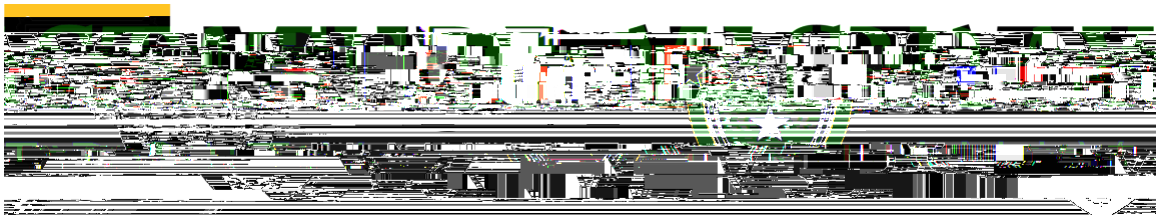

School of Nursing and Health Professions
Division of Nutrition, Dietetics, and Food Management

Dietetic Internship Program Handbook

2024 - 2025

Section 1 – General Information

Objective 1c - The program's one-year pass rate (graduates who pass the

213/300 on the computer-based test for all applicants who are non-native English speakers is required.

Selection Considerations

Applications will be evaluated based on the following criteria:

1. Completeness: A completed application through the Dietetic Internship Centralized Application Service (DICAS) following the specific directions under the "Admissions Procedures" section of the Dietetic Internship program

matching that must be paid with your prioritized preferences for internship locations.
Requests for additional materials may be made to:

D&D Digital Systems
304 Main St., Suite 301
Ames, IA 50010
(515) 292-0490
www.dnddigital.com/ada/

Application for Admission to the Dietetic Internship Program
Applicants not preselected to the internship program must use the Dietetic Internship

Section 1 – General Information

2. Interested, qualified applicants will be provided the Murray State University Dietetic Internship Preselect Application by the Dietetic Internship Director. This application is due during the fall semester of the applicant's senior year no later than 5PM CST on the last Friday of October for consideration of preadmission into the dietetic internship class for the following year.
3. Applicants must submit a completed application and the following in their application packet.
    a. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Declaration of Intent to Complete Degree" form.
    b. Personal Statement: Applicants must also submit a personal statement in 1,000 words or less. The following questions should be addressed:
        Why do you want to enter the dietetics profession?
        What are some experiences that have helped to prepare you for your career?
        What are your short-term and long-term goals?
        What are your strengths and weaknesses or areas needing improvement?
        What attracted you to the Murray State University dietetic internship program?
    c. Three recommendation letters: Applicants must submit recommendation letters from the DPD Director (academic reference), a nutrition professor with whom you have had for two or more courses, and a manager or supervisor for whom you worked or volunteered.
        Submit each recommendation letter in a sealed envelope with the signature of the person submitting the reference on the envelope closure.
        Recommendation letters may also be accepted via a direct email to the DI Director at nhaynes5@murraystate.edu.
        All recommendation letters must be signed and dated by the person who composed the recommendation.
    d. Resume: Resumes should include both work and volunteer experience and involvement in college and/or community activities.
        Hours for each work and volunteer experience should be included in your resume.
    e. A completed Dietetic Internship Preselection Checklist should be attached to the front of your Preselection application packet. Complete applications are to be hand delivered or mailed to the following address: DI Director & DI Selection Committee, c/o Nichole Haynes, Murray State University, 200 N Oakley Applied Science Building, Suite C, Murray, KY, 42071. Application packets may also be accepted via email to nhayne5@murraystate.edu.
    f. The completed application packet must be submitted or postmarked to the Dietetic Internship Director no later than 5PM CST on the last Friday of October for consideration of preadmission into the Dietetic Internship class for the following year.

