “adequately prepared for entry level dietetics” that alumni of the program give themselves meets or exceeds the rating of 5.0 on a 6.0 scale, indicating they “agree” they are prepared to practice.

\*ACEND required objectives are bolded

## **Program Faculty and Preceptors**

**Program Director:** *Kayla Parsons, PhD, RDN*, is the Internship Program Director. She shall be responsible for overseeing the administration of the Program, including planning, visiting and evaluating the supervised practice rotations and organizing meetings with preceptors and interns. Hereafter, the terms Director and Program shall be used.

The Director shall provide leadership to the Program at The University of Maine through supervision, communication, and evaluation, and thus, maintain a program that complies with the Standards of Education of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, henceforth will be referred to as ACEND in the remainder of the document and is in keeping with the individual, yet consistent with missions of the School, the College, and the University.

**Program Assistant Director:** Julie Milan, PhD, RDN, LD is the Internship Assistant Director. She works in collaboration with the Director to administer the Program, including planning, visiting and evaluating the supervised practice rotations and organizing meetings with preceptors and interns.

**Site Coordinator:** The site coordinator shall be the primary contact person between the site and the Director.

**Preceptors:** Preceptors are credentialed or licensed as appropriate to meet state or federal regulations for the area in which they are supervising interns.

## **Orientation to Internship**

Orientation to the internship shall occur as part of two, 2 credit courses offered during the first and second semesters of the Program and coordinated by the Director. Facilities shall offer site-specific orientations. In preparation for the rotations, interns will be required to have updated medical examination/immunization records as required by facilities.

Rotation sites are located throughout the state, so relocating for supervised practice is expected for most sites. Intern placement shall be made based on availability and scheduling decisions made by the Director and Assistant Director in consultation with the intern. Interns are responsible for housing and traveling provisions.

The following are driving distances from the University of Maine to the various sites, which are typically supervised practice options for interns:

### **Hospital Sites/Food Service Management Sites**

Northern Light Eastern Maine Medical Center (Bangor)	11.0 miles
St. Joseph's Hospital (Bangor)	11.0 miles
Waldo County General Hospital (Belfast)	50.0 miles
Northern Light Inland Hospital (Waterville)	67.0 miles
MaineGeneral Medical Center (Augusta)	88.0 miles
Franklin Memorial Hospital (Farmington)	98.0 miles
Bowdoin College (Bowdoin)	115.5 miles
St. Mary's Hospital (Lewiston)	120.0 miles
Central Maine Medical Center (Lewiston)	120.0 miles
Maine Medical Center (Portland)	140.0 miles
New England Rehabilitation Hospital (Portland)	140.0 miles
New England Life Care (Portland)	140.0 miles
Northern Light Mercy Hospital (Portland)	140.0 miles
Health Care Services Group (Westbrook)	144.0 miles
Southern Maine Medical Center (Biddeford)	156.0 miles
Northern Light AR Gould Hospital (Presque Isle)	160.0 miles

**Community Sites**

Cooperative Extension (Orono)	0.0 miles
Penobscot Indian Health Services (Old Town)	5.0 miles
Women, Infant and Children (WIC) Program (Bangor)	11.0 miles
WIC – Maine Family Planning (Ellsworth)	40.4 miles
Somerset Public Health (Skowhegan)	64.2 miles
Maine Dairy and Nutrition Council (Augusta)	85.0 miles
State/local WIC Office (Augusta)	88.0 miles
Dept. of Education, Child Nutrition (Augusta)	88.0 miles
WMCA WIC Program (Auburn)	117.0 miles
WIC (Bath)	122.8 miles
Cooperative Extension (Falmouth)	134.0 miles
WIC Opportunity Alliance (Portland)	137.8 miles
York County Local WIC (Biddeford)	156.0 miles
Aroostook County Action WIC (Presque Isle)	160.0 miles
WIC (Sanford)	178.0 miles

**Program Sequence**

Supervised Practice for interns is 1072 hours. During the fall and spring of the first year, interns are in FSN 650 and FSN 651 (Dietetic Internship Orientation and Applications I and II, 56 hours). The remaining hours (1016 hours - FSN 681; 16 hours - FSN 652) will be from May to December the first year or January through August the second year depending on the schedule for supervised practice. In addition, the interns will receive a one-week vacation as well as a three-day vacation during their rotation as per facility scheduling. A breakdown of hours follows:

Hours	Activity
56	Dietetic Internship and Applications I and II
640	Clinical Dietetics
160	Food Service and Management
200	Community Nutrition
16	Evaluation through case studies, seminar, and practice exams
<b>1072</b>	<b>Total</b>

