



University of Northern Colorado
College of Natural and Human Sciences
Department of Kinesiology Nutrition and Dietetics
Dietetic Internship
Intern Handbook
Updated Nov 1, 2025

The Dietetic Internship (DI) at the University of Northern Colorado is fully accredited by the [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#), the accrediting agency for the Academy of Nutrition and Dietetics.

The Accreditation Council for Education in Nutrition and Dietetics is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered. ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND® is recognized by the U.S. Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND® meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

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Welcome to the University of Northern Colorado's Dietetic Internship!

We are so excited to walk with you on this journey of becoming Registered Dietitian Nutritionist. We recognize that this is a major milestone for many of you. This journey will be a challenging and transformative experience for each intern. As you go through this program, remember that you were carefully selected, and we believe in your ability to succeed and meaningfully contribute to the field of dietetics.

We hope this handbook is useful for you as you navigate the DI program and your supervised practice experiences. Inside, you will find information about expectations, policies, resources, and other important information.

Please read this handbook completely and carefully. Each intern is responsible for adhering to the contents within this handbook and the broader UNC policies and procedures. Being informed is one of the best ways to stay on track.

If you do not find what you are looking for or need a bit more clarity, we are just an email away at dietetic.internship@unco.edu.

Go Bears!

Dietetic Internship (DI) Director
Dr. Emily Boldrin, PhD, RDN



DI Program Coordination Specialist
Brianna Bock, MS, RDN, CNSC



Follow us on social media!

Facebook - @University of Northern Colorado Nutrition and Dietetics Program

Tik Tok - @unco.nutrition.dietetics

Instagram - @unco.nutrition.dietetics

Section 1: Program Information

Program Overview

The University of Northern Colorado (UNC) Dietetic Internship (DI), established in 1995, was the first to implement a distance education model as its core learning structure. The program's extensive experience working with distance learners uniquely equips us to meet the specific needs of the online student. The application and selection process utilize a holistic screening approach where we consider key elements of the whole person in addition to using traditional measures such as academic achievements and GPA. We aim to develop life-long learners who will contribute to and strengthen the dietetics profession by engaging in leadership roles and activities.

The UNC DI program is a distance, post-baccalaureate program where students engage in hands-on learning through Supervised Practice experience. The program is designed to prepare interns for entry-level practice and successful completion of the Registered Dietitian Examination. The program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). While all coursework is completed online, Supervised Practice hours are completed in person at approved sites located where the intern resides, within the U.S., its territories, or U.S. military bases.

The UNC DI program offers multiple options for interns looking to complete a DI.

- 1) A **Stand-Alone** Dietetic Internship – **Part Time or Full Time**
- 2) A **Combined** Master of Science in Dietetics with Dietetic Internship (MSDI) - **Traditional or Accelerated with Part Time- and Full-Time options**

Stand-Alone DI

The UNC DI is a 20-credit hour distance Supervised Practice experience, designed to prepare interns for entry-level practice and successful completion of the Registered Dietitian Examination. The program has a consistently high retention rate, post-internship employment rate, and pass rate for first-time test takers on the CDR RDN Registration Exam.

The UNC Stand-Alone DI program starts in June and can accept up to 30 interns a year. The program offers two options:

- a. **Part Time** - can be completed in up to 14 months. Part-time interns rotate between 20 and 31 hours per week, starting in late June and ending by the second week of the following July.
- b. **Full Time** - can be completed in 8 to 10 months. Full-time interns rotate between 32 and 40 hours per week starting in late June and ending by the second week in April.

Interns choosing the **Stand-Alone DI** must currently possess or will possess at the time of matriculation a Didactic Program in Dietetics (DPD) or Foreign Dietitian Education (FDE) Verification Statement. Additionally, applicants must have already completed a graduate degree (in any field) upon admission to the program **OR**, be in the process of completing a graduate degree.

Interns who successfully complete the program and have their graduate degree, earn a Dietetic Internship Verification Statement which establishes eligibility to sit for the national standardized exam administered by the Commission on Dietetic Registration (CDR). Successful completion of the CDR RDN exam results in the **Registered Dietitian Nutritionist (RDN)** credential and eligibility to apply for **state licensure** in those states that provide licensure for dietitians. Colorado is currently a non-licensure state.

To learn more about pursuing a career in dietetics visit: **Information for Students (eatrightpro.org)**. For information on how to become a Nutrition and Dietetics Technician, Registered (NDTR), visit the **Academy of Nutrition and Dietetics** website.

Master of Science in Dietetics with Dietetic Internship (MSDI)

The Master of Science in Dietetics with Dietetic Internship (MSDI) is a distance Supervised Practice experience combined with UNC's master's program in Dietetics, designed to prepare students for entry-level practice and successful completion of the CDR RDN Registration Examination. This program assumes an undergraduate background in Nutrition and Dietetics and requires completion of the Didactic Courses in Dietetics with DPD Verification Statement. The program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and accepts up to 30 students each year.

While all coursework is completed online, Supervised Practice hours are completed in person at approved sites located where the intern resides, within the U.S., its territories, or U.S. military bases.

The MSDI has two distinct options that both start in the fall:

- a. **Traditional MSDI** – can be completed in 3 years.
Supervised Practice hours begin after completion of the MS coursework. This option provides the flexibility for individuals to work while completing MS coursework, and students have the option to complete a capstone project, OR a departmental comprehensive examination.
- b. **Accelerated MSDI** – can be completed in 2 years.
Supervised Practice hours begin the first summer of the program, allowing completion of coursework and Supervised Practices in 2 years. This option requires a departmental comprehensive examination.

The MSDI curriculum is 41 credits (31 MS coursework + 10 DI) and supports the development of skills related to being a Registered Dietitian Nutritionist and provides hands-on learning opportunities in Supervised Practice settings. Through coursework, students develop critical thinking and leadership skills that support their future work and development as a Registered Dietitian Nutritionist.

Learning areas emphasized include nutrient metabolism, nutrition assessment, nutrition counseling methods, nutrition communication, public health nutrition, and research methods. Career opportunities include registered dietitian nutritionist positions in hospitals, clinics, public health departments, government agencies, research settings, industry, and schools.

The required comprehensive examination for the MSDI program will be satisfied by successful completion of a departmental comprehensive examination OR a capstone project that provides students the opportunity to complete an in-depth study of an area of evidence-based research/practice, write a comprehensive paper and present the project results.

Please note: the MS degree will only be awarded after completion of the entire program, including graduate coursework and the Dietetic Internship.

Mission of the University of Northern Colorado

The University of Northern Colorado (the University) shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The University shall offer a comprehensive array of baccalaureate programs and master's and doctoral degrees primarily in the field of education. The University has statewide authority to offer graduate programs for the preparation of educational personnel.

College of Natural and Health Sciences Values

We value personalized relationship-based education where we know our students as individuals. We foster their success in their field and career within natural and health sciences through clinical and research experiences with faculty scholars.

We value and deliver high-quality programs that prepare tomorrow's workforce, develop lifelong learners, and empower students to become global citizens and problem-solvers.

We value diversity in our students, faculty, and staff. We value inclusive learning and work environments where everyone thrives.

College of Natural and Health Sciences Goals

Personalized Relationship-Based Education

Foster student connections, sense of belonging, and professional preparation through internships, applied learning, clinical experiences, interdisciplinary collaboration, and early research opportunities.

Increase student and faculty research and funding opportunities by encouraging grant writing.

High-Quality Programs

Prepare students for global challenges by incorporating interdisciplinary learning outcomes in courses.

Ensure courses and programs are developing students for careers in the natural and health sciences.

Diversity

Attain equitable outcomes for minoritized and first-generation students with a focus on retention, recruitment, graduation rates, success rates in classes, and persistence in natural and health sciences.

Adapt to the changing dynamic of the student population and of STEM and health disciplines by expanding faculty and staff participation in DEI professional development and continuously evaluating DEI practices.

Recruit diverse faculty and staff through equitable hiring practices in STEM and health disciplines.

Align faculty workload to individual faculty strengths.

Prioritize faculty and staff retention and positive college climate.

Mission of the Dietetic Internship Program

The DI program mission at the University of Northern Colorado (UNC) will prepare graduates to become entry-level registered dietitian nutritionists who have the acquired knowledge to enrich the community through professional practice under the professional code of ethics and remain life-long learners that is supported by evidence-based research and leadership activity.

Dietetic Internship Program Goals and Outcomes

Goal 1: The program will prepare graduates to serve as competent entry-level registered dietitian nutritionists in various employment positions.

Objective 1.1: Full Time: “At least 80% of interns complete the program requirements within 12 months (150% of planned program length)”. (RE 2.1.c.1.a)

Part time: “At least 80% of interns complete the program requirements within 21 months (150% of planned program length)”. (RE 2.1.c.1.a)

MSDI: “At least 80% of interns complete program requirements within 54 months (150% of planned program length)”. (RE 2.1.c.1.a)

Objective 1.2: “Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation”. (RE 2.1.c.1.b)

Objective 1.3: “At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.” (RE 2.1.c.1.c.1)

Objective 1.4: “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.” (RE 2.1.c.1.c.2)

Objective 1.5: Ninety-five percent of responding employers will agree (yes/no) that the graduate exhibited the knowledge and skills to perform as a competent entry-level registered dietitian nutritionist at the time of employment.

Goal 2: Graduates of the UNC DI program will adhere to the professional code of ethics, integrate evidence-based research in practice, be lifelong learners, and exhibit leadership qualities.

Objective 2.1: At least 50% of graduates will report participating in at least one leadership activity and/or professional workshop/conference within a year after completion.

Accreditation

The Dietetic Internship (DI) program at the University of Northern Colorado is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics.

The Accreditation Council for Education in Nutrition and Dietetics is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered. ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND® is recognized by the U.S. Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND® meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

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Graduate Outcomes

Program outcome data are available upon request.

Licensure Requirements by Program

Dietetic licensure is a separate process from becoming a Registered Dietitian Nutritionist (RDN). Licensure is regulated by each state, and requirements vary depending on where you live or plan to work. Federal guidelines require UNC to let interns know whether our programs meet the educational requirements for licensure in the state where an intern lives at the time they first enroll. You can find this information on UNC's [Professional Licensure page](#). Colorado does not currently require licensure to work as an RDN (called a non-licensure state). But, because each state has its own rules, our programs may or may not meet licensure requirements in other states. Before applying, we strongly recommend potential interns to check the licensure requirements in the state where the intern plans to work. Contact information for each state's licensing board is on the [State Licensure Boards](#) page.

If you are considering the Stand-Alone Dietetic Internship (DI): Please note that some states require specific coursework that is not included in the stand-alone DI. This means it may not meet licensure requirements in all states. Visit the ACEND Licensure page for more details about individual state requirements. Before applying to any post-graduate Dietetics program, we strongly recommend potential interns to check the licensure requirements in the state where they plan to work. Contact information for each state's licensing board is on the [State Licensure Boards](#) page.

CDR Entry-Level Registration Requirements

Beginning January 1, 2024, the Commission on Dietetic Registration (CDR) has changed the degree requirement for dietitian registration eligibility from a bachelor's degree to a master's degree (in any field) in addition to the current requirement of a verification statement from an ACEND accredited dietetics program. For more information, see [Graduate Degree Registration Eligibility Requirement Frequently Asked Questions](#) and [Graduate Degree Registration Eligibility Requirement Student Option Scenarios](#).

Eligibility to Provide Online Education

The University of Northern Colorado has been approved by Colorado to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Through this membership, we adhere to established standards for distance higher education and are authorized to serve students from all 49 NC-SARA participating states.

[Learn More](#)

Admission Requirements

Minimum Requirements for DI and MSDI Applicants

- 1) Completion of an approved / accredited undergraduate program resulting in a Baccalaureate degree from a U.S. Institutionally Accredited college / university or a foreign degree equivalent to at least a U.S. baccalaureate degree.
- 2) Verification of Completion form or Intent to Complete form signed by DPD Program Director of college/university where dietetics courses were taken. International students must have a Foreign Dietitian Education (FDE) Verification Statement.
- 3) Grade Point Average (GPA) requirements for all Undergraduate and Graduate courses combined:
 - a) 3.0 on a 4.0 scale for MSDI applicants
 - b) 2.8 on a 4.0 scale for DI applicants*Exceptions may be considered by the review committee.
**Mandatory essay question if GPA is equal to or below a 3.0 - in fewer than 300 words write an explanation of factors that contributed to your GPA and how you changed the way you approached your courses or the resources you utilized.*
- 4) A computer with a reliable internet connection is required, along with the hardware and software outlined in [UNC's Technical Requirements](#). Since all courses are delivered fully online, interns must also have basic computer skills and feel comfortable navigating the internet.