Section 1 –

NTN 645	Pathophysiology	16 weeks (online)	0	3
NTN 642	Management Practice in Dietetics	8 weeks (online) 5 weeks (at site)	200	3
NTN 643	Community Nutrition	8 weeks (online) 5 weeks (at site)	200	3
NTN 633	Nutrition Throughout the Lifecycle	16 weeks (online)	0	3

Cumulative

	Advanced Practice RD Exam Prep Course	5 weeks (at site) 2 days (virtual)	200 14 hours	
Cumulative			1006	30

Summer 2 Semester

Summer 2 Semester	Duration	On Site Hours

completion of additional or alternative assignments or activities in order to meet ACEND competencies. The intern's assignment grade may change at the discretion of the DI Director. An intern who submits incomplete assignments, receives an initial grade of C or lower on two consecutive assignments, or receives a C or lower on any Advanced Practice assignment is considered at risk for successful completion of the rotation and/or course. Interns identified as at risk will be counseled and appropriate remediation will be determined. Interns may be referred to the Racer Writing Center or other campus support as needed. Interns may also independently access campus resources at any time. The DI faculty will decide upon the timeline for completion and resubmission of rewritten work, typically within one week of the receipt of an unacceptable grade. The final course grade may be lowered at the discretion of the DI Director based on the number of required rewritten assignments and/or additional assignments to be completed. Continuation of unacceptable performance will result in disciplinary action up to and including termination from the program.

Assignment due dates: All assessments, quizzes, and assignments are due by 11:59 pm CST on the designated due date unless otherwise stated by the instructor. Any work submitted after the designated due date and time will be considered late.

Assessments, quizzes, or assignments submitted within the first 24 hours after the designated due date will receive a 10% (or full letter grade) deduction off the earned score. For example, if the intern earned a C on an assignment but it was submitted two hours late, she or he will receive a D on the assignment.

Assessments, quizzes, or assignments submitted more than 24 hours late will receive a zero.

See also the course syllabus for each class to verify late work and late submission policies.

Cheating or plagiarism of any of submitted writings or work, including exams, will result in any one or all of the following:

receiving a zero for the assignment,

counseling by the DI Director, Program Director, and respective professor,

counseling may be verbal or written or disciplinary action,

other remediation per the program and university honesty, integrity, and plagiarism guidelines.

Rotation Assignments – Preceptor Review

Interns are responsible for putting all assignments into a portfolio for each rotation (see policy for portfolio) and turning in the completed portfolio to the Site Director and Preceptor for review by the dates noted on the assignment calendars. Late submission of the portfolio or any assignment is subject to point deductions unless prior approval from the Preceptor, DI Director, and professor has been granted.

The Preceptor, prior to the completion of each rotation, will review all assignments in the portfolio. The Preceptor may use the Portfolio Check-off Lists to ensure completion of the rotation assignments. The Preceptor is not responsible for grading assignments.

assignments via Canvas, the university Learning Management System (LMS). The DI faculty can also access the password protected LMS. Respondus with Lockdown Browser and webcam is used in Canvas to verify the identity of the intern for quizzes and assessments.

Intern Performance Evaluations

The performance evaluation sheets for each rotation should be filled out, discussed with the intern, and signed and dated by both the primary Preceptor and intern during the last week of each rotation. It is imperative that these sheets reflect the work and effort that was exemplified by the intern. Preceptors, using the guidelines provided, will complete performance evaluation sheets to assess each competency completed, as well as the professional behaviors demonstrated by the intern throughout each rotation. When the performance evaluations have been completed, the Preceptor will review the information and discuss areas of strength and areas for improvement with the intern. After the review, the Preceptor and intern will sign the performance evaluation. The signed copy of the performance evaluation sheets should be given to the intern and scanned into the e-portfolio on the LMS.

Intern Self -Assessment

Towards the end of the Medical Nutrition Therapy (MNT) I and/or II rotation(s) and prior to meeting with the Preceptor for the end-of-rotation evaluations, interns will complete a self-assessment form. This self-assessment is designed to assess and identify any strengths, weaknesses, or deficiencies of the intern. During the last week of MNT I and/or MNT II, the intern should discuss the MNT self-assessment outcomes with their Preceptor. Based on input and feedback from the Preceptor, a minimum of two self-improvement objectives for and MNT II and AP should be identified and developed by the intern. Interns will use the guidelines/examples provided for professional skills and behaviors to help them assess the level they are in at the end of each rotation. Interns will present a completed copy of this form when turning in their portfolio for evaluation by the Preceptor.