**Sample Course Sequences**

*Example 1 – Program of Study (for master's thesis or non-thesis option)*

SEMESTER	COURSES	CREDITS
<i>Fall Semester I</i>	FSN 650: Dietetic Internship Orientation and Applications I FSN 571--Technical Presentations EHD 573/FSN 524/equivalent (statistics) FSN 5-600 level	2 1 3 3 <i>Total: 9</i>
<i>Spring Semester I</i>	FSN 651--Dietetic Internship Orientation and Applications II FSN 671--Advanced Graduate Seminar FSN 5-600 level FSN 5-600 level or FSN 699 Graduate Thesis*	2 1 3 3 <i>Total: 9</i>
<i>Summer</i>	FSN 681--Supervised Practice Rotation**	1
<i>Fall Semester II</i>	FSN 681--Supervised Practice Rotation FSN 652--Dietetic Internship Evaluation	5 1 <i>Total: 6</i>
<i>Spring Semester II</i>	FSN 5-600 level (for Non-Thesis) OR FSN 699 Graduate Thesis (for Thesis) FSN 5-600 level FSN 500-600 level (Non-thesis can opt for independent study or course outside major)	3 3 3 <i>Total: 9</i>
<b>Total Credit Hours</b>		<b>34</b>

*Example 2 – Program of Study (for master’s thesis or non-thesis option)*

<b>SEMESTER</b>	<b>COURSES</b>	<b>CREDITS</b>
<i>Fall Semester I</i>	FSN 650: Dietetic Internship Orientation and Applications I FSN 571--Technical Presentations EHD 573/FSN 524/equivalent (statistics) FSN 5-600 level	2 1 3 3 <i>Total: 9</i>
<i>Spring Semester I</i>	FSN 651--Dietetic Internship Orientation and Applications II FSN 671--Advanced Graduate Seminar FSN 5-600 level (for Non-Thesis) OR FSN Graduate Thesis* (for Thesis) FSN 5-600 level	2 1 3 3 <i>Total: 9</i>
<i>Summer</i>	FSN 699—Graduate Thesis (may work on thesis if chose thesis option)	1 Total 1
<i>Fall Semester II</i>	FSN 5- 600 Level Content Course FSN 5-600 Level Content Course FSN 699—Graduate Thesis	3 3 2 <i>Total: 8</i>
<i>Spring Semester II</i>	FSN 681—Supervised Practice Rotation** FSN 652—Dietetic Internship Evaluation	5 1 <i>Total: 6</i>
<i>Summer Semester II</i>	FSN 681—Supervised Practice Rotation	1 Total 1
<b>Total Credit Hours</b>		<b>34</b>

\*Total required FSN 699 graduate thesis credits in program=6 or 5 credits + INT 601 Responsible Conduct in Research (RCR) (FSN 524 also approved to meet RCR requirement)

\*\*Total required FSN 681 Supervised Practice credits=6

Students may start their graduate program during the summer preceding the fall semester. This schedule may be desirable for students doing thesis research projects because the summer is a good time to start work on research. Students who begin graduate school in the summer prior to the start of the Internship Program could complete their program a semester earlier than shown. Students wishing to consider this possibility should contact their advisor as soon as they receive notification of acceptance to graduate school.

### **Supervised Practice Rotations**

The Director and Assistant Director shall arrange for supervised practice sites for intern experiences by coordinating with site coordinators and interns. Site coordinators shall be kept abreast of long-range plans for interns at their sites. Specific arrangements shall be made no later than three (3) months before interns begin rotations.

**The IP Competencies are provided to interns electronically and should be kept in a folder called, “Internship Handbook” on interns’ computers.** The curriculum and evaluation forms for supervised practice are provided electronically through a web-based platform called Trajecsyst during FSN 651.

### **Tuition and Fees/Financial Aid**

Interns shall refer to the student handbook for information about withdrawal and refund of graduate school tuition and fees. The \$5000 dietetic internship fee assessed during FSN 650, Dietetic Internship Orientation and Applications I, is billed with the tuition at the start of the internship program. The fee is non-refundable after the first two weeks of the fall semester, even if the student drops out of the internship program and continues in the graduate program.

For more detailed information please see: <https://umaine.edu/dietetic-internship-ispp/expenses/>

For general financial aid information please see: <https://umaine.edu/stuaid/>

## **Transportation**

Interns shall be responsible for their own transportation and must have their own vehicles in order to participate in the supervised practice. Sites are located throughout the state, therefore extensive travel may be required. The State of Maine requires liability insurance on all vehicles driven in the state. The University and the Program assume no liability for the student's safety in travel to the supervised practice sites.

## **Evidence of Health Status**

Prior to entering the program, students must be free of any communicable diseases. Prior to beginning the supervised practice rotations, they must provide a Statement of Health, which shall include a tuberculin skin test or chest x-ray, tetanus booster within the last 10 years, rubella and rubeola immunization, and immune status to varicella. All interns are required to take the Influenza, COVID-19, and Hepatitis B vaccines. Two months prior to starting rotations, all interns are responsible for meeting site-specific health status requirements. Costs of immunizations are the student's responsibility.

