Internship Program

Policies and Procedures

2018-2020
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SECTION 1: GENERAL INFORMATION

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 a full-time 7-month internship (1232 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. For interns completing thesis research projects, they are more likely to spend the first academic year, summer and second fall in coursework and thesis research, 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. 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.

CONTACT INFORMATION

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Internship Program Director
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Mona.therrien@maine.edu
**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 instate 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:
- 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 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%.
- At least 80% of program interns complete program/degree requirements within 32 to 36 months (150% of the program length). (Traditional internship is 21 months; 150% would be 32 months; alternative schedule is 24 months; 150% would be 36 months).
- Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Mean scores on Food & Nutrition and Food Service System & Management sections of the Registration Exam are above the national mean when averaged over three years.

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

Objectives:
- Students achieve at least an 80% average on evaluation criteria when completing each rotation
- 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.
- 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.

**Goal #3:** To prepare students to understand and evaluate research as it relates to the practice of dietetics.

Objectives:
- 50% of students complete a thesis during their graduate program
- 100% of students complete a research-oriented FSN course
- The mean rating on “integrating scientific information and research into practice” that alumni of the program give themselves meets or exceeds the rating of 5.0 on a 6.0 scale, indicating they “agree” they can integrate scientific information/research into practice.

**Goal #4:** To prepare students with skills to be advocates for themselves, their patients/clients, and the profession.

(Concentration Area)

Objectives:
- 95% of students achieve at least 85% on the public policy project.
- 95% of students achieve at least 85% on the Nutrition Services and Professional Advocacy Evaluation.
- The mean rating on “being competent in professional advocacy” that alumni of the program give themselves meets or exceeds the rating of 5.0 on a 6.0 scale, indicating they “agree” they use advocacy skills.

* ACEND required objectives*
Program Faculty and Preceptors

Program Director: Mona Therrien, DCN, RD, LD, is the Internship Program Director. She shall be responsible for administering the Program, which includes 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 the ACEND in the remainder of the document) and is in keeping with the individual, yet consistent missions of the School, the College, and the University.

Site Coordinator: The site coordinator, a registered dietitian, 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 taught by the Director. Facilities shall offer site-specific orientations. In preparation for the rotations, the Director shall see that all interns 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 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:

<table>
<thead>
<tr>
<th>Hospital Sites</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Maine Medical Center (Bangor)</td>
<td>11.0</td>
</tr>
<tr>
<td>St. Joseph's Hospital (Bangor)</td>
<td>11.0</td>
</tr>
<tr>
<td>Bangor Nursing and Rehabilitation Center (Bangor)</td>
<td>11.0</td>
</tr>
<tr>
<td>Mayo Regional Hospital</td>
<td>36.0</td>
</tr>
<tr>
<td>Waldo County General Hospital (Belfast)</td>
<td>50.0</td>
</tr>
<tr>
<td>Inland Hospital (Waterville)</td>
<td>67.0</td>
</tr>
<tr>
<td>Maine General Medical Center (Augusta)</td>
<td>88.0</td>
</tr>
<tr>
<td>VA Maine Healthcare System (Augusta)</td>
<td>98.0</td>
</tr>
<tr>
<td>St. Mary’s Hospital (Lewiston)</td>
<td>120.0</td>
</tr>
<tr>
<td>Central Maine Medical Center (Lewiston)</td>
<td>120.0</td>
</tr>
<tr>
<td>Maine Medical Center (Portland)</td>
<td>140.0</td>
</tr>
<tr>
<td>New England Rehabilitation Hospital (Portland)</td>
<td>140.0</td>
</tr>
<tr>
<td>New England Life Care (Portland)</td>
<td>140.0</td>
</tr>
<tr>
<td>Mercy Hospital (Portland)</td>
<td>140.0</td>
</tr>
<tr>
<td>Southern Maine Medical Center (Biddeford)</td>
<td>156.0</td>
</tr>
<tr>
<td>Aroostook Medical Center (Presque Isle)</td>
<td>160.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Sites</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Extension (Orono)</td>
<td>0.0</td>
</tr>
<tr>
<td>Penobscot Nation Health Department (Old Town)</td>
<td>5.0</td>
</tr>
<tr>
<td>Women, Infant and Children (WIC) Program (Bangor)</td>
<td>11.0</td>
</tr>
<tr>
<td>Maine Dairy and Nutrition Council (Augusta)</td>
<td>85.0</td>
</tr>
<tr>
<td>State/local WIC Office (Augusta)</td>
<td>88.0</td>
</tr>
<tr>
<td>School Nutrition (Augusta)</td>
<td>88.0</td>
</tr>
<tr>
<td>Women, Infant, and Children (Lewiston)</td>
<td>120.0</td>
</tr>
<tr>
<td>Cooperative Extension (Falmouth)</td>
<td>134.0</td>
</tr>
<tr>
<td>SNAP-Ed</td>
<td>140.0</td>
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</table>
Program Sequence