Additional requirements for admission to the Stand-Alone DI

1. **Confirmation of enrollment** in a graduate degree program with no more than 2 semesters remaining prior to beginning the DI program. Confirmation of enrollment must be provided through an official transcript from the graduate program, along with a letter from the applicant's graduate advisor confirming that the intern is in good academic standing and has no more than two semesters remaining to complete the degree.
2. Submission of completed **Rotation Summary Form**
To be admitted to the UNC Dietetic Internship, the prospective intern, sponsoring facility **and** the preceptors must all meet certain requirements. **Together** they are

evaluated for potential success. To obtain a list of UNC affiliated preceptors, please email dietetic.internship@unco.edu

Early Admission for UNC Students and Alumni

UNC students and alumni are eligible for early admission. Please email dietetic.internship@unco.edu for instructions on how to apply for Early Admission. UNC Early Admission applications must be submitted to dietetic.internship@unco.edu by **Dec. 15**, at 5 p.m. Mountain time. Early Admission Applicants will be notified of admission decision by mid-January. Applicants must notify the program via email of their decision to accept or deny their position by March 15. All accepted applicants will be notified that it is contingent upon final transcripts with DPD grades, DPD Verification Statement and confirmed degree.

International Applicants

International applicants (non-U.S. citizen/non-U.S. Permanent Resident) please refer to our website for further information about submitting transcripts, English proficiency scores, passport copy and financial documentation.

For More Information

For more information about the admission process to the MSDI program, please email the Office of Admissions at grad.admissions@unco.edu or call 970-351-2881. For information about the Stand-Alone Dietetic Internship program, please contact dietetic.internship@unco.edu.

Application Process

The MSDI and DI program utilize the [DICAS platform](#) for all application processes, except for early admission. Please read the information carefully since our application procedure can differ from traditional internship programs.

To apply, applicants must complete an online application through the [Dietetic Internship Centralized Application Services \(DICAS\) portal](#). Official transcripts from all colleges and/or universities attended, and 3 letters of reference are required. Applicants submit all documents directly to DICAS.

The program reviews applications on a rolling basis. Only complete applications will be reviewed. After reviewing, applicants will either be invited for an interview or notified of denial. Applicants who submit their materials before the February 1 deadline may receive a decision at any time before the deadline.

Visit our website for instructions on applying to the Stand-Alone DI through DICAS:
[Dietetic Internship - UNC Extended Campus](#)
To obtain a list of UNC affiliated preceptors, please email
dietetic.internship@unco.edu

Additional Requirements for MSDI

If applying to the MSDI, the UNC Graduate School will require additional documentation in order to be recognized as a graduate student. Instructions will be provided after your DICAS application has been reviewed. Please send questions to
dietetic.internship@unco.edu.

DICAS Dates

University of Northern Colorado DI Opens in DICAS: **August of each year**
Application Closes: Applicants must submit completed applications through DICAS by **11:59 pm Central Time on February 1** to receive full consideration. The program reserves the right to extend the application deadline, and any such extension will be communicated to applicants actively in the process of applying. However, an extension is not anticipated, and applicants are strongly encouraged to submit their materials by the February 1 deadline.

Notification Day

The program will inform applicants of their decision to admit, deny, or waitlist the applicant by March 1 or sooner.

Applicant Decision Day

Applicants are required to notify programs of their intent to accept or decline admittance to the program by March 15th or sooner.

After Acceptance

Accepted interns should regularly monitor their email inbox for program communication. Interns will receive a welcome email with time-sensitive information including next steps and how to prepare for online courses, orientation, and practicum hours.

Complete Supervised Practice Schedule with Dates

Please be certain to upload a completed Supervised Practice schedule with dates by the deadline stated in an email after acceptance. Once uploaded, do NOT change any preceptors without discussing the changes with the DI Director or DI Program Coordinator Specialist. Changing your Supervised Practice schedule without pre-authorization from the DI Director or DI Program Coordinator Specialist will result in a written warning or probation. Please remember that Dietetic Interns are not permitted to work at their Supervised

Practice site for more than 40 hours/week. Interns doing Supervised Practice must not be used to replace employees.

Pre-Orientation Preparation and Requirements

All interns will be emailed with specific instructions regarding completing requirements for pre-orientation, orientation, initiating their onboarding process, and registering for required courses. Interns must meet with the DI Director or Program Coordinator Specialist for a one-on-one meeting to review their Supervised Practice schedule before beginning Supervised Practices. An online **pre-assessment** is completed prior to orientation to provide interns with the opportunity to evaluate their basic knowledge and to assist in improving test-taking skills.

Orientation

Dietetic Interns must attend a mandatory DI Orientation in June before their Supervised Practice hours start. The orientation provides interns with administrative details of the program and professional development. Failure to attend the DI Orientation may result in a delay in the intern's start date, written warning, or dismissal from the program.

MSDI students must attend mandatory MS orientation in August before starting MS courses.

Supervised Practice should begin no later than 4 weeks from the end of the DI Orientation. Exceptions to these rules are on a case-by-case basis after the intern has begun the program. Exceptions result from family emergencies, illness or other considerations and are negotiated with the DI Director.

Important 2025 Dates for the Dietetic Internship

Online Orientation: June 15-17

Earliest Date to Begin Supervised Practice: June 22

Latest Date to Begin Supervised Practice: July 13

Supervised Practice Completion Deadline: FT: 2nd week of April; PT: 2nd week of July

Holiday Schedule Dependent upon the recognized holidays of the sponsoring facility

Assessment of Prior Learning

The University of Northern Colorado Dietetic Internship program participates in the "Assessment of Prior Learning" (APL) recognized by ACEND. Interns with previous experience in a dietetics or related field may apply to reduce the number of hours completed in Foodservice or Community Supervised Practice by a maximum of 220 hours.

Applicant Criteria

1. UNC MSDI or DI program acceptance.
2. Have work or volunteer experience that meets the following criteria:
 - a. A minimum of 500 hours completed in one position at one facility
 - b. Experience must be in a dietetic or related field
 - c. Experience must have been completed within the past 5 years
 - d. Experience must have been completed in the United States or a U.S. territory
3. Schedule at least 80 Supervised Practice hours in the area you are applying for APL.
4. Be prepared to secure additional Supervised Practice hours if APL application is denied.

Please contact dietetic.internship@unco.edu for complete APL application instructions.

Additional Information

- APL does not change the number of credit hours required. The intern must pay full tuition.
- The intern may choose to apply APL to the Foodservice Supervised Practice OR to the Community Supervised Practice. Interns cannot split APL hours between areas.
- Applications for APL will be reviewed by the DI Director after an intern has been accepted into the MSDI or DI program.
- It is the intern's responsibility to secure additional Foodservice or Community hours if APL is not approved or partially approved.
- Final decisions are based on the application requirements.
- Decisions are final.

Examples of Prior Learning Not Eligible for APL

- Clinical or Concentration Supervised Practices
- Work/volunteerism performed outside of US territories
- Graduate coursework
- Classes, capstones, theses, or dissertations
- Webinars, professional/educational conferences, or meetings
- Certifications, training, and continuing education coursework
- Submissions including more than one job or volunteer position
- Submissions including experience that occurred > 5 years prior to time of application
- Self-employment experiences

Dietetic Internship Academic Plan of Study

All interns (DI and MSDI) are required to register for Supervised Practice hours – FND 592 for Stand Alone DI and FND 692 for MSDI. Both FND 592 and FND 692 include a synchronous component called the Learning Studio. Learning Studio sessions are held

online through a live, interactive video platform. Please refer to the course syllabus for a schedule. Interns are required to attend all Learning Studio sessions. If an intern is unable to attend, they must notify the DI Director of their absence, watch the recording, and write a summary of what was presented.

Domain Examinations are taken in FND 592 and FND 692 to help prepare for the Registered Dietitian Nutritionist Certification Exam. Domain Examinations must be completed with 100% accuracy, or graduation from the program will be delayed. Domain Exams can be taken as many times as needed until a grade of 100% is achieved.

The UNC Dietetic Internship is designed to be completed in 8-10 months (full time) and up to 14 months (part time). Stand-Alone DI interns start rotating in the summer term. Full-and part-time status is declared at the point of application and depends on when the intern will finish Supervised Practices. Interns finishing before the 2nd week of April are full-time, and interns finishing after this time are part-time. See the **example** of the registration schedule below.

Stand Alone Dietetic Interns register for FND 592 each semester for the duration of their Supervised Practice hours. It is advised to follow the registration schedule below based on full-time or part-time status. To fulfill the DI requirements, you must register for 20 credit hours by the end of the Dietetic Internship program. DI interns have up to 3 years to complete program requirements. An **example** 592 registration schedule is below.

Stand-Alone Dietetic Internship Registration for FND 592 each term				
Status	Summer	Fall	Spring	Summer
Full-time	4 credit hours	8 credit hours	8 credit hours	--
Part-time	4 credit hours	6 credit hours	6 credit hours	4 credit hours

Traditional MSDI Dietetic Interns will register for varying credit hours starting in the summer semester of their second year depending on full- or part-time status that equals 10 credit hours and full tuition. MSDI students have up to 5 years to complete program requirements, starting at the first semester of enrollment. For complete plan of study for the traditional MSDI see here: <https://www.unco.edu/nhs/nutrition-dietetics/pdf/traditional-3-year-msdi-curriculum-effective-fall2025.pdf>. An **example** 692 registration schedule is below.

Traditional MSDI - Registration for FND 692 each term				
Status	Summer	Fall	Spring	Summer
Full-time	5 credit hours	2 credit hours	3 credit hours	--
Part-time	5 credit hours	2 credit hours	1 credit hours	1 credit hours

Important: The credit hours listed above may not be adequate to qualify for financial aid. The intern is responsible for contacting their Enrollment and Retention Counselor and Student Financial Services to discuss their financial aid eligibility.

Accelerated MSDI Dietetic Interns will register for varying credit hours starting in the summer semester of their first year, depending on full- or part-time status that equals 10 credit hours and full tuition. MSDI students have up to 5 years to complete program requirements, starting with the first semester of enrollment. For a complete plan of study for the accelerated MSDI see here: <https://www.unco.edu/nhs/nutrition-dietetics/programs/msdi-dietetics/accelerated2-year-msdi-curriculum-2025.pdf>. An **example** 692 registration schedule is below.

Accelerated MSDI - Registration for FND 692 each term				
Status	Summer year 1	Fall year 2	Spring year 2	Summer year 2
Full-time	5 credit hours	3 credit hours	2 credit hours	--
Part-time	5 credit hours	3 credit hours	1 credit hours	1 credit hours

Important: The credit hours listed above may not be adequate to qualify for financial aid. The intern is responsible for contacting their Enrollment and Retention Counselor and Student Financial Services to discuss their financial aid eligibility.

Please Note:

An intern's plan of study is subject to change if there is a delay in course completion, research progress, securing preceptors, fully executing an affiliation agreement, failure to attend DI Orientation, failure to complete DI Orientation requirements or verification of medical/legal clearance to begin Supervised Practice hours. Changes to an intern's plan of study will be determined through conversation with the DI Program Director.

Program Requirements

Program Requirements for the Stand-Alone Dietetic Internship

1. Earn 20 credits through successful completion of FND 592.
2. Achieve a minimum score of 3 out of 4 on all ACEND competencies.
3. Successfully complete a minimum of 1000 hours of Supervised Practice.
4. Fulfill all program requirements.
5. A confirmed graduate degree if you did not attend UNC MSDI.

Program Requirements for the MSDI

1. Earn 10 credits through successful completion of FND 692.
2. Achieve a minimum score of 3 out of 4 on all ACEND competencies.
3. Successfully complete a minimum of 1000 hours of Supervised Practice.

4. Complete all requirements for UNC's Master of Science in Dietetics and DI program requirements.

Please note that both the MS degree and DI program must be successfully completed to receive a DI Verification Statement.

Section 2: Supervised Practice Requirements and Site Selection

Dietetic Interns must complete at least 1,000 Supervised Practice hours to meet program and accreditation standards. Supervised Practice hours are completed in Clinical, Foodservice, Community, and select Concentration settings under the mentorship of qualified advanced practice professionals. Supervised Practice provides an opportunity to apply advanced nutrition theory, clinical reasoning, decision-making, and evidence-based practice in a real-world setting. In the UNC DI program, interns are responsible for identifying and securing applicable Supervised Practice sites. Below is information to help guide the intern in selecting these sites.