## **General Information**

Interns shall consult the student handbook for other UMaine information, such as information about student support services: <https://umaine.edu/studentlife/student-handbook/>. The Graduate School Policies and Regulations provided online should also be used for graduate program information: <https://umaine.edu/graduate/students/>

## **Student Support Services**

Interns have access to support services through the University of Maine including the Graduate School, health services, counseling services, personal counseling, academic counseling, career counseling, financial aid counseling, financial literacy workshops as well as information referral services. The University of Maine utilizes an online learning management system (LMS) called Brightspace. The LMS is located on the myUMaine portal and is accessed through their University username and password, which are unique to each person, thereby verifying identification for online coursework and testing.

# **SECTION 2: PROCEDURES AND POLICIES**

## **EVALUATION PROCEDURES**

### **1) Evaluation of Intern**

#### **Site Visits**

The Director/Assistant Director shall conduct meetings during the clinical, food service, and community rotations. An exit interview will occur at the end of each site experience.

Generally, site visits will be conducted with the site coordinator, the intern(s) and Director or Assistant Director. Preceptors for individual rotations may participate as desired. The Director/Assistant Director will meet with the interns on a one-to-one basis to review supervised practice materials at different times throughout the rotations.

#### **Formative Evaluation**

Informal evaluation between intern and Director shall occur via Zoom and/or email on a regular basis, generally every two weeks. Time of contact shall be by mutual agreement of parties involved to accommodate schedules. The Director and the site coordinators elicit feedback from one another on an ongoing basis throughout supervised practice.

#### **Formal Evaluation**

Formal evaluation will be conducted through the online portal, Trajecs, which is a clinical management and tracking system. Formative evaluation occurs at midpoint of each rotation, as well as at the end. Formative evaluations are completed by preceptors and site coordinators, as well as interns.



### ***Clinical, Community, and Food Service Evaluation Forms***

Standardized forms are completed in Trajecsys by preceptors and interns at the end of each rotation, Clinical 1, 2, and 3; Food Service Management; and Community. Ratings range from highly competent to not competent. The forms are reviewed by the Director/Assistant Director at the end of each rotation to confirm acceptable progression through the rotations.

### ***Assignments/Projects/Electronic Folders***

**Interns shall be required to create electronic folders for clinical, food service and community, which shall be used to house all preceptor-approved projects, and other materials/notes and evaluations related to the rotations.** Folders will be reviewed by the preceptors with the interns. During conference calls with the Director/Assistant Director, projects and assignments will be shared electronically through Zoom. The Site Visit Checklist shall be used by interns in preparation for end-of rotation meetings (Appendix A). Assignments/projects shall be submitted on an ongoing basis to the site coordinator/preceptor for evaluation. Interns can expect to revise projects to meet preceptors' expectations. See internship curriculum and evaluation forms for assignments and projects. Preceptors will assign additional projects or substitute assignments as needed. **Documentation of daily activities shall be kept in a log/journal.**

#### Practice Cases

Practice cases shall be completed during FSN 651 in EHRgo (an electronic simulated medical record).

Clinical 1 cases will be oncology, rehab, surgery, and CHF.

Clinical 2 cases will be COPD, hepatic, TPN, and ESRD. These cases are to help ensure that interns are prepared for a particular rotation or to ensure interns have the base knowledge if there is limited exposure to certain types of cases prior to beginning Clinical 3.

#### Case Studies

During the supervised practice, interns shall present two case studies to selected clinical staff within the hospital setting and to the faculty and students from the University of Maine.

Presentations for the university typically occur no sooner than eight (8) weeks into the clinical rotation and no later than the 31<sup>st</sup> week of the internship. Interns are encouraged to work closely with the preceptor in choosing an appropriate patient for a case study and in developing the study.

A written case study, following the case study format (Appendix B), shall be given to the Director for review and feedback one week before orally presenting the case study at the University of Maine.

An oral presentation of the case study shall first be made to an appropriate group within the clinical site, as designated by the site coordinator, and revisions made to the oral presentation as needed before presenting at the University of Maine. Further directions and the Evaluation Form for the case studies are also in Appendix B.

#### Patient Presentations

Three patient presentations (Appendix C) are to be completed during clinical, one in each of Cl 1, 2 and 3, typically. Patient presentations are informal presentations made typically to selected hospital staff. No formal materials are to be developed for the presentation; however, requirements may differ among hospitals, so interns should confirm expectations of site coordinators. A patient presentation is to be used to show the intern understands the nutrition care process of patients and how the nutrition influences and is influenced by the total medical condition of the patient. Interaction with other members of the health care team is desirable. Patient presentations may be developed into case studies.

#### Testing

During Orientation and Applications I and II (FSN 650 and 651), interns shall be tested on medical terminology. During FSN 651 and FSN 652, Evaluation, "mock" RD exams shall be given to interns and used as a summative performance evaluation. Other oral and written projects comprising these three courses will be evaluated appropriately.