Student Learning (SMART) Objectives

Based on the self-assessment and Preceptor evaluations and input, the intern will develop learning objectives. These learning objectives will be written at the end of Medical Nutrition Therapy I and should be written in SMART (specific, measurable, attainable, realistic, and timely) format. Periodically throughout the Medical Nutrition Therapy rotations, and prior to the end of the MNT I and MNT II rotations, intern and their Preceptor will discuss and evaluate the intern progress towards meeting these objectives. The intern must have successfully met all learning objectives identified prior to moving out of MNT II to begin the next rotation. Failure to meet objectives will result in receiving an incomplete and continuing in MNT II until further evaluation by the

Section 2 – POLICIES AND PROCEDURES

Termination

Should an intern display insubordinate behaviors and/or attitudes to the extent that his or her Site Preceptor feels strongly enough to ask the internship faculty to remove the intern from the facility, the DI Director will remove the intern from the facility, and s/he

Prior Learning and Supervised Practice Experience

The MSDI

Inclement Weather Policy: During inclement weather conditions, you should adhere to the supervised training site policy and decisions made by the Preceptor as to whether you should go to the site. The intern and Preceptor should discuss a plan to determine the best route of action. Any time missed due to inclement weather must be made up at a time agreed upon with the main Preceptor.

Time Sheets

All interns will complete time sheets during each of the scheduled rotations. Interns are responsible for reading and following all directions listed on the time sheets. At the end of each week, time sheets should be shown to the Preceptor and/or Site Director for verification. Once time has been verified, the Preceptor or Site Director will place their initials and date in the appropriate box. At the end of each rotation, the time sheet should be signed and dated by both the Preceptor and the intern. If time is missed, the intern will fill out the appropriate information on the timesheet with the date, number of hours missed, reason, and how the time is going to be made up. These time sheets are due to the Site Director, Instructor, and DI Director at times designated on the intern planning calendars. Internship faculty will verify that the minimum number of hours were completed during each rotation, therefore, meeting the minimum number of hours required by ACEND.

Confidentiality

During Orientation I in August, interns will be required to read and sign the MSU confidentiality acknowledgment regarding protected health/proprietary information and agreement regarding intern clinical experience and release of education records (see Appendix 2). All interns are required to complete HIPPA training and provide evidence of completion to MSDI faculty on the first day of orientation.

Protection of Privacy

Murray State University Dietetic Internship program files are kept in locked cabinets in the Nutrition, Dietetics, and Food Management office. All information in the files is private and confidential. Assignments completed will be de-identified before disseminating among faculty and others for educational purposes. The MSDI faculty has access to interns' confidential internship files. Interns have the right to review their personal dietetic internship program file upon request.

Insurance Requirement

It is the responsibility of the intern to maintain personal health insurance, professional liability insurance, and car insurance.

Professional Liability

Healthcare Professional Liability Malpractice Insurance must be purchased by each intern and insurance must be active for the duration of the program. Professional liability insurance may be obtained through a variety of providers. Coverage amounts should be

at a minimum rate of $1,000,000 per incident and $3,000,000 annually. The intern will select, enroll, and purchase coverage. Proof of coverage must be provided to the DI faculty in August prior to the beginning of the fall semester.

Examples of providers include, but are not limited to:

1) Marsh, Seabury & Smith, Inc.
2) Mercer
3) HPSO
4) ProLiability

To learn more about professional liability insurance, go to Eatright.org -

Section 2 – POLICIES AND PROCEDURES

MSDI Grievance Policy and Procedures

Intern

Murray State University Internship Program faculty and staff commit to investigating all problems and/or claims or allegations of discrimination in the operation and administration of the internship program as it relates to placement and supervision of interns in supervised practice sites. Interns have the right to file a complaint regarding any aspect of the program without the fear of retaliation. Contact the IDEA office for any academic course-related grievances.

When interns feel they have been treated unfairly, they have a right to voice their concerns through the appropriate channels as follows:

Step 1: Meet with Site Preceptor
Should an intern encounter a problem they are not able to resolve with the rotation Preceptor or other site staff, s/he should request a meeting with the Site Preceptor. The intern should be respectful of the Site Preceptor's time and work commitment and arrange a meeting at a time convenient to the Preceptor. At all times, the intern should remain respectful of the commitment each Preceptor has made to make the supervised practice experience available for the intern.
At the meeting, the intern should identify specific incidents and when the problem(s) occurred. The intern and Site Preceptor will discuss the resolution of the problem(s), a course of action, a procedure for monitoring resolution, and a timeline for resolution. The intern and the Preceptor should also discuss the intern's ability to successfully complete the rotation and strategies for success.