Supervised Practice Objectives

During the Supervised Practice, interns must:

- Demonstrate competence in Community, Clinical, and Foodservice Supervised Practice.
- Provide nutrition care in a specialized area of practice (ICU, Nutrition Education & Counseling, or Management)
- Achieve all ACEND program competencies.

What is a Preceptor?

A preceptor is an expert or specialist, such as a Registered Dietitian/Registered Dietitian Nutritionist, who provides guidance, practical experience, and training to a Dietetic Intern. A preceptor should be someone involved with nutrition and dietetics, who can guide a Dietetic Intern in Supervised Practices at the site where they work.

A Preceptor/Facility Form for each preceptor and facility must be on file. It is the responsibility of the intern to secure this form and the resume or CV for any preceptors that interns are using who are not already on the UNC Master Preceptor List. Interns should not request a Preceptor/Facility Form or resume for preceptors already on the UNC Master Preceptor List. Instead, a UNC affiliated preceptor can write a memorandum stating willingness to precept you.

What are the Responsibilities of a Preceptor?

Preceptors will evaluate the intern's progress, model evidence-based practice and professional behavior, complete documentation during the Supervised Practice, provide assistance, set appropriate goals, and facilitate learning activities that support the required competencies.

Preceptors Must:

- Be credentialed as RDNs and/or depending on the Supervised Practice area, have professional experience relevant to the intern's focus area (e.g., Foodservice, Community health). Clinical preceptors must be an RDN. It is highly encouraged to seek RDNs for other Supervised Practice as well.
- Be able to provide a sufficient *variety* of experiences to support the breadth and depth required.
- Have adequate time to provide required supervision of the intern.
- Complete all paperwork associated with the Supervised Practice hours or facilitate the process (i.e., in case of affiliation agreements)
- Not be the intern's direct supervisor or present any conflict of interest. Supervised Practice hours cannot be completed as part of an intern's regular employment responsibilities.
- Be approved by the DI Program Director.

How Many Preceptors Do You Need?

Interns will need at least 3 preceptors. Ideally, a minimum of one preceptor for each Supervised Practice experience.

How Can You Find a Preceptor?

- If you are applying to the UNC DI, or are currently an MSDI student, email dietetic.internship@unco.edu to receive UNC's list of preceptors.
- Discuss potential preceptors with academic professors, DPD program Director, and advisors.
- Ask previous interns for assistance and suggestions.
- If connected with a preceptor and have a rapport with them, ask for contacts in other Supervised Practice areas.
- Email/cold call, be creative. Prior to contacting a potential preceptor, read about the facility, what they have to offer, and who the contact person is. Be prepared and address contacts by their first and last name.
- The accrediting body of the Academy of Nutrition and Dietetics maintains a list of RDs who have indicated that they are willing to be Preceptors. You may find the list on the Find a Preceptor link [on eatright.org](http://on.eatright.org) if you are a Student Member.

- Attending local conferences, meetings, and community events. Network with others. Introduce yourself to nutrition professionals and ask if it would be ok to contact them regarding a potential Supervised Practice.

Selecting Supervised Practice Sites

Interns are responsible for identifying and securing their own preceptors and Supervised Practice experiences, with guidance and final approval from UNC faculty and staff. While interns are from a variety of geographical areas, there can be interns seeking the same sites. Interns should be prepared to travel outside the preferred location to complete Supervised Practice if unable to secure preceptors in their geographical location. The program expects interns to be flexible and display the ability to adapt to circumstances beyond their or the program's control.

Selecting and securing a site can be a lengthy process. It is recommended that interns start their search, to avoid any delays in starting or completing the program. The program reserves the right to delay an intern's start date for Supervised Practice hours if it is determined that the intern does not have sufficient sites and preceptors in place to complete the Supervised Practice hours in a reasonable amount of time. Interns that have not made sufficient progress in locating sites and preceptors at the beginning of the Supervised Practice will not begin the program.

All inpatient Clinical hours must be completed in person. Community hours, Concentration hours and a limited number of Foodservice hours may be completely remotely. The intern is limited to 220 hours of remote work in total. Remote work is defined as not being physically with the preceptor or other staff. Telework is considered remote if the intern is not physically present at the preceptor's office or with the preceptor/staff. If the intern earns APL hours, the total of the rewarded APL hours will be deducted from the remote hours.

Securing Supervised Practice Sites

The following steps apply to applicants for the **Stand-Alone DI**:

1. **Before Admission:** Applicants must identify potential preceptors for all areas of Supervised Practice (Clinical, Foodservice, Community and 1 Concentration) and submit this information with their application. Detailed instructions on this process are provided in the application instructions.
 - a. **Outreach:** Interns contact prospective preceptors using the "How Can You Find a Preceptor?" section above.
 - b. When reaching out to potential preceptors, interns should provide their Resume or CV, the program's DI Competency List and a copy of the Preceptor/Facility Form for them to complete (only for new preceptors).
2. **Upon Acceptance:** Interns should reach out to preceptors to inform them of their acceptance.

3. **Preceptor Approval:** Prospective preceptors must complete a Preceptor/Facility Form and share a resume or CV which will be reviewed by UNC faculty/staff.
4. **Program Meeting:** A virtual meeting or email communication will be held with UNC faculty/staff, intern, and preceptor to finalize approval. In some instances, faculty and staff may recommend that the intern seek an alternative preceptor or facility for one or more Supervised Practice experience, depending upon factors including but not limited to: preceptor qualifications, variety of experiences to be gained by the Supervised Practice, the intern's specific learning needs, the intern's future goals
5. **Affiliation Agreement:** Once the site and preceptor are approved; an affiliation agreement must be executed following the steps outlined below."
6. **Competency Plan:** Once a Supervised Practice preceptor and site is confirmed, the intern and preceptor will collaborate on a plan to complete the Supervised Practice competencies and learning activities.

The following steps apply to the **MSDI**:

1. **Before Admission: No preceptor contact should occur before application and admission to the program.**
2. **Upon Acceptance:**
 - a. MSDI students will enroll in a 1-credit class designed to educate students on the process of developing their Supervised Practice Rotation Summary. Two-year track students begin the course in the fall of their first year. Three-year track students begin the course in the fall of their second year. The student will receive detailed instructions on:
 - i. Supervised Experience requirements
 - ii. Suggestions for contacting preceptors
 - iii. Developing the Supervised Experience Rotation Summary.
7. **Preceptor Approval:** Prospective preceptors must complete a Preceptor/Facility Form and share a resume or CV which will be reviewed by UNC faculty/staff.
8. **Program Meeting:** A virtual meeting or email communication will be held with UNC faculty/staff, intern, and preceptor to finalize approval. In some instances, faculty and staff may recommend that the intern seek an alternative preceptor or facility for one or more Supervised Practice experience, depending upon factors including but not limited to: preceptor qualifications, variety of experiences to be gained by the Supervised Practice, the intern's specific learning needs, the intern's future goals.
9. **Affiliation Agreement:** Once the site and preceptor are approved; an affiliation agreement must be executed following the steps outlined below."
10. **Competency Plan:** Once a Supervised Practice preceptor and site is confirmed, the intern and preceptor will collaborate on a plan to complete the Supervised Practice competencies and learning activities.

Interns that experience a disruption or change to their site placements after the rotation schedule has been approved, should notify the DI Director. If a preceptor for one of the intern's planned rotation sites is no longer able to host the intern, the following steps should be taken to secure new placement:

1. Reply to preceptor communication expressing gratitude for their time.
2. Contact UNC DI Director and/or designated program faculty/staff to make them aware of the schedule change. If the preceptor communication took place via email, interns should forward the email chain to designated program faculty/staff.
3. UNC faculty/staff, in conjunction with the intern, will work to identify a new placement site using methods including, but not limited to, the following:
 - a. Directing interns to the Master Preceptor List and making recommendations on which preceptors are most likely to accept them.
 - b. Collecting information for potential new preceptors by searching on LinkedIn, posting on AND forums, and contacting past interns who can now serve as preceptors.
 - c. Compiling a list of facilities in the appropriate geographical location that can be used for the rotation for which new placement is needed.
 - d. Contacting potential preceptors on behalf of the intern in order to share the burden involved with securing placement.
4. If the replacement facility does not already possess an affiliation agreement with UNC, this process will be expedited through the UNC legal team, and communicate urgency/request prioritization through the facility.

Affiliation Agreements

All facilities utilized as Supervised Practice for interns must have in place an affiliation agreement signed by the appropriate representative and the Dean of the College of Natural and Health Sciences prior to beginning Supervised Practice hours. This serves as a legal contract between UNC and the sponsoring facility and must be fully executed before an intern may begin Supervised Practice hours at that facility. This process typically takes 4-6 weeks but can take longer depending on the facility. While not typical, sometimes an agreement cannot be reached. At that time, the DI program staff will notify you, and a new Supervised Practice site will need to be established. If your preceptor or someone from the facility asks you a question regarding affiliation agreements, please refer them to dietetic.internship@unco.edu. Affiliation agreements must be in place before interns can go to a site. Interns should anticipate 2–6 months for agreement execution and plan accordingly.

Each agreement spells out:

1. The responsibilities of the University through the College of Natural and Health Sciences
2. Responsibilities of the agency
3. Joint responsibilities of UNC and the agency
4. Special provisions

In all articles of the formal agreement, there is mutual interdependence to maximize benefits for the intern learning experiences. Once a Preceptor/Facility form is submitted by the intern, facility information is inputted into a database that signals the

legal department to begin negotiating an affiliation agreement. The UNC legal department tracks receipt of these emails through read receipts. If the email generates no response, the legal department will follow up.

Intern responsibilities relating to affiliation agreements include:

1. Obtaining Preceptor/Facility Form and resume from every new preceptor.
2. Sending Preceptor/Facility Forms to designated DI staff and uploading to the individual intern file in SharePoint. DI program staff must be notified of any schedule changes to initiate an agreement in a timely manner.
3. Confirming with DI program staff that an affiliation agreement has been executed before beginning your Supervised Practice at that facility. Interns may not begin Supervised Practice hours at a facility that does not have a confirmed affiliation agreement.

Steps to follow up on the status of the affiliation agreement:

- a) If you email dietetic.internship@unco.edu or the designated DI staff and do not receive a reply within 2 business days, follow up to ensure the email was received.
- b) Designated DI staff will check the status of the agreement periodically, and update interns accordingly. If it has been over 2 weeks since you last received an update, email the designated DI staff to request an update.
- c) If UNC had a previously established agreement, designated DI staff will confirm that it is active and not scheduled to expire during the Supervised Practice year. If an agreement has expired, designated DI staff will initiate renewal of the agreement.
- d) If the intern has not received confirmation that the affiliation agreement has been executed and the intern is scheduled to begin Supervised Practice at this facility in 30 days, email, dietetic.internship@unco.edu or designated DI staff to request an update. Waiting to reach out will result in a greater likelihood of delayed start of that Supervised Practice.
- e) If the intern receives notice that the affiliation agreement cannot be completed, the intern is responsible for finding a replacement facility.
- f) If the sponsoring facility and the UNC legal department have not reached an agreement, and the start of the intern's Supervised Practice has been delayed by >14 days, contact the Dietetic Internship Director and DI Program Coordination Specialist to arrange alternate learning experiences or adjust schedule.

Supervised Practice Schedule & Expectations

- Generally, hours must be completed in **4+ hour blocks**, but exceptions may be made. If an intern needs to be at a site for less than 4 hours at a time, approval by the DI Director is needed.
- Can be completed full-time (up to 40 hrs./week) or part-time (20 –32 hrs./week)
- Hours **must** be supervised by the approved preceptor

Interns must be flexible with scheduling, as learning experiences may occur outside of standard business hours (evenings/weekends).

