

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Table of Contents

Program Description	3
College Philosophy	4
Program Mission and Philosophy Statement	5
Program Goals and Objectives	6
Code of Ethics for the Nutrition and Dietetics Profession	8
Program Schedule	11
Course Descriptions	12
ACEND [®] Competencies 2022	14
Policies & Procedures	
Equitable Treatment	18
Affiliation Agreements for Supervised Practice Facilities	19
Insurance Requirements	20
Liability for Safety in Travel	21
Injury or Illness during Supervised Practice	22
Immunizations, Drug Testing, and Criminal Background Checks	24
Educational Purpose of Supervised Practice	26
Supervised Practice Facility & Preceptor Selection	27
Supervised Practice Documentation	28
Standards of Professional Behavior	30
Compensation as Part of the Program	31
Intern Accessibility	32
Accommodations for Students with Disabilities	33

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Grievances	34
Program Noncompliance Complaints	36
Prior Learning	38
Formal Assessment of Intern Learning	39
Academic Integrity	41
Program Retention and Remediation Procedures	46
Disciplinary/Termination Procedures	48
Graduation and Program Completion Requirements	51
Verification Statement Requirements and Procedures	52
Verification of Student Identity in Testing in Distance Learning	53
Withdrawal and Refund of Tuition and Fees	54
Program Schedule, Vacations, Holidays, and Leaves of Absence	56
Protection of Privacy	58
Intern Access to Personal File	59
Access to Support Services	60
Resources	61

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Program Description

The combined Dietetic Internship (DI) and Master of Science (MS) in Nutrition with an emphasis in Dietetics Leadership instills an appreciation of the importance and necessity of leadership for entry-level professional practice in the dietetics profession. The program provides the graduate study and degree requirements established by the Commission on Dietetic Registration (CDR) and the Accreditation Council on Education in Nutrition and Dietetics (ACEND[®]), and exceeds the minimum 1000 hours of supervised practice experience (dietetic internship) necessary to become a Registered Dietitian Nutritionist (RDN). A minimum of 39 semester credits are required for completion of the program. Students must be enrolled full-time every semester/summer in order to complete the combined DI/MS.

The Applied Dietetic Practice courses make use of food service management, community, and clinical facilities throughout the Fargo-Moorhead area and surrounding communities. Applied Dietetic Practice I is completed in the summer between the two academic years. Applied Dietetic Practice II is completed in the final spring semester. Students also complete their master's capstone project in the final spring semester. The Applied Dietetic Practice courses, Master's Capstone, and Statistics and Research Analysis are offered online; all other courses are offered on campus.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

College Philosophy

The purpose of Concordia College is to **“influence the affairs of the world by sending into society thoughtful and informed men and women dedicated to the Christian life”**.

Concordia is a liberal arts college of the Evangelical Lutheran Church in America. As an institution of higher education, it seeks to enable students to discover their interests, prepare for their careers, and acquire tools and motivation for a lifelong process of learning. As a college of the church, Concordia seeks to equip students with the knowledge, methods, attitudes, and discipline needed for a lifetime of service to God and others.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Program Mission and Philosophy Statement

The mission of the combined Dietetic Internship and Master of Science in Nutrition at Concordia College is to prepare thoughtful and competent entry-level registered dietitian nutritionists for advanced leadership roles in careers related to food, nutrition, and dietetics.

The mission of the DI/MS is consistent with the mission of Concordia College in that it emphasizes preparation of thoughtful and competent entry-level registered dietitian nutritionists who are dedicated to becoming leaders in the field of nutrition and dietetics. Graduates of the program exhibit leadership and professional qualities; utilize critical-thinking and intellectual inquiry in solving problems; communicate and practice effectively, accurately, and in a culturally appropriate manner; and integrate leadership, management, research, teaching, practice, and service in meeting the needs of populations served by registered dietitian nutritionists. In doing so, DI/MS graduates will influence the affairs of the world.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Program Goals and Objectives

Goal 1: The program will prepare graduates to take the CDR credentialing exam to become registered dietitian nutritionists.

- At least 80% of interns complete the program/degree requirements within 33 months (150% of planned program length).
- Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of graduation.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- The program's first-time pass rate (graduates who pass the registration exam on the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Goal 2: The program will prepare graduates for advancement into management or leadership positions in food, nutrition, dietetics or related fields.

- At least 80% of employers of program graduates indicate "agree" or "strongly agree" for graduates' preparation for entry-level practice.
- At least 80% of employers of program graduates indicate "agree" or "strongly agree" for graduates having demonstrated effective leadership skills.
- At least 80% of employers of program graduates indicate "agree" or "strongly agree" for graduates having demonstrated effective management skills.

Goal 3: The program will prepare graduates to work effectively as part of an interprofessional team.

- At least 80% of program graduates indicate "agree" or "strongly agree" for their preparation to work effectively as part of an interprofessional team.
- At least 80% of employers of program graduates indicate "agree" or "strongly agree" for graduates having worked effectively as part of an interprofessional team.
- At least 80% of program graduates indicate "agree" or "strongly agree" that there were adequate opportunities throughout the DI/MS to develop written communication skills.
- At least 80% of employers of program graduates indicate "agree" or "strongly agree" for graduates having demonstrated effective written communication skills.
- At least 80% of program graduates indicate "agree" or "strongly agree" that there were adequate opportunities throughout the DI/MS to develop public speaking skills.
- At least 80% of employers of program graduates indicate "agree" or "strongly agree" for graduates having demonstrated effective public speaking skills.

Concordia College

Dietetic Internship/Master of Science in Nutrition

Handbook

Program outcomes data are available upon request by contacting the DI/MS Director at wagner@cord.edu

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations,*
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.*
- c. Assess the validity and applicability of scientific evidence without personal bias.*
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.*

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.*
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.*
 - g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.*
 - h. Practice within the limits of their scope and collaborate with the inter-professional team.*
2. *Integrity in personal and organizational behaviors and practices (Autonomy)*

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.*
 - b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.*
 - c. Maintain and appropriately use credentials.*
 - d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).*
 - e. Provide accurate and truthful information in all communications.*
 - f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.*
 - g. Document, code and bill to most accurately reflect the character and extent of delivered services.*
 - h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.*
 - i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).*
3. *Professionalism (Beneficence)*

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.*
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.*

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.*
 - d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.*
 - e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.*
 - f. Refrain from verbal/physical/emotional/sexual harassment.*
 - g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.*
 - h. Communicate at an appropriate level to promote health literacy.*
 - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.*
4. *Social responsibility for local, regional, national, global nutrition and well-being (Justice)*

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.*
- b. Promote fairness and objectivity with fair and equitable treatment.*
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.*
- d. Promote the unique role of nutrition and dietetics practitioners.*
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.*
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.*

For more information on the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Nutrition and Dietetics Profession, see <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Program Schedule

Summer I

DATA 608 – Statistics and Research Analysis, 4 credit hours (online course)

Fall I

FND 602 – Advanced Study of Micronutrients, 2 credit hours

FND 609 – Dietetics Management, 2 credit hours

BUSN 662 – Leadership: Theory and Application, 3 credit hours

Spring I

FND 604 – Advanced Medical Nutrition Therapy, 4 credit hours

FND 601 – Nutrition Counseling & Education, 2 credit hours

COM 617 – Applied Research Methods in Communication, 4 credit hours

Summer II

FND 606 – Applied Dietetic Practice I, 4 credit hours (online course)

Fall II

FND 600 – Advanced Study of Macronutrients, 2 credit hours

COM 614 – Organizational Communication, 4 credit hours

Spring II

FND 605 – Master’s Capstone Project, 4 credit hours (online course)

FND 607 – Applied Dietetic Practice II, 4 credit hours (online course)

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Course Descriptions

BUSN 662 – Leadership: Theory and Application, 3 credits. This course is designed to provide a comprehensive view of the nature and practice of leadership. Among the topics explored are historical, philosophical and theoretical foundations; ethics and values; power and influence; conflict management; and effective leadership in formal organizations.

COM 614 – Organizational Communication, 4 credits. An examination of how communication enacts and affects organizational behavior. Topics include: organizational assimilation, organizational culture, motivation, power, decision making, leadership, learning styles, conflict management, nonverbal communication, organizational ethics, diversity and change management. Emphasis is placed on the ability to apply organizational research and theory to organizational behavior. The course includes readings, experiential exercises, case study discussions, exams and papers.