## **2) Evaluation of Internship**

### **Preceptor Evaluation**

Interns shall evaluate each preceptor using each Preceptor Evaluation Form, which may be accessed on Trajecsyst within two days of the completion of rotations. Forms on all preceptors shall be completed prior to the end of the internship. The Director/Assistant Director will summarize the information and share it with preceptors during preceptor meetings (after the intern has left the facility).

### **FSN 652 Evaluation**

Interns shall give oral and written evaluation of their progress toward competency and the Program.

#### *Intern's evaluation form*

Following graduation from the Program (usually one year after graduation), the Program graduates shall be emailed a link to a survey to complete an evaluation to assess Program effectiveness in providing for the competencies identified by ACEND. Input about Program strengths and weaknesses shall be requested.

### **Employer's evaluation form**

Following graduation, program graduates will be emailed a link to an evaluation survey to give to their employer within one year of graduation to assess their perception of the graduate's competency.

### ***POLICY ON EQUAL OPPORTUNITY/NON-DISCRIMINATION/DISABILITIES***

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, or veterans or military status in employment, education, and all other programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding non-discrimination policies: Director, Office of Equal Opportunity and Title IX Services, 5713 Chadbourne Hall, Room 412, University of Maine, Orono, ME 04469-5713, 207.581.1226, TTY 711 (Maine Relay System), [equal.opportunity@maine.edu](mailto:equal.opportunity@maine.edu).

Please see the following links for additional information on accommodations for disabilities (<https://umaine.edu/studentaccessibility/accommodations/>) and policies on discrimination, complaints and retaliation (<https://umaine.edu/studentlife/student-handbook/>), as well as nondiscrimination and non-sexist language policy (<https://umaine.edu/handbook/policies-regulations/nonsexist-language-policy/>).

### ***POLICY ON PROTECTION OF PRIVACY***

University of Maine Internship Program files are kept in secured file cabinets and locked in the internship office. All information in the file is private and confidential except for projects the intern has completed, which may be disseminated among our faculty and other interns for education purposes. Students shall have access to academic files through the Director of the School of Food and Agriculture. Access to recommendation letters shall be given unless the student has waived that right on the letter. Verification of student identity, when accessing distance learning, is managed by students entering their username and password into the learning management system (Brightspace). The privacy of intern information is assured by the unique login information used to access the distance learning components.

### ***POLICY ON PRIOR LEARNING AND SUPERVISED PRACTICE EXPERIENCE***

No credit is given and no reduction in supervised practice hours is given for previous work experience or volunteer experiences. However, resumes of interns are provided to preceptors and discussions during the entrance interviews among the Director, site coordinator and interns are intended to facilitate supervised practice experiences for the level of experience of each intern.

## ***POLICY ON DRUG TESTING AND CRIMINAL BACKGROUND CHECKS***

All students are required to have a background check completed upon matching to the internship. If there is a discrepancy in the background check, this may affect your ability to be accepted in and placed in supervised practice. Drug testing is done as mandated by the facility.

## ***POLICY ON HEALTH AND LIABILITY INSURANCE***

Interns are responsible for their own safety during supervised practice and travel time. Personal professional liability insurance will be provided by the University of Maine. Health insurance is required.

### Health Insurance for Graduate Students without an Assistantship

The Voluntary Student Health Insurance Plan (SHIP) plan is for graduate students who do not have an assistantship. All non-international graduate students enrolled in 6 credit hours or more are eligible to enroll in the University of Maine System's voluntary health insurance plan. Plan information and/or enrollment may be found at

<https://go.gallagherstudent.com/Universities/University%20of%20Maine%20System/Home>. An annual health insurance charge of \$4,648 will be payable to Gallagher Health upon enrollment. The annual plan is available to eligible students until September 15, 2024. The coverage period is from August 1, 2024 through July 31, 2025. More information may be found at: <https://umaine.edu/bursar/insurance/>.

### Graduate Assistant Health Insurance

Graduate Assistant Health Insurance is mandatory for all graduate assistants and fellows working 20 hours a week and earning a minimum of \$1,777.77, unless proof of comparable insurance is provided. Graduate assistants are not eligible for the SHIP plan. "Cost of coverage is \$3,157 for coverage from August 1, 2024 through July 31, 2025 and will be charged to student accounts." Students with adequate health insurance must complete an online waiver process to opt out of the plan before September 15, 2024. For more information, go to: <https://umaine.edu/bursar/insurance/>.

## **POLICY ON REPLACEMENT OF EMPLOYEES**

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Supervised practice experiences for interns are to be designed for the purpose of achieving competency as identified in the curriculum and evaluation forms.

