STUDENT HANDBOOK

GRADUATE CERTIFICATE
DIETETIC INTERNSHIP
PROGRAM
August 2015

DEPARTMENT OF DIETETICS AND NUTRITION
SCHOOL OF HEALTH PROFESSIONS
THE UNIVERSITY OF KANSAS MEDICAL CENTER
August 2015

Dear Dietetic Intern,

Read the KUMC Student Handbook at http://www.kumc.edu/studenthandbook/ as well as the Student Handbook for the Graduate Certificate Dietetic Internship Program. The policies outlined in the following pages supplement those presented in the KUMC Student Handbook. Sign the statement below to indicate your comprehension of the contents and that you agree to abide by the policies. This handbook is updated annually and distributed to dietetic interns at the start of the fall semester.

Thank you for learning about the policies that relate to the program and complying with the policies.

Rachel Barkley, MS, RDN, LD
Clinical Associate Professor
Dietetic Internship Program Director
Dietetics and Integrative Medicine Program Director

I comprehend the information presented in the KUMC and DI Student Handbooks. I agree to abide by the policies set forth in the handbooks throughout the period of graduate study. As questions arise I refer to the student handbooks as well as ask faculty and administrators for clarification about policies.

__________________________________________________________________________  ______________
Dietetic Intern's Signature Date

Return the signed form to the Department of Dietetics and Nutrition Administrative Assistant for filing by the first day of the fall semester.
The University of Kansas Medical Center is committed to maintaining an inclusive community which recognizes and values inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his/her own potential. The University is committed to providing equal employment and educational opportunity without regard to race, color, religion, sex, national origin, ancestry, age, sexual orientation, disability, veteran status, or marital status.
August 2015

Dear Dietetic Intern,

I am pleased to welcome you to the Graduate Certificate Dietetics Internship Program at the Kansas University Medical Center! The faculty, preceptors, students, and staff of the Department of Dietetics and Nutrition look forward to working with you as you pursue your educational and professional goals. We strive to do our best to enable you to reach your aspirations.

I hope that you collaborate with other dietetic interns and students as well as with faculty, staff, and clinical education preceptors. You will share many wonderful and challenging experiences over the next academic year. The letter on the next page is advice from a recent graduate you may find useful.

Enjoy your time with us and the experiences, mentors, and friends you gain while at KUMC.

Respectfully,

Rachel Barkley, MS, RDN, LD
July 2015

Dear Dietetic Interns,

Congratulations on your acceptance to the KU Medical Center Dietetic Internship! You’re about to have one of the most challenging and rewarding years of your life. Your work ethic has helped you get this far, and it will continue to carry you through this year and into the future as you begin your careers as registered dietitian nutritionists!

By far the most important advice I can give you is to embrace every single experience you have this year. Some classes, rotations, and workshops will appeal to you more than others. Every experience, however, will give you a unique opportunity to learn about something new—even if it’s not in an area of dietetics you want to practice.

Make an effort to have a good attitude about each experience, because this is the key to getting the most from them. Form relationships with your professors, preceptors, and others you work with at your practicum sites. Listen to their stories and be an eager learner, because you can learn something from every single person you encounter if you’re willing.

Second, figure out a system for managing your time well. This year will be very demanding, and it will be tempting to try to take on too much. Schedule your time wisely, and remember to make time for sleep and things that you care about outside of dietetics. It’s all about balance.

One last thing—take time to get to know your classmates. Some of them might become your best friends!

I hope you have a great year!

Sincerely,

Emily Hastings
Dietetic Intern – Class of 2015
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HISTORY

The School of Medicine originated in 1862 with the establishment of the University of Kansas by the Kansas Legislature. A four-year medical course began in 1905 when the Kansas City Medical College and the College of Physicians and Surgeons merged under the direction of the University of Kansas. The late Dr. Simeon Bell and his wife, Eleanor Bell, made the union possible by a gift of land to the University of Kansas.

In 1920, the School of Medicine acquired land at the present location at 39th Street and Rainbow Boulevard. The new building, named Bell Memorial Hospital, opened in 1924. Since that time, this location has been the site of the Kansas University Medical Center that includes the hospital and the many health professions programs offered by the University of Kansas. In 1936, the name was changed to the University of Kansas Hospital, and again in 1947 the name was changed to the Kansas University Medical Center. The KUMC School of Health Professions was created in 1976 (formerly the School of Allied Health). The Department of Dietetics and Nutrition is one of the programs offered by the School of Health Professions.