COM 617 – Applied Research Methods in Communication, 4 credits. A course in scientific inquiry methods in communication, including the study of methods of research design, data collection and analysis. Topics include the ethical application of research methods in various contexts, and the development of applied research methods available to effectively collect and analyze communication data. Prerequisite: Graduate-level statistics or permission of the instructor.

DATA 608 – Statistics and Research Analysis, 4 credits. This course allows the student to understand and demonstrate knowledge of descriptive and inferential statistics used in food, nutrition, and dietetics research, and apply their knowledge to real-world situations and research questions. Emphasis is placed on distinguishing similarities and differences among statistical tests, and recognizing the essentiality of statistics for producing and comprehending scientific research. Prerequisites: Undergraduate statistics course.

FND 600 - Advanced Study of Macronutrients, 2 credits. This course will explore the advanced metabolism and functions of carbohydrates, proteins, and lipids in physiological processes. Prerequisite: Biochemistry course.

FND 601 – Nutrition Counseling and Education, 2 credits. This course will explore the advanced principles of nutrition counseling and education for the general population and for individuals with special health needs. Prerequisite: Medical Nutrition Therapy course.

FND 602 – Advanced Study of Micronutrients, 2 credits. This course will explore the advanced metabolism and functions of vitamins and minerals in physiological processes. Prerequisite: Biochemistry course.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

FND 604 – Advanced Medical Nutrition Therapy, 4 credits. This course allows the student to utilize knowledge of nutrition, physiology, and other natural sciences in studying nutritional interventions for individuals with complex pathologic conditions. Emphasis will be placed on learning and using evidenced-based recommendations for dietetics practice. Prerequisite: Medical Nutrition Therapy course

FND 605 – Master’s Capstone, 4 credits. This course will serve as the capstone experience for the graduate program in Dietetics Leadership. Students will research, plan, develop, and possibly implement a capstone project that encompasses the knowledge and skills they have gained from the combined dietetic internship and graduate program. Prerequisite: FND 604 Advanced Medical Nutrition Therapy.

FND 606 – Applied Dietetics Practice I, 4 credits. This course will provide required dietetics-related supervised practice experience in food service management, clinical, and community facilities. This course is a cooperative program between Concordia College and area facilities. During the 16 weeks, students will intern in food service management, clinical, and/or community rotations. These rotations will include working in inpatient hospitals and outpatient clinics, WIC clinics, college, elementary, and high school food service, Extension services, and public health facilities. Prerequisite: FND 604 Advanced Medical Nutrition Therapy.

FND 607 – Applied Dietetic Practice II, 4 credits. This course will provide required dietetics-related supervised practice experience in food service management, clinical, and community facilities. This course is a cooperative program between Concordia College and area facilities. During the 16 weeks, students will intern in food service management, clinical, and/or community rotations. These rotations will include working in inpatient hospitals and outpatient clinics, WIC clinics, college, elementary, and high school food service, Extension services, and public health facilities. Prerequisite: FND 604 Advanced Medical Nutrition Therapy.

FND 609 – Dietetics Management, 2 credits. This course will explore management principles and skills needed by dietetics professionals holding management positions. Students will have the opportunity throughout the course to apply skills essential for successful management in all areas of the dietetics profession. Emphasis will be on preparing students for advancement into management or leadership roles in food, nutrition, dietetics or related fields.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

ACEND® Competencies 2022

<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p>
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4: Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
CRDN 1.5: Incorporate critical-thinking skills in overall practice.
<p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p>
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4: Function as a member of interprofessional teams.
CRDN 2.5: Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7: Apply change management strategies to achieve desired outcomes.
CRDN 2.8: Demonstrate negotiation skills.
CRDN 2.9: Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10: Demonstrate professional attributes in all areas of practice.
CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13: Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
<p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p>
CRDN 3.1: Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2: Conduct nutrition focused physical exams.
CRDN 3.3: Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B ₁₂ or iron supplementation).
CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5: Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8: Design, implement and evaluate presentations to a target audience.
CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10: Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12: Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
CRDN 4.1: Participate in management functions of human resources (such as training and scheduling).
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3: Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4: Apply current information technologies to develop, manage and disseminate nutrition information and data.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

CRDN 4.5: Analyze quality, financial and productivity data for use in planning.
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9: Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10: Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.
CRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2: Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CRDN 5.3: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 5.4: Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CRDN 5.5: Demonstrate the ability to resolve conflict.
CRDN 5.6: Promote team involvement and recognize the skills of each member.
CRDN 5.7: Mentor others.
CRDN 5.8: Identify and articulate the value of precepting.

POLICIES AND PROCEDURES

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Equitable Treatment

(ACEND® Required Element 8.1d)

Policy

The Concordia College DI/MS is committed to creating an environment where diversity is valued, equity is promoted, and all individuals are treated with fairness and respect. We believe in the inherent worth of every person and are dedicated to ensuring equitable treatment of individuals from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. Concordia DI/MS faculty, preceptors, and interns are expected to uphold the below principles in their interactions and decisions. By embracing equitable treatment, we strengthen the DI/MS, enhance intern engagement, and better serve our interns and community.

Principles

Our commitment to equitable treatment means that we:

1. **Respect Diversity:** We recognize and value the diversity of all interns, faculty, staff, and preceptors. We actively seek to understand and celebrate differences while promoting inclusivity within the program.
2. **Provide Equal Opportunities:** We ensure that all interns have equal access to opportunities for learning, skill development, and participation in the DI/MS.
3. **Prevent Discrimination:** Discrimination based on race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, age, or any other protected characteristic is strictly prohibited and will not be tolerated.
4. **Promote Fair Treatment:** We strive to create an environment where fair treatment and ethical behavior are the norm. Harassment, bullying, or any form of retaliation will not be tolerated.
5. **Accountability and Compliance:** We hold ourselves accountable to these principles and comply with the ACEND® and Concordia College regulations and policies related to equitable treatment and nondiscrimination.
6. **Continuous Improvement:** We are committed to continuously improving the DI/MS policies and procedures to promote equity and ensure a supportive and inclusive environment for all.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Affiliation Agreements for Supervised Practice Facilities

Policy

When DI/MS interns complete supervised practice hours in facilities not affiliated with Concordia College, a signed affiliation agreement delineating the rights and responsibilities of Concordia College and the supervised practice facility will be obtained by the DI/MS Director. In the case in which the supervised practice facility is affiliated with Concordia College (such as Concordia College Dining Services) or does not require an affiliation agreement, documentation of correspondence indicating that “no affiliation agreement is necessary” will be collected and retained by the DI/MS Director.

Procedure

1. The DI/MS Director will select supervised practice facilities that provide interns with opportunities to demonstrate competence in the areas identified on the ACEND[®] list of competencies.
2. Before interns begin supervised practice, the DI/MS director will ensure adequacy and appropriateness of the facility by communicating with the preceptor at the supervised practice facility to ensure interns will receive the necessary supervision and feedback necessary to achieve the relevant learning outcomes.
3. An affiliation agreement will be reviewed and signed by appropriate representatives of Concordia College and the supervised practice site.
4. All affiliation agreements will be maintained and kept either in hard copy or electronically by the DI/MS Director, unless the affiliation agreement includes additional departments/programs at Concordia, in which case the affiliation agreement may be maintained and kept by Academic Affairs, Office of Risk Management, or Integrative Learning.

Concordia College

Dietetic Internship/Master of Science in Nutrition

Handbook

Insurance Requirements

(ACEND[®] Required Element 8.2a)

Policy

Concordia College certifies that DI/MS interns completing supervised practice hours in outside organizations under contract with Concordia College are covered by the necessary general insurance. Students enrolled in the Concordia College DI/MS are provided professional liability insurance through Educational & Institutional Insurance Administrators (EIIA). The liability insurance provides the intern with professional liability insurance, including incidental malpractice liability, in the amount of \$1 million per occurrence and \$3 million in the aggregate.

Health insurance is considered to be a private matter and interns who are injured or become ill have sole responsibility for any medical costs incurred. DI/MS interns may be required by the supervised practice facility to provide proof of personal health insurance.

Procedure

1. The DI/MS Director works to maintain current affiliation agreements with outside organizations providing supervised practice hours to DI/MS interns.
2. Concordia College shall continue to cover DI/MS interns with professional liability insurance, including incidental malpractice liability, for the duration of their supervised practice experiences as required by the DI/MS.
3. If a supervised practice facility requires verification of liability insurance, the DI/MS Director will provide the Concordia College Office of Risk Management with a copy of the affiliation agreement with the facility. The Office of Risk Management will then request a certificate of liability insurance from EIIA.
4. Prior to starting the DI/MS all interns provide a copy of their personal health insurance card to the DI/MS Director, who will then provide the document to the supervised practice facility upon request. The copy of the intern's personal health insurance card will be kept in the intern's personal file.