General Program Guidelines

- This is a US-based program. At least **700** of the Supervised Practice hours must be conducted in a work setting in the US or its territories, or its possessions (or military bases). Approval of Supervised Practice hours is at the discretion of the Dietetic Internship Director.
- The Competencies (CRDNs) and Learning Activities must be completed by all interns. Interns must work with their preceptor to ensure there is an opportunity and plan to meet competencies. Preceptors will facilitate which ones they are able to complete.
- Interns complete a minimum of **1,000** Supervised Practice hours. (Hours are completed in 4 different Supervised Practice areas.)
 - At least 300 hours in a Clinical Supervised Practice site (inpatient and outpatient hours). Clinical Supervised Practice should prepare interns for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal, and renal diseases.
 - Clinical inpatient preceptor must be an RD.
 - Ideally, more than one preceptor in your schedule will be an RD, such as a Clinical outpatient RD.
 - At least one hospital must be JCAHO or DNV approved.
 - Interns must secure an acute care hospital with 80 or more beds.
 - At least 40 hours (maximum 80 hours) must be included in a Long-Term Care (LTC) site. These hours count toward your Clinical OR Foodservice Supervised Practice.
 - A minimum of **300** hours in a Foodservice Supervised Practice site.
 - A minimum of **300** hours in a Community Supervised Practice site.
 - A minimum of **100** hours must be completed in an area of Concentration (management, ICU, or nutrition education & counseling).
- Interns are required to complete specific assignments outside of Supervised Practice hours.
- Interns must complete at least 1,000 hours of Supervised Practice with at least 700 hours in professional work settings (on-site). A maximum of 300 hours can be in alternate Supervised Practices which include: the mandatory online orientation (50 hours), virtual Supervised Practice (max 220 hours), or if approved for Assessment of Prior Learning (APL) (max 220 hours)
- Every intern must receive a score of 3 or above for competencies and learning activities. If an intern does not receive a score of 3 or above, the DI Director will work with the intern and the preceptor to determine the next steps. The competency scored below 3 must be repeated, plus additional hours.

Professionalism & Conduct

Interns are expected to:

- Arrive on time and prepared
- Follow all site-specific professional policies
- Maintain appropriate dress, conduct, and communication
- Use cell phones for professional purposes only, with mentor approval
- Treat Preceptors and other Colleagues with respect and value as the mentor/teacher relationship

Concerns or conflicts must be reported to the preceptor and/or DI Program Director promptly.

Insurance

All interns (part-time or full-time) are **REQUIRED** to have health insurance and professional liability insurance while in the program. Interns must upload proof of health and professional liability insurance to their SharePoint file before they may attend the first day of the DI (this includes the orientation).

Advising

Communication with preceptors and program faculty/staff is critical for a successful Supervised Practice and completion of the DI program. Informal communication with the intern, preceptor, and/or DI Director can occur as often as necessary. A phone/video conversation will be scheduled if an email does not suffice. **When meeting with Preceptor, Director, or anyone involved in the Supervised Practice hours, intern must receive prior approval to have another individual (family member, friend, roommate, significant other, another intern etc.) present during the meeting.**

Performance Monitoring

Interns will be evaluated regularly during the Supervised Practice hours program through progress reports, Supervised Practice evaluations, and additional correspondence with the DI Director. Interns' performance is specifically assessed throughout their Supervised Practice hours by:

- **Instructor assessed CRDNs and LAs**
- **Preceptor assessed CRDNs and LAs**
- **Mid-point preceptor evaluations**
- **Final summative evaluations**

Interns must achieve a 3 or above rating on all competencies by the end of each course. Those who fall behind may be required to complete additional hours or participate in remediation.

Supervised Practice Experience

1. Evaluation during the Supervised Practice experience will consist of review of written assignments and observational evaluation by preceptors. All CRDNs and Learning Activities will be graded, and a score of 3 or a 4 must be achieved. If a 2 or lower is given, the intern is to notify the DI Director immediately.
2. Written Learning Activities correspond with the CRDNs and are expected to be completed simultaneously. The preceptor is considered the main evaluator of the CRDNs and Learning Activities.
3. If needed, the DI Director will place a conference call or Zoom with the intern and preceptor to discuss progress.
4. If the need arises, the intern or preceptor will be contacted (or vice versa) for individual consultation.
5. If a preceptor asks the intern to complete an additional Assignment/Learning Activity or one completed in a previous Supervised Practice, the intern should still complete it.
6. If an intern has an issue/problem with a preceptor, they are to immediately contact the DI Director.

While the preceptors are extremely important in evaluating intern performance, the final evaluation of an intern at the end of the program is the responsibility of the DI Director.

Remediation Policy

If performance concerns arise, the following process will be followed:

1. A meeting will be held with the intern, DI Program Director, and other faculty/staff.
2. A written **Remediation and Improvement Plan** will be developed and signed.
3. Interns may be assigned additional hours or learning activities (e.g., webinars, tutorials).
4. If satisfactory progress is made, interns continue in the program.
5. If performance does not improve, interns may fail the remediation plan and repeat it once. A maximum of two attempts is allowed.
6. Interns requiring a third remediation plan will be **dismissed** from the program.

Additional Notes

- Interns may complete Supervised Practice hours at their workplace **only** if the mentor is not their supervisor, and no conflict of interest exists.
- Supervised Practice must be educational in nature and not serve as unpaid labor.

- Supervised Practice hours **must** be completed during active enrollment in either FND 592 for Stand-Alone DI interns or FND 692 for MSDI interns.

Section 3: Policies and Procedures

UNC Code of Professional Conduct

UNC Bear Code: All interns are subject to the Student Code of Conduct without regard to the mode of course or program delivery.

<https://www.unco.edu/clubs-organizations/Student-Code-of-Conduct.pdf>

UNC Graduate school policies:

<https://unco.smartcatalogiq.com/current/graduate-catalog/general-information/policies-and-procedures>

UNC Honor Code

All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the Integrity and value of our academic climate.

Code of Ethics for Nutrition and Dietetics Profession

Academy of Nutrition and Dietetics:

<https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

Professional Standards

Interns must follow the Scope of Practice and Standards of Professional Performance established by the Commission on Dietetic Registration (CDR), as well as the Code of Ethics developed by the Academy of Nutrition and Dietetics and CDR. Interns are expected to read, understand, and consistently uphold these guidelines, demonstrating professionalism, ethical conduct, and practicing within their defined scope. These standards apply in all educational settings, including Supervised Practices.

Responsibility

Professional ethics includes abiding by facility policy, HIPPA, and assuming the responsibility to provide the best possible nutritional care to clients.

Confidentiality

The client's right to privacy must be observed. Information about the client obtained from the medical record, other health care personnel, the client or the client's family is confidential and is not to be repeated or discussed other than in the process of providing nutritional care to the client or when discussing the case with the preceptor or other health care provider providing relevant care to the client.

MISUSE OF CONFIDENTIAL INFORMATION MAY RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM.

Form of Address

Unless given permission to do otherwise, use the formal form of address, Mr., Ms., Mrs., Miss Mx., or Dr., rather than the first name when addressing faculty, staff, clients, and other members of the health care team, or when supervising dietetic technicians, Foodservice, or clerical personnel.

Dishonesty

Dishonesty is a violation of the professional code of ethics. Interns are expected to conduct themselves according to Standards of Professional Behavior and Practice. Examples of dishonesty include but are not limited to the following:

1. Failure to use references and citations to credit a source in a paper.
2. Copying or sharing information for projects or assignments without doing the work independently.
3. The act of misrepresenting the authorship, completion, or authenticity of a required assignment or activity.
4. Fabricating data.
5. Unauthorized use of agency, school, or client property.
6. Unauthorized and/or inappropriate use of artificial intelligence (AI)

Interns will be held accountable for their dishonesty. Reports of issues, concerns, allegations, observations, or knowledge of dishonest behavior should be made to Preceptors or the DI Director and will be disclosed on a "need to know" basis only.

Professional Memberships

Interns must be members of the Academy of Nutrition and Dietetics organization throughout the entire DI program. Interns will need to provide verification of membership by uploading their membership information to their SharePoint file. Visit [Student Member \(eatrightpro.org\)](https://eatrightpro.org) to become a member. Local membership of dietetic organizations is also encouraged.

LinkedIn

Interns are required to follow the [University of Northern Colorado Dietetic Internship](#) during the program, and it is strongly encouraged to keep information up to date for a minimum of two years post-graduation. This is for ACEND® surveys and follow-ups. ACEND® requires that all Dietetic Internship programs send an alumni survey to all graduates, so outcome data is updated yearly. Our Dietetic Internship program depends on data from all graduates to continue to develop and strengthen our program.

Academic Integrity

Plagiarism

The following is UNC's approved definition of plagiarism: Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting or a substantial or essential portion thereof.

Regarding written work in particular, direct quotations, statements which are a result of paraphrasing or summarizing the work of another, and other information which is not considered common knowledge must be cited or acknowledged, often by listing author(s) and year of the cited source. Quotation marks or a proper form of indentation shall be used to indicate all direct quotes.

As long as a student adequately acknowledges their sources and as long as there is no reason to believe that the student has attempted to pose as the originator, the student will not be charged with plagiarism even though the form of the acknowledgement may be unacceptable. However, students should be aware that most professors require certain forms of acknowledgement, and some may evaluate a project based on the form.

Plagiarism Generative Artificial Intelligence Policy

As the culminating examinations in subject proficiency or work of academic writing and research produced by a student in fulfillment of the requirements of a doctoral, specialist, or master's degree program, a comprehensive exam, dissertation, doctoral scholarly project, or thesis is expected to be the student's original work. A student must not submit a comprehensive examination, dissertation, or thesis that contains written content, images, tables, references, music or musical scores, or data generated by artificial intelligence (AI) tools, unless:

- Such content is permitted by the student's departmental or college AI policies;
- Generative AI use is an approved accommodation under the Americans with Disabilities Act;
- A student's thesis or dissertation includes research on generative AI with examples clearly identified as examples and cited appropriately.

Students who violate this policy will be subject to university disciplinary procedures for academic misconduct, which can include termination of their degree program and university expulsion.

Suggestions for appropriate use of AI for third-party editorial assistance

- Correcting spelling, punctuation, and grammar.
- Correcting formatting of margins, headings, and citations according to the style manual specified by the student (APA, Turabian, MLA).
- Making writing style suggestions, such as shortening long sentences, without changing the meaning of the text.

The student is responsible for checking that the formatting revisions suggested by generative AI are correct and comply with their published style manual and the Graduate School manual.

Outside Employment

If interns engage in outside employment, they must ensure they have sufficient time for coursework and Supervised Practice requirements. Effective time management is essential. External work commitments are not valid excuses for incomplete coursework, and Supervised Practice hours may not be counted toward job duties.

Time commitments for the Supervised Practice hours include:

- **20–32 hours per week** for a part time
- **33–40 hours per week** for full time

Interns must manage their schedules to accommodate coursework and Supervised Practice requirements. Interns are encouraged to plan proactively and seek support if they encounter challenges of balancing program requirements with outside obligations.

Attendance

Interns are expected to attend and be on time for all scheduled Supervised Practice hours. If an intern expects that they will not be in attendance on a scheduled day, they must ask for approval from their preceptor to miss that day. If approved, the intern must notify the program of the change in their schedule and update their Supervised Practice Schedule appropriately. Interns track their hours internally through a SharePoint tracking sheet. Interns that experience many absences or are consistently late may be subject to disciplinary action. Preceptors document the number of hours the intern completed on the summative assessment (CRDN and LA eval).

Failure to Register

You must pay your previous semester's tuition to be able to register for the following semester. There is a registration add deadline (approximately a week after classes begin), followed by a late-add period (an additional week). If a "Late Add Form" is required, it must be signed by the intern and the DI Director. After this period, you cannot register for credit hours. If you are unable to register, Supervised Practice hours must stop for that semester. The unpaid balance of tuition must also be paid in full, and your Supervised Practice schedule must be renegotiated with current preceptors to begin the following semester. It is your responsibility to register for the number of credit hours needed to complete the dietetic Supervised Practice on time.

Online Best Practices

In the UNC learning environment, professionalism and respect are expected in all forms of communication, especially in online discussions and written formats.

Guidelines for Online Interaction

- Be respectful of differing opinions and backgrounds
- Avoid strong, offensive, or inflammatory language
- Refrain from using humor or sarcasm that may be misinterpreted
- Maintain professionalism in all public and private forums
- Use correct grammar, punctuation, and spelling
- Avoid using excessive emojis or acronyms
- Cite all sources appropriately
- Follow instructor guidelines and rubrics for discussion boards
- Keep messages concise and on topic
- Proofread for clarity before posting

The following guidelines include virtual orientation, presentations, Learning Studio, and meetings with other interns, preceptors, and program faculty:

- Interns should be in a private place to protect confidentiality of the interns themselves, clients, patients, preceptors, other interns, and program faculty. No one from outside of the UNC Dietetic Internship program should be viewing or listening to the forms of online learning.
- Virtual meetings may be recorded by UNC faculty/staff and distributed. No video recording or pictures should be taken by the intern without explicit consent by the DI Director and/or presenter.
- Use of a web cam is encouraged and, in some cases, required. Microphones should be muted unless speaking to the group. Headphones should be used.
- It is the responsibility of the intern to ensure that the computer, camera, and microphone are working properly prior to logging on to meetings.