The University of Kansas Medical Center participated in dietetic education since 1943, when the Dietetic Internship Program (DI) was established. The Academy of Nutrition and Dietetics (formerly the American Dietetic Association) and the Graduate School of the University of Kansas approved the plan for a combined master’s program with the DI in 1958. The combined program admitted the first students in 1960. In 2001, the DI received full accreditation by the Accreditation Council on Education for Nutrition and Dietetics (ACEND, formerly Commission on Accreditation for Dietetic Education). In 2001, the DI changed to a graduate certificate program with the option to complete a Master of Science (MS) degree in Dietetics and Nutrition. It is expected that by the end of July 2015 a total 438 individuals completed the DI.

The department offers three other graduate programs in addition to the DI and MS including the Great Plains IDEA (online Master of Science degree), a web-based 12 hour graduate certificate program with an emphasis in Dietetics and Integrative Medicine, and a doctoral degree program in Medical Nutritional Sciences.

MISSION AND GOALS

The mission of the School of Health Professions, Kansas University Medical Center is:

- To serve the citizens of Kansas, the region, and the nation and to develop tomorrow’s leaders through exemplary education, research and service.

The mission of the DI is:

- To produce registered dietitian nutritionists with enhanced skills in nutrition therapy for health and education positions that will provide services for the citizens of Kansas, the region, the nation, and the world.

The goals of the DI are to:

- Conduct an efficient program that is individualized to meet the educational needs of students.
- Help students with appropriate career and educational placement upon graduation.
CORE COMPETENCY STATEMENTS

The “Core Competencies for Registered Dietitians” developed by ACEND depict the supervised practice skills which dietetic interns completing the DI are able to do at the beginning of their careers. Course guidelines list the core competencies fulfilled upon completion of courses. Dietetic interns are required to participate in the learning activities that fulfill core competencies completed during graduate courses and supervised practice experiences. Core competencies are completed by the end of the three semester program.

THE PROFESSIONAL PROGRAM

The program provides supervised practice experiences that allow the dietetic intern to practice, develop, and apply skills gained in the classroom. The interplay of experiential and didactic learning provides an opportunity for the development of expertise in dietetics and nutrition. Classroom work takes place on Mondays during the fall and spring semesters. Classes are at the Kansas University Medical Center campus located at 3901 Rainbow Boulevard in Kansas City, KS. Supervised practice experiences generally take place on Tuesday through Friday, usually 32 hours per week, during the fall and spring semesters. During the summer semester there are no weekly classroom meetings on campus; dietetic interns complete practice area of interest supervised practice experiences for 32 to 40 hours per week. Dietetic interns completing the MS degree in Dietetics and Nutrition enroll in additional graduate classes during the summer semester and the following two to three semesters following the DI.

The DI requires 1,200 hours of supervised practice experiences in the areas of clinical nutrition, food and nutrition management, community nutrition, and practice area of interest. DN 827 Practicum consists of 4 hours in the fall semester, 4 hours in the spring semester, and 2 hours for the summer semester. The grading scale for DN 827 Practicum is Satisfactory or Unsatisfactory. For the 10 hours of DN 827 Practicum you complete supervised practice experiences and projects under the direction of preceptors as well as other assignments and activities requested by the program director and faculty. You complete an additional 14 hours of graduate courses as a requirement of the program: Medical Nutrition Therapy I and II (6 hours), Management in Dietetics and Nutrition I and II (4 hours), International and US Public Health Nutrition (2 hours), and Seminar I and II (2 hours). These courses are graded using the traditional letter grading scale of A, B, C, D, F and count towards the MS degree program.

Supervised practice experiences usually consist of 8 hour work days 4 days a week. At the beginning of each supervised practice experience dietetic interns receive guidelines and semester calendars. Experiences take place at a variety of locations and require travel within and outside of the Kansas City area. You are responsible for providing your own transportation to classes, supervised practice experience sites, and required meetings.

The program director assigns dietetic interns to preceptors based on dietetic interns’ preferences as well as the availability of preceptors. Dietetic interns receive a list of available preceptors for supervised practice experiences and have the opportunity to list their top choices. If you fail to submit your choices the program director makes assignments. The ability of clinical education facilities to accept dietetic interns varies from semester to semester and year to year. Dietetic interns who assume outside employment during the year to support themselves need to be aware that dietetic interns who work during the program may not complete the requirements
of the program in a satisfactory and timely manner. If you choose to accept employment you need to arrange outside work around the widely varying supervised practice experience schedules. You should not accept jobs that require work during day time hours on Mondays through Fridays during the semester. Some supervised practice experiences require dietetic interns work evening hours during the week and some weekend hours so the outside employment hours need to be flexible.