## **STANDARDS OF PROFESSIONAL BEHAVIOR**

The Program follows the University's policy about academic integrity as stated in the student handbook. Students at the University are expected to be honest and forthright in their academic endeavors. To falsify the result of one's research, to steal the words or ideas of another, or to cheat on an examination corrupts the essential process by which knowledge is advanced. Such plagiarism (the submission of another's work as one's own without adequate attribution) and cheating are violations of the University of Maine Student Conduct Code. Although disciplinary action taken under this code is independent of the awarding of grades (an academic matter) and provisions of this Code cannot be used for changing awarded grades, an instructor who has probable cause or reason to believe that a student has cheated may act upon such evidence. This action may include dropping the student from the course with an assigned grade of E. Should the instructor elect this option, that decision should be communicated in writing to the Office of Student Records within two weeks of the time the offense is discovered. The student may not circumvent such action by dropping the course either before or after the failing grade is submitted, regardless of the drop policy in effect at that point in the semester. The grade will be considered to be effective from the date and time when the offense occurred, not from the date when the Office of Student Records receives formal notification. The student may appeal the E grade through the Academic Appeal Procedure outlined in the Student Handbook. The instructor may, either in addition to or in place of a failing grade, refer the case to the department chairperson, the academic dean, or the conduct officer for appropriate disciplinary action. The maximum possible sanction which may be imposed, and which will necessarily depend on the degree of seriousness of the case, is dismissal from the University.

During FSN 651 (Dietetic Internship Orientation and Applications II), interns shall study the Academy of Nutrition and Dietetics Ethics and the Guidelines for Professional Conduct. Issues of confidentiality and ethics specific to practice facilities shall be discussed. Through direct teaching and observation, interns shall learn how to handle confidential matters and patient/client information to protect the rights of others. Students shall participate in discussions about the expectations of professional behavior as representatives of the University of Maine.

For dietitians, the Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, have a Code of Ethics in place to provide guidance to dietetics practitioners in their professional practice and conduct. The Code of Ethics can be found at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>. The Code provides protection to the public and the profession.

### **POLICY ON ATTIRE AND APPEARANCE**

Interns may be required to have white lab coats to wear in clinical facilities. Information on lab coat requirements will be provided by the site coordinator upon orientation to the site. Interns are expected to wear professional clothes (dresses, skirts and blouses, slacks, trousers and shirts), closed-toed, low-heeled shoes, and name tags. While working in production areas, interns will wear non-skid, flat shoes, appropriate casual clothes, and hair restraints, and lab coats, as specified by site directors. Hose or socks must be worn at all times. At all facilities, interns must follow the dress code of the assigned facility.

### **POLICY ON INTERNSHIP PROGRESSION**

Interns will be evaluated for competency within each rotation. Preceptors are to work closely with interns and provide feedback on a regular basis; it is desirable if evaluation forms are reviewed by preceptors and interns about every two weeks. Interns and preceptors are to submit the evaluation form in Trajecsyst, indicating the form has been reviewed. In order to successfully complete each rotation (or each level within a rotation, i.e., CL 1, CL2, CL3), the interns must not have, during one of the three areas of practice (i.e., clinical, food service, community) scores indicating “not competent.” “Not competent” means failure from the Program. Scores in the range of “minimally competent” are indicative that remedial work is needed by the intern. A plan for remedial work will be developed in consultation with the Director, site coordinator, and intern. Documentation of remedial work including specific objectives will be placed in the intern’s files with the site coordinator, the Director, and with the intern. Effort will be made to counsel with the intern and to make recommendations for remediation at the earliest possible time to prevent failure in the Program.

### **POLICIES ON VACATION/HOLIDAYS/LEAVES/ATTENDANCE**

The university calendar distributed by the Office of Student Records will be used for scheduling the rotations (FSN 681). When in rotations, students will observe holidays as designated by the assigned facility. There will be a one-week vacation and a 3-day vacation incorporated into the intern’s rotation based on scheduling requirements of the facilities. Scheduling of the one-week vacation can vary. The 3-day vacation will be the Wednesday through Friday of the Thanksgiving week or 4<sup>th</sup> of July week.

Intern time spent in DI Program coursework is tabulated as such (FSN 650 & 651 - 56 hours; FSN 652 - 16 hours) and is verified by attendance in the classroom setting. **Interns are scheduled for a minimum of forty hours per week at their rotation site. Extra project work requires interns to use off-duty time.** Interns complete all rotations during the scheduled times. The Program’s procedure for tracking individual intern’s supervised practice hours consists of having interns record their time in each site using the Trajecsyst online portal. The Director approves time for all interns on a weekly basis. Unexcused absences are not acceptable and are subject to disciplinary action. Site coordinators will seek to have interns make up all missed time. If an intern must be absent due to illness, injury or other unforeseen circumstance, the Internship Director and the site coordinator must be notified immediately.

### **TERMINATION PROCEDURE**

The intern may be terminated from the Internship Program at any time due to problems in the intern’s behavior or performance. It is the Internship Program Director’s discretion to determine if the intern

should be terminated. Termination is based on written documentation of the student's behavior and/or performance.