Concordia College

Dietetic Internship/Master of Science in Nutrition

Handbook

Liability for Safe Travel

(ACEND[®] Required Element 8.2b)

Policy

Concordia College DI/MS interns are required to have their own vehicle, which must be in proper working order, for transportation to and from supervised practice facilities. DI/MS interns assume personal responsibility for their own safe travel and must comply with state automobile liability insurance requirements.

Procedure

1. The requirement for a vehicle for transportation to supervised practice facilities is communicated to prospective students and the public via the Concordia College DI/MS website.
2. An estimation of funds associated with transportation (e.g., gas) is included as a program cost and is available to prospective students and the public via the Concordia College DI/MS website.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Injury or Illness during Supervised Practice (ACEND® Required Element 8.2c)

Policy

It is very important that interns take the proper steps to ensure maintenance of health throughout supervised practice. Interns are discouraged from participating in supervised practice when they are suffering from any contagious illness. Concordia College DI/MS interns who become injured or ill while at a supervised practice facility shall immediately leave the premises or report to the appropriate area for emergency treatment. Likewise, Concordia College DI/MS interns who are injured or become ill while not in supervised practice (overnight hours or weekends) should communicate with their preceptor in advance that they will not be present for their supervised practice rotation. Hospital and medical costs arising from injuries or illness shall be the sole responsibility of the intern and not the responsibility of the supervised practice facility or Concordia College.

Supervised practice missed for illness or injury must be made up by the intern according to the preceptors' direction (see procedures below). All required supervised practice activities must be completed.

It is expected that interns not miss more than five days (40 hours) of supervised practice over the course of the program (both FND 606 & 607) due to illness or injury. Frequent or prolonged illness of more than five days (40 hours) may require an extension of the supervised practice component to ensure completion of the required experiences. Such an extension will be granted at the discretion of the DI/MS Director and will not exceed a one-week (five-day) period. If it is determined that the intern is unable to make up the minimum supervised practice hours and complete all required supervised practice activities within the 16 weeks of each Applied Dietetics Practice course, plus one additional week (five days), if granted, the intern will not meet graduation requirements and thus, will not receive a verification statement.

Procedure

1. DI/MS interns who are injured or become ill while at a supervised practice facility shall immediately request permission to leave the premises or report to the appropriate area for emergency treatment. Interns must also notify the FND 606 or FND 607 course instructor (which include either the DI/MS Director or Coordinator) if they will be leaving the supervised practice facility.
2. DI/MS interns who know they will not be present at the supervised practice facility due to an illness or injury must notify their preceptor several hours before they are scheduled to arrive at the facility so proper schedule adjustments can be made. Interns must also notify the FND 606 or FND 607 course instructor (which include either the DI/MS Director or Coordinator) if they will be absent from their supervised practice facility.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

3. Upon returning to the supervised practice facility, the intern should meet with the preceptor to discuss how supervised practice hours and/or required activities will be made up. It is up to the preceptor to decide if and how supervised practice hours and activities can be made up by the intern. Possible options for making up supervised practice hours include, but are not limited to, the intern coming in early and/or staying late on certain days, reporting to the supervised practice facility on a weekend day (if applicable), or completing supervised practice hours on an otherwise recognized vacation day for interns (i.e., July 4th).
4. If an intern is granted a supervised practice extension (not to exceed a five-day (40-hour) period) by the DI/MS Director, the DI/MS Director will coordinate the time and location of the supervised practice experience and communicate details to the intern.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Immunizations, Drug Testing, and Criminal Background Checks (ACEND® Required Element 8.2d)

Policy

Concordia College DI/MS interns are required to comply with all requirements of supervised practice facilities for immunizations, drug testing, fingerprinting and criminal background checks, and provide appropriate documentation demonstrating compliance.

Failure to comply with and submit documentation of all immunizations, drug tests, and criminal background checks, according to the requirements of the supervised practice facility, will prevent the intern from completing the supervised practice requirements of the DI/MS. As a result, the intern will not meet graduation requirements and thus, will not receive a verification statement.

Any fees associated with immunizations, drug testing, background checks, fingerprinting, or other documentation required by supervised practice facilities are the responsibility of the DI/MS intern.

Procedure

1. At a minimum, DI/MS interns are required to receive immunizations for measles, mumps, rubella, tetanus, diphtheria, pertussis, hepatitis B, and varicella during their lifetime and complete a two-step tuberculosis test (or supervised practice facility-approved equivalent) within a 12-month period prior to beginning supervised practice. Concordia College is not currently requiring the COVID-19 immunization; however, interns who have received the COVID-19 immunization and any boosters are required to provide records of said immunizations and boosters. If Concordia's requirement regarding the COVID-19 immunization and/or boosters changes, there will be an option to fill out an exemption form and submit it to the DI/MS Director. Note: While Concordia College may grant exemptions for the COVID-19 immunization and other immunizations, there is no guarantee that supervised practice facilities will grant the same or similar exemptions.
2. DI/MS interns are required to provide appropriate documentation that: they have received immunization for measles, mumps, rubella, tetanus, diphtheria, pertussis, hepatitis B, and varicella during their lifetime, they are up-to-date on COVID-19 immunizations and boosters or have applied for an exemption (if required), and show negative results of a two-step tuberculosis test (or supervised practice facility-approved equivalent), completed within a 12-month period prior to beginning supervised practice, and any other vaccinations required of the supervised practice facility. Documentation is provided to the DI/MS Director, kept in the intern's personal file, and provided to the supervised practice facility upon request.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

3. If drug testing is required by one or more supervised practice facilities, interns must complete the specified drug test and provide a report of results to the DI/MS Director. The results are kept in the intern's personal file, and provided to the supervised practice facility upon request.
4. All DI/MS interns will complete a background check through Orange Tree Employment Screening. The background check will be requested by the DI/MS Director during the semester prior to starting supervised practice. If additional or different background checks are required by supervised practice facilities, the DI/MS Director will provide information to the intern, who will then be responsible for completing the additional or specified background check(s).
5. If a discrepancy is noted on results of a background check, fingerprinting, and/or drug test, the DI/MS Director will contact the supervised practice facility to determine if the intern is still able to complete supervised practice at that facility. If denied access by a facility, an attempt may be made by the DI/MS Director to locate a different supervised practice facility for the intern, but such a decision is at the discretion of the DI/MS Director. If the intern is denied the ability to complete supervised practice by one or more facilities, the intern will not meet graduation requirements and thus, will not receive a verification statement.
6. If an intern is missing or has incomplete immunizations as required by the supervised practice facility, an attempt may be made by the DI/MS Director to locate a different supervised practice facility for the intern, but such a decision is at the discretion of the DI/MS Director. If the intern is denied the ability to complete supervised practice by one or more facilities due to missing or incomplete immunizations, the intern will not meet graduation requirements and thus, will not receive a verification statement.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Educational Purpose of Supervised Practice

(ACEND[®] Required Element 8.2e)

Policy

DI/MS interns assigned to supervised practice facilities are Concordia College DI/MS interns and are not employees of the supervised practice facility except when they may be employed by the supervised practice facility during time not associated with the DI/MS. The supervised practice facility maintains the ultimate responsibility for the quality of care and services provided to the people served by the facility without reliance on DI/MS interns.

Procedure

1. The following statements are included in the affiliation agreement provided by Concordia College to supervised practice facilities:
 - a. “The Dietetic Interns assigned to [name of supervised practice facility] shall be Dietetic Interns at Concordia College Dietetic Internship and shall in no sense be considered employees of [name of supervised practice facility] except when they may be employed by [name of supervised practice facility] during time free from the Dietetic Internship.”
 - b. [name of supervised practice facility] shall “Have the ultimate responsibility for the quality of care given to its clients.”

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Supervised Practice Facility & Preceptor Selection

Policy

Supervised practice facilities and preceptors are selected based on their ability to provide a quality experience for DI/MS interns. Affiliation agreements between all external supervised practice facilities and Concordia College are completed and maintained. Upon request, interns are able to review the affiliation agreement between Concordia College and a particular facility.