Technology Requirements

- E-mail address that is active throughout the program, as well as reliable internet access, reliable computer, and webcam with video and microphone.
- A quiet, private place to participate in remote intern hours and learning activities.
- Please see <https://extended.unco.edu/current/need-know/online-tips-tech/> for complete requirements.
- Ability to download and use HonorLock (MSDI)

Social Media Guidelines

Interns must maintain professionalism in all online activities. Social media content is public and may reflect on UNC, the program, and the profession. Interns should:

- Follow Academy of Nutrition and Dietetics professional Codes of Ethics.
- Avoid sharing client or patient information under any circumstances
- Avoid inappropriate, profane, or unprofessional content.
- Interns should refrain from posting photos, videos, or personal information about patients, clients, or colleagues on social media, without their written consent. All posts should adhere to confidentiality standards.
- Avoid engaging in cyberbullying, harassment, or behavior that violates university or professional policies.

Dress Code

Interns should follow the dress code of the facility they are assigned to, so please contact the preceptor or go to their website for more information on dress code expectations. General guidelines are for interns to arrive at their facility with a clean appearance with clothing that is free of stains, rips, holes, etc. Below are more specific guidelines for professional dress to follow if you cannot reach your preceptor prior to your arrival.

Interns must discuss any variation in professional dress codes with each preceptor for further guidance.

General guidelines include:

Clothing

- Professional clothing choices include:
 - Closed toed shoes such as flats, heels, loafers, oxfords (or Supervised Practice appropriate food wear i.e., non-skid shoes or tennis shoes)
 - Button up shirts, blouses, polos, sweaters
 - Slacks, chinos, below the knee skirts and dresses
- Unprofessional clothing choices to be avoided include but is not limited to:
 - T-shirts, hoodies, shirts with logos
 - Jeans, leggings, shorts

- Exposed undergarments: Do not wear attire that shows undergarments (such as underwear, bra straps, binders, etc.) or attire that exposes the midriff or back.
- Shorts
- Crop tops or tank tops
- Spaghetti straps
- Open-toe shoes
- Sweatpants, yoga pants, or leggings
- Wrinkled or otherwise unprofessional clothing

Jewelry

- Limit jewelry to items that will not get in the way of a patient examination or Foodservice duties (i.e., avoid dangling earrings, bulky rings, long necklaces, etc.)

Hair

- Refrain from non-naturally occurring hair colors.

Miscellaneous

- Gum chewing is not allowed, perfume, or the use of other items that may disturb those you are working closely with. Face mask requirements may vary based on the facility. Come prepared to wear a face mask unless otherwise instructed.
- Zoom meetings: If a guest speaker is attending the zoom office hours/learning sessions, please keep your cameras on and dress professionally.

Professional attire is expected during all live or recorded course presentations and all Supervised Practices.

Leave of Absence

For Stand-Alone interns - Request for a leave of absence will be handled on a case-by-case basis between the intern and the DI Director. For MSDI interns – please see the Graduate School handbook.

Vacations and Holidays

Any interruptions in an intern's full/part-time program (such as an extended holiday or vacation time) should be included in their plan and approved in writing by the DI Director. For full-time status, weeks that contain holidays may contain fewer hours in proportion to the hours missed for the holiday. The recognized holidays are those recognized by the sponsoring facility for their other employees, so the intern must

request the holiday schedule before submitting the final Supervised Practice schedule before orientation. Holiday hours are NOT part of the 1000 required hours.

Sick Days

For full or part-time interns, sick days are not considered hours worked and *must be made up*. Single sick days can be made up by arrangement of the intern with the preceptor. The DI Director must be notified as soon as possible of multiple sick days.

Email

Interns are recommended to check emails daily since this is the primary way to communicate with DI Director, Program Coordinator, and preceptors. Interns should respond to emails within 48 hours, Monday-Friday, and within 24 hours if actively resolving an issue. Lack of appropriate communication and/or failure to follow the guidelines outlined in the handbook can result in a written warning, probation, or termination.

Immunizations

The DI and MSDI programs abide by the vaccination requirements of the university. The following are required to be on file (SharePoint) for the duration of your Supervised Practice hours:

1. MMR Status - to include proof of 2 MMRs or positive titer. For older records, 1 vaccine for Mumps, Rubella and 2 for measles.
2. Hepatitis B series or Positive Immune Titer or Supervised Practice Site Declination
3. Negative PPD within last year; If PPD positive CXR in last 5 years
4. Tetanus shot within last 10 years
5. Varicella (Chicken Pox) immunization or positive titer

Not required for UNC interns; however, are required at many Supervised Practice sites*:

1. Influenza immunization
2. Covid 19 Vaccine and boosters

*Note: These vaccines may be required by the Supervised Practice facilities at which you are rotating, and some may require additional vaccinations in addition to the ones listed above. The intern is responsible for checking facility requirements and completing required vaccinations. Any site requirements (even beyond the UNC requirements) must be uploaded to the intern's file in SharePoint.

Expenses related to completing a physical exam, obtaining vaccinations, or titers for immunization clearance are the intern's responsibility.

Immunization exemptions

The immunizations are required for compliance with most facility requirements. However, some facilities may have additional requirements, and it is the intern's

responsibility to ensure all requirements are met. Failure to complete facility requirements may result in a delay in starting or inability to complete Supervised Practices.

Physical Exam

While a physical exam is not required by the university, some sites may require a physical exam to complete their Supervised Practice hours. The intern is responsible for the cost of the physical exam.

Drug Testing

All interns must complete a drug screen test before attending the Dietetic Internship Orientation. It is recommended to complete the drug screening through [Castlebranch](#). Cost of the Drug Screen varies. In some instances, interns may have to complete multiple drug screens or complete a higher panel drug screen, depending on the affiliate site agreement.

The drug screen is required for compliance with most facility requirements. However, some facilities may have additional requirements, and it is the intern's responsibility to ensure all requirements are met. Failure to complete facility requirements may result in a delay in starting or inability to complete Supervised Practices. Expenses related to completing a drug screen(s) are the intern's responsibility.

Criminal Background Checks

All interns must complete a background check before attending the Dietetic Internship Orientation. Interns should complete the background check through [Castlebranch](#). The cost of the background check varies. In some instances, interns may have to complete a higher-level background check (e.g., fingerprinting), depending on the affiliate site requirements.

Castlebranch is a background check service that allows interns to purchase their own background check. Go to <https://www.castlebranch.com/>, click on Place Order. Colorado interns use code: NE23; non-Colorado interns use code: NE23OS. Expenses related to completing a background check(s) are the intern's responsibility.

The background check is required for compliance with most facility requirements. However, some facilities may have additional requirements, and it is the intern's responsibility to ensure all requirements are met. Failure to complete facility requirements may result in a delay in starting or inability to complete Supervised Practices.

Additional Onboarding Requirements

Some facilities may have additional onboarding requirements. Please refer to the Onboarding Manual for additional information and abide by requests made from the facility directly.

Health Hazard Statement

During your Supervised Practice education, it is possible that you may be exposed to certain situations or diseases that are potentially harmful to unborn babies. For this reason, it is recommended that you notify your Primary Preceptor if you become pregnant. Any other medical conditions that may become a problem or concern regarding your performance of duties should be reviewed with the Primary Preceptor and the DI Director.

Liability for Safety in Travel to or From Assigned Areas

Interns are expected to carry automobile insurance. Interns are responsible for their own liability while traveling to and from Supervised Practice experiences.

Alcohol and/or Habit-Forming Drugs

The intern must be alcohol- and drug-free when in all practicum settings. The faculty and preceptors involved in the Dietetic Internship program have the right to protect the public's health, safety, and welfare from addicted and/or drug-dependent health professionals. Interns are not permitted to smoke or use any form of cigarettes, including e-cigarettes, while in practicum settings.

Compensation

The UNC affiliation agreement states that no payment is to be exchanged between UNC and the Supervised Practice facility. So, for Supervised Practice sites that offer payment to UNC interns, this must be approved by the DI Director. Interns are not to accept any form of payment from preceptors or facility sites without prior approval. There must be a clear understanding between the preceptor and the intern that the time is dedicated to fulfilling the Supervised Practice competencies. Any work not related to the Dietetic Internship program cannot be counted toward Supervised Practice hours.

Workers Compensation

The intern is insured under UNC's workers' compensation policy at their Supervised Practice site. If a UNC dietetic intern is injured while on duty in an agency, they should notify their preceptor immediately and follow UNC Workmen's Compensation procedures as directed.

Inclement Weather

You must report to your Supervised Practice unless the preceptor notifies you. Policies for travel during weather may be different from state to state, city to city, and county to county; therefore, please discuss with every preceptor what the policy is and make sure it is understood. If storms are predicted, discuss a backup plan for your Supervised Practice during the day (e.g., projects to be started at home). When traveling in inclement weather, please plan for slower travel, delays, and stay in communication with your preceptor. You will be responsible for making up missed hours.

Technical Requirements

[Technical Requirements](#)
[Online Course Netiquette](#)

Disciplinary/Termination Procedures

The DI Director, in consultation with the intern's preceptors, reserves the right to place on probation or to require the withdrawal from the Dietetic Internship program of any intern who, in their professional judgment, fails to satisfy the requirements of scholarship, health status, code of ethics/conduct, practice and/or performance.

Interns may be dismissed from the program for poor performance (unsatisfactory completion of learning experiences or failure to progress through learning experiences) or for unprofessional behavior including, but not limited to, un-excused absence; excess tardiness; violation of confidentiality; and inappropriate behavior toward colleagues, supervisors, Director, UNC faculty and staff, preceptors, patients, or third parties. The DI Director, and in some cases, in consultation with the acting Preceptor, will determine whether an intern should be dismissed from the program. Dismissal from the program is not limited to only the above stated situations.

If the violation of professional behavior is severe (for example, violation of Code of Ethics, HIPPA, Policy and Procedures, UNC intern policies, etc.) the intern may be promptly dismissed from the program by the DI Director. For less severe instances of unprofessional behavior or poor performance, the intern will receive a written warning from the DI Director and can be placed on probation.

Reasons that an intern can receive a written warning/ be placed on probation/terminated are as follows but not limited to:

- Absence from DI Orientation (immediate termination)
- Failure to follow all policies and procedures in place at each Supervised Practice site
- Uploading Preceptor to Score LA's without having been scored by the preceptor
- Changing Supervised Practice hours and sites without pre-authorization from the DI Director
- Abandoning a Supervised Practice/preceptor

- Failure to turn in evaluations, progress reports, and learning activities correctly (docx.)
- Tardiness to Supervised Practices
- Unprofessional attire
- Unprofessional behavior, language (ex: should address faculty/preceptors by Ms./Mrs./Mr./Professor/Dr, etc., unless stated otherwise)
- Unethical behavior such as not keeping client/patient information confidential, lack of respect to clients/patients
- Inappropriate behavior during Supervised Practice (texting, chewing gum, personal phone calls, smoking, personal internet use)
- Disrespect toward DI Director, administrative staff, faculty, fellow interns etc. (including all forms of correspondence, e.g., emails, phone calls, video conferences, voicemail messages etc.)
- Failure to respect confidentiality. This could include:
 - Video recording or photographing information about or meetings with clients, patients, preceptors, interns, or program faculty/staff without explicit consent.
 - Having another individual present (physically or virtually) during video meetings with program faculty/staff and/or preceptor without receiving prior approval.
- Text messages are not an acceptable means of communication (unless preceptor states otherwise)
- Unexcused absences or leaving early from Supervised Practices without preceptor approval
- Courses not completed during scheduled dates
- Not demonstrating initiative at Supervised Practice sites, not prepared for Supervised Practice, not following instructions
- Not scoring a satisfactory score (3 or above) on evaluations, assignments, and end-progress reports, and not completing remediation procedures if a score below 3 is received.
- Failure to respond to emails sent to UNC assigned email account within 2 business days
- Failure to respond to emails from UNC faculty and staff or preceptors within 24 hours if actively resolving an issue
- Failure to comply with action items needed to be in compliance with the DI program
- Failure to complete CRDNs/Learning Activities at or above a “3” with remediation not possible.
- Failure to successfully complete the Remediation plan.

Disciplinary Action Procedure

First: a written and/or verbal warning will occur from the preceptor and/or program faculty/staff.

Second: a second written and/or verbal warning will occur.

Third: probation will occur, and the intern can be put on probation for up to four weeks. If, after this period there is no resolution then the fourth step will occur. An intern cannot be on more than one probation at a time. Probation will be imposed through a written document.

Fourth: if the above steps are followed and the intern has not changed what was discussed, they will receive a written and/or verbal notice of termination.

