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School of Agriculture
Department of Family and Consumer Sciences
Dietetic Internship

The Virginia State University’s Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition (ACEND) and Dietetics of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400. [Http://www.eatright.org/ACEND](http://www.eatright.org/ACEND).

Virginia State University
Dietetic Internship Program
PROGRAM OVERVIEW
Virginia State University (VSU) is a land grant institution that was founded in 1882. The University has seven colleges (Agriculture; Business; Education; Engineering, Science & Technology; Humanities and Social Sciences; Natural and Health Sciences; Graduate Studies). There are approximately 5000 students enrolled in the university and there are over 200 faculty members. The University is located in Chesterfield County at Ettrick, on a bluff across the Appomattox River from the city of Petersburg.

The VSU Dietetic Internship Program is housed within the College of Agriculture. The College of Agriculture is divided into three divisions (Agriculture Research Station, Cooperative Extension, and Academics). There are three academic departments: Agriculture, Family and Consumer Sciences (FACS), and Hospitality Management. The VSU Dietetic Internship Program is located within the Family and Consumer Sciences Department.

**Mission**
The Dietetic Internship (DI) Program at Virginia State University (VSU) is a research-focused program designed to provide supervised experiences to meet the goals of the Standards of Education, established by The Academy of Nutrition and Dietetics (AND). The program integrates the Knowledge and Performance Requirements in a planned sequence of learning activities under the guidance of nutrition professionals in the community, and VSU faculty.

With the support of other allied healthcare practitioners, RDs promote and provide optimal nutrition, a key component of health and well being. VSU’s DI is committed to the concept that quality of life for individuals and groups can be enhanced with provision of optimal nutrition.

*The mission of VSU’s DI is to prepare graduates to be competent dietitians who effectively integrate the science and research of dietetics into practice and, who are committed to applying these principles to individuals in our diverse and ever-changing global society.*

As entry-level practitioners, graduates are taught to provide quality nutritional care with concern for individual needs, and to be responsive to the community and to the demands of the broader society in which they reside.

**Program Goals and Outcome Measures**
Goal#1: The program will prepare graduates to be proficient dietitians.
Expected Outcome 1.1 – Program Completion – Eighty percent of interns will achieve a score of “3” (meets expectation) or better on all competencies and complete the program within 16.5 months of program start.

Expected Outcome 1.2 – Graduate Employment – Over a five year period, 70% or more of program graduates who sought employment in dietetics will be employed within three months of program completion.

Expected Outcome 1.3 - First Time Pass Rate on the Registration Exam – Over a five year period, the pass rate for DI graduates taking the registration examination for the first time will be at least 80%.

Expected Outcome 1.4 – Eighty percent of program graduates will receive a rating of “4” or “acceptable” for the “Job Competence” indicator on employer surveys.

Goal #2: The program will prepare graduates to integrate evidence-based practice strategies into their nutrition care plan.

Expected Outcome 2.1 – Eighty percent of submitted abstracts will be accepted for the poster presentation at the Virginia Dietetic Association’s Annual Meeting.

Expected Outcome 2.2 – Eighty percent of interns’ perceived knowledge on research interpretation and evidence based practice will increase from the beginning to the end of the internship.

Expected Outcome 2.3 – Eighty percent of program graduates will receive a rating of “4” or “acceptable” for the “Evidence-Based Practice” indicator on employer surveys.

**Dietetic Internship Outcome**

VSU’s DI Program is planned for the attainment of competencies defined in the ACEND Accreditation Standards for Internship Programs in Nutrition and Dietetics. The program has a research concentration. An orientation week and weekly class sessions provide didactic instruction to prepare, support, and enhance the learning activities. After completing the DI Program, and passing the registration examination, interns will have acquired the competencies to function as a proficient entry-level dietitian. Passing the RD examination entitles the use of the professional suffix, RD. The RD credential signifies to the public that the individual is the nutrition expert.

**Admission Requirements**

VSU's DI Program interns are expected to be highly motivated, goal oriented, responsible, flexible and organized. Successful interns are self-directed, proactive, attentive, and sensitive to learning opportunities. Interns must strive to excel above the minimum performance standards.

To be considered for admission to VSU’s DI Program, all prospective interns must have:

1. Completed a B.S. or B.A. degree.
2. Completed an ACEND accredited Didactic Program in Dietetics

3. A health status that would permit performance of all DI Program duties

Priority will be given to those Interns who:

1. Obtain an overall grade point average of 3.0 or greater on a 4.0 point system

2. Have paid or unpaid dietetic work experience

3. Demonstrate clear personal and professional goals in their essay submitted with application

4. Submit strong letters of recommendation

5. Have attributes of self-directed learning and high level of motivation.

Program Options
VSU’s DI Program offers a full-time option. The full time option ends in 43 weeks.

Academic Credit
No academic credit is given for DI Program experiences or DI Program class work.

Practice Credit
DI Program credit is not given for experiences received prior to enrollment in VSU’s DI Program or for extracurricular work currently in progress since such training has not been under the direct supervision of the DI Program.

Expected Costs
The following costs are estimated and are subject to change:

Program Tuition $6500
Books and supplies $250
Parking $70
Uniforms (lab coats)/Non-slip shoes $100
AND Student Membership $50
Conference and meetings $200
Professional Liability Insurance variable
Graduation Fee $50
Drug screen/criminal background/PPD $150-$200
RD Exam Preparation Course $400

Interns are responsible for the costs of their transportation, field trips, housing, site parking fees and meals. These costs may vary depending on living arrangements, and supervised practice site assignments.

Financial Aid

Interns are responsible for all expenses incurred during the program. The VSU DI Program is not certified by the United States Department of Education for Title IV Student Financial Aid.