Procedure

1. One preceptor at each supervised practice facility will be designated as the main preceptor, thereby agreeing to oversee the intern's experience in the facility, maintain communication with the intern and DI/MS Director and/or DI/MS Coordinator, and complete the intern's final rotation evaluations. Main preceptors are selected and agreed upon by both the supervised practice facility administrators and the DI/MS Director.
2. Interns complete evaluations of all of the supervised practice facilities and preceptors they are assigned. These evaluations are used to help assess whether the facility and preceptor have provided adequate experiences in an environment in which learning goals of the rotation could be met. Interns' individual evaluations of supervised practice facilities and preceptors are kept confidential; however, information presented in aggregate may be provided by the DI/MS Director and/or DI/MS Coordinator to facilities and/or preceptors upon request. It is also the intern's choice regarding whether to share his/her evaluation of the preceptor and facility with the preceptor directly.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Supervised Practice Documentation

(ACEND[®] Required Element 8.1c)

Policy

To track supervised practice hours and maintain consistent contact with the program director, interns will compose and submit weekly reflective journals in FND 606 and FND 607 using the provided weekly journal and supervised practice hours template.

Procedure

1. Each weekly reflective journal must include the following:
 - a. Number of hours of completed supervised practice each day and total hours for the week*
 - i. For accreditation purposes, it is very important that all supervised practice hours be tracked according to time spent working on various activities
 - ii. For time spent on activities assigned by your preceptor but not associated with the competency grid, list the activities accordingly (e.g., serving meals)
 - iii. There is time during a typical supervised practice day spent answering emails, organizing activities, and other office-related tasks that do not have to do with a particular supervised practice activity. List time spent on these tasks as "Office Tasks".
 - iv. There is time during a typical supervised practice day during which you grab coffee, fill up a water bottle, use the restroom, stand/stretch, and so forth. List time spent on these tasks as "Breaks". Note: meal breaks (i.e., lunch) do not count as supervised practice hours
 - v. The time spent on all supervised practice activities listed, including non-competency grid activities, office tasks, and breaks, should add up to at least 8 hours each day (40 hours each week)
 - vi. Time spent on office tasks and breaks should not exceed 1 hour on any given day
 - b. Location(s) at which supervised practice hours were completed
 - c. Summary of supervised practice experiences
 - d. Activity status - include a list of activities to be completed at this rotation site, amount of time spent on each, and a brief description of your progress on each
 - e. Questions that were asked of the intern
 - f. Most difficult part of the week as it relates to dietetics (i.e., becoming an RD/RDN)
 - g. Most satisfying part of the week as it relates to dietetics (i.e., becoming an RD/RDN)

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

- h. Questions for the DI/MS Program Director or Coordinator
-
- 2. Weekly journals are due on Friday (or the last day of supervised practice for the week), are submitted via the course Moodle page, and are reviewed and responded to by the FND 606 or FND 607 instructor no later than midnight on Sunday evening.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Standards of Professional Behavior

(ACEND[®] Required Element 8.1a)

Policy

Concordia College DI/MS interns are expected to adhere to the following guidelines throughout supervised practice rotations:

- Interns will not disrupt the operation of the cooperating facility.
- Interns are expected to dress and conduct themselves in a professional manner at each facility. The standards may vary from facility to facility.
- The facility reserves the right to adjust an intern's experience if conduct and/or dress do not meet standards.
- The number of interns assigned to a facility, the intern's schedule, and objectives will be determined in cooperation with the cooperating department supervisor.
- Interns will be provided an orientation to the cooperating facility including employee dress, confidentiality, human rights, ethical considerations, and liability.
- Interns will function within the organizational framework of the cooperating facility; policies and procedures for the institution will be available to the interns.
- The cooperating facility has the right to withhold use of the facility for failure to follow its policies and procedures as well as accepted standards of health and behavior.
- Transportation to cooperating facilities is the responsibility of the individual intern.
- Work hours will vary from rotation to rotation and within rotations so interns will be flexible and accommodating.
- Interns may be required to have drug testing, fingerprinting, criminal background checks and/or additional vaccinations in order to complete supervised practice at a particular facility. The costs associated with such tests and/or vaccinations are the responsibility of the dietetic intern.
- Dietetic interns will not be paid for projects/activities completed as part of their supervised practice rotations and do not replace paid employees.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Compensation as Part of the Program (ACEND[®] Required Element 8.2f)

Policy

DI/MS interns are not hired as employees and thus, are not compensated as part of the DI/MS. If employed by a Concordia College department or office, policies and practice related to compensation follow those of the department or office in which the intern is employed.

Interns are strongly discouraged from holding employment during semesters in which they are completing supervised practice (FND 606 & 607). If interns are employed by a facility at which they complete supervised practice, supervised practice hours must be clearly distinguished from employment hours; employment hours do not count as supervised practice hours.

Procedure

1. Interns enrolled in the DI/MS are not eligible for any employment positions related to the DI/MS, including serving as a student worker for the Department of Nutrition, Dietetics and Exercise Science.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Intern Accessibility

Policy

To serve interns most effectively, the DI/MS Director and preceptors must have the means of communicating with all interns. Communication will primarily take the form of email and telephone calls.

Procedure

1. Interns are required to provide a current local address and telephone number to the DI/MS Director, DI/MS Coordinator, and the preceptor at each supervised practice facility. Any changes to phone number and local and/or permanent address must be reported to the DI/MS Director immediately.
2. Interns are required to have e-mail access and must use the email account provided to them by Concordia College.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Accommodations for Students with Disabilities

Policy

Concordia College values diversity and inclusion and is committed to providing students with access to mental health services and equitable access to learning opportunities. The Counseling Center and Disability Services Office are part of the Center for Holistic Health, which is the campus office that helps students find solutions and relief through talk therapy, and reasonable accommodations.

In accordance with the Americans with Disabilities Act, Concordia College and the DI/MS Faculty are committed to making reasonable and appropriate accommodations to assist individuals with documented disabilities to reach their academic potential. Such disabilities include, but are not limited to, learning or psychological disabilities, or impairments to health, hearing, sight, or mobility.

All appointments at the Center for Holistic Health are free and confidential and can be arranged by emailing holistichealth@cord.edu or calling (218) 299-3514, or by stopping by the Center for Holistic Health, which is located in Old Main, Room 109A, phone 218-299-3514; <https://www.concordiacollege.edu/directories/offices-departments-directory/center-for-holistic-health-chh/disability-services/>

Procedure

1. If an intern is feeling stressed, worried, or lonely, the intern is encouraged to contact a staff member in the Center for Holistic Health to learn more or to set up an appointment with a counselor.
2. If an intern believes they require accommodations for a disability that may impact their performance in DI/MS courses, the intern should schedule an appointment with the Center for Holistic Health to coordinate accommodations in courses.
3. Interns deemed eligible for accommodations for a disability, the intern will be provided with a Letter of Accommodation from the staff in the Center for Holistic Health. The intern is then responsible for sharing their LOA with their course instructor(s) as soon as possible so necessary arrangements can be made. The LOA indicates the type of accommodation(s) to be provided. Accommodations can start only after the LOA has been shared with the instructor; accommodations are not retroactive.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Grievances

(ACEND® Required Element 8.2g)

Policy

DI/MS interns and preceptors providing supervised practice for the Concordia DI/MS are encouraged to bring forth grievances related to supervised practice that they have with the DI/MS using the procedure specified below. In compliance with the U.S. Department of Education policy, and consistent with the Higher Learning Commission guidelines, Concordia College maintains a record of serious, written and signed complaints filed by students. Records include the following:

1. Date the complaint was submitted
2. Explanation of the complaint
3. Steps taken by Concordia College to address the complaint, including referrals
4. Any other actions initiated by the student to resolve the complaint

Grievances will be documented on a *Student Complaint Documentation Form*, available through the DI/MS Director, and will be retained in the office of the DI/MS Director for no less than seven years.