Step 2: Meet with Instructor
Should the problem still exist after completion of the course of action and timeline for resolution agreed to in Step 1, the intern should contact the MSDI Instructor to arrange a meeting to discuss the problem. The intern should identify the unresolved program/grievance and the attempts that have been taken to resolve the problem(s). The intern should be informed that the instructor might contact the Preceptor to clarify actions if this is determined to be necessary. The intern and Instructor will discuss strategies for successful resolution of the problem. The instructor and
the intern will agree on a course of action and timeline, as well as monitoring of resolution needed by the Instructor.

Step 3: Meet with Program Director
Should the problem still exist after the second attempt at problem/grievance resolution, the intern should contact the MSDI Director to arrange a meeting with the Instructor and the Program Director. At least three school days prior to the meeting, the intern must submit in writing to the Program Director the following: the problem/grievance, courses of action taken up to that point, and an explanation for lack of resolution. The director may ask the Preceptor to verify what has transpired. The Program Director and intern will identify reasons for lack of resolution and a third course of action, along with a

occurrences. It is the intern's responsibility to arrange for immediate care whether it is to the MSU Student Health Services or the intern's healthcare provider of choice. The intern is responsible for all healthcare costs for her/himself incurred in the treatment of said injury. The intern's healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the intern.

Program Withdrawal

Murray State University Dietetic interns may withdraw at any time from MSU and from the Dietetic Internship program. Withdrawal is immediate and the intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently. Interns are strongly encouraged to contact the DI Director and Instructor prior to making the decision to withdraw from the program. If the intern decides to proceed with withdrawal, they must follow withdrawal procedures as outlined in the MSU Academic Bulletin, as well as send written notice of withdrawal to DI Director within 24 hours of withdrawal.

For the MSU Registrar's Academic Calendar for all Registration and Withdrawal deadlines, see FAQ: Contact the Office of the Registrar | Murray State University

For MSU Graduate Student Withdrawal Policies, see:
Withdrawing or Quit Attending Classes Without Withdrawing (Return to Title IV - R2T4) (murraystate.edu)

For MSU's policy on tuition refunds: Refund Information (murraystate.edu)

If an intern withdraws from the MSDI program, tuition may be refunded based on MSU's tuition refund policy (see above). No refunds will be given for any costs incurred to prepare for supervised practice experience, such as fees, any required immunizations, insurance, TB tests, etc., or any other cost incurred by the intern related to program activities or requirements.

Professional Membership

All interns are required to become student members of the Academy of Nutrition and Dietetics and provide proof of membership to the DI faculty during orientation in August. To join, go to Student Member (eatrightpro.org)

Attire and Appearance

Interns must follow established dress code policies set by each supervised practice site that they are assigned to visit. The following general policies apply to all MSU dietetic interns:

- Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, Preceptors, and others.
- All tattoos must be covered when in any supervised practice training site.
- Lab coats or scrubs can be worn as required in the supervised practice site.

Dress is business casual. No jeans, revealing clothing, form-fitting leggings, short skirts, bare arms, bare midriffs, or athletic wear is allowed.
Shoes must have closed toes and closed heels.
Name badges must be worn at all times when on duty.
Site Directors and Preceptors have the right to determine if the attire worn is consistent with the image desired.
During food service rotations, interns are expected to adhere to the supervised practice site policies that may include additional requirements such as: hair coverings, jewelry, clothing, and/or physical appearance.
See additional information and expectations for professional behavior and conduct referenced within this document.

Employment Outside the Internship

Interns are not allowed to be employed at any MSU supervised practice site while enrolled in the MSDI program. Part-time employment during the internship is not recommended due to the full-time demands of the internship. However, in cases where

Maintain currency in education and training and revise the program as needed to ensure interns are trained in current dietetics skills.
Be involved in the Academy of Nutrition and Dietetics activities that strengthen the quality of the program.
Maintain the program's accreditation with the Commission on Accreditation for

Preceptor Training
The DI Director or I

descriptions provides an example of learning activities and progression of learning. However, it will be at the Preceptor's discretion to advance and/or limit experiences and responsibilities as they see appropriate.