If at any time the conduct of an intern is questioned or affects the morale of others or receives an unsatisfactory level of performance, an intern may be placed on probation at the discretion of the DI Director without a verbal/written warning and, if warranted, may be terminated. If an intern is an immediate threat to the safety of others at the Supervised Practice site, then they can be placed on probation and/or terminated.

An intern dismissed from the program may file a written appeal through the grievance procedure that follows UNC policy and procedures. Program fees are non-refundable.

Remediation Policy

Remediation is separate from probation or termination. Remediation policy will be followed if an intern has a failure to complete CRDNs/Learning Activities at or above a “3”. The following remediation process will be followed:

1. A meeting will be held with the intern, DI Director, and other faculty/staff.
2. A written **Remediation and Improvement Plan** will be developed and signed.
3. Interns may be assigned additional hours or learning activities (e.g., webinars, tutorials).
4. If satisfactory progress is made, interns continue in the program.
5. If performance does not improve, interns may fail the remediation plan and repeat it once. A maximum of two attempts is allowed.
6. Interns requiring a third remediation plan will be **dismissed** from the program.

Petitions and Grievances

If an intern encounters a disagreement with a preceptor or faculty member, they should:

Step 1: Confer with the preceptor or faculty member to discuss the problem.

Step 2: If the problem is not satisfactorily resolved with the preceptor or faculty member, schedule a conference with the DI Director or department chairperson.

Step 3: If the problem is still not resolved, the intern should schedule a conference with the academic dean.

Step 4: If all attempts fail to solve the problem to the intern’s satisfaction, they should file a written request for a formal hearing before the UNC Academic Appeals Board. For a more detailed discussion of this process, the intern is referred to the UNC Student Handbook.

Interns may appeal any academic decision that they consider arbitrary, capricious, or contrary to university policy. The intern is responsible for initiating the appeals procedure at all levels. The program must maintain a record of complaints for 7 years. This link details the process for academic appeals:

<https://www.unco.edu/admissions/contact-us/appeal-process.aspx>

If an intern has a grievance about the instructor on record or the Program Coordination Specialist, the intern can bring this to the DI Director. Any grievance about the DI Director should be brought to the KiND Department Chair.

If the above process does not satisfy an intern's grievance, under certain circumstances an intern may also appeal to the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). ACEND® will review complaints that relate to a program's compliance with the accreditation standards. ACEND® is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individual matters of admission, appointment, promotion or dismissal of faculty, staff, or interns.

A copy of the accreditation/approval standards and/or ACEND'S policy and procedure for submission of complaints may be obtained by contacting the ACEND® staff at the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606-8995 or by calling 312-899-0040.

Graduation Requirements

For **MSDI**: MSDI interns on the traditional timeline (3 years) must successfully complete all graduate courses before matriculating into the Supervised Practice. MSDI interns on the accelerated timeline must successfully complete all first-year fall and spring courses before starting their Supervised Practice.

The graduate degree will be awarded after successful completion of all MSDI coursework and the Dietetic Internship program. All Dietetic Internship program requirements (1000 Supervised Practice hours and successful completion of 10 credit hours in FND 692) and MS program requirements are required to have final paperwork submitted to CDR allowing graduates to sit for the CDR RDN Exam. Both the MS degree and DI program must be successfully completed to receive a DI Verification Statement.

For the Stand-Alone **DI**: Confirmation of a graduate degree and completion of all Dietetic Internship program requirements (1000 Supervised Practice hours and successful completion of 20 credit hours in FND 592) are required to have final paperwork submitted to CDR allowing graduates to sit for the CDR RDN Exam.

All interns must receive satisfactory reviews from their preceptor and from the DI Director for all DI program work. Failure to satisfactorily complete any portion of the curriculum will result in non-completion of the program. Satisfactory completion of competencies and Learning Activities must be a score of "3" or above.

If the intern does not satisfactorily complete a learning experience or receive a satisfactory evaluation from a preceptor, the DI Director will consult with the intern and their preceptors. Depending on the outcome, the DI Director may allow an opportunity for the intern to repeat learning experiences. The DI Director can help the intern and preceptor establish clear guidelines for completion of the experience. If the intern is unable to meet this goal, the DI Director will discuss other career paths open to the intern.

Interns must complete ALL competencies before completing the DI program. Exit interviews/surveys are conducted to evaluate the DI program. Upon successful completion of a graduate degree and ALL parts of the Dietetic Internship program, including all learning experiences and satisfactory evaluations from preceptors and the DI Director, interns will be given an ACEND® Verification Statement showing completion of the program.

Completion of UNC Dietetic Internship program surveys will be expected throughout the program and 1 year after. An exit survey must be completed before graduating from the UNC Dietetic Internship program.

Timeline for Program Completion

Interns are expected to make consistent progress toward completing Supervised Practice requirements through regular enrollment and successful completion of competencies and Supervised Practice hours. All requirements for the Dietetic Internship program must be completed within five (5) years of initial enrollment.

Students who do not complete the program within this five-year time limit will be administratively withdrawn and must reapply for admission to continue. In exceptional cases, interns may petition for an extension beyond the five-year limit. Approval is not guaranteed and is subject to review by program leadership.

Degree Conferral Dates

The conferral date is either the date of commencement (for Fall and Spring semesters) or the last day of the Summer semester. Transcripts and diplomas listing the final degree are typically available 4 to 5 weeks after the end of the term to allow time for the Office of the Registrar to verify that all degree requirements have been completed (See [Semester Academic Calendar](#)). Prior to the date final transcripts and degrees are available, a student who completes all requirements may request an official "Pending Conferral Letter" from the Office of the Registrar.

Academic records will be locked upon degree conferral. Under no circumstances will changes be made to the academic record after a degree has been conferred.

Section 4: Tuition and Fees

Tuition

Current tuition and fee information for the Stand-Alone Dietetic Internship program is available at: <https://extended.unco.edu/programs/dietetic-internship/>

Current tuition and fee information for the Master of Science in Dietetics plus Dietetic Internship (MSDI) program is available at:

<https://extended.unco.edu/programs/dietetics-master-science-dietetic-internship/>

Payment and Refund of Tuition

Tuition payment is due at the end of each semester to register for the following semester. Enrolling in Bear Pay is highly encouraged, so there is no lapse in payment. Instructions can be found here: [bear_pay_info.pdf \(unco.edu\)](#). The Dietetic Internship program tuition is subject to change each year. Please remember, the MSDI is a different cost than the DI program since it is a graduate program.

To be *eligible* to receive any refund of tuition, you must contact the **Office of Extended Campus** to formally withdraw. Your refund, if applicable, will be based on the date of contact with the Office of Extended Campus. Please send an email to extended campus to withdraw in a timely manner since it will impact a refund. Failure to notify the Office of Extended Campus will result in owing UNC tuition even if courses were not attended or coursework completed.

If an intern needs to completely withdraw from the DI program due to a medical excuse, you must notify the DI Director and contact the Office of the Registrar (phone 970-351-2231 or email registrar@unco.edu). Extended campus follows the University policy for dropping/ withdrawing and refunds. It is based on semester deadlines, and a Graduate Appeal form must be completed.

Summary of Fees

- Professional Liability Insurance: \$35
- Health Insurance: varies
- Additional Insurance (automobile): varies
- Reliable Internet Access: varies by provider (ranges from \$20 to \$300 dollars; average of \$75 dollars)
- Computer Access: varies (new computer ranges from \$400 to \$1500 and above)
- AND Student Membership: for costs, please refer to <https://www.eatrightpro.org/member-types-and-benefits>
- Drug screening test: \$70-170
- Background check: varies
- Facility-specific onboarding fees: \$0-50
- Transportation to and from Supervised Practice sites: varies

- Supervised Practice specific clothing: varies - Supervised Practice sites may require interns to wear uniforms like scrubs, lab coats and/or specific pants and shirts. The intern should ask their preceptor ahead of time what the site requires for their wardrobe, including shoes. Foodservice Supervised Practices may require non-slip shoes to be worn.

Insurance Requirements, Including Those for Professional Liability

Interns (part-time or full-time) are **REQUIRED** to have health insurance and professional liability insurance while in the program. Interns must show proof of health and professional liability insurance before they may attend the first day of the program (this includes the orientation).

Health Insurance

Health insurance must be maintained during the entire length of the program that provides coverage in the state where the affiliate site is located. Interns must provide proof of health insurance prior to Dietetic Internship Orientation. Health insurance costs vary depending on location, employment status, and provider. Additionally, interns are responsible for all medical expenses incurred during the Supervised Practice hours.

To demonstrate compliance with required coverage, interns are required to: Upload a *front and back* image of your health insurance card (which can be obtained from your primary health insurance company) to their SharePoint folder.

Receiving Student Health Insurance - MSDI only (DI not eligible)

The University of Northern Colorado offers a Student Health Insurance Plan (SHIP) to all degree-seeking students who enroll in courses on our main UNC Campus, an Extended Campus Center, or Online.

Degree-seeking graduate students enrolled in 6 or more credit hours will automatically receive this benefit each term. SHIP premiums will appear on your semester bill. If you have comparable insurance coverage, and do not want to be charged for SHIP coverage, you must opt out of this plan each Fall via an [online waiver process](#). Please visit the [UNC Student Health Insurance pages](#) for more information about the insurance plan.

Liability Insurance

For professional liability insurance, recommended insurance company to use: Marsh Affinity Group Services of Seabury & Smith

- Phone: 1-800-503-9230

- Website: www.proliability.com

Please select their intern/student policy rate with a minimum of \$1M/\$3M limit. Once the insurance policy is confirmed, interns must upload a copy of their professional liability insurance coverage page to their SharePoint file.

Note:

Some affiliation sites may require interns to obtain additional professional liability coverage. In such cases, interns may purchase supplemental coverage through **Marsh Affinity Group Services of Seabury and Smith or Proliability**, a partner of the Academy of Nutrition and Dietetics.

Transportation

All didactic coursework is completed **100% online**; no travel to campus is required for coursework. However, interns are responsible for securing reliable transportation and covering related costs associated with their Supervised Practice sites. Site locations and travel expenses will vary by intern. To estimate fuel costs for personal vehicle use, visit: <https://www.fueleconomy.gov/trip/>.

Liability for Safety in Travel to or From Assigned Areas

Interns are expected to carry automobile insurance. Interns are responsible for their own liability while traveling to and from Supervised Practice experiences.

Application Fees

For General Admission to the DI or MSDI (DICAS applicants)

General admission interns are required to apply for the DI and MSDI through DICAS, which charges a use fee.

- DICAS fee: **\$50** for first program application; \$25 for additional program applications
- UNC application fee: none

UNC Early Admission Application fees (UNC students and alumni):

- DICAS fee: DICAS not required for Early Admission Applicants
- UNC application fee: none

Drug Screening

All interns must complete a drug screen test before attending the Dietetic Internship Orientation. It is recommended to complete the drug screening through [Castlebranch](#). Cost of the Drug Screen varies. In some instances, interns may have to complete

multiple drug screens or complete a higher panel of drug screens, depending on the affiliate site agreement.

Background Check

All interns must complete a background check before attending the Dietetic Internship Orientation. Interns should complete the background check through [Castlebranch](#). Cost of the background check varies. In some instances, interns may have to complete a higher-level background check (e.g., fingerprinting), depending on the affiliate site requirements.

Vaccinations and Physical Exam

Expenses related to completing a physical exam, obtaining vaccinations, or titers for immunization clearance are also the intern's responsibility.

Textbooks, Software, and Course Materials

Interns are responsible for obtaining the textbooks, software, and other materials required to complete:

- Didactic coursework
- Supervised Practice Sites

Textbook Information

The Dietetic Internship coursework does not require textbooks to be purchased. However, there are textbooks that will be helpful in Supervised Practice and beyond. Suggested texts will be listed in the DI course syllabus.

Please Note: The above represents estimates and should be used as a guide for prospective interns. Due to a distance program, fees are highly variable and dependent on each intern's Supervised Practice sites.

Estimates of additional costs

For the purposes of determining financial aid, UNC follows Colorado Department of Higher Education (CDHE) and federal guidelines to develop an estimated, average Cost of Attendance (budget) for different student classifications [Student Budgets page](#). **For your personal tuition estimates, we recommend using the program-specific tuition information above.**

Financial Aid – MSDI only

Degree-seeking students who cannot pay for tuition alone are encouraged to apply for federal financial aid. Students must first complete the Free Application for Federal Student Aid (FAFSA). The [UNC FAFSA/financial aid page for graduate students](#) has key dates and support, including the release date and deadline for each academic year (a Fall-Spring-Summer cycle which begins each August).