For grievances pertaining to academic integrity violations and grade discrepancies, DI/MS interns will follow the policies and procedures outlined in the Concordia College catalog (<https://www.concordiacollege.edu/directories/offices-departments-directory/registrar/course-catalog/>)

Procedure

1. If an intern has a grievance with a preceptor or faculty member, it should first be reported to the preceptor or faculty member and a meeting between the intern and preceptor/faculty member will be scheduled. The second course of action is to report the grievance to the DI/MS Director. If the DI/MS Director deems it appropriate, a meeting will be arranged with the intern, preceptor/faculty member, and DI/MS Director. If the grievance cannot be resolved, the DI/MS Director will arrange for a meeting with the Chair of the Department of Nutrition, Dietetics and Exercise Science. If the grievance still cannot be resolved, the DI/MS Director will arrange for a meeting that includes the Dean of the School of Health Professions. If the grievance is still not resolved, the Dean of the School of Health Professions will arrange for a meeting with the Dean of the College.
2. If an intern, preceptor, or program faculty member has a grievance with the DI/MS Director, it should first be reported to the DI/MS Director and a meeting between the intern/preceptor/faculty member and DI/MS Director will be scheduled. If the grievance

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

cannot be resolved, the DI/MS Director will arrange for a meeting with the Chair of the Department of Nutrition, Dietetics and Exercise Science. If the grievance still cannot be resolved, the DI/MS Director will arrange for a meeting that includes the Dean of the School of Health Professions. If the grievance is still not resolved, the Dean of the School of Health Professions will arrange for a meeting with the Dean of the College.

3. DI/MS interns and preceptors with grievances that cannot be resolved within the College may submit a complaint directly to the Accreditation Council for Education in Nutrition and Dietetics (ACEND[®]), the accrediting agency of the DI/MS.
 - a. Contact information for the ACEND[®]:
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 312-899-0040 ext. 5400
Email: ACEND@eatright.org
Website: <http://www.eatrightPRO.org/ACEND>

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 educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND[®]. However, the ACEND[®] board does 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 acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Program Noncompliance Complaints (ACEND[®] Required Element 8.2h)

Policy

When a complaint has been filed against the Concordia College DI/MS and has not been resolved using the procedures listed in the Grievance Policy (ACEND[®] Required Element 8.2g) or Concordia College catalog (<https://www.concordiacollege.edu/directories/offices-departments-directory/registrar/course-catalog/>), any individual may submit a complaint directly to the ACEND[®] using the procedure specified below.

Procedure

1. Download the Complaint Investigation Form on the ACEND[®] website:
<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>
2. Submit the completed and signed Complaint Investigation Form via email to ACENDReports@eatright.org or print and mail the form to:

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
3. Procedures for Complaints Against Accredited Programs (verbatim from <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>)
 1. ACEND[®] staff forwards all written complaints to the ACEND[®] chair within three weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
 2. If the ACEND[®] chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the chair's review that no further action will be taken.
 3. If the ACEND[®] chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

4. At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND[®], receive copies of the correspondence by first class mail.
5. The ACEND[®] chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND[®] chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND[®] chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND[®] board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND[®] board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND[®] board or the ACEND[®] chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND[®] board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND[®] board determines that the program is not in compliance with the accreditation standards or policies, the ACEND[®] board may place the program on probation or withdraw accreditation.
12. The program director and administration of the sponsoring institution are notified of the ACEND[®] board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND[®] board to reconsider a decision to withdraw accreditation or probationary accreditation.

Concordia College Dietetic Internship/Master of Science in Nutrition Handbook

Prior Learning (ACEND[®] Required Element 8.2i)

Policy

The Concordia College DI/MS does not accept transfer credits from other programs or institutions, nor will exemptions be made for prior experience or competence.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Formal Assessment of Intern Learning (ACEND[®] Required Element 8.1a & 8.2j)

Policy

Student learning outcomes are defined for the combined DI/MS and are measured by indirect and direct measures such as exams, case studies, portfolios, papers, projects, oral presentations, exhibits, and surveys. Instructors and preceptors provide detailed instruction and feedback during course discussions/lectures and supervised practice experiences and ensure that DI/MS interns have the opportunity to ask questions. Regular reports, both formal and informal, of performance and progress are provided to interns.

Procedure

1. Course instructors formally assess interns' learning in courses by posting grades and feedback/comments on assignments/exams in Moodle for interns to review. Final grades are also posted in Moodle.
2. Preceptors formally assess interns' learning in supervised practice rotations using a variety of assessment tools, such as a midpoint evaluation, evaluation of dietetic intern, competency grid, presentation evaluations, diet instruction critiques, and clinical staff relief performance evaluations.
3. Interns meet with their academic advisor (DI/MS Director) prior to registration each semester and discuss any concerns with learning and performance during those meetings. If concerns are raised, interns are provided with a list of campus resources available to assist them.
4. Interns who fail to earn a '3' or higher on each ACEND-identified competency (CRDN), earn a C or lower in a DI/MS-required course, and/or who are in jeopardy of not maintaining the required cumulative GPA are contacted by the DI/MS Director to discuss remediation (also see the policies and procedures outlined in "Graduation and Program Completion Requirements (ACEND[®] Required Element 8.2m)").
5. Concordia College values diversity and inclusion and is committed to providing students with access to mental health services and equitable access to learning opportunities. The Counseling Center and Disability Services Office (Old Main 109A) is the campus office that helps students find solutions and relief through talk therapy, and reasonable accommodations. Additional [Community and Online Resources](#) are also available on CobberNet. If a student has, or thinks they may have, a disability (e.g., mental health, attention, learning, autism spectrum disorders, chronic health, traumatic brain injury and concussions, vision, hearing, mobility, or speech impairments), they are encouraged to contact the Director of the Center for Holistic Health to arrange a confidential discussion regarding equitable access and reasonable accommodations. Appointments can be arranged by emailing holistichealth@cord.edu or calling (218) 299-3514, or by stopping in Lower Level, Old Main, room 109A. To receive reasonable and appropriate accommodations in courses, students need to share their Letter of

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Accommodation (LOA) with their class instructor(s) as soon as possible so necessary arrangements can be made. Accommodations can start only after the LOA has been shared with the instructor, and accommodations are not retroactive.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Academic Integrity (ACEND® Required Element 8.1a)

Policy

In regard to academic integrity, the DI/MS follows the policy published in the Concordia College catalog, which reads, in part:

The Concordia community expects all of our members to act with integrity – to act with honesty, uprightness and sincerity. Every member of our academic community is charged with the responsibility of encouraging and maintaining an environment of academic integrity. Faculty are especially important in this regard: they should be models of academic integrity and foster an understanding of its importance and principles. Faculty are responsible for providing students with a syllabus within three class sessions. This syllabus serves as a contract between faculty and students and specifies the expectations of academic integrity, identifies what constitutes as academic misconduct, delineates consequences for academic integrity violations, and states that violations will be reported. Faculty are responsible for adhering to the goals of the course, the assessments of student learning, and fair grading. Students are responsible both for their own integrity and for engendering a respect for its values in their peers, values that apply to all their academic activities.

Although the area of academic integrity is commonly considered to be the province of faculty and students, the responsibility for academic integrity reaches beyond these groups. Because many staff may interact with students as they complete their course assignments, our integrity expectations for staff mirror those for faculty. We recognize that faculty and staff may also violate integrity. In instances involving faculty, the individual detecting a violation should contact the department chair or program director, or in cases involving department chairs or program directors, the Dean of the College or the Dean of Graduate Studies. For cases in which staff violate academic integrity, the supervisor of the staff member should be contacted. All employees of the college are further bound by the contractual responsibilities and consequences specified in the Faculty or Staff Handbooks, which can be consulted for further details about handling academic integrity violations.

Academic Misconduct

Academic misconduct is defined as any activity that compromises the academic integrity of the college or undermines the educational process. Academic misconduct includes but is not limited to:

- *cheating: using a resource other than one's own work to answer questions;*

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

- *plagiarism: misrepresenting another's ideas as one's own or not giving credit to the creator of a work;*
- *falsification: submitting falsified or fabricated information;*
- *facilitating others' violations: knowingly permitting or facilitating the dishonesty of others;*
- *impeding: placing barriers in the way of others' academic pursuits.*

For additional examples of these types of academic misconduct, please refer to Appendix A.

Appendix A: Examples of Academic Misconduct Violations

The damage done to an academic community through dishonest acts is serious. Its seriousness requires a measured, yet forceful response. Because some may claim that they did not understand what constitutes academic dishonesty, this appendix specifies some of the ways in which academic integrity may be violated. While the following specifications should not be considered exhaustive, violations of integrity generally may involve one or more of the following violations.