Supervised Practice for interns is 1232 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 (1176 hours - FSN 681; 40 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:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>56</td>
<td>Dietetic Internship and Applications I and II</td>
</tr>
<tr>
<td>736</td>
<td>Clinical Dietetics</td>
</tr>
<tr>
<td>200</td>
<td>Food Service and Management</td>
</tr>
<tr>
<td>200</td>
<td>Community Nutrition</td>
</tr>
<tr>
<td>40</td>
<td>Evaluation through case studies, seminar, and practice exams</td>
</tr>
<tr>
<td>1232</td>
<td>Total</td>
</tr>
</tbody>
</table>

Sample Course Sequences

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

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
</table>
| Fall Semester 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  
Total: 9 |
| Spring Semester 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  
Total: 9 |
| Summer   | FSN 681--Supervised Practice Rotation**                                                             | 1       |
| Fall Semester II | FSN 681--Supervised Practice Rotation  
FSN 652--Dietetic Internship Evaluation | 5  
1       |
| Spring Semester II | 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       |

Total Credit Hours 34
### Example 2 – Program of Study (for master’s thesis or non-thesis option)

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>COURSES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester I</strong></td>
<td>FSN 650: Dietetic Internship Orientation and Applications I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FSN 571--Technical Presentations</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>EHD 573/FSN 524/equivalent (statistics)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FSN 5-600 level</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total: 9</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Semester I</strong></td>
<td>FSN 651--Dietetic Internship Orientation and Applications II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>FSN 671--Advanced Graduate Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>FSN 5-600 level (for Non-Thesis) OR FSN Graduate Thesis* (for Thesis)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FSN 5-600 level</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total: 9</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Summer</strong></td>
<td>FSN 699—Graduate Thesis (may work on thesis if chose thesis option)</td>
<td>1</td>
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<td></td>
<td><strong>Total: 1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester II</strong></td>
<td>FSN 5-600 Level Content Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FSN 5-600 Level Content Course</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>FSN 699—Graduate Thesis</td>
<td>2</td>
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<td><strong>Total: 8</strong></td>
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<tr>
<td><strong>Spring Semester II</strong></td>
<td>FSN 681—Supervised Practice Rotation**</td>
<td>5</td>
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<tr>
<td></td>
<td>FSN 652—Dietetic Internship Evaluation</td>
<td>1</td>
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<tr>
<td></td>
<td><strong>Total: 6</strong></td>
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<tr>
<td><strong>Summer Semester II</strong></td>
<td>FSN 681—Supervised Practice Rotation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total: 1</strong></td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>34</strong></td>
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*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 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 included in the Internship Handbook. The curriculum and evaluation forms for supervised practice are provided in separated binders provided during FSN 651.

**Projects/assignments during supervised practice**

Projects/assignments shall be identified in the Curriculum for Supervised Practice (Form 6a). Site coordinators shall personalize the projects/assignments to meet the needs of the intern/site.
Concentration Area: Nutrition Services and Professional Advocacy (NSPA). Concentration area materials are provided in the Internship Handbook.

**Goal:** To integrate an understanding of the relationship between developing and delivering nutrition services, within multiple systems including individual care and public health systems, and becoming an advocate as a dietetic professional for those services and the dietetics profession. The competencies established for this concentration are:

- NSPA 1 Investigate development and delivery of nutrition services across the multiple systems of dietetic practice, in the areas of clinical, food service and community settings, including individual care and public health systems.
- NSPA 2 Demonstrate competency in the nutrition care process through providing clinical staff experience and completing a complex medical case study.
- NSPA 3 Develop and implement a public policy advocacy project.
- NSPA 4 Examine and document the process of 2 nutrition-related bills through the state or national legislation.
- NSPA 5 Develop a contact list of professionals active in advocacy and/or public policy activities.
- NSPA 6 Formulate “Lessons Learned” oral and written presentation that summarizes the relationship between nutrition services and professional advocacy considering multiple systems, at the individual and public health levels.

**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/foodandagriculture/dietetic-internship-ispp/dietetic-internship-ispp-expenses/](https://umaine.edu/foodandagriculture/dietetic-internship-ispp/dietetic-internship-ispp-expenses/)
For general financial aid information please see: [http://umaine.edu/stuaid/](http://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 advised to take the Hepatitis B vaccine. 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: [http://umaine.edu/handbook/](http://umaine.edu/handbook/). The Graduate School Policies and Regulations provided online should also be used for graduate program information: [https://umaine.edu/graduate/resource/policies-and-regulations/](https://umaine.edu/graduate/resource/policies-and-regulations/).