Suggested Orientation to Site Checklist
Topics to consider when providing orientation to interns at sites

- Parking (restrictions if any)
- Appropriate ID (all interns will have a nametag from MSU)
- Office or other space they may use
- Access to phones, pagers, computers, library, etc.
- Any additional required facility specific orientation
- Dress code
- Facility tour, policies, and code of conduct
  - Set expectations for you and the intern
    - How often will you speak or meet?
    - What is the best way to contact you if there is a problem?
    - What is the best route of communication if there is a concern?
    - What will a typical day look like?
    - What are the expectations for progression of skills and learning?
- Introductions to key staff that they will work with during rotations
- Rotation schedules
- Typical work schedule (days, time)
- Resources (manuals, online tools, etc.)

Selection of Supervised Practice Sites & Preceptors

Selection of Supervised Practice Sites
The MSDI program has establish agreements with supervised practice sites in Kentucky, Tennessee, and Indiana based on the following:

1. The ability of the site to provide supervised instruction to the dietetic intern to meet CRDN's for the assigned rotation and support the mission, goals, and objectives of the Murray State DI. Specific criteria for the supervised practice site for each rotation is as follows:
   A. Medical Nutrition Therapy Rotation
      - Acute care hospital of at least 100-licensed beds
      - Accredited by The Joint Commission
      - Employs at least two registered dietitian nutritionists (RDNs)
      - Willing to designate an RDN who is qualified by education or experience to precept interns in medical nutrition therapy as the primary Preceptor

   B. Management Practice
      - On-site foodservice operation in an acute care hospital of at least 100-licensed beds
      - Accredited by The Joint Commission

Employs a foodservice manager/director (FSD) that is qualified by education or experience to manage the foodservice operation

Willing to designate the FSD OR an RDN involved with the foodservice operation as the primary Preceptor; the primary Preceptor is qualified by education or experience to precept interns in foodservice management

C. Community Nutrition

Provides community nutrition services in any of the following areas:

- o

Section 2 – POLICIES AND PROCEDURES

Policy for Murray State Intern Portfolios

Murray State Intern Portfolios are a collection of assignments that interns complete throughout each rotation during their internship here at Murray State. You will be responsible for completing an e-portfolio (zip file) for the DI faculty and either a hard copy portfolio or a zip file for your Preceptor during each of your rotations.

Formatting of Assignments

All assignments should be written in New Times Roman, 12 font, 1" margins and double spaced. The file name for each assignment should include the following information:

Last Name: (Haynes)
Rotation Course Number: (640, 641, 642, etc.)
Activity Name

Example of correct file name format:
Haynes_641_Case Study

Each assignment should contain a header at the top left-hand corner of the paper and should include the following information:

Course Number: NTN (640, 641, 642, etc.)
Last Name, First Name: (Haynes, Nichole)
Assignment Name (Case Study)

Example of correct header on assignments:
NTN 641
Haynes, Nichole
Case Study

If there are multiple files for one assignment, each document should submitted to Canvas and each file should be named correctly.

Hard Copy Portfolio Guidelines

If your Preceptor requests a hard copy of your portfolio at the end of your rotation, you will need the following items: 1) One 3"- three ring binder, 2) Paper, 3) 40 dividers & tabs to label each competency project/report/summary

Organization of your portfolio should be as follows:

1) Using dividers and tabs, clearly mark each Assignment/Activity Name and put the assignment behind the tab.
2) All CRDN assignments should be listed in the order that they appear in the curriculum. If something is out of order, it will be counted as missing.
3) If you complete "extra" assignments during any of your rotations and you have

Section 2 –

Section 3 – Forms

By signing below, I verify that I have read the MSDI Handbook in its entirety and have been provided an opportunity to ask questions about the handbook and all information contained within. I understand that if, during any time throughout the

duration of the program, I have questions or concerns about policies and procedures that I may reach out to the DI Director to request clarification or guidance.

Printed Name

Signature

Date

Section 3 – Forms

Section 3 – Forms

I, on behalf of myself, my estate, heirs, personal representatives, executors, administrators, and assigns, do release and discharge and covenant not to sue Murray State University; Murray State University Board of Regents; any of its regents, employees, instructors, or agents; and any and all other persons or entities whatsoever associated in any way with Murray State University [herein referred to as the "Released Parties"] from and with respect to any and all present and future claims, of whatever nature or kind, regardless of the basis therefor, and including but not limited to any claim based upon any wrongdoing or negligence, including ordinary and/or gross negligence, on the part of the Released Parties, or any of them, and including but not limited to any claim for injury to property or injury or death to person, arising from or related, in any manner, to the Program, my participation in the Program, any activities, including lodging and traveling to or from the Program, related or incidental in any manner thereto, and/or the conduct, including reckless conduct, of others. [Collectively referred to as the "Released Claims"]

I understand that Murray State University has put in place new safety rules and precautions in order to mitigate the spread of COVID-19, which rules and precautions may be updated and precautions may or may not be fully effective in mitigating the spread of COVID-19, I agree to comply with such rules and precautions, which may include, but are not limited to, mask wearing, hand washing, hand sanitizing, and social distancing.

