

**University of Michigan
School of Public Health
Dietetic Internship Handbook**

January 2009

Table of Contents

	Page
Introduction.....	2
Mission of Dietetic Internship	2
Nondiscrimination.....	2
Accreditation Status.....	2
Program Costs and Payment Schedule	3
Program Personnel Responsibilities	3
Dress Code	4
Attendance Policy	4
Vacation and Holidays.....	4
Description of Supervised Practice Rotations	4

Introduction

Welcome to the University of Michigan School of Public Health Dietetic Internship. Your outstanding academic record, strong interest in the dietetics profession, past work experience and completion of the didactic program in dietetic course work determined your selection to participate in our program.

The UM SPH DI provides training in two concentrations: medical nutrition therapy and community nutrition. Emphasis is placed on disease prevention and health promotion. Optimal nutrition is a key component in the promotion of well-being and prevention of disease. Interns have a choice of either concentration and supervised practice rotation sites and/or length of rotations are tailored to the intern's concentration choice.

This handbook provides you with information to guide your participation in the internship. In addition, material will be provided during the orientation and throughout the internship to facilitate your progress and completion of the UM SPH DI.

Mission of the Dietetic Internship

The mission of the UM SPH DI is to develop competent entry-level dietitians by providing a quality supervised practice experience incorporating:

- Critical thinking skills
- Current practice skills
- Compassion and cultural competence
- High level of ethical and professional practice

Nondiscrimination Policy Statement

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

Accreditation Status

The Dietetic Internship is currently granted Accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL (telephone #800-877-1600, extension 5400). The Internship provides a minimum of 1200 hours of supervised experience as required by CADE. The UM SPH DI Director will evaluate prior experiential and professional experience and as appropriate, exempt supervised practice hours based on this evaluation. Further specified guidelines and policy concerning supervised practice hour exemption is available. These exempted hours will contribute to the minimum 1200 CADE required practice hours.

Program Costs and Payment Schedule

The 2009 fee for the UM SPH DI is \$7,000. The first non-refundable payment of \$2500 is due at the end of the first DI orientation day. The remainder of the internship fee is scheduled with two payments per contract. Late charges will be incurred if payment dates are not met.

The following items are included in the internship fee:

- Student ADA membership
- Lab Coat (up to \$25 reimbursement)
- Identification badge
- TB testing (\$10 reimbursement)
- University Computer and Library Privileges
- Ann Arbor Transportation Authority (AATA) Bus Fare (only fare covered by ID card)
- Printing costs for Internship related materials
- Liability (malpractice) insurance (can be arranged by DI Director)
- Fingerprinting, when required by state supported facilities (schools and nursing homes)

The following items are not included in the internship fee:

- Personal automobile transportation (Having an automobile is convenient but not mandatory.)
- Personal reference texts, other media
- Personal computer
- Food
- Health insurance
- Housing

Program Personnel and Responsibilities:

Internship Director

- Maintain CADE program accreditation
- Direct, organize, and supervise operational activities of the UM SPH DI
- Complete CADE verification statements for interns
- Coordinate rotations and any other educational activities

Program Secretary

- Reports to the EHS Administrative Manager and the Director of Human Nutrition
- Provides Administrative Support to the U-M SPH Dietetic Internship, including, but not limited to, up-dating Orientation Packet and creating and maintaining files for all Interns
- Serves as the liaison between the Dietetic Interns and the Director of the Internship
- Obtains and maintains computer and library privileges for Dietetic Interns
- Obtains U-M Hospital low-cost parking passes for Dietetic Interns

Site/Preceptor

- Provides supervised training according to required competencies for rotations
- Ensures a qualified professional(s) is available to provide guidance and supervision of the Intern
- Evaluates Intern's competencies in the required learning experiences with the assistance of the DI Director

Dietetic Intern

- Enthusiastically participates and actively engages in the UM SPH DI pre-professional supervised experience
- Arrives at all rotations at the designated starting time
- Pays all required fees for the Internship
- Provides proof of immunization, or antibodies to, the following:
 - *TB test
 - *Hepatitis B immunization (not required but strongly suggested)
 - *MMR, Rubella
 - *Chicken Pox vaccine (or chicken pox antibodies)

Dress Code

Dietetic Interns are expected to both dress and have an appearance in a professional manner. The DI dress code excludes short skirts, crop tops, jeans, and shorts. In clinical settings, closed toe/heel shoes are required. During the food service rotation, hair coverings, minimal jewelry, and closed-toe shoes are also required.

Attendance Policy

Up to three absences are approved for the Dietetic Interns. Interns who are absent more than three times shall make up the time missed, according to preceptor availability.

Vacation and Holidays

All University of Michigan and national holidays are honored. Interns do not work on the seven University-designated holidays listed below:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day following Thanksgiving
- Christmas

Customary religious holidays may be honored with the approval of the Internship Director. Approval for the holiday must be gained prior to that holiday. Some rotation sites may also honor specific national holidays, e.g., Columbus Day and Veterans Day.

Description of Supervised Practice Rotations

The UM SPH DI has a planned curriculum based on the program's environment, mission, goals and expected outcomes. The curriculum supports achievement of student learning and expected competence of the graduate. Supervised practice and didactic learning activities prepare Interns for professional practice with patients/clients with various conditions, including, but not limited to, weight management and obesity, diabetes, cancer; and cardiovascular, gastrointestinal and renal diseases. In addition, these activities utilize the nutrition care process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females, and the elderly. These learning activities occur in various settings including acute care and critical care, outpatient, long-term care, a wellness program, public health/community, (including schools and WIC) and others determined by the program. Specific dates, times and location of rotation sites will be available during the orientation.

Additional Materials

The following additional topics can be found on the Course Tools website version of the University of Michigan School of Public Health Dietetic Internship Handbook:

Transportation
Housing
Financial Aid
DI Grievance Procedure
CADE Eligibility Requirements and Accreditation Standards for DI Programs
ADA Code of Ethics and Standards of Professional Practice
Inclement Weather
Supervised Experiences
Requirements for Successful Completion of the DI

Required Signature Pages

After reading this handbook and reviewing the contracts presented during the orientation day, it is expected that the Dietetic Intern will provide signatures to various contracts in agreement with this handbook and other DI material.