**Student Support Services**
Interns have access to support services through the University of Maine including health services, counseling services, personal counseling, academic counseling, career counseling, financial aid counseling, financial literacy workshops as well as information referral services.
SECTION 2: PROCEDURES AND POLICIES

EVALUATION PROCEDURES

1) Evaluation of Intern

Site Visits
The Director shall make site visits or conduct conference calls during the clinical, food service rotation, 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. Preceptors for individual rotations may participate as desired. The 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 telephone 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
Clinical, Community, and Food Service Evaluation Forms
Standardized forms are completed 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 at the end of each rotation to confirm acceptable progression through the rotations.

Concentration Area Evaluation Form
The concentration area evaluation form shall be provided to all interns in the Handbook. The Director is the registered dietitian evaluator of the complete form. The last sections to be evaluated shall occur during the 40 hours of evaluation, which occurs in FSN 652, Evaluation (computed as a separate grade). Copies of the Evaluation Form will be given to interns, and the Director will keep the original form.

Assignments/Projects/Binder
Interns shall receive binders 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. Binders will be reviewed by the Director during site visits. 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. Binders are to be shared with other interns during FSN 652, Evaluation, and with junior interns.

Practice Cases
Practice cases shall be provided by the director and completed during FSN 651. In addition they will be reviewed during Clinical 1 and 2 by the site coordinators. 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 on the University of Maine campus. Presentations at the university typically occur no sooner than eight (8) weeks into the clinical rotation and no later than the 31st 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 A), shall be given to the site coordinator for review and feedback. An oral presentation of the case study shall be made to an appropriate group within the clinical site, as designated by the site
coordinator, and revisions made to the written case study as needed prior to submitting to the Director. Further directions and the Evaluation Form for the case studies are also in Appendix A.

Patient Presentations
Three patient presentations (Appendix B) 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 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 the Preceptor Evaluation Form (Appendix C) within two days of the completion of rotations. Interns shall give the forms to the Director during site visits and/or class days. Forms on all preceptors shall be completed and submitted to the Director at the time of the final exit interview. The 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 1 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 1 year of graduation to assess their perception of the graduate’s competency.

POLICY ON EQUAL OPPORTUNITY/NON-DISCRIMINATION/DISABILITIES

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information, or veteran status in employment, education, and all other programs and activities. Please see the following links for additional information on accommodations for disabilities (https://umaine.edu/disability/accommodations/) and policies on discrimination, complaints and retaliation (https://umaine.edu/handbook/introduction/equal-opportunity-policy/), as well as nondiscrimination and non- sexist language policy (https://umaine.edu/handbook/policies-regulations/nonsexist-language-policy/).

The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, 581.1226, equal.opportunity@maine.edu.
POLICY ON PROTECTION OF PRIVACY
University of Maine Internship Program files are kept in secured file cabinets and locked in the Director’s 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. Students shall have access to files specific to Program through the Director's office.

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 prior to entering the clinical setting. Drug testing is done as mandated by the facility.

POLICY ON HEALTH AND LIABILITY INSURANCE
Health insurance is required. If not covered by another policy, graduate students can enroll in an insurance plan at UMaine, which is estimated at $3716 for the two-year program. For students with university assistantships, the estimated cost is $5,690 for two years, but graduate assistants are only responsible for half of the total estimated cost ($2,845) because the other half is paid by the university. 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.

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 http://www.eatrightpro.org/resources/career/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 shall have a minimum of two white lab coats to wear and keep laundered. They shall 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 sign the form, 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 total of three weeks of remedial work will be offered to interns to develop competency in order to continue through the program. (This statement means that supervised practice may be extended from 1232 to 1352 hours). 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.

Interns are scheduled for a minimum of forty hours per week at their rotation site. Extra project work will require interns to use off-duty time. Interns shall complete all rotations during the scheduled times. Interns shall be allowed two (2) excused absences during supervised practice and all absences and reasons for absences should be noted on the Intern Evaluation form and reported to the Director. 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, it is the intern’s responsibility to arrange to make up the work at the convenience of the preceptor/site coordinator. There is no guarantee that these experiences can be made up, but every reasonable effort will be made. Based on preceptor availability, absences can be made up at the end of all rotations in December, May or August, whichever month coincides with the program end date. Failure to complete rotations during this designated time frame jeopardizes an intern’s position in the internship program.

TERMINATION PROCEDURE
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.

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.

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 Mona Therrien, 120 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 Graduate Student Withdrawal Policies, please see: https://studentrecords.umaine.edu/home/academics/withdrawal-policy/

For UMaine’s policy on tuition refunds, please see: https://umaine.edu/stuaid/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 Chair and Director within 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: http://umaine.edu/handbook/policies-regulations/student-administrative-appeal-policy/

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 2000, 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.

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 1232 hours of supervised practice.

- 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, including “RDNE and RDE Misuse” form.

- 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. 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 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
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 turned into the preceptor for review and then presented to a hospital clinical team. 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 paper revised as needed. Papers are due by 12:00 pm on the Thursday one week and one day before the formal presentation at the university.

Presentations at the university will be during regularly scheduled FSN 652 class days in the fall semester (ISPP interns will present at the hospitals, only). 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 securing the audiovisual equipment.

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 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.
<table>
<thead>
<tr>
<th><strong>Case Study Evaluation Form</strong></th>
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<tr>
<td>Presenter</td>
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<tr>
<td>Evaluator</td>
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</table>

Please circle 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  

**COMMENTS**

1. Introduces self, topic and content out outline appropriately

2. Uses instructional strategy appropriate to presentation & audience.

3. Speaks from outline rather than from prepared text. Presentation flows smoothly between all major points.

4. Demonstrates knowledge in the field.

5. Demonstrates ability to apply knowledge.

6. Focuses on nutritional management and relationship to overall patient care.

7. Develops a summary/conclusion appropriate to presentation purpose and content.

8. Separates facts from opinions.

9. Uses terminology and language suitable for audience

10. Speaks with suitable pace, volume, good grammar, eye contact, gestures

11. Covers amount of material appropriate to time constraints, audience limitations

12. Uses current research in development and presentation of case study

13. Overall effectiveness

**Presenter Strengths:**

**Areas for Improvement:**

**Other Comments:**
Appendix B  

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, C1, 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
Appendix C

University of Maine
Internship

EVALUATION OF PRECEPTOR

Preceptor’s Name: ___________________________
Location: ___________________________ Rotation: ______________

Please evaluate the preceptor using the following rating system. If you have had several preceptors during this rotation, please fill out a different form for each preceptor. This evaluation should be completed immediately following each rotation and is to be submitted to the Internship Director by the end of supervised practice. The information you provide will be combined with feedback from other interns, summarized and shared with the site coordinator. Your name will not be connected with feedback given to site coordinators.

5 = strongly agree
4 = agree
3 = neutral
2 = disagree
1 = strongly disagree
N/A = not applicable, no chance to observe or form an opinion

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<tbody>
<tr>
<td>1.</td>
<td>Demonstrates effective interpersonal relationships with clients/employees/hospitality team/DIs.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>2.</td>
<td>Provides opportunities for DI to assess and counsel clients or participate in food service management, encouraging use of decision-making skills.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>3.</td>
<td>Encourages participation in discussions/presentations.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>4.</td>
<td>Questions DI to determine accuracy and completeness of DI observations of client status or employee/management situations.</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>5.</td>
<td>Facilitates DI’s ability to evaluate effectiveness of DI’s actions/intervention/performance.</td>
<td>5</td>
<td>4</td>
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<td>2</td>
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<tr>
<td>6.</td>
<td>Provides constructive feedback regarding DI’s performance, clarifying points with examples.</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>7.</td>
<td>Provides references/resources to assist DI learning, while facilitating independent thinking.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<td>8.</td>
<td>Provides assistant to DI when performing tasks DI perceives as difficult; deals with DI frustration, confusion and anxieties.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>9.</td>
<td>Is perceptive of DI’s strengths and weaknesses.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>10.</td>
<td>Is realistic regarding DI’s performance expectations.</td>
<td>5</td>
<td>4</td>
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<tr>
<td>11. Is accessible to DI.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>12. Allows DI to participate in selecting learning experiences as appropriate.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>13. Discusses ethical issues of patient care, purchasing cost accounting, etc., with DI.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>14. Asks DI for feedback/suggestions regarding the rotation/learning experiences.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>15. Is professional and stays up-to-date on latest nutrition research in the field.</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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</table>

**OVERALL RATING OF PRECEPTOR**

**Strengths**

**Needs**

**OVERALL RATING OF ROTATION**

Would you recommend this rotation to another DI?

**Any Suggestions?**

Intern Signature__________________________

Date ________________________________
Appendix D

University of Maine Internship Program
2016-2018 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 make a copy and turn it in by the last FSN 651 class period before rotations begin.