I agree that if I am exhibiting symptoms of acute respiratory illness, a fever of 100.4ºF or higher, or signs of a fever, I will remain isolated and self-quarantine until I have been fever free for 72 hours without the use of medication. In the event the University's rules require me to self-quarantine because of symptoms, or I otherwise determine based on my own judgment or that of a medical professional to self

CONFIDENTIALITY ACKNOWLEDGEMENT

RE: PROTECTED HEALTH/PROPRIETARY INFORMATION

AND

AGREEMENT RE: STUDENT CLINICAL EXPERIENCE AND

RELEASE OF EDUCATION RECORDS

I understand that by virtue of my participation and/or enrollment in MSDI Courses at Murray State University, I will be assigned multiple sites, including, but not limited to the following facility(s):

_____.

In connection with such assignment and for the purpose of providing documentation/information to the Facility(ies) to receive permission from the Facility(ies) to be assigned to same for such clinical/experiential/internship assignments, [hereinafter "Facility", or "Facility(ies)"], I hereby authorize Murray State University to provide such education records/information concerning me as may be required by the Facility(ies), including but not limited to, documents/information containing grade information and classification status, criminal background check(s) and drug test information as well as documentation/information as to immunizations and such other medical or other documentation/information as may be required by the Facility(ies). I further understand and hereby authorize the use of my student records and release of same to other third parties by each Facility in furtherance of such Facility's legitimate business purpose(s) or as may be required by applicable law.

In connection with such assignment(s), I also agree to adhere to the following:

In connection with my clinical experience, I recognize that I may have access to oral information and review of records and charts of patients/clients (hereinafter "patients"), whether by paper copy or computer/electronic files, which may contain protected health information, the unauthorized disclosure of which is prohibited by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as well as other proprietary/confidential information of the clinical experience Facility(ies) including but not limited to policies, procedures, trade secrets, trade information, business practices, information systems, security passwords, financial information, and other proprietary information. I further acknowledge that in certain Facilities I may also have access to student information/documents (whether oral, paper/hard copy or electronic) which constitutes confidential information under the Family Education Rights and Privacy Act (FERPA) and other state laws. I hereby acknowledge that all such patient i

appropriate staff at the clinical experience Facility(ies) and will only access information on a "need to know" basis. I further agree to abide by all policies of Murray State University and the Facility(ies) to which I am assigned and that I will not publish or submit for publication (other than educational reports to Murray State University) any material related to my clinical experiences without prior written approval of Murray State University and the Facility. I further agree that any such educational reports to Murray State University shall be de-identified. I understand that the confidential/proprietary information to which I am privy shall remain confidential after completion of the course(s). I understand that any disclosure by me of such confidential/proprietary information, at any time, whether orally, hard copy/paper or electronically, including removal of same, could subject me to substantial civil as well as criminal penalties imposed by law. I further acknowledge and fully understand that the disclosure by me of confidential/proprietary information to any unauthorized person is also a violation of Murray State University's policy and could subject me to academic discipline and other disciplinary action by Murray State University. It is hereby acknowledged that my responsibility to maintain the confidentiality of such confidential/proprietary information shall apply to any Facility in which I am placed for clinical training/instruction/observation during my tenure as a student/intern at Murray State University regardless of whether or not said Facility is specifically listed above.

I further agree that should confidential/proprietary information be disclosed by me in any manner or form or copies made or distributed (paper or electronic) by me in violation of this agreement, FERPA, or any rules or policies of Murray State University or the Facility to which I am/have been assigned, HIPAA, or any other applicable laws or regulations, I will immediately notify the faculty person assigned to me/my clinical experience or the Department Chair. In such event (as well as any situation where Murray State University becomes aware of a breach or allegation of a breach of confidentiality by any other means which involves me or is alleged to involve me), I hereby authorize Murray State University to inform the clinical Facility whose confidential/proprietary information has been or may have been breached and provide to that Facility any information/records, including education records, regarding myself and said breach of confidentiality or allegation thereof as may be deemed appropriate by

Section 3 – Forms

Social Media Policy

Definition of social media: For the purposes of this policy, social media should be understood to include any website or forum that allows for the open

Do NOT Post Confidential Information:
Interns should aim to protect MSU and the supervised practice training site's private, confidential, and proprietary information. Interns should make sure that online postings do not violate any non-disclosure or confidentiality obligations or disclose any confidential and/or proprietary information of MSU or the supervised practice training site.