**Facilities may suspend or terminate the affiliation of any intern for reasons of unsatisfactory performance, a medical condition that renders the student unable to perform program requirements, or other reasonable causes.** Any action which may result in suspension or termination will not take effect until a university representative has discussed the situation. This action does not limit the right of the facility in its sole discretion on any specific occasion to deny the privilege of practice or participation in the program at the facility when in the considered opinion of the facility, it is deemed in the best interest of its clients to do so.

The Director/Assistant Director reviews each intern's evaluation form from each rotation. Any persistent unsatisfactory evaluations and/or other documentation (e.g., disciplinary) are reviewed with the Director of the School of Food and Agriculture. An unsatisfactory evaluation is defined as the persistent inability of an intern to receive a "3.0" or greater on evaluation or an intern not meeting professional standards of practice or behavior. The intern must be evaluated as competent to graduate from the internship program. If the grade for the internship is below B-, s/he will be dropped from the internship program. If the intern is dropped from the program, s/he may be able to continue in the graduate degree program based on the decision of the intern's graduate committee. Written notification will be given to interns about their deficits in the internship or graduate program. The notice of termination will include information about grievance procedures for student appeal.

#### **POLICY ON PROGRAM WITHDRAWAL**

The Internship Program is designed to provide an ACEND accredited program of supervised practice for students who want to pursue the registered dietitian certification. Internship classes are selected for designated time periods within a 2-year time period. A student who withdraws or whose absenteeism exceeds the absentee and make-up policies outlined in the written herein forfeits his/her position in the internship. The graduate student must reevaluate his or her program of study at that time.

To be considered for continuation in the internship at a later date, students must have a qualified medical professional verify why he/she cannot meet the requirements of the internship and the need for exceptionality. Each student's appeal will be reviewed on a case-by-case basis to determine if and how completion of the internship will occur. Students currently in the internship program will be given first choice for field placement. Students who delay their program will likely need to repeat the official application process for acceptance through the D&D matching process, including all pertinent fees. It is noted that participation in the internship program is contingent on being a matriculated student in the graduate program at the University of Maine.

The internship program fee will only be refunded during the first two weeks of the semester the student takes FSN 650, the first orientation and application course for the internship.

Appeals for an exception to these policies must be made in writing to the Appeals Committee, c/o Kayla Parsons, 115 Hitchner Hall, and must be accompanied by medical, financial, or other relevant documentation.

#### *Justification for policy*

This policy is necessary to maintain effective management of the internship and to ensure that each student matched to the program is provided supervised practice rotation sites. Attempting to accommodate students outside of their specified matched class and time has implications for affecting the currency of the educational experience, puts undue stress on the internship system, its faculty and preceptors, and has implications for the internship experience of all students.

For UMaine's Academic Calendar for all Registration and Withdrawal deadlines, please see:  
<https://studentrecords.umaine.edu/>.

For UMaine's Graduate Student Withdrawal Policies, please see:  
<https://studentrecords.umaine.edu/students/withdrawal-policy/>.

For UMaine's policy on tuition refunds, please see:  
<https://umaine.edu/stuauid/resources/policies/withdrawing/>

## **GRIEVANCE PROCEDURE**

This policy exists to define how the program director files and handles grievances/complaints from students/interns and preceptors and prevent retaliation. Interns should begin the process by discussing the concern with his/her immediate supervisor at the assigned facility. If the concerns persist, the student should consult with the Director and the site coordinator at the assigned facility followed by requesting a meeting with the Director of the School of Food and Agriculture. If the complaint is still unresolved, the appeal process shall be followed, as outlined in the above web address. There will be no retaliation toward any student who files a complaint. If the student suspects that retaliation has occurred, the same process as utilized for filing a complaint can be followed. The policy for a student administrative appeal is on the website: <https://umaine.edu/studentlife/student-handbook/>

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or interns. A copy of the accreditation standards and/or the ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 4872. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. The program will maintain a record of intern complaints for a period of seven years, including the resolution of complaints.

## **POLICY ON REQUIREMENTS FOR COMPLETION OF THE PROGRAM AND RECEIVING A VERIFICATION STATEMENT**

For completion of the Program, students must meet the following requirements:

- Obtain an average overall rating of at least "competent" in each supervised practice rotation for progression from one rotation to the other. Effort will be made to counsel with the student and to make recommendations for remediation at the earliest possible time to prevent student failure in the program.
- Completion of 1072 hours of supervised practice. A minimum of 700 hours must be in professional work settings. A maximum of 300 hours may be in alternate supervised experiences, including simulation, case studies and role playing.
- Obtain an average overall rating of "competent" on all rotations with at least a Grade of B- in Supervised Practice FSN 681.
- Complete the Program Director required paperwork.
- Complete all academic requirements for the master's degree (thesis or non-thesis) or doctoral degree.

Verification that the student's program of study has been completed will be made within the School of Food and Agriculture, and a Completion of Degree Requirements will be submitted to the Graduate School. Student Records will forward the official transcript to the Internship Director upon request from the graduate. This process can take up to two months following graduation.