Late submissions of the FAFSA are still accepted throughout the school year, but you may not be considered for the maximum amount of aid. If the priority deadline has passed for the upcoming/current school year, we encourage you to apply for FAFSA consideration as soon as you enroll for your first courses. Depending on the time of year, you may be able to submit an application for the current academic year and an early/priority application for the following academic year.

Master's degree students must be enrolled in at least 5 credits per academic term for financial aid eligibility. Full time enrollment is based on 9 credits per term.

Please note: Federal financial aid is not available for the Stand-Alone Dietetic Internship. Applicants may apply to the Academy of Nutrition and Dietetics Foundation's for [scholarships](#) at the same time they apply to the Dietetic Internship program. Limited scholarship funds are available for UNC didactic graduates only. Additionally, several major banking institutions provide educational loans.

To Apply for Federal Financial Aid Assistance

Fill out the FAFSA form at <https://studentaid.gov/h/apply-for-aid/fafsa>. For more specific help, contact the Office of Financial Aid: ofa@unco.edu, [970-351-4862](tel:970-351-4862) or via the [UNC Financial Aid website](#).

Students can also find helpful information such as the Guide to Federal Student Aid at <https://studentaid.gov/resources>. Most of the resources are available in English, Spanish, and Braille.

Graduate Assistant Positions – MSDI only (DI not eligible)

Graduate Assistant positions may be available annually. Graduate Assistants are engaged in faculty scholarship, undergraduate instruction, and other duties. Graduate Assistant positions include a stipend, and a tuition and partial fee waiver for up to 10 credits per semester.

Scholarships - MSDI only (DI not eligible)

UNC offers a variety of scholarships, and our scholarship application process is fast and easy. Any student wanting to apply for scholarships offered through UNC must complete and submit a UNC Scholarship Application, available online via [Ursa](#). A [full list of scholarships](#) available to graduate students can be found on the [Office of Financial Aid website](#).

Section 5: University Policies

FERPA: Protection of Privacy Information and Access to Personal Files

The University of Northern Colorado maintains an educational record for each student who is or has been enrolled at the University. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (hereafter “Act”), the following student rights are covered by the Act and afforded to all eligible students at the University.

1. The right to inspect and review information contained in the student’s educational records.
2. The right to request amendment of the contents of the student’s educational records if believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student’s educational records.
4. The right to secure a copy of the University’s policy.
5. The right to file complaints with the US Department of Education concerning alleged failures by the University to comply with the provisions of the Act.

Each of these rights, with any limitations or exemptions, is explained in the University’s policy statement, a copy that may be obtained in the Registrar’s Office.

Student Bill of Rights (State of Colorado)

The Student Bill of Rights passed by the Colorado legislature ensures that students in public educational institutions have certain rights.

Bear Number and Bear Mail Policy

UNC Dietetic Interns will have a Bear Number and Bear Mail address as interns at the University of Northern Colorado. UNC uses Bear Mail, the campus email system, as it is the official mode for registration. It is the intern's responsibility to check their Bear Mail

to make certain interns are compliant and up to date with the university and do so throughout the internship. The Bear Number verifies the identity of an intern.

Dietetic Intern Identification (ID) Card

To begin Supervised Practice experience, interns must have a student ID card. Information can be found here: [Off Campus Student Card \(unco.edu\)](https://www.unco.edu/off-campus-student-card)

Program Withdrawal

An intern may withdraw from the program at any time. Once an intern withdraws from the program, their space in the program is closed and no longer available to them. If an intern wants to re-enter the program, they must apply as a new intern, following the same procedure as all other interns. There is NO guarantee that an intern will be readmitted to the UNC Dietetic Internship program. Previously paid tuition fees are non-refundable and should the intern reapply to the program and be re-accepted, the previous fees will not be “credited” toward the tuition cost for the program. Extended campus follows the University policy for dropping/withdrawing and refunds. It is based on semester deadlines, and a Graduate Appeal form will need to be completed. Please go to the Registrar’s office: <https://www.unco.edu/registrar/registration/registration-appeals.aspx>

If an intern needs to completely withdraw from the DI program due to a medical excuse, you must notify the DI Director and contact the Office of the Registrar (phone 970-351-2231 or email registrar@unco.edu). Extended campus follows the University policy for dropping/ withdrawing and refunds. It is based on semester deadlines and a Graduate Appeal form must be completed.

Access to Student Support Services

As part of an “Off-Campus” program, interns in the Dietetic Internship program are not eligible for some of the student support services provided to students on the UNC campus (such as tutoring, student health services, athletic facilities, and games, etc.). MSDI students continue to have student support services due to their graduate student status. All Dietetic Interns (DI and MSDI) have access to the UNC library, which is committed to providing library services to students off campus. This includes information on resources available, requests for journal articles and books, use of interlibrary loan, etc. Other student support services include the writing center <https://www.unco.edu/writing-center/> and research consulting lab <https://www.unco.edu/cebs/research-consulting-lab/>. There are no timed tests throughout the DI. Therefore, there are no testing resources or accommodations for Dietetic Interns and MSDI students during their Supervised Practice year.

Disability Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to students' inclusion or to accurate assessments of students' achievements (e.g., time-limited exams, inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s) and contact Disability Resource Center (DRC) to request accommodations. Office: (970) 351-2289, Michener Library L-80.

Students can learn more here: www.unco.edu/disability-resource-center

Title IX

The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Students who have experienced (or who know someone who has experienced) any of these incidents should know that they are not alone. UNC has staff members trained to support students to navigate campus life, to access health and counseling services, to provide academic and housing accommodations, to help with legal protective orders, and more. Please note that the Counseling Center services may be limited based on the student's location. Due to licensure requirements of psychotherapists and psychologists, the Counseling Center is unable to serve individuals outside of the state of Colorado. Students may reach out to the counseling center for guidance on how to access counseling services in their area, or consult The American Psychological Association: [Crisis hotlines and resources \(apa.org\)](http://www.apa.org/crisis)

Please be aware all UNC instructors and most staff members are required to report their awareness of sexual violence to the Office of Institutional Equity and Compliance (OIEC). This means that if students tell an instructor about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the instructor must share that information with the OIEC. A trained staff member in OIEC will contact the reporting students to let them know about accommodations and support services at UNC as well as their options to pursue a process to hold accountable the person who caused the harm to them. Students who have experienced these situations are not required to speak with OIEC staff regarding the incident. Students' participation in OIEC processes is entirely voluntary. If students do not want the Title IX Director notified, instead of disclosing this information to the instructor, students can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore options now, or in the future.

UNC's Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-351-4040 or <http://www.unco.edu/asap>

UNC Counseling Center: 970-351-2496 or <http://www.unco.edu/counseling>

UNC Psychological Services: 970-351-1645 or

<https://www.unco.edu/cebs/psychological-services-clinic/>

Students who are survivors, who are concerned about someone who is a survivor, or who would like to learn more about sexual misconduct or report an incident, can visit www.unco.edu/sexual-misconduct . Students may also contact OIEC at 970-351-4899 or email titleix@unco.edu

Equity and Inclusion

UNC embraces the diversity of students, faculty, and staff. UNC honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. People of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, sizes and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness of others' individual and intersecting identities. For information or resources, contact Chief Diversity Officer at 970-351-1944. If students want to report an incident related to identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance

Name in Use/Pronoun in Use/Name Change

Some students may have changed their names to better reflect their gender identity or for other reasons. The process to request that the University change the name that appears on Canvas and on the course, roster is available here:

<https://www.unco.edu/registrar/name-change.aspx>

For the purpose of this policy, pronouns refer to the personal, possessive, and reflexive words that replace proper nouns in different parts of speech/communication/writing that may denote gender, and by which an individual wishes to be identified. The University of Northern Colorado (UNC) embraces the diversity of its students. See:

<https://unco.smartcatalogiq.com/Current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Name-Change>

Dietetic Communities for Under-Represented Groups

Academy of Nutrition and Dietetics Member Interest Groups

- [Asian Americans and Pacific Islanders](#) (AAPI)
 - [Cultures of Gender and Age](#) (COGA)
 - [Global MIG](#) (GMIG)
 - [Indians in Nutrition and Dietetics](#) (IND)
 - [Latinos and Hispanics in Dietetics and Nutrition](#) (LAHIDAN)
 - [National Organization of Blacks in Dietetics and Nutrition](#) (NOBIDAN)
- Private Sector Interest Groups
- [Diversify Dietetics](#) Working to increase racial and ethnic diversity in nutrition by empowering nutrition leaders of color.

- [LGBTQIA+ Dietetic Professionals](#) – A community space for LGBTQIA+ identifies Dietetic Interns and professionals.
- [Inclusive Dietetics](#) – A research team-based interest group for increasing awareness and knowledge about the lack of diversity and inclusion in the dietetics profession and works to develop ways to move forward in creating a more diverse and inclusive profession.

Food Insecurity and Basic Needs

Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNC offers assistance to students facing food insecurity through an on-campus food pantry. The Bear Pantry is in University Center 2166A and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information. Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is also urged to contact Student Outreach and Support (SOS) for assistance. SOS can assist students during difficult circumstances which may include medical, mental health, personal or family crisis, illness, or injury. SOS can be reached at sos@unco.edu or via phone at (970) 351-2796.

Veterans/Service Members

The DI Director recognizes the complexities of being a member of the military community and an intern. If you are a member of the military community and are in need of special accommodation, please inform the DI Director. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. If made aware of a complication, the DI Director will do everything possible to assist you or put you in contact with university staff who are trained to assist with these matters.

Verification of Review

I, (printed name) _____, verify that I have reviewed and understand the policies and procedures that are in the: **UNC Dietetic Internship Program Handbook**.

Regarding expectations of interns participating in the University of Northern Colorado Dietetic Internship Program, I have read and understand the policies and procedures associated with the program and I will contact the Dietetic Internship Director with any questions or concerns that I might have. I will review as necessary throughout the Dietetic Internship Program.

Intern signature: _____

Date: _____

Section 6: Appendices

Appendix A: Flow Chart: Registration Eligibility Application Processing

Appendix B: Competency and Learning Activity Evaluation Example

Appendix C: Mid/end progress report Example

Appendix D: Intern Written Warning Template

Appendix E: Activity and Assignment Evaluation Guidelines

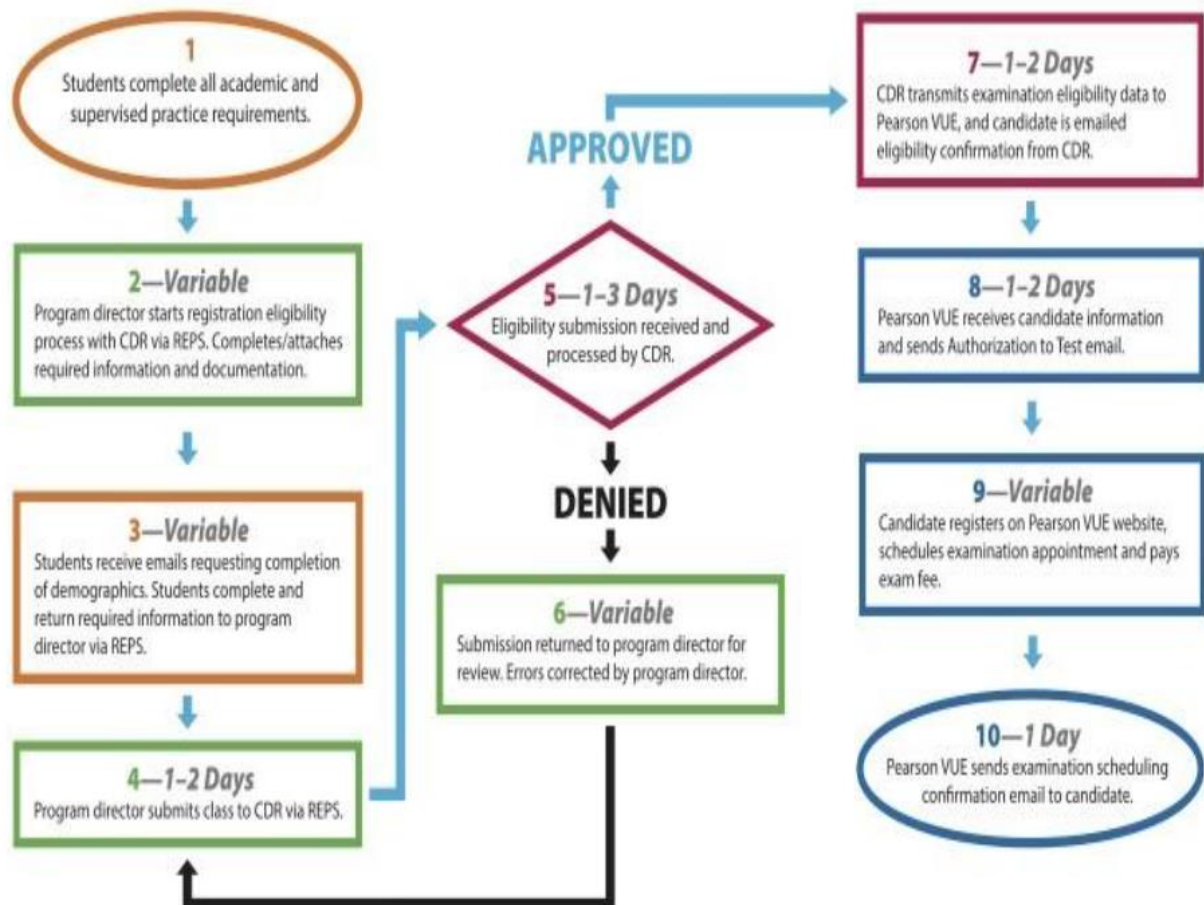
Appendix F: Curriculum Map

Appendix G: Early Admission Process

Appendix H: Required Experiences (CRDN) for Clinical, Foodservice and Community
(ACEND ® 2024 Core Competencies for the DI)