Cheating

One cheats when one uses a resource other than one's own scholarship to answer questions. Cheating can include situations in which individuals:

- *Glance at the examination paper of another student during the examination period;*
- *Write information on paper, clothing, furniture, or person for use during an examination;*
- *Consult reference materials during an authorized break period during an examination;*
- *Use electronic devices with information for retrieval during an exam;*
- *Use one's own work in different classes without permission;*
- *Obtain unauthorized copies of examinations previously used in a course.*

Plagiarism

When one misrepresents another's ideas as one's own on an assignment or does not give credit to the creator of a work, one commits plagiarism. Examples of plagiarism include:

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

- *Directly quoting from a work without using quotation marks;*
- *Using a source (directly in a quotation or paraphrasing from it) without crediting the creator in a citation;*
- *Submitting any part of another person's work as one's own;*
- *Not providing oral or written citations for information that is beyond common knowledge.*

Falsification

Those who falsify reality do not pursue truth. Rather, they pervert it. Examples of falsification include:

- *Listing a false or unconsulted reference in a research paper;*
- *Creation of false data for a class presentation, laboratory exercise, or class assignment;*
- *Submission of another person's work as one's own;*
- *Completion of an examination or assignment for another individual;*
- *Willful misrepresentation of one's academic efforts (e.g., overstating one's contributions to a group project).*

Facilitating Others' Violations

When we permit or facilitate the dishonesty of others, we too are guilty of an equally serious violation. Examples of facilitating include:

- *Providing another with work to be submitted for credit;*
- *Laying out an examination book to give another ready access to responses;*
- *Giving assistance to an individual when such assistance is prohibited;*
- *Disclosing examination questions to students who have yet to take the same exam;*
- *Failing to report known violations of academic integrity.*

Impeding

We must freely pursue truth without restraint. Barriers placed in the way of others' pursuit of truth will not be tolerated. Impeding can include theft and destruction of the products of the scholarship of others. Examples of impeding include:

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

- *The destruction or intentional misplacement of library materials or instructional specimens;*
- *The contamination of laboratory samples, reagents, and unknowns;*
- *The willful decalibration of measuring devices used by others;*
- *The willful introduction of a computer virus into a program or computer system;*
- *The disabling or destruction of computers, networks, and other instructional and scholarly works and tools;*
- *Providing misleading information to, or refusing to cooperate with, college officials investigating other integrity violations.*

Poor Scholarship

Occasionally what initially appears to be an act of academic misconduct may turn out to be a case of poor scholarship. Academic misconduct is characterized by intent to deceive, by gross verbatim use or limited alteration of another's work accompanied by explicit or implicit claims that the work is the student's own, and by a general disregard of institutional policies regarding academic honesty and misconduct. Poor scholarship consists of an inadequate understanding of scholarly conventions or an inability to implement those conventions properly in one's work.

Some examples of poor scholarship may include insufficient citation of sources, inappropriate paraphrasing of sources, or accidental misuse of communal resources, such as in a laboratory. While these are serious offenses in the scholarly world, these instances of poor scholarship are often caused by a lack of understanding. In such circumstances instructors are advised to keep in mind that students at Concordia College are in a position of apprenticeship: they are learning the skills of scholarship under the tutelage of their instructors.

Acts of plagiarism that result from poor scholarship should be dealt with in a spirit of apprenticeship and treated as an opportunity for teaching rather than as an infraction that warrants filing of a complaint, particularly for first-year students. An appropriate penalty, therefore, is the same as for any other situation in which students fail to achieve the goals of a course such as a reduced grade for the assignment in question and further instruction to remedy the deficiencies demonstrated by the student. Rarely would poor scholarship be a reason to not report academic misconduct for a capstone project, such as a thesis, professional project, or dissertation, especially at the graduate level.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Procedure

1. The Academic Integrity policy is referenced on DI/MS course syllabi along with the possible ramifications associated with violation of the Academic Integrity policy. See individual course syllabi for specific ramifications of Academic Integrity policy violations.
2. All Academic Integrity policy violations will be referred to Academic Affairs.
3. If an intern is found to be in violation of the Academic Integrity policy, is penalized, and the penalty impedes the intern from meeting the requirements for program completion and graduation (e.g., intern receives a 0 for the assignment and thus, will not earn a C or higher in the course; intern fails the course), the intern will not meet requirements for graduation and thus, will not receive a verification statement.

The complete Academic Integrity policy and procedures, including a description of the penalties, appeal process, and hearing procedures, can be found in the Concordia College catalog and at <https://cobbernet.cord.edu/handbooks/student-handbook/academic-policies/>

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Program Retention and Remediation Procedures

(ACEND[®] Required Element 8.1b & 8.2k)

Policy

DI/MS interns have access to remedial instruction through meeting with course instructors during office hours, meeting with preceptors, and meeting with the DI/MS Director.

The DI/MS follows the retention policy for the Concordia College graduate academic community, which is outlined in the Concordia College catalog, and reads:

While each program may elect to set additional retention requirements for continuation of study in their graduate programs, the following minimum standards evidencing acceptable progress shall apply to all graduate programs at Concordia College.

1. **GPA.** *To continue as a student in a graduate program, the cumulative GPA must be at least 3.0 for all graduate courses taken in the program. If the student transfers graduate credit hours from another institution or program, the GPA for purposes of this guideline will be calculated for courses taken at Concordia only. Further, no courses in which a grade lower than a C (2.0), including C-, was awarded may be counted for graduate credit at Concordia. (See Repeating Courses.) Students receiving two grades of C (2.0) or lower in their graduate program (including prerequisites carrying undergraduate course designations) earned after they have been admitted or admitted conditionally will have their progress in the program reviewed by the program director. The program director has the authority to remove the student from the program. See specific program guidelines for additional GPA requirements.*

Due to limitations on the cohort size, students enrolled in the DI/MS are not allowed to repeat graduate courses. If a student earns a grade of C- or lower in any course, the student will need to completely withdraw from the DI/MS.

Due to limitations on the cohort size, students enrolled in the DI/MS are not allowed to drop a graduate course without accompanying withdrawal from the DI/MS.

2. **Work evaluations.** *In programs requiring clinical, studio or experience-based components, the attendant evaluations must be favorable and recommend continuation of the student in the program.*
3. **Final evaluation.** *At the conclusion of the capstone course or culminating experience, the program faculty shall prepare a final evaluation of each candidate for graduation. That evaluation shall be performed in accordance with the standards set by each program. The program director shall notify students*

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

whether or not they may advance to graduation.

4. **Graduate program grades.** *Grades given in graduate courses are in the Grades and Grade Points chart. Only those credits that were completed with a grade of A, A-, B+, B, B-, C+, C, or S may be applied toward a graduate degree.*
5. **Appeals.** *The college maintains procedures available for applicants and students who disagree with decisions concerning admission to and/or retention in graduate programs of the college. These procedures are specified in the section below.*

Procedure

1. During orientation in August, DI/MS interns receive information, both oral and written, about remedial resources on campus.
2. During orientation in August, DI/MS interns receive information, both oral and written, about graduation and program completion requirements, and are responsible for monitoring their academic performance.
3. The DI/MS Director meets with each intern in person at least once each fall and spring semester for academic advising prior to registration.
4. Interns may request a meeting with the DI/MS Director at any time, including summer, to discuss retention and remediation.
5. The DI/MS Director monitors the performance of each intern throughout any given semester and schedules meetings with interns as needed to discuss retention and remediation.
6. Program faculty and preceptors will make every effort to assist interns that are not meeting the minimum standards through remediation and additional assignments.
 - a. In every course, interns are evaluated to determine if they are satisfactorily meeting the requirements and can continue in the program. A grade of less than a C, including a C-, on an assignment associated with one or more ACEND[®] competencies (CRDNs) will require the intern to remediate and repeat the assignment necessary to achieve a C or higher.
 - b. In every supervised practice rotation, interns are evaluated to determine if they are satisfactorily meeting the requirements and can continue in the program. A score of less than 3.0 on an ACEND[®] competency (CRDN) will require the intern to remediate and repeat the activity necessary to achieve a 3.0 or higher on the competency.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Disciplinary/Termination Procedures

(ACEND[®] Required Element 8.21)

Policy

Concordia College admits students with the specific understanding that they will comply with its standards and conduct themselves as responsible persons within the framework of the college community.

In regard to academic progress, the DI/MS follows the policy published in the Concordia College catalog, which reads:

Minimum Cumulative Grade Point Average

Concordia cumulative GPA is the GPA calculated from just the courses attempted at Concordia (not transfer grades).