- Following completion of the above requirements, the Director will start a class submission report to the Commission on Dietetic Registration (CDR).

- Program graduates will receive an email with a link to complete their contact and demographic information as part of the class submission process.

- When graduates complete their part of the application process, the Director will be able to finish the submission process. This should take one to two weeks. When the submission to CDR has been approved, the graduate will receive an email confirming registration eligibility from CDR, which can take 3 to 5 business days. CDR forwards the information to Pearson VUE (testing center for RDN exam) for further processing. Graduates usually receive their Authorization to Test from Pearson VUE within 48 hours of receiving their eligibility confirmation from CDR.

- The Director/Assistant Director will mail the graduate five (5) signed verification statements. If an exception to this policy occurs, the Program Director will inform the graduate verbally and in writing.

In Appendix D, please see the Handbook Acknowledgement Form. After having read the Handbook, policies and procedures, please sign and date the form and submit the form to the Director. The form should be submitted by the last day of FSN 651



## APPENDICES

### Appendix A

#### End-of-rotation Site Visit Checklist

At the end of each rotation (CL1, CL2, CL3, FSM, and Community), please complete the following for your site visit with the Internship Director / Assistant Director:

- \_\_\_\_\_ 1. Create a slide that you will share with us at the site visit. On the slide, include a list of projects that were accomplished during the rotation. Also, make a note on the slide to indicate that your self-evaluation was completed at midpoint and final and shared with your preceptor.
- \_\_\_\_\_ 2. Load onto your desktop virtual copies of your projects. Share your screen with us during your visit and explain your projects.

Note: If you are near or at the midpoint and have not done any projects or homework assignments, you need to check in with your preceptor. If you have no projects to share, this sends up a red flag.

- \_\_\_\_\_ 3. Send the slide to Dr. Kayla Parsons and Dr. Julie Milan the night before the exit visit so we can confirm that this is done.

Also, of importance during rotations:

- \_\_\_\_\_ Use the excel spreadsheet, "Intern Competency Checklist" to check off each CRDN once it is achieved.  
All CRNDs need to be completed with a score of 4 or higher before the end of the internship in order for you to receive your verification statement.
- \_\_\_\_\_ Complete midpoint and final self-evaluations for each rotation and share these with your preceptors.
- \_\_\_\_\_ Complete a self-evaluation on behavior rating for each rotation.
- \_\_\_\_\_ Complete preceptor evaluations for each rotation.



## Appendix B

### University of Maine Internship Program Case Study Format

#### I. Abstract

#### II. Introduction

- A. Self (include hospital, preceptor's name, amount of time in rotation)
- B. Patient
  - Selected demographics, e.g., sex and age
  - Admitting data and diagnosis
  - Pertinent social history
    - marital status, occupation, educational level
  - Current diagnosis(es)

#### III. Review of current literature

- A. Brief background on medical condition
- B. Nutrition-related consequences of health and disease condition

#### IV. Nutrition Assessment

- A. Presentation of data
  - a. Oral intake and or nutrition support
  - b. Anthropometrics
  - c. Psychosocial, functional, behavioral factors
  - d. Patient knowledge, potential for change
- B. Compare data to standards, as appropriate
- C. Identify problem areas

#### V. Nutrition Diagnosis

- A. Nutrition problem(s) dietitian is responsible for treating (Use the diagnostic term and number)
- B. PES Statement

#### VI. Nutrition Intervention

- A. Nutrition objective(s) based on problem(s) identified
- B. Literature-based rationale for objective(s)
- C. Medical nutrition therapy
  - a. Actions taken to change behavior, risk factors, environmental conditions, or health status
  - b. Answer the questions what, where, when, how of the nutrition therapy for the patient

#### VII. Nutrition Monitoring and Evaluation

- A. Evaluate outcomes, intermediate and long term/end result
  - a. Nutrition outcomes
  - b. Clinical/health status outcomes
- B. Compare findings to previous status, stated objectives, and reference standards

#### VIII. Team approach

Interaction of team members with intern and preceptor related to patient care

#### IX. Summary/conclusions

#### X. References

## **Guidelines for Case Studies**

Two case studies are to be completed during the clinical rotation and presented to a clinical team within the hospital and to faculty, dietetic professionals, and students at the university. To develop the case study, interns should work closely with their preceptor to identify an appropriate case. Cases should be selected that have the opportunity for well-developed medical nutrition therapy. Case studies should be presented to a hospital clinical team for review. Feedback from the clinicians should be used to revise the case studies before the case study is presented at the university.

The patient for the first case study should be identified in the first two weeks of Clinical 2, if not completed by the end of Clinical 1. The patient for the second case study should be identified during the first two weeks of Clinical 3.