Appendix A: Flow Chart: Registration Eligibility Application Processing

Registration Eligibility Application Processing Timeline



Appendix B: Competency and Learning Activity Evaluation Example

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Competency and Learning Activity Evaluation

Scoring CRDNs and Learning Activities

Instructions: Please score the CRDNs the student completed with you. Some CRDNs have a learning activity which can also be scored. The description of the Learning Activities are found in the "Learning Activities for Preceptors to Score" document. **If the student completed a Learning Activity, please score the learning activity.**

If the student **did not** complete the Learning Activity with you, but met the CRDN, please score the CRDN and include the rotation experience the student participated in to meet the CRDN. It is possible for a preceptor to score both the CRDN and Learning Activity. However, if the student did not do additional work to meet the CRDN beside the Learning Activity, please score only the Learning Activity for the associated CRDN.

If the student did not meet the CRDN or complete the Learning Activity, please skip to the next CRDN.

As you work through the evaluation, please keep in mind the rubric below. Any CRDN or Learning Activity with a score of 2 or below, the student will need to redo.

Performance Standards (as defined on Competency Evaluation Guidelines)

4 = Exceptional	3 = Proficient	2* = Needs improvement	1* = Deficient
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* Intern will need to repeat the experience

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CRDN 1.1

Select Indicators of program quality and/or customer service and measure achievement of objectives.

9. Score for CRDN

☐ 4

☐ 3

☐ 2

☐ 1

10. Rotation experiences performed to fulfill CRDN 1.1

Enter your answer

11. Score for Learning Activity

☐ 4

☐ 3

☐ 2

☐ 1

Appendix C - Example of a Mid/End Progress Report

Dietetic Intern Name:

Site:

Site Preceptor Name:

This form serves as a mechanism by which the Dietetic Internship Director can assess how the Dietetic Intern is progressing, and provide feedback on the program. It should be completed at the middle and end of each Supervised Practice and reviewed with the intern at both times. A mid-Supervised Practice progress report is not required for a Supervised Practice ≤ 80 hours. If at any time you have concerns regarding an intern's performance, do not hesitate to contact the Dietetic Internship Director immediately. Thank you for your support.

Mid-Supervised Practice progress report: Complete this section halfway through the Supervised Practice. If your Supervised Practice is ≤ 80 hours, you may skip this section. Write the number in the blank space preceding each question that best describes your judgement of the intern's performance for that category. Please add comments as you feel appropriate.

Above Average (Outstanding)	Average (Satisfactory)	Below Average (Needs Improvement)	Unsatisfactory (Unacceptable)
---------------------------------------	----------------------------------	---	---

4	3	2	1
---	---	---	---

___ **1. Leadership Qualities:** (honest, adaptable, dependable, takes initiative, accepts responsibility, professional) COMMENTS:

___ **2. Verbal Communication/listening skills:** (quality of oral presentation, ability to actively participate in discussions and meetings, ability to listen without becoming defensive, responds appropriately to feedback and makes changes if needed, retains important information about patient/client/procedures/students, etc.) COMMENTS:

___ **3. Writing skills:** (quality of reports, ability to use written correspondence effectively, what types of techniques are used?) COMMENTS:

___ **4. Decision Making:** (ability to recognize problems, ability to make sound decisions under stress, consistently exercises good judgement, looks at problems objectively, critical thinking) COMMENTS:

___ **5. Prior Knowledge and willingness to learn:** (possesses amount of knowledge necessary to complete stated objectives, accuracy, shows interest in learning, shows improvement in skills/demonstrates understanding of what has been taught)
COMMENTS

Appendix D: Intern Written Warning Template

Intern Written Warning

Date:

Intern's Name:

Preceptor Name:

Violation of Expectations, Responsibilities, and/or Policies & Procedures

Below are only a few examples of potential reasons for a written warning. Please see Supplemental Policy and Procedure Information for Accepted/Matriculating Interns.

1. Unprofessional Conduct
2. Failure to complete monthly uploads to SharePoint, assignments, evaluations correctly and timely
3. Three Unexcused tardiness and/or leaving early episodes
4. Unsatisfactory evaluations and progress reports
5. Preceptor Complaints
6. Not following directions
7. **Other:**

Intern Signature:

Date:

DI Director or Coordinator Signature:

Appendix E: Activity and Assignment Evaluation Guidelines

This rubric is to assist preceptors during evaluations. It is your responsibility to give every preceptor this document.

Activity and Assignment Evaluation Guidelines

This rubric is meant to assist preceptors in grading CRDNs. *If an intern scores below a 3 on a CRDN, the intern must repeat the experience. Notify the director if the intern fails to meet the activity or assignment objectives after a maximum of two repeated attempts.

Description of Performance	Competency Rating	Recommended Actions for Intern Remediation for All Ratings Under 3
Application of knowledge, professional behavior, ethics, and skills are indistinguishable from an entry-level practitioner when meeting requirements and expectations of the activities and assignments.	4 Exceptional	
Meets all expectations and objectives of the activity or assignment by consistently demonstrating accurate application of knowledge, professional behavior, ethics, and skills.	3 Proficient	

Meets most of the expectations and objectives of the activity and assignment by demonstrating accurate application of the core concepts, knowledge, professional behavior, ethics, and skills, but demonstrates some gaps in consistent application and requires additional instruction or practice.	2 Needs Improvement*	Build on existing application of knowledge, professional behavior, ethics, and skills by discussing the intern's correct applications, identifying gaps, and outlining the specific practice needed to meet consistent application requirements. Then provide the instruction and practice opportunity needed to meet these objectives.
Does not meet the expectation or objectives of the activity or assignment. Demonstrates gaps in knowledge or application of core concepts, knowledge, professional behavior, ethics, or skills, requiring significant additional instruction or practice. Demonstrates some applicable knowledge or skills upon which improvement can be built.	1 Deficient*	Build on existing application of knowledge, professional behavior, ethics, and skills by discussing the intern's correct applications, identifying significant gaps in knowledge or application, explaining, or demonstrating how this content applies throughout the activity or assignment, and outlining the specific practice needed to meet correct and consistent application requirements. Repeat the activity or assignment or break it down into subtasks to provide step by step practice and reinforcement.

Supervised Practice	C R D N 1.1	C R D N 1.2	C R D N 1.3	C R D N 1.4	C R D N 1.5		C R D N 2.1	C R D N 2.2	C R D N 2.3	C R D N 2.4	C R D N 2.5	C R D N 2.6	C R D N 2.7	C R D N 2.8	C R D N 2.9	C R D N 2.10	C R D N 2.11	C R D N 2.12	C R D N 2.13
Orientation (50 hours)		X					X		X							X	X	X	
Clinical: Inpatient	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Clinical: Outpatient	X	X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X
Foodservice	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Community		X	X	X	X		X	X	X						X	X	X	X	X

Supervis ed	C	C	C	C	C	C	C	C	C	C		C	C	C	C	C	C	C
	R	R	R	R	R	R	R	R	R	R		R	R	R	R	R	R	R
	D	D	D	D	D	D	D	D	D	D		D	D	D	D	D	D	D

Practice s	N 4.1	N 4.2	N 4.3	N 4.4	N 4.5	N 4.6	N 4.7	N 4.8	N 4.9	N 4.10		N 5.1	N 5.2	N 5.3	N 5.4	N 5.5	N 5.6	N 5.7	N 5.8
Orientation (50 hours)												X	X						
Clinical: Inpatient	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
Clinical: Outpatient	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
Foodservice	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
Community	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X

Supervised Practice	Competency MG1	Competency MG2	Competency MG3
Supervised Practice: Management (minimum 100 hours)	X	X	X

Supervised Practice	Competency ED1	Competency ED2	Competency ED3
Supervised Practice: Nutrition Education & Counseling (minimum 100 hours)	X	X	X

Supervised Practice	Competency ICU1	Competency ICU2	Competency ICU3
Supervised Practice: ICU (minimum 100 hours)	X	X	X

Appendix G: Early Admissions Process

Early admission is available to UNC DPD students and graduates. Opting for Early Admission allows applicants to bypass the DICAS system, and receive their acceptance notification earlier than our General Admission candidates. Please email dietetic.internship@unco.edu for instructions on how to apply for Early Admission.

Appendix H: Required Experiences (CRDN)

Required Experiences (CRDN) for Clinical, Foodservice and Community (ACEND ® 2024 Core Competencies for the DI)

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Competencies

Upon completion of the program, graduates are able to:

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.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Competencies

Upon completion of the program, graduates are able to:

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.

Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups, and populations.

Competencies

Upon completion of the program, graduates are able to:

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 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, B12 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.

Competencies

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management functions of human resources (such as hiring, 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.

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.

Competencies

Upon completion of the program, graduates are able to:

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 the 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.

Concentration: Management in Dietetics

The curriculum in this Concentration area prepares interns for career growth and various job opportunities in managing resources effectively and efficiently in Clinical, Community, Foodservice, business & industry, and private practice settings. Dietitians in all types of organizational settings use and manage resources.

The program curriculum focuses on the five management functions of planning, organizing, directing, controlling, and evaluating. Interns will practice using managerial skills for goal setting, measuring outcomes, managing community nutrition programs, supervising clinical nutrition services, sales and marketing, problem-solving, budgetary responsibilities, Foodservice, and private practice. This Concentration area will prepare interns to be competent managers and position them for career growth in the dietetic profession.

Competencies and Learning Outcomes for Management in Dietetics

Concentration:

MG 1 Manage budgetary and revenue development processes.

MG 2 Design and conduct a needs assessment.

MG 3 Interpret needs assessment data and formulate interventions to target management functions.

Concentration: Nutrition Education and Counseling in Dietetics

Today's dietetic professional must be able to identify, design, and develop effective nutrition education materials and learning experiences. They also need confidence using nutrition counseling strategies for intervention. When dietitians provide effective education and have successful counseling skills, they can influence lifestyles and initiate behavior change.

Interns will practice identifying effective and non-effective education materials, assessing nutrition education needs, designing, and developing nutrition education materials and counseling patients/clients. Content in this Concentration area will prepare interns to use assessment, learning objectives, instructional strategies, and development processes wisely when providing nutrition education. Interns will also have opportunities to enhance their skills in conducting nutrition interviews and setting goals with individuals. An emphasis in nutrition informatics will help interns use educational strategies that are both attractive and effective for children, patients, clients, and consumers living in a technology driven society.

Competencies and Learning Outcomes for Nutrition Education and Counseling in Dietetics Concentration:

ED 1 Provide nutrition counseling to groups or individual patients/clients.

ED 2 Assess, design, and develop nutrition education materials.

ED 3 Demonstrate ability to utilize technology for nutrition education.

Concentration: ICU

This Concentration is intended for interns who have an interest in clinical nutrition, intensive care, or nutrition support.

Interns will practice the skills needed to work on a multidisciplinary team. These skills are meant to translate to the skills required as an entry-level clinical dietitian or working in another team setting. Interns will be encouraged to explore research pertaining to critical care and nutrition support and incorporate that knowledge into direct patient care.

Competencies and Learning Outcomes for ICU Concentration:

ICU 1 Gather and interpret research relating to nutrition care or nutrition support in the ICU.

ICU 2 Develop or revise a standard of care or practice relating to nutrition care or nutrition support in the ICU setting.

ICU 3 Educate a member from another discipline on a topic relating to clinical nutrition.

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