The overall cumulative GPA must be at least 3.0 for all graduate coursework completed. Because a 3.0 cumulative GPA is required for graduation, this is the standard by which academic progress is determined. No courses with grades lower than a C may be counted for graduate credit. Students receiving two grades of C (2.0) or lower in the program, earned after they have been admitted or admitted conditionally, will have their progress in the program reviewed by the program director.

Academic Probation

Because a 3.0 cumulative GPA is required for graduation, this is the standard by which academic progress is determined.

A student not meeting the standards for acceptable academic progress at the end of the term is placed on academic probation. Academic probation will require the student to work with the program director to develop an academic improvement plan.

Academic Suspension

Two consecutive or three nonconsecutive probation-level terms (less than a 3.0 cumulative GPA) will result in suspension. In some programs, academic suspension may require a complete withdrawal from the program. Please see your individual program. In addition, students may be suspended from Concordia at any time if their academic performance in any given term falls below a 1.0 GPA. Students will be on suspension for two academic terms.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

A student may appeal suspension status if they have mitigating circumstances beyond their control such as illness or injury, death of a relative, or other circumstances that result in undue hardship. The Graduate Programs Committee will review appeals and their decision is final.

After the suspension period has passed, a student is eligible to apply for readmission. The readmission decision will take into consideration the student's history and actions or circumstances that would justify readmission. If readmitted, the student may be reinstated on a probationary and contractual basis and required to meet specific expectations.

Due to limitations on the cohort size, students enrolled in the DI/MS who are placed on academic suspension will need to completely withdraw from the program.

Academic Dismissal

If the student fails to meet the expectations established upon readmission after suspension, the student will be dismissed from the college and is not eligible to be considered for readmission.

In addition to the criteria listed above, the college reserves the right to suspend or dismiss students who otherwise fail to meet college academic or conduct standards.

Note: Students receiving financial aid should consult the Financial Aid Office for the Financial Aid Academic Progress Policy as different criteria apply.

Any of the following actions render any member of the College community subject to disciplinary action. This list is not all-inclusive for other policies.

1. Dishonesty in academic pursuits such as cheating, plagiarism, and knowingly and willfully giving false personal information to the College.
2. The altering of College documents, records, or ID cards with fraudulent intent.
3. The obstruction or disruption of College or experience facility activities including public functions on the campus; the obstruction or disruption of teaching, research, administration, care of clients, or other authorized activities on the premises; physical abuse or mental harassment of any person on the premises or at sponsored or supervised functions on or off campus that may endanger the health and wellbeing of any person.
4. Failure to comply with a proper order of a facility or College agency or official acting within the scope of his/her job description authority; refusal to identify oneself or falsely

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

identifying oneself to an official upon the latter's request; knowingly making false or inaccurate statements or misrepresenting facts to an official.

5. Unauthorized entry or use of facilities; intentional obstruction that unreasonably interferes with freedom of movement, both pedestrian and vehicular, on campus or at an experience site; possessing, making or causing to be made any key to operate locks or locking mechanisms without proper authorization; or using or giving to another a key for which there has been no proper authorization.
6. Violation of published regulations, including rules governing housing facilities.
7. Making false or inaccurate statements or misrepresenting facts to the College.

Procedure

- 1. General:** The following are considered major offenses and will result in immediate dismissal from the DI/MS: (1) Theft or embezzlement of, destruction of property belonging to the College, a member of the College community, campus guest, or of an experience facility (2) Violation of civil law on or off campus while in the DI/MS (3) Possession or use of firearms, explosives, articles or substances calculated to intimidate, disturb or injure a member of the community (4) Perjury, concealing evidence or contempt of judicial board rulings.
- 2. Program Specific:** When an action by an intern is perceived as a violation that requires disciplinary action, the following procedures will be followed:

A preceptor's performance evaluation of an intern or other indication (conversation with intern, phone call or email to DI/MS Director) of less than professional behavior/inadequate skill by an intern will result in a conference between the intern and DI/MS Director. The conference serves as the first warning to the intern. Resolution of the behavior/improvement on the skill is expected of the intern immediately (within one week).

If the behavior is not resolved/adequate improvement of skill is not immediately demonstrated (within one week), the intern will be issued a written warning and placed on probation. The warning letter, which will include terms of the probation, will be provided to the intern and a copy will be retained in the intern's file.

A report of, or witness to, the intern's failure or inability to resolve the behavior/appropriately improve the skill according to the terms of probation indicated in the warning letter will result in dismissal from the DI/MS.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Graduation and Program Completion Requirements

(ACEND[®] Required Element 8.2m)

Policy

The DI/MS is to be completed with continued enrollment as a full-time student. Required courses and the course sequence are clearly outlined and must be followed in order to successfully complete the program. Completion of the DI/MS must be accomplished within 100% of planned time.

Procedure

Students seeking the Master of Science degree and verification statement from Concordia College indicating successful completion of the DI/MS must satisfy all general requirements set forth by Concordia College as well as the following requirements set forth by the Department of Nutrition, Dietetics and Exercise Science:

1. Successful completion of a minimum of 39 credits, consisting of 4 credits of COM 614, 4 credits of COM 617, 3 credits of BUSN 662, 2 credits of FND 600, 2 credits of FND 601, 2 credits of FND 602, 4 credits of FND 604, 4 credits of DATA 608, 2 credits of FND 609, 8 credits of Applied Dietetics Practice (FND 606 & 607), and 4 credits of a Master's capstone project (FND 605).
2. Credits from upper-division nutrition and dietetics courses will not be accepted nor will exemptions be made for prior experience.
3. Successful completion of a minimum of 1200 hours of supervised practice experience (dietetic internship).
4. Successful completion of a Master's capstone project with oral presentation at a professional event.
5. All course requirements must be completed with at least a grade of C. An overall GPA in the graduate program must be a 3.0 or higher.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Verification Statement Requirements and Procedures

(ACEND[®] Required Element 8.2n)

Policy

It is the policy of the Concordia College Combined DI/MS to issue a verification statement to interns following verification of successful program completion, as indicated by the DI/MS Director and Registrar.

Procedure

1. In the exit meeting, which is scheduled with each intern prior to graduation, the DI/MS Director will obtain a mailing address and/or email address from each intern to which the verification statements can be sent.
2. Between the time of the exit meeting and graduation, interns will request an official transcript from the Registrar to be sent to the DI/MS Director after final grades and the degree have been posted on the transcript.
3. The verification statement will be issued to each student after their graduation from Concordia College as soon as evidence is available from the Registrar's Office indicating successful completion of the program.
4. The DI Director is responsible for verification of program completion and issuance of the verification statement.
5. Six original, signed verification statements will be mailed to each student OR a colored copy with an authenticated digital signature will be sent via email to each student. One signed copy is retained in the DI/MS Director's files. One copy is forwarded to the Concordia College Registrar and retained in the College vault for a permanent record.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Verification of Student Identity in Testing in Distance Learning (ACEND® Required Element 8.2o)

Policy

All online testing completed as part of course work for the Concordia College DI/MS will be administered via the College's learning management system, Moodle. Students can only access Moodle by logging in with their Concordia College account ID and password. Moodle allows for parameters to be established to take exams, including needing to use a Safe Exam Browser, abide by a time limit, enter a password to access the exam, use a required network address, and/or use browser security. Moodle also allows for students to record answers via video or audio. When necessary, instructors can require students to record themselves and their screen, using goReact or Zoom, while taking the exam.

Procedure

1. Parameters established for each exam will be posted on Moodle prior to the testing period, so students know how they will verify their identity, how much time they will have to complete the exam, if they will have to use browser security, and any other parameters.
2. Concordia College's Instructional Technology Services (ITS) is available to assist students with connection issues, using Safe Exam Browser, and other questions related to Moodle. ITS services are available to students on and off campus and are free of charge.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Withdrawal and Refund of Tuition and Fees

(ACEND[®] Required Element 8.2p)

Policy

Applicants accepted to the DI/MS must contact the DI/MS Director to confirm acceptance of their appointment and submit a \$300 deposit to hold a spot in the cohort. The \$300 deposit is nonrefundable but can be applied toward the cost of tuition.

With the exception of the non-refundable \$300 deposit, the DI/MS follows the Concordia College Policy and Procedures for withdrawal and refunding of tuition and fees, which can be found in the Concordia College catalog, and reads:

RETURN OF TITLE IV (FEDERAL) AID POLICY

When a student ceases attendance in all classes during a given semester or summer school, a calculation of “earned” versus “unearned” federal aid must be determined. This federal policy assumes you earn your aid based on how much time has elapsed in the term. For instance, if there are 100 days in a term and you withdraw on day 20, you have earned 20 percent of your federal aid. All remaining federal student aid is unearned and must be returned. As a result, your earned federal student aid may not cover all unpaid institutional charges due to Concordia College at the time of withdrawal.