If problems arise relating to supervised practice experience hours and outside work hours the program director and preceptor discuss concerns with you. You fulfill the supervised practice experience schedule set by the program director and preceptor by altering the outside employment schedule so that supervised practice experiences are completed.

Evaluations help dietetic interns progress toward the goal of becoming a competent entry-level dietitian. The performance evaluation process consists of the dietetic intern's self-evaluation and the preceptor's evaluation of the dietetic intern's performance in the supervised practice setting. Generally, dietetic interns participate in the evaluation process every 4 weeks and at the end of supervised practice experiences. The evaluations may be more frequent if desired by the preceptor. Dietetic interns meet with preceptors to discuss performance evaluations. Class homework, presentations, and exams are other methods used to assess the dietetic intern's work. You are asked to evaluate each course and supervised practice experience and the program. The KUMC program director, faculty, and staff provide you with the forms and online surveys to complete evaluations.

The DI is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This is the accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The address and phone number of ACEND is 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600. The last program self-study and site visit completed in 2001 resulted in a 10-year accreditation. The accreditation was extended an additional four years in the spring of 2011 with a site visit planned for 2015. If you need to communicate a concern related to the program contact the ACEND staff.

HEALTH AND IMMUNIZATION DATA

Dietetic interns are required to complete and submit the physical exam and immunization information to Student Health Services. This information is submitted prior to starting the program. The health information is retained by Student Health Services. If you have questions about the required health information, the Student Health service phone number is 913-588-1941, and the office is located in Student Center Room 1012. The Student Health Services web site is http://www.kumc.edu/studentcenter/health.html. The link to site to access health forms is http://www.kumc.edu/student-services/student-health-services/student-health-forms.html.

Dietetic interns are required to have a TB test within 3 months of starting the academic program and every year thereafter. You receive one TB test per academic year free of charge from Student Health Services. You are required to receive the entire Hepatitis B immunization series. If you have not begun the three shot series prior to arriving on campus you will be required to receive the first Hepatitis B immunization. The Hepatitis B vaccine is available through Student Health for a fee paid at the time of service. Call Student Health Services for
information about immunization costs and appointments.

Failure to provide the required health and immunization data by the required deadlines prevents you from starting the program. You need to provide proof of the immunizations to preceptors when beginning supervised practice experiences. Keep a copy of health and immunization data for this purpose.

HEALTH AND LIABILITY INSURANCE

Dietetic interns are required to have health insurance in order to participate in the program. You provide a copy of the health insurance card and “Health Insurance Affidavit” to Student Health Services. You provide proof of health insurance coverage to preceptors when beginning supervised practice experiences. You may purchase health insurance through the State of Kansas health insurance plan if you do not have health insurance.

Dietetic interns have general liability insurance. The School of Health Professions (SHP) has a policy with Columbia Casualty Company for all students in the school. SHP assumes the cost of the liability insurance for students. Professional liability coverage is up to $1,000,000 per occurrence and annual aggregate of $3,000,000. The current policy is effective July 1, 2015 through July 1, 2016, and is renewed annually.

HIPAA, STUDENT SAFETY, AND OTHER TRAINING

Dietetic interns must complete required KUMC orientation and training as well as specific training on The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. The training covers rules about confidential handling patient information. HIPAA, Student Safety and other required training and orientation programs are available on mykumc.edu under training. You complete the required training prior to enrollment.

STANDARDS OF DRESS AND APPEARANCE

Dietetic interns are neat, clean, and appropriately dressed when reporting to classes, rotations, and professional gatherings. Whether on campus, in the clinical environment, or at a professional gathering you project a professional image as you represent the department and profession of nutrition and dietetics.

Appropriate dress and appearance ensure consistent and acceptable presentation to patients, visitors, faculty, and staff; prevents contamination of foods; and protects you from injuries caused by inappropriate clothing. Dress and appearance requirements in classes and supervised practice experiences vary depending on the instructor and preceptor. It is your responsibility to find out what the dress standards are for various situations.