UNIVERSITY/UNIVERSITY SERVICES

The following university services are available to VSU Dietetic Interns:

Libraries

Johnston Memorial Library, the University library, is a four-story structure containing 87,123 square feet with capacity for more than 600 students and shelving capacity for 300,000 volumes. Facilities include exhibit areas, reading rooms, conference and study rooms and individual carrels for faculty and students engaged in research. Among the library's resources are more than 225,000 volumes, 400,000 microfilms and 300,000 items of archival material. The library subscribes to more than 1800 periodicals and newspapers. Full reference service is available which includes abstracts and indexes such as Nutrition Abstracts and Reviews (Section A and B) and Index Medicus, bibliographic retrieval services and inter-library loan transactions. Electronic References include the Wilson Line, AGRICOLA, ERIC, and Psyc LIT on CD-ROMs. The Library is a selective depository for United States government publications, housing a collection of more than 100,000 federal and state government documents. Access to internet for literature search is also provided. Interlibrary loan is also available. The library also has photocopying machines available to students. The library is open seven days a week with evening hours. More information can be obtained from http://library.vsu.edu.

Computer Labs

The computer lab for the DI Program is located in Gandy Hall. Other computer labs are located in the Library, Harris, Hunter McDaniel, and Singleton Halls.

Dietetics Program References

Books, food models and other reference materials are available in the DI Program office. All loans on books and teaching materials need to be approved and checked by DI Program faculty. Interns are responsible for replacement costs if items are missing or damaged.

University Support Services
VSU provides a variety of services, although most of these services are planned for undergraduate full-time residential students, some services may be useful to the Interns. These services include, but may not be limited to, Career Services, Student Disability & Counseling Services, Student Health Services, Bookstore, Dining Services, Credit Union, and automatic teller machines. Additional information regarding available resources can be found in the VSU Student Handbook under University Services.

**International Interns**

International Interns will need to contact Ms. Florence Marshall, International Advisor. She is available in the Academic Success Center.

**Program Policies and Requirements**

**Equal Opportunity:** Virginia State University is an Equal Opportunity Employer/Equal Access Institution and is committed to a policy of admission without regard to race, gender, age, religion, national origin, or physical handicap.

**Medical Examination/Tests**

VSU’s DI Program requires that interns have a complete medical examination before the start of the program. Interns are required to submit a completed medical history form. Other than physical disabilities, this information is strictly confidential. Physical disability information is used for the benefit of the Intern (s), and is provided only to persons involved in the training.

Prior to enrollment, all prospective Interns must provide proof of a recent (< 2 months before the start of the DI Program) negative T.B. test or chest x-ray, and a negative drug screen.

Some clinical sites may require a complete physical examination, immunization records, drug and/or alcohol screen or criminal background checks in addition to the medical tests required by the internship. Some sites will complete these free of charge or accept the records that the DI Program has on file. If however, the site does not accept the records the DI Program has on file and there is a fee required for these or any other requirements, the student is responsible for assuming associated costs.

**Drug Testing and Criminal Background Check**

Prior to beginning the Dietetic Internship, students must provide documentation of a drug test and criminal background check. Failure to provide documentation of a negative drug screen and results from the criminal background check will result in termination.

**Incident/Accident Reporting**

Students are responsible for their own health care. During the internship, the intern must be enrolled in a medical insurance plan, which covers illness or injury. Interns must follow the incident/accident report procedures of the site and VSU. The Intern should be aware of the policies at each rotation site. VSU follows the procedure of the Commonwealth of Virginia.
Intern is to inform the Preceptor and Program Director of the incident/accident immediately after its occurrence. The preceptor will guide the intern through the proper protocol for their site.

**Liability Release/Confidentiality Statement**

Interns must sign a notarized statement of liability release and a confidentiality agreement. Interns are responsible for any injuries as a result of any activities associated with VSU's DI Program. It is the Intern's responsibility to ensure they have adequate medical insurance coverage.

**Professional Liability Insurance Coverage**

The University has broad-based Tort Liability coverage. Under the authorization of Risk Management Plan of the Commonwealth of Virginia and the Code of Virginia, Sections 2.1-526.1 to 2.1-526.11.1, 8.01-581.1 to 8.01-581.20 and 8.01-195.1 to 8.01-195.9. It is recommended that Interns purchase professional liability insurance.

**Travel**

Interns are responsible for their safety to and from the University and rotation sites, and must take all precautionary measures to assure safety. It is the intern's responsibility to provide reliable transportation to and from assigned sites at his/her own expense. The intern must have appropriate automobile insurance at all times during the program and must provide proof of coverage prior to beginning the internship. Virginia State University, the Dietetic Internship Program Director, Site Preceptors, Department Chairperson, Dean and other employees of Virginia State University are not liable for the safety or conduct of an intern while traveling to and from the Dietetic Internship assigned sites.

**Dress Code**

Interns are expected to dress in a professional manner during rotations and on Friday classes. Attire requirements depend on the type of rotation and the facility where the Intern is assigned.

If required by the rotation, a clean and pressed white lab coat should be worn over professional attire. Interns are responsible for purchasing and laundering lab coats.

Clothing should convey a professional, conservative image. Some items considered inappropriate are shorts, sundresses, cropped pants, jeans, casual sandals, clogs, and jogging shoes. Hosiery is required. If assigned to a fitness center, Interns are to attire appropriately, yet professional for the setting. Preceptors can advise Interns of the appropriate attire.

Hair must be clean and neatly styled. Hairnets or other hair covering which contains all hair must be worn while in production or service areas. Male Interns must not have excessive facial hair. If present, facial hair must be neatly trimmed and covered while working in food production or service areas.
Fingernails should be short and clean. Nail polish may not be worn in food service areas. Jewelry must be kept to a minimum for safety reasons. Hygiene and neatness are of the utmost importance.

If an intern’s appearance is considered inappropriate by the Preceptor, the intern will be asked to correct the situation before participating in scheduled activities and will be required to make up time lost.