If you are taking courses in more than one block (i.e., Part of Term) and withdraw from all active courses, you will be considered withdrawn unless Concordia College obtains a written confirmation from you stating you will be attending a later block in the same semester/summer school at the time of the withdrawal request. This pertains even if you are currently enrolled in a later block course. Unless Concordia obtains written confirmation from you at the time of withdrawal, all future classes for the semester/summer school will be dropped (34 CFR 668.22).

The withdrawal date is the date you begin the withdrawal process. If you fail to withdraw officially, the withdrawal date will become the midpoint of the term unless the institution can document a later date. In certain circumstances, if an earlier date of last academic activity is determined this date may be used in the calculation of “earned” federal aid.

If you withdraw before completing 60 percent of the term, you “earn” federal funds in direct proportion to the length of time you were enrolled. The percentage of earned aid is determined by dividing the total number of calendar days enrolled by the total number of calendar days in the term. If you complete 60 percent of the term, you earn all federal financial aid for the term.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

The responsibility to repay unearned aid is shared by the institution (Concordia) and the student. The institution's share is the lesser of the unearned aid or unearned institutional charges. The institution's share must be repaid to the federal aid programs in the following order before the student's share is considered.

- 1. Unsubsidized Federal Direct Loan*
- 2. Direct Federal Graduate PLUS Loan*
- 3. Federal TEACH Grant*
- 4. Other Title IV Assistance*

Concordia College returns the unearned federal aid within 45 days of the student's withdrawal date or the date the college became aware that a student withdrew.

Any remaining refund will then be returned to other institutional, state or private student assistance that has been received. Any refund in excess of student aid will be returned to you only after account balances in the Business Office have been paid. Specific examples of refund calculations are available upon request from the Financial Aid Office.

In the event the financial aid exceeds the direct costs in the Business Office and you receive a cash credit balance, withdrawal will result in repayment of a portion of that credit balance. The portion to be repaid is determined by multiplying the cash payment by the remaining weeks in the semester divided by the total weeks in the semester.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Program Schedule, Vacations, Holidays, and Leaves of Absence (ACEND® Required Element 8.2q)

Policy

The DI/MS begins with an online statistics course in July and on-campus in August, consistent with the start of the Concordia College academic year. The calendar for the academic year is published on the Concordia website at <https://www.concordiacollege.edu/academics/academic-calendar/> and in the College catalog.

Interns are expected to attend classes based on the academic calendar and course syllabi. In some courses, points are assigned for attendance and participation, and those points are factored into the final grade. Interns must adhere to course syllabi regarding policies for making up assignments missed due to absence.

Interns are expected to attend supervised practice based on the supervised practice rotation schedule provided to them by the DI/MS Director. Interns are expected to complete a minimum of 40 hours per week in supervised practice facilities for the entire Applied Dietetics Practice course (FND 606 & 607). Time off from supervised practice will be granted for intern illness and death in the intern's family. The amount of time off allowed for such circumstances will be based on the following guidelines:

Illness – See the policies and procedures outlined in “Injury or Illness during Supervised Practice (ACEND® Required Element 8.2c)”. Hours missed for illness or injury must be made up by the intern according to the preceptor's and DI/MS Director's direction.

Funeral Leave – Up to three days (24 supervised practice hours) of funeral leave will be allowed for the death of an immediate family member. Immediate family for this policy includes mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, and grandparents.

Interns will be granted time off for holidays and vacations consistent with the Concordia College academic calendar with the following exceptions: 1) In the summer in which interns are enrolled in supervised practice (FND 606), interns will be granted one vacation day (8 hours) from their supervised practice rotation for the Fourth of July. The eight hours of vacation may be granted on the Fourth of July or a different day, depending on the preceptors' preference; 2) In their second spring semester, interns will begin supervised practice on the Monday of the week classes are scheduled to begin, even though classes may not begin until later in the week (i.e., If classes are scheduled to begin on Thursday, January 9, interns will begin their supervised practice rotations on Monday, January 6); 3) In their second spring semester, interns will complete supervised practice during the college-scheduled week-long spring interim and weekdays associated with Easter recess. These exceptions are necessary to ensure interns complete the

Concordia College

Dietetic Internship/Master of Science in Nutrition

Handbook

minimum 1200 hours of supervised practice required for program completion and graduation.

Due to limitations on the cohort size, DI/MS interns are not eligible for academic leave.

Procedure

1. Any absences from class or missed supervised practice hours should be discussed with, and approved by, the course instructor and, in the case of supervised practice rotations, the preceptor. The FND 606 or FND 607 instructor (which includes either the DI/MS Director or Coordinator) must also be notified by the intern if the intern leaves early or is absent from a supervised practice facility.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Protection of Privacy (ACEND® Required Element 8.2r)

Policy

The DI/MS follows the Concordia College policy on identity verification and the Family Educational Rights and Privacy Act (FERPA), which reads:

Concordia College uses collected personal information as the basis for identity verification while adhering to FERPA requirements. All users requesting assistance to reset passwords or to gain access to various systems have their identity verified by at least two means of identification. Examples include: student ID, date of birth, last four digits of their Social Security Number, or other similar information that uniquely verifies the user's identity.

The Family Educational Rights and Privacy Act (FERPA) provides the requirements designed to protect the privacy of students and their records. FERPA protects the access and release of educational records and defines student rights concerning their records. The College is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Under FERPA, students have the right to:

- 1. inspect and review their education records within 45 days of the day that the Official Record Keeper receives a request for access;*
- 2. request the amendment of the education record that the student believes is inaccurate or misleading;*
- 3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and*
- 4. file a complaint with the U.S. Department of Education concerning alleged failures by Concordia College to comply with the requirements of FERPA.*

The College publishes and distributes to all students a Notification of FERPA Rights that describes College policies in each of the four areas mentioned above. More information is available in the Registrar's Office.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Intern Access to Personal File (ACEND[®] Required Element 8.2s)

Policy

Interns may access their academic records through the Concordia College Banner System and/or Degree Works. They may also request transcripts from the Office of the Registrar.

The DI/MS Director maintains a personal file for each intern, which includes documentation required for program admission and completion, including such documents as the verification statement from DPD program, academic transcripts reflecting award of a Bachelor's degree, and records of immunizations and background checks. Personal files are kept in a locked file cabinet in the DI/MS Director's office. Interns may access their personal file by contacting the DI/MS Director.

Procedure

1. Interns may log into the CobberNet using their Concordia College username and password, click on Banner, and click on Degree Works.
2. Interns may call or stop by the Office of the Registrar to request an academic transcript.
3. Interns may call or email the DI/MS Director to request a time to review their personal file.

Concordia College

Dietetic Internship/Master of Science in Nutrition Handbook

Access to Support Services (ACEND® Required Element 8.2t)

Policy

Interns enrolled in the DI/MS have access to multiple services offered through Concordia College, including counseling, career services, disability services, financial aid resources, and a health services office.

Procedure

The following links are provided to connect DI/MS interns with these resources:

- Career Center: <https://cobbernet.cord.edu/directories/offices-services/career-center/>
 - Offers resources for resume preparation, assists with job searches, and conducts mock interviews
- Center for Holistic Health: <https://cobbernet.cord.edu/directories/offices-services/center-for-holistic-health-chh/>
 - Offers individual and group counseling, healthcare coordination services, accessibility and disability services, and consultation services for students, staff, and faculty
- Center for Student Success: <https://www.concordiacollege.edu/student-life/student-success/>
 - Offers academic support, including one-on-one visits with professional staff members, tutoring in specific subjects, and writing assistance, at no additional cost
- Office of Financial Aid: <https://cobbernet.cord.edu/directories/offices-services/financial-aid/>
 - Assists with financial aid paperwork

Resources

Concordia College

Dietetic Internship/Master of Science in Nutrition

Handbook

- **Concordia College Catalog:**
<https://www.concordiacollege.edu/directories/offices-departments-directory/registrar/course-catalog/>
- **Concordia College DI/MS Website:**
<https://concordiacontinuingstudies.com/graduate-accelerated-post-bacc/dietetic-internship-ms-nutrition/>
- **Concordia College Website:**
www.concordiacollege.edu