General standards of dress and appearance follow: All clothing should be clean, neat, pressed and fit appropriately. Supervised practice experiences or at professional gatherings the standards are: men – slacks, shirts with collars, dress shoes, and dress socks; women – dresses, skirts and blouses or sweaters, slacks, dress shoes (no high heels), shirt, dress, and skirt lengths should be appropriate for the professional work setting.
Lab Coats
White lab coats may or may not be required, depending on the facility. Some hospitals require lab coats, whereas community sites may not require them. Dietetic interns purchase lab coats.

KUMC ID Badge
Dietetic interns are required to have a KUMC ID badge for access to campus resources and for supervised practice experiences. You get a KUMC ID badge by setting an appointment. The email is badgeoffice@kumc.edu. Badges are issued in the campus badge office located at B314 KU Hospital.

Jewelry
Jewelry is restricted to a wristwatch, wedding rings, and earrings when working in food service areas. Preceptors may have additional restrictions on jewelry.

Makeup and Nails
Makeup applied conservatively. Nail polish and artificial or extenders may not be worn when working in food service areas or in direct patient care. Fingernails are clipped short.

Shoes
Dress shoes that are clean, polished, have leather uppers, and enclosed foot are appropriate for supervised practice experiences. High heels, boots and sandals are not acceptable in hospitals and food service areas. Slip resistant soles on shoes are required in food service areas.

Hair
Hair is clean, styled and when working in the food service areas hair restraints are required. Mustaches, beards, or sideburns below the ear lobe must be closely trimmed and neat. When working in the food service area restraints for beards are required.

Cleanliness
Personal hygiene is a requirement. Colognes lightly applied as strong odors, even if of a pleasant nature, may be offensive to patients.

In general, professional dress is conservative. If there is any doubt as to the appropriateness of dress to wear for supervised practice experiences, do not wear the outfit. Interpretation of appropriate dress rests with the preceptor.

When you are inappropriately dressed for a supervised practice experience you are dismissed and complete missed hours at a later date. Appearance along with professional conduct instills confidence in patients and the respect of peers, facility staff, faculty, and other professionals you interact with during the program.

PROFESSIONAL CONDUCT

You read and comply with the professional conduct guidelines outlined in the Code of Ethics for the Dietetic Profession at http://www.eatright.org/codeofethics/. As dietetic interns relate to
peers, patients, faculty, staff, and a variety of professionals in the clinical setting, ethical behaviors are expected. In the clinical setting, behaviors must be such to promote efficient and effective care of patients and the orderly operation of the organization. The impression that dietetic interns strive to achieve is one that inspires trust and confidence among clients, families, professionals, staff and peers.

Professional behavior is required of dietetic interns in the classroom and supervised practice experiences. This is important as it relates to the confidentiality of patient medical records and employee records. It is inappropriate for dietetic interns to discuss personal matters with patients and other health professionals, or to solicit personal advice from such persons. Comments and actions are professional and appropriate to the healthcare and business setting. Dietetic interns maintain pleasant, courteous, and respectful behaviors toward patients and family members, peers, faculty, preceptors, and other health professionals and staff. It is important that you are appropriately responsive to staff, enthusiastic about assigned work, abide by the established policies and procedures of the institution, and adhere to the specific lines of authority when working at facilities. Failure to observe appropriate ethical behaviors in the clinical setting is academically and professionally unacceptable as well as medically and legally compromising.

Guidelines about use of cell phones, laptops and mobile devices in the classroom and during supervised practice experiences include: no recreational web surfing during class or supervised practice experiences; and cell phones and other mobile devices are muted or turned off during supervised practice experiences and in the classroom. Exceptions to the guidelines are when they are used in specific applications approved by faculty and preceptors for class and supervised practice work.

INJURY OR ILLNESS WHILE WORKING IN A CLINICAL EDUCATION FACILITY

If you are injured or exposed to blood, body fluids, or other infectious materials while performing duties in a dietetic intern capacity, you should immediately come to KUMC Student Health located at 1012 Student Center Building (phone 913-588-1941). The clinic is open 8 AM to 4:30 PM Monday through Friday. At any other time, you should present to the KUMC Emergency Room. You have 72-hours to start on the appropriate treatment. KUMC ER bills Student Health Services directly for costs incurred related to dietetic intern injury or exposure to infectious materials.

If you are injured or become ill unrelated to an exposure incident while performing duties as part of the program, you seek treatment based on your