**Program Calendar**

| April                        | Program acceptance  
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<td></td>
<td>Non-Refundable Deposit</td>
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<table>
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<tr>
<th>May</th>
<th>Administrative Matters</th>
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| Preparatory Work for DI Program | Summer Address  
|                  | Name Tag Order                                               |
|                 | AND Student Membership                                      |
|                 | Medical History Form                                         |
|                 | TB test results                                              |
|                 | Fee Schedule                                                 |
|                 | Housing                                                      |
|                 | Campus Map and Directions                                    |
|                 | Automobile Insurance                                         |
|                 | Basic Health Insurance                                       |
|                 | Professional liability Insurance                              |

**Summer Assignments**

| Study Guides  
| Required Texts |

| June, July, August | Submit Summer Study Guides Assignments  
| Submit tuition payments |

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<thead>
<tr>
<th>August</th>
<th>Orientation</th>
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<tr>
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<td>Administrative matters – review of policy and procedures, orientation to campus and resources</td>
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<td>Review of competencies</td>
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<td></td>
<td>Review of assignments</td>
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<td>Classes related to clinical and foodservice in preparation for future rotations</td>
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| September       | Rotations begin  
| Weekly Friday classes begin |
Interns are encouraged to schedule individual conferences with the Program Director throughout the DI Program.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
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| October   | ● Rotations<br>● Weekly Friday classes<br><br>
| November  | ● Rotations<br>● Weekly Friday classes<br>● VASPEN Conference<br><br>Thanksgiving Holiday (2 days – Thursday/Friday) |
| December  | ● Rotations<br>● Weekly Friday classes<br><br>Christmas/New Year’s (2 weeks)   |
| January   | ● Mid Term Evaluations with Faculty<br>● Rotations<br>● Weekly Friday classes |
| February  | ● Rotations<br>● Weekly Friday classes                                     |
| March     | ● Rotations<br>● Weekly Friday classes                                     |
| April     | ● Rotations<br>● Weekly Friday classes<br>● Virginia Academy of Nutrition and Dietetics Meeting<br>● Spring Break (2-days Good Friday/Easter Monday) |
| May       | ● Rotations<br>● Weekly Friday classes<br>● Summation Week<br>● Completion of class assignments<br>● Final Examination |
| June      | ● Make-up Week (if needed)<br> Administrative<br>● Final Evaluations with Faculty<br>● Final program evaluation<br>● Establish eligibility for RD Exam<br>● Address Update<br>● Graduation<br>● Award of Verification Statements |
ROLES AND RESPONSIBILITIES

The Interns, Preceptors, and faculty members form a triad in VSU’s DI Program. For a successful outcome of the DI Program, all parties in the triad have certain responsibilities. These responsibilities are outlined in the following sections.

Interns

The Interns shall:

1. Be well and fit physically, mentally, and emotionally. Inform the VSU DI Program Director in writing 2 months prior to the start of VSU’s DI Program, of any disability that will require special accommodations. Failure to disclose disability may impact your status in the internship. No accommodations will be permitted.

2. Be aware of proper body mechanics at all times, in order to prevent personal injury.

3. Follow policies and procedures of VSU’s DI Program, VSU, and individual rotation sites. Abide by the protocol of all sites in regard to work hours, breaks, and other pertinent issues.

4. Read literature required or appropriate to VSU’s DI Program assignments.

5. Adhere to schedules and deadlines for all classroom and rotation assignments. Communicate with DI Program Faculty and/or Preceptors if an emergency necessitates a change.

6. Complete special projects and assignments given by Preceptors and proactively seek and take advantage of learning opportunities in addition to meeting the competency learning activities.

7. Use projects to develop and strengthen analytical and problem solving skills.

8. Complete evaluations and surveys (both during and after the program), and provide ongoing feedback regarding the DI Program to assist in the enhancement of the curriculum and overall program.
9. Review rotation evaluations and self-evaluations with Preceptors and the Program Coordinator.

10. Follow program protocol and ethical conduct in handling problems and grievances.

11. Demonstrate confidentiality, professionalism, ethics, integrity, honesty, and respect at all times.

12. Represent VSU, VSU’s DI Program, and the dietetics profession appropriately, both in conduct and attire. A professional manner, positive attitude and appropriate interaction with Faculty, Preceptors, other employees and patients are required.

13. Not use alcohol or illegal substances.

14. Inform VSU’s DI Program Director in writing of address, email, and phone number changes as soon as they occur.

Preceptor

The Preceptor shall:

1. Educate staff of their role and responsibilities in the VSU DI Program.

2. Arrange for Intern to attend special educational activities such as departmental and interdisciplinary meetings, or visits to specialty departments and services that would enhance his or her learning experiences.

3. Inform Intern of the expected schedule, work hours, activities and assignments, dress code, parking, etc. as soon as possible so that Intern may avoid uncertainty upon arrival.

4. Orient Intern to the facility/department policies and procedures and resources, including introduction to staff.

5. Evaluate the Intern’s performance using the established criteria and provide prompt feedback to Interns. Review the weekly log form before signing.

6. Notify the Program Director as soon as possible of Intern’s sub-standard performance, conduct or absences.
7. Complete the rotation competency evaluation form and schedule time for an evaluation conference with the Intern and Program Coordinator, if schedule permits, during the last week of the rotation.

Program Faculty

The VSU DI Program Faculty Shall:

1. Provide Interns and Preceptors with rotation assignments, competencies/learning activities, and evaluation guidelines.

2. Arrange for regular conferences throughout the experience, both with Interns and Preceptors as necessary, to adequately supervise the program.

3. Quickly address performance concerns as communicated by the Preceptor or Intern, including additional conferences and site visits when necessary.

4. Notify Preceptor of any issues that may affect intern’s performance or require schedule adjustments at their site.

5. Provide classes at planned times and notify Interns and Preceptors as soon as possible of schedule revisions.

6. Implement and evaluate Curriculum to uphold the quality of standards.

7. Assess Interns’ performance and provide guidance.

ROTATION INFORMATION/REQUIREMENTS

Rotation Hours

The following are the rotations and respective duration, totaling a minimum of 1248 hours of supervised practice:

Nutrition Therapy:

- Clinical Nutrition I 5 weeks
- Clinical Nutrition II 5 weeks
- Advanced Clinical 7 weeks
  - Diabetes, Geriatric, & Renal
Foodservice Systems Management

- Foodservice Management I 2 weeks
- Foodservice Management II 4 weeks
- School Foodservice 2 weeks

Research 9 weeks

Community/

- Community/Farm to Table 2 weeks
- Public Health/WIC 2 weeks

Other

- Summation 2 weeks

Make up 1 week or scheduled as required

**Weekly Supervised Practice Hours**

Interns must practice a minimum of 32 hours per week (eight hours per day for four days). Hours are scheduled around the required 4-6 hours of classes each week. Typically, Interns will accrue the minimum 32 hours from Monday thru Thursday and will attend a 4-6 hour class on Friday.