Act Appropriately:
Interns should act appropriately when posting online. Any online behavior should be consistent with MSU and the supervised practice training site's policies and practices with respect to ethics, confidential information,

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Section 3 – Forms

Date

Murray State University Dietetic Internship Program
Handbook Acknowledgement Form

I hereby agree that I have read the Murray State University Dietetic Internship Program Handbook containing the policies and procedures governing the internship. I acknowledge that I am responsible for knowing, understanding, and abiding by the policies and procedures governing the MSDI program. I understand that failure to follow any of the policies and procedures will result in disciplinary action up to and including termination from the program.

Printed Name

Signature/Date

Section 3 – Forms

Murray State University Dietetic Internship Program
Code of Ethics Acknowledgement Form

I, _____, am a Dietetic Intern in the Murray State University Dietetic Internship program. I have read the Code of Ethics for the Profession of Dietetics as published by the Academy of Nutrition and Dietetics: What is the Code of Ethics (eatrightpro.org)I understand its guidelines, and I agree to uphold its ethical principles. As a student member of the Academy of Nutrition and Dietetics and as a future ACEND-credentialed dietetics practitioner, I agree to abide by the Code. I understand that failure to follow the Code of Ethics will result in disciplinary action up to and including termination from the program.

_____

Printed Name

_____

Signature/Date

Section 3 – Forms

Release and Authorization for use of information:

I,_____ (print name), in consideration of any photograph, video image or other likeness of me and information about me, said information consisting of the following: (all such photographs, etc., hereinafter collectively “my information”), hereby authorize Murray State University and its employees, agents, personnel and any others who are acting on its behalf (hereinafter collectively “Murray State”) to use my information for any and all purposes whatsoever. I understand that my information may be copied and distributed by Murray State using any means, including but not limited to video presentations, television, news bulletins, billboards, signs, brochures, magazines, websites, digital materials, social media platforms and newspapers.

I understand and agree that when Murray State University uses my information, others who are not subject to Murray State University’s supervision and control may further disseminate my information.

I release Murray State from any and all liability related to dissemination of my information. I specifically allow release of my information that is subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., and other statute, rule, or regulation.

I have read this document and understand its contents.

_____

Printed Name

_____

Signature/Date

_____

Signature of MSU representative: _____Date:_____

Section 3 – Forms

Are you allergic to

Section 3 – Forms

Section 3 – Forms

Tips for Success During Supervised Practice Training

Self-Assessment: Acceptance of Placement

DO	1. Analyze your interests, values & goals. 2. Despite temporary placement and student status, regard yourself as a professional and a member of the staff. 3. Prepare yourself to expect and accept that problems and frustrations will occur. 4. When problems occur, be patient and pleasant; cope with problems with an attitude toward solution and negotiation.
' 2 1 ¶ 7	1. Do not act as if you know all the answers. Remember as an intern you are placed in the facility for a learning experience. 2. Do not let yourself become involved in internal conflicts.

Routine Office Matters

DO

1. Find out where you are to work office, desk space, chair, telephone, etc. so you know your operational base.
2. Be aware of office practices and policies regarding dress, call in protocol, absenteeism, office hours, flexibility, holidays,

2. Develop a list of people to know in your working environment

' 2 1 ¶ 7	1. Do not become discouraged or defensive when assignments, projects, etc. are reviewed by staff and refinements are requested. Remember, they are the experts and know what is needed. Your job is to gain experience and knowledge while keeping an open mind. 2. Do not refrain from contributing; preceptors welcome your fresh ideas and insight. 3. Do not become defensive when mistakes are made. You are bound to make a few or several throughout your time in the internship. Remember, you are there to develop your talents and skills. 4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics. Remain an impartial observer and learn! 5. Do not expect to be an expert upon completion of your - as an entry level dietitian!

Printed Name

Signature/Date