Interns should work closely with the preceptor to make sure that the presentation of the medical nutrition therapy is consistent with hospital protocols. Presentations should first be made to hospital staff and the presentation revised as needed. Papers are due one week before the formal presentation at the university.

Presentations for the university will occur on Zoom during regularly scheduled FSN 652 class days in the fall semester. Presentations should be around 25 minutes in length, plus 5 minutes for questions. A computer graphics program such as Power Point must be used to prepare visuals. The intern is responsible for having a computer with a camera for zoom presentations.

Case studies are expected to be of graduate level quality and professional in nature. Written text must be in paragraph form. Grammar, spelling, and punctuation must be correct. Only standard medical abbreviations will be accepted. The first occurrence of the term must be spelled out with the abbreviation in parenthesis immediately following the term. Tables, figures, and illustrations may be used as appropriate. References must follow the current form approved by the Academy of Nutrition and Dietetics (Check website [eatright.org](http://eatright.org) for format).

The Evaluation for Case Study Presentation will be used to assess the oral presentation. Faculty and preceptor evaluations are used to determine the final grade. Oral presentations are based on 100%. When calculated into the final grade, the oral is a maximum of 70 points (70% of total grade). Interns will receive a summary presentation of the Evaluation Forms. Written case studies will be evaluated by the Director and will receive a Pass, Needs Improvement or Fail. Maximum points =30 (30% of total grade). Papers must be revised if a Needs Improvement is received. An additional case study is required if a failing grade is received. Oral presentation of the rewritten case study may take a format other than the formal presentation before the UMaine students and faculty, such as a small group of hospital preceptors and the Director.

The second case study grade will become part of the assessment of the concentration area. The case study should be on a medically complex patient.

### Evaluation for Oral Case Study Presentation

<b>Presenter:</b>	<b>Date:</b>
<b>Evaluator:</b>	<b>Topic:</b>

Please circle (or bold/highlight) on the scale the extent to which the intern demonstrated each characteristic.

5 = Outstanding    4 = More than satisfactory    3 Satisfactory    2 = Needs improvement    1 = Unsatisfactory

<b>COMMENTS</b>		
1. Introduces self, topic and content outline appropriately	5   4   3   2   1	
2. Uses instructional strategy appropriate to presentation & audience.	5   4   3   2   1	
3. Speaks from outline rather than from prepared text. Presentation flows smoothly between all major points.	5   4   3   2   1	
4. Demonstrates knowledge in the field.	5   4   3   2   1	
5. Demonstrates ability to apply knowledge.	5   4   3   2   1	
6. Focuses on nutritional management and relationship to overall patient care.	5   4   3   2   1	
7. Develops a summary/conclusion appropriate to presentation purpose and content.	5   4   3   2   1	
8. Separates facts from opinions.	5   4   3   2   1	
9. Uses terminology and language suitable for audience	5   4   3   2   1	
10. Speaks with suitable pace, volume, good grammar, eye contact, gestures	5   4   3   2   1	
11. Covers amount of material appropriate to time constraints, audience limitations	5   4   3   2   1	
12. Uses current research in development and presentation of case study	5   4   3   2   1	
13. Overall effectiveness	5   4   3   2   1	

**Presenter Strengths:**

**Areas for Improvement:**

**Other Comments:**

## Appendix C

### Patient Presentation Format

Three patient presentations are to be made during dietitian/technician/medical team meetings as identified by the site coordinator. The coordinator may personalize presentations to fit the needs of the site. Interns should be able to present the patient's medical case from the perspective of the nutrition issues in the context of a health care team. The intern should be acquainted with the disease process(es) and be able to respond to questions, however no formal presentation of this information is expected, meaning no formal written text or audiovisual presentation is required. Of the three cases, it is recommended that one case presentation be made in each of the rotations, Cl 1, 2, and 3. A Case Presentation can be developed into a Case Study.

#### Overview of Patient

- Selected demographic information, e.g., sex and age
- Admitting date and diagnosis
- Major medical problem(s)
- Medical history Social history
- Labs
- Meds

#### Nutrition Care Process

##### Nutrition assessment

- Gather data on food/nutritional intake, anthropometrics, psychosocial, functional, behavioral factors, knowledge/potential for change
- Compare data to standards, as appropriate

##### Nutrition diagnosis

- Identify nutrition problem(s) that dietitian is responsible for treating—
  - use the diagnostic term and number
- Develop the PES Statement
  - Problem
  - Etiology
  - Sign/symptoms

##### Intervention

- Develop nutrition objectives based on problem(s) identified
- Medical nutrition therapy

##### Nutrition monitoring and evaluation

- Evaluate outcomes
- Compare findings with previous status, stated objectives, reference Standards



**University of Maine Internship Program  
2024-2026 Internship Handbook Acknowledgement Form**

I hereby agree that I have read the Internship Handbook and fully understand the material included.  
Any questions should be discussed with the Internship Program Director.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Please email a copy of this signed form by the end of the spring semester, May 2025.**