Clinical hour credit is not accrued for the following

- Commuting to and from the practice site
- Completing required homework assignments
- Dietetic Association Meetings
- Meals

Any Intern who works more than 6 consecutive hours must take a meal break, a minimum of ½ hour long, which is not counted as practice time. If the break is greater than ½ hour, the full amount of time must be deducted from practice hours.

If it is impossible to schedule an Intern for 8 hours of practice, the Intern will be required to work four 7-hour days and complete the remaining 4 hours on Friday. There are only a few sites that have this constraint. Interns completing rotation hours on Friday are still required to attend the 4-hour class that week.
Interns will need to be proactive in planning the weekly activity schedules with the Preceptor to fulfill the required competencies. Work hours may vary due to job responsibilities. *Interns are to report on and off duty to the Preceptor.* Interns are expected to demonstrate willingness to perform above the minimum expected in terms of quality, and willingness to spend time involved in working activities.

Be accurate and detailed when completing weekly log forms to assure work hours are accurately counted.

**Prevention of interns to replace employees**

It is the policy of the Virginia State University Dietetic Internship to conduct the program in compliance with the minimum wage ruling.

The US Department of Labor publication entitled EMPLOYMENT RELATIONSHIP UNDER THE FAIR LABOR STANDARDS ACT, dated February 1973, states the following under the heading “Trainees”:

The Supreme Court has held that the words to “suffer or permit to work,” as used in the Act to define “employ,” do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the trainees or students.
3. The trainees or students do not displace regular employees, but work under their close observation.
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded.
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent training.

**Rotation Site Placement**
Rotations are scheduled to provide VSU Dietetic Interns a minimum of 1248 hours supervised practice experience. Every possible effort will be made to arrange a placement that minimizes travel for each Intern; however this is not always possible due to placement and preceptor availability. Interns cannot request rotation site changes. Interns may not contact sites to arrange placement; only the program director will arrange placement. If an intern does not accept a placement, the program does not guarantee placement at another location. If an intern is not satisfied with a placement site, all concerns must be addressed directly with the DI Program faculty. Rotation changes can be necessitated by the Program Director. Preceptors should refer all interns with issues related to placement sites to the DI Program faculty. Rescheduling may affect the program completion date which will require an extension fee of $152 per week. Extensions of more than 8 weeks will not be permitted and will result in dismissal from the program without any refund of program fees.

Identification
An identification tag is required at all facilities. Some facilities will require a picture ID and will arrange for this at the facility site. If the facility does not arrange for a picture ID, the VSU DI Program issued name bag is to be worn while at the site.

Weekly Logs
Interns are expected to submit on a weekly basis, weekly logs in the format provided listing their rotation activities. The weekly log forms need to be completed in detail to assure work hours are accurately documented. Reports are to be typed or handwritten legibly in black ink. The Preceptor is to review, approve and sign the logs. The student should keep a copy and give the original report to the Program Coordinator at the conclusion of each week’s experience.

Additional Paperwork
Assignments completed at the rotation site will be graded by the Preceptor and kept in the Intern’s file. Preceptors will review the assignment and complete the intern’s evaluation form. Interns are to make copies of reports, and evaluations and any assignments for their personal files. The VSU DI Program keeps all original reports and papers in the program office.

Rotation Site Performance and Evaluation
Interns shall be given a formal evaluation of their progress at the end of each rotation and as needed. Preceptors will provide interns with feedback on a regular basis. Intern’s performance and attainment of specified competencies will be evaluated on a scale of 1 – 4. Interns will need to achieve a 3 or above in order to pass each learning activity and a 3 or above overall to pass the rotation. If an intern passes a rotation but scores below a 3 on an individual competency, then the Preceptor and/or Program Director will determine whether the intern will need to repeat that specific competency. If the Intern receives a grade lower than a 3 for the rotation, the rotation must be repeated in its entirety.

Frequency of Preceptor, Intern and Program Coordinator Conference
For Rotations 2 weeks or shorter: Mid-rotation conference of intern and Preceptor. The Program Director will attend if there is concern. End of rotation conference of Preceptor and intern. Program Director will attend if schedule permits.
For Rotations 2 weeks or longer: Mid-rotation telephone conference of Preceptor and Program Director. Mid-rotation evaluation conference of Intern and Preceptor. The Program Director will attend if there is a concern. End of rotation conference of Preceptor and Intern. Program Director will attend if schedule permits. End of rotation telephone conference between Preceptor and Program Director if Program Director is unable to attend the end of rotation conference.

**Holidays**
VSU observes holidays including Martin Luther King’s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), winter break, spring break, and fall break. The Internship calendar is independent of the University calendar. Interns are expected to adhere to their assigned rotation schedule and class schedule as assigned by their Program Director. The DI Program schedules 2 days for Thanksgiving, 2 weeks during Christmas and New Year, and 2 days for Spring break.

Interns must check with their individual rotation sites, as some sites are closed for various holidays. In these situations, interns are required to make up hours at the end of the DI Program or at another time approved by the Preceptor.

**Absences or Illnesses**
Interns are to immediately notify their Preceptor if they will be absent or late due to illness or extenuating circumstances. Interns are responsible for rescheduling missed experiences with their Preceptor, and informing the Program Director of any resulting schedule changes.

Interns are to also promptly report by telephone call to the VSU DI Program Director any absence from their assigned site; so that the Program Director can ensure that the hours are made-up.

Interns are to also promptly report by telephone call and in writing (email is sufficient) to the Program Director and Preceptor for any prolonged illness (absence of more than 1 day).

Repeated absences and/or tardiness are grounds for progressive disciplinary action. Extended absences may require the Intern to withdraw from VSU’s DI Program or request a leave of absence. In the case of withdrawal, fees will not be refunded. In the case of a leave of absence, a reinstatement fee of $200 is required.

**Make Up Work**
There is one week at the end of the DI Program available to complete make up work. If it is necessary that an Intern make up missed days after the end of the program, the program completion date on the verification statement will be adjusted accordingly and an extension fee of $152 per week will be imposed.
Cell Phone Policy: Rotation
During the supervised practice experience, it is expected that interns should be engaged with their Preceptors and other staff. Cell phones can be disruptive at the rotation site and their use should not be abused. Ringtones must be turned off, and if on, phones must be in vibrate mode. If there is a need to check for and/or receive a call, the intern must inform the Preceptor in advance that they may need to excuse him/herself to take an important call. Interns should refrain from text messaging unless it is during a designated break time. Interns who create a disturbance by habitual cell phone use will be warned and if the behavior continues, disciplinary procedures will be implemented.

CLASSROOM EXPECTATIONS

Orientation
Orientation is scheduled in August at the beginning of the DI Program to ease the transition of the interns to the various aspects of the rotations. Please refer to the Program Calendar.

Attendance
Interns are expected to attend orientation, and 4-6 hours of class each week. Weekly class attendance, including the graduation day, is mandatory. Repeated absences and/or tardiness are grounds for progressive disciplinary action. Leaving class or meetings early is not acceptable. Interns who are absent from class will need to make-up class hours as directed by the Program Director. Extended absences may require that the interns withdraw from the DI Program or request a leave of absence. In the case of withdrawal, the fee will not be refunded. In the case of a leave of absence, a reinstatement fee of $200 is required.

Class time is used for lectures, presentations, trips, and special projects. Some classes may be scheduled for other times and/or locations to take advantage of educational opportunities.

*Attendance will be recorded and monitored weekly by the class monitor. You will be allowed 3 absences for the entire year during Friday Class. An absence will be excused if you are requested by your preceptor to attend your rotation site to make up hours or to complete alternative assignments; however, if possible, please try to attend class and make up hours in the afternoon on Fridays.

If you have more than 3 absences, you will be required to make up the class hours and complete an alternative assignment.

Classroom Behavior
Interns are expected to behave professionally and appropriately during classes and show respect for the lecturers. This includes actively participating in discussions, asking appropriate questions, and maintaining organized class notebooks.

Activities such as reading other material, talking, or working on assignments are inappropriate. In addition, interns must be aware of body language including slouching and yawning. Interns
should be supportive of each other and practice positive thinking that is reflected by their actions. Spoken words, affect, and behavior should be congruent.

**Cell Phone Policy: Classroom**

Cell phones can be disruptive in the classroom and their use should not be abused. Ringtones must be turned off, and if on, phones must be in vibrate mode. If there is a need to check for and/or receive a call, the intern must inform the Director in advance that they may need to excuse him/herself to take an important call. Interns should refrain from text messaging unless it is during a designated break time. Interns who create a disturbance by habitual cell phone use will be warned and if the behavior continues, disciplinary procedures will be implemented.

**Class Assignments**

Class assignments and due dates are reviewed during orientation. Interns are responsible for monitoring their own timeline for assignments submission.

All assignments are due on the stated due date and are considered late after that time unless prior approval is given by the Program Director. All projects and work need to be completed with professional quality. Assignments graded below a scale of 3, or B, will be returned to the Interns for re-do. Mini assignments may be on a pass/no pass basis.

**Grading Scale**

The grading scale and their equivalents:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Scale</th>
<th>Numerical</th>
<th>Related Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>90-100</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>80-89</td>
<td>Adequate</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>70-79</td>
<td>Inadequate, correct or do over</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>60-69</td>
<td>Inadequate, correct or do over</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>&lt;60</td>
<td>Re-do</td>
</tr>
</tbody>
</table>

Assignments given by the site Preceptors are considered part of the learning activities of supervised practice, and are evaluated by the Preceptor.
**Examinations**

An orientation test will be given on the last day of the orientation program. Interns must pass the orientation test (≥ 80%) prior to starting rotations. In the case where failing orientation test results in delaying the program completion date, the intern will assume the extension fee of $152 per week. Study guide post-tests may also be administered throughout the program to evaluate Intern’s understanding of specific topic relating to the study guide assignments. These tests are designed to evaluate readiness to begin clinical rotations and to identify knowledge deficits. Poor performance on tests may indicate a need to complete additional remedial work.

Interns will also be given a final examination toward the end of the DI Program. The final examination is to simulate the content and the test-taking experiences of the RD Exam so that Interns will be aware of what is involved in the real RD Exam. Interns will be required to pass (≥ 80%) the final examination prior to graduation. A $25 fee will be imposed for each attempt after graduation.

**Professional Meetings/Conferences**

In addition to having Friday classes, Interns are expected to enthusiastically and actively participate by volunteering in activities planned or sponsored by the VAND (Virginia Academy of Nutrition and Dietetics), GRAND (Greater Richmond Academy of Nutrition and Dietetics), and other community nutrition programs and organizations. Interns are required to attend GRAND meetings, the annual VAND meeting, and may be required to attend Virginia Chapter of the American Society for Parenteral and Enteral Nutrition (VASPEN) and/or The Academy of Nutrition and Dietetics (AND) annual meetings.

The Program Director will provide registration and program information to the interns. It is the intern’s responsibility to make the registration fee payment and meet the registration deadline. Interns will be required to make up practice hours missed in the event of professional meeting attendance.

**INTERN EVALUATION**

**End-of-Rotation Evaluation**

The Program Director meets with the Preceptors and the intern at the rotation site, if schedule permits, to review and discuss the intern’s achievements of the competencies at the end of the rotation.

The formal written evaluation completed by the Preceptor will be reviewed. Everyone at the conference will have an opportunity to ask questions, clarify issues and make comments. The formal evaluation form will be signed. The intern’s rotation and self-evaluation are also completed at the end of the rotation and reviewed at the meeting.

On a scale of 1 – 4, a score below 3 reflects performance that is below satisfactory requirement and will require a repeat of the rotation. Interns will be charged a fee of $152 per week, for the repeat.
The make-up will be scheduled at the end of the program. If make-up work is required for a rotation that provides the attainment of certain competencies leading to the next level, the make-up will be scheduled as soon as possible. For example, if the repeat is for Clinical I, the intern will not be scheduled for Clinical II before passing Clinical I. The VSU DI Program cannot guarantee the timeliness of the scheduled make up rotation; therefore the program completion date may be effected.

If an intern fails two rotations, she/he will have to withdraw from the DI Program. No fee will be refunded. The procedures for formal evaluation and termination from the program are summarized below.

If an intern passes a rotation but scores below a 3 on an individual competency, then the Preceptor and/or Program Director will determine whether the intern will need to repeat that specific competency.

**Mid-Point and Final Evaluation**

At the midpoint of the DI Program the program faculty conducts a formal program mid-term evaluation with each Intern. At this conference, the strengths and areas for improvement are discussed with the interns. The intern is given an opportunity to make comments, discuss concerns and issues, and express opinions. The program faculty also asks for suggestions from the interns to further improve the program.

The program faculty conducts a final evaluation with each intern at the conclusion of the DI Program. The format and structure is the same as the mid-point evaluation.

**INTERN EVALUATION OF PROGRAM**

The DI Program strives for excellent intern and faculty communication and solicits and encourages feedback and suggestions to enhance the DI Program. Interns have many opportunities and the obligation to objectively evaluate the program. Interns are encouraged to be honest, objective, constructive, professional and timely in their evaluations.

Guest lecture evaluations are done throughout the program. Preceptor evaluations are completed at the end of each rotation. The DI Program, classes, Program Director are evaluated at the end of the program. One year after graduation, the program mails to graduates a One-Year Survey and an Employer of Graduate One-Year Survey. Graduates are urged to complete and return the survey and to direct the Employer of Graduate Survey to his/her appropriate supervisor to complete. These responses are compiled over time and they serve as a vital database of evaluative information. The DI Program uses this information to critically and systematically assess its strengths and weaknesses and make modification accordingly.

The DI Program is an intense program and has great demands from the Interns. The culture in this geographic region and University may be new to the Intern. Being away from home, friends, and the support system, increase the stress level. These factors can affect an Intern’s objectivity and/or perspective in certain situations. When an Intern feels discontent, he or she is encouraged to approach the faculty members to discuss the issue. If needed, interns can be referred to other
resources, such as the Dietetics Program Coordinator, the Family and Consumer Sciences Department Chair, or University services.

While all faculty members have an open-door policy, any intern can meet with them by scheduling an appointment. The performance of interns either at rotation or in the classroom is very important to the faculty. Open communication and constructive evaluation, helps facilitate interns’ success as well as the success of the program.

ACCESS TO PERSONAL RECORDS

Privacy of Information

Under the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), interns have an opportunity to see official copies of personal academic information. Further, the intern has the opportunity to correct personal and other data and to submit such changes to correct other records (health, disciplinary, etc.) by requesting such inspection in writing and allowing a reasonable period of time (up to 45 days) for the inspection to occur.

Any intern is permitted to examine their file at times mutually convenient to the Preceptor and the intern, with the exception of papers relating to legal or investigatory matters. A Preceptor or the Program Coordinator will be present during the review.

Although VSU subscribes to the policy that an Intern's academic record is confidential and that the Intern does not surrender his or her individual right of privacy upon admission to the University, it is also fully recognized that it is necessary to provide certain personal and academic information to appropriate public and private agencies upon request.

The following intern information is considered directory in nature and may be released upon request without prior Intern approval: name, local and/or permanent mailing address, telephone number, and current enrollment status (to include dates of attendance). Personal and academic information will be released to private agencies, on a need-to-know basis, as required or allowed by law. Prior to the commencement of the DI Program, a class roster containing Interns’ addresses and phone numbers is mailed to each Intern for the sole purpose of housing arrangement.

GRIEVANCE

The grade on the performance evaluation is final. If an intern does not agree with the grade or evaluation score received, the situation should first be discussed with the faculty member involved. If the problem is not resolved, an appeal adhering to the guidelines of the Grievance/Grade Procedures may be initiated.
1. A statement of the problem and reason for the appeal must be submitted in writing to the Program Director and the facility Preceptor within five business days of the grade or evaluation. Interns will relinquish their rights to further appeal after the five-business day time frame. The matter will be considered resolved.

2. The Program Director will analyze the problem. Discussion may ensue and the solution along with an action plan, if any, shall be documented within five business days of submission of the written appeal.

3. If the intern is not satisfied with the solution and the matter remains unresolved, then the problem, along with the documentation, may be referred by the intern to the Chairperson of the Department of Family and Consumer Sciences within five business days. Discussion may ensue and the solution along with an action plan, if any, shall be documented within five business days of the submission of the written appeal. Interns will relinquish their rights to any further appeal after the five-business day time frame. The matter will be considered resolved.

4. If the situation is not resolved at the department level, interns should confer with the Dean of the College of Agriculture in the same format as described above. If the intern desires appeal to the school level, he/she should submit all the documents to the Dean within five business days. Interns will relinquish their rights to any further appeal after the five-business day time frame. The matter will then be considered resolved.

5. The Dean of the College of Agriculture decision regarding the particular grievance will be considered final.

“ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the education programs that it accredits.” …… “ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion, or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies.” (See Procedure for Complaints Against Programs at www.eatright.org/acend)

**DISCIPLINARY/TERMINATION PROCEDURES**

Grounds for progressive disciplinary action:

- Poor classroom performance
- Scoring a 2 or below on any rotation
- Poor attitude
- Inappropriate interaction with Faculty, Preceptors, other employees or patients
- Alcohol and illegal substance use
- Excessive absenteeism or tardiness
- Failure to follow program policy and procedures
- Failure to follow rotation site policy and procedures
- Violations of professional standards including professional and common ethics

Infringement of the above or any formal complaint will necessitate a formal conference with the Program Director to discuss the problem and formulate and document a solution. The responsible Faculty or Preceptor will document the offensive events. A warning will be given to the Intern on the first occurrence. Intern must make corrections. A second will result in probationary status. During probation, if the intern does not make any improvement/correction, the Intern will receive a letter from the Program Director dismissing her/him from the program. There will be no refund of any fees. The procedure for disciplinary action and termination is summarized below:

1. First offense: Written warning from Program Director
2. Second offense: Written probation from Program Director
3. Third offense: Letter of dismissal from Program Director

**DISMISSAL WITHOUT WARNING**

**Breaching patient confidentiality:**

Please note that violation of patient confidentiality is an automatic dismissal without warning.

Interns who breach confidentiality will be dismissed without a written warning or written probation from the Program Director. “Confidentiality” means keeping client’s personal information to oneself; stories and anecdotes should not be shared with others. *Clinical and foodservice case studies must be kept confidential.* Case studies should not contain confidential information about clients, personnel, or the rotation site, and sensitive information must be reported in a professional manner.

Case studies should be discussed only with the Preceptor who assigned the case study, fellow Interns, and VSU DI Program faculty. Sharing the case study with anyone other than these individuals is case for dismissal without warning. Should someone other than these individuals want to see a case study, Interns should go to the Program Director, Coordinator, and Instructor for advice.

Examples of violating patient confidentiality:

- Revising your foodservice case study and not submitting the revision to your Food Service Preceptor. Giving your revised case study to a third party even if that person is a RD working at the same facility. In addition to confidentiality, professionalism and ethics are involved. This situation is harmful for the Food Service Preceptor, the institution, and the University.
- Discussing a patient with anyone in a public or private area. A relative or friend of the patient could be listening. The people listening may not know the individual you are talking about, however, they may have a relative or friend with similar a problem and think you are talking about them.

- Placing patients' personal information on counters and desks allowing anyone to see and read. Example: You may be working at the nurses' station and have print outs of patient or nursing reports that contain information about all the patients, such as their age, sex, diagnosis, medication, length of stay, diet etc

- Making a negative conclusive statement without adequate and appropriate analysis. Example: Making a statement that the reason why a food service establishment is not able to keep delivered food temperatures out of the danger zone is due to management (pointing fingers).

RETENTION AND REFUNDS
Withdrawal from the DI Program may occur at any time. There will be NO refund of the program fee.

If a leave of absence is necessary, a written petition must be presented to the DI Program Director. A leave of absence means that the intern's graduation from the program will be delayed. A leave of absence is granted to accommodate Interns with unforeseen medical/personal problems. A reinstatement fee of $200 will be applied and additional fees will be prorated based on terms of the leave.

PROGRAM COMPLETION
Requirements
The following components must be satisfactorily completed to receive the Verification Statement, which qualifies the dietetic Intern to take the Registration Examination:

1. Score of 3 or better on all rotations and planned experiences.
2. Score of 3 or better on all class assignments.
3. Score 80% or higher on the final examination.

Dietetic interns are allowed a maximum of 16 months, starting with the month that the dietetic internship rotations begin, to complete the entire program. If a dietetic intern is unable to complete the program in 16 months, he/she will not receive a Dietetic Internship Verification Statement.
**Verification Statement**

Five copies of the Verification statement with the original signature of the Program Director are given to the intern after successful completion of the program. Additional copy will be charged $5 each.

**REGISTRATION EXAMINATION ELIGIBILITY**

After completion of the program, the program director will provide a workshop for interns. The workshop will assist interns in completing the exiting packet. The packet includes: Name/Address Verification Form and the Computerized Registration Eligibility Application.

Program Directors will forward the Name/Address Verification Form and the Computerized Registration Eligibility Application to the Commission on Dietetic Registration (CDR). You will receive a letter confirming your registration eligibility from CDR approximately two to three weeks following Program Director submission to CDR.

Passing the registration examination is required to become a Registered Dietitian and to use the professional suffix RD. Successful completion of the DI Program is a prerequisite for taking the registration examination, just as successful completion of an ACEND accredited Didactic Program in Dietetics is the prerequisite for entering into an ACEND accredited DI Program. The DPD Program provides the foundation knowledge and skills for the didactic component, while the DI Program provides the competencies for the supervised practice component of entry-level dietetics education programs.

The registration examination is a quality assurance to test the knowledge and skills needed of an entry-level dietitian. After an individual passed the registration examination the Commission of Accreditation will issue to the RD a registration number.

Please discontinue using the term “RDE”. While the term registration eligible is used by the Commission on Dietetic Registration to identify individuals who have met the didactic and supervised practice requirements to take the registration examination, the term “RDE” is not recognized by the commission and is not a professional designation/credential. Both employers and the public find this term confusing.

The DI Program encourages interns to release their names and test scores to VSU DI Program. The DI Program keeps the information confidential, and uses it in assessing the program. This
enables VSU DI Program to follow the progress of each intern from application, to DI Program, to registration examination, to employment.

RDs must meet CDR’s continuing education standards in order to maintain their RD status. Lifelong learning stimulates one’s faculty throughout life stages, and keeps one abreast of advancements, new knowledge and skills. Various specializations are available for refined and specialized interests. Graduates are encouraged to be active in the local, district, state and national dietetic associations. Memberships in AND practice groups can help graduates continue their professional development.

EXCEPTATIONS OF GRADUATES

Graduates of VSU’s DI Program are expected to pass the national Registration Examination for Dietitians within one year of program completion. As entry level-practitioners, graduates of VSU’s DI Program are expected to provide quality nutritional care with concern for individual needs and sensitivity and responsiveness to the community and to the demands of our society. Graduates are alumni of VSU’s DI Program and are asked to contribute towards the growth of the program. Graduates can contribute towards the program in many ways; examples include serving as guest speakers and mentors, contributing funds or resources, and assisting in the enhancement of the curriculum.
Virginia State University
Program Handbook/
Policy and Procedures Manual
VSU Dietetic Internship Intern Cooperation Agreement Form

I, ___________________________, the undersigned intern, enrolled in VSU Dietetic Internship Program, hereby understand and agree to the following conditions during my internship in both the classroom and supervised practice sites.

1) I understand my participation in this program in which I will receive structured classroom and supervised practice experience is contingent upon my satisfactory performance and cooperation with the Dietetic Internship Faculty, Preceptors, and Supervised Practice Sites Staff, and if at any time I do not abide by the below conditions, I understand that I may be removed from the program.

2) I understand that my supervised practice performance as it relates to program objectives will be evaluated on a regular basis by preceptors. I understand that I must successfully complete all classroom assignments, supervised practice hours, rotation assignments, and the final examination as requirements of graduation before I will receive Verification Statement and authorization to take the Registered Dietitian credentialing examination.

3) I understand that I must adhere to schedules and deadlines for all classroom and rotation assignments. I understand that rotation schedules and supervised practice sites
are subject to changes throughout the internship. Communicate with DI Program Faculty and/or Preceptors if an emergency necessitates a change.

4) I understand that I must follow program protocol and demonstrate confidentiality, professionalism, ethics, integrity, and honesty at all times during the internship program.

5) I understand that I must provide my own transportation and travel to my assigned rotation sites. I understand that I cannot request rotation site changes and that I am not to contact sites to arrange rotation placement, unless it is for the required Summation rotation.

6) I understand that during Orientation, I will sign a notarized statement of liability release and a confidentiality agreement. Also, I understand that I am responsible for any injuries as a result of any activities associated with VSU’s Dietetic Internship Program. I am aware that it is my responsibility to have health insurance, automobile insurance and professional liability insurance.

VIRGINIA STATE UNIVERSITY

Position Description

Program Director

Dietetic Internship Program

Primary Function:

The Program Director is responsible for the planning, implementation and evaluation of the Dietetic Internship Program. In addition, the program director supervises field experiences and the didactic component of the internship. The Program Director is responsible for assuring that all ACEND accreditation standards, policies and procedures will be met.

Directly Responsible to:

The Chairperson of the Department of Family and Consumer Sciences

Responsibilities:

- Serve as a Program Director of an AND accredited program
- Plan program evaluation and provide leadership in all aspects of the DI Program
- Supervise the recruitment and selection of DI Program Interns
- Conduct and/or direct all assessment and evaluation activities including data collection of the DI Program
- Prepare reports for the University and The Academy of Nutrition and Dietetics
- Prepare and administer the DI Program budget
• Obtain outside funding to support and expand the DI Program
• Participate in lecture presentations to classes as appropriate and advise DI Program Interns
• Conduct research related to the mission of the Dietetic programs of Virginia State University
• Coordinate the activities of the Dietetic Advisory Council
• Serve as a role model of professionalism
• Schedule rotations and coordinate with clinical site Preceptors
• Visit and observe each Interns site during the rotation
• Evaluate Interns’ performance
• Mediate problems between Interns and faculties and supervise remedial assignments when necessary
• Assure Interns’ adherence to the DI Program and University policies and procedures
• Maintain organized documentation for program and ensure adherence to AND’s requirements for AND accreditation
• Prepare Interns for the AND registration examination
• Assist Interns to explore employment upon program completion
• Integrate Preceptor’s suggestions on learning activities leading to the attainment of competencies
• Plan and conduct annual Preceptor’s meeting
• Administer Intern’s end of program evaluation
• Plan, implement, and evaluate the activities of the DI Program Orientation week
• Evaluate Interns’ classroom performance
• Assure Interns’ adherence to the DI Program and University policies and procedures as related to classroom assignments
• Plan, implement, and evaluate classroom activities, including coordinating guest speakers and providing speakers with objectives for lectures
• Lecture DI Program classes and advise Interns
• Plan, implement, and evaluate program graduation activities
• Participate in total quality management of the DI Program
• Participate in the DPD and DI Program Intern recruitment
• Prepare Interns for the AND registration examination
• Assist Interns in exploring employment upon program completion
• Serve as a role model of professionalism
• Other responsibilities as assigned
• Maintain organized documentation for AND site accreditation

Knowledge, Skills and Abilities:

Technology and computer experience

Excellent oral and written communication skills

Human relation skills and leadership ability

Ability to work effectively with professionals in the university and the community

Ability to work in a multicultural environment
Requirements:
Minimum of master’s degree in nutrition, dietetics, or related field
Excellent knowledge and experience in directing AND approved/accredited programs
Performance appraisal and program assessment and evaluation experiences
Content expert and extensive practitioner’s experience in dietetics
Registered dietitian credential and AND membership
Instructional skills and experience with adult learners
Experience with culturally diverse populations

VIRGINIA STATE UNIVERSITY
ADVISORY COUNCIL AND SELECTION PANEL
DI PROGRAM APPLICANTS

Julie Barbaro, RD
Corporate Wellness Dietitian/Alumni
HCA

Corrine Cates, MS, RD
Clinical Nutrition Manager
Henrico Doctors’ Campuses

Kristen Dehr, RD
Corporate Dietitian
Medical Facilities of America

Scott Holmes, MA, RD
Clinical Dietitian
John Randolph Medical Center

Rosemary Hutcherson, RD
Clinical Dietitian/Alumni
Sentara Williamsburg

Paula Inserra, PhD, RD
Dietetics Program Coordinator, Didactic Program in Dietetics
Virginia State University

Debra Jones, MPH
Extension Specialist
Virginia State University

Alice Joyner, EdD
Family and Consumer Sciences Department Chair
Virginia State University

Katrice Mayo, RD
Clinical Dietitian/Alumni
CJW Medical Center

Beth Rowe, RD
WIC Supervisor
Henrico Health Department

Hillary Williams, RD, CNSD
Clinical Dietitian/Alumni
Riverside Regional Medical Center

Kerry Williams, RD
WIC Supervisor
Chesterfield Health Department

Ka Wong, MS, RD, CNSD
Clinical Dietitian
Clinical Nutrition


Escott-Stump, S. *Nutrition & Diagnosis-Related Care*. 8th Ed. Lippincott Williams & Wilkins, 2011.


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Foodservice/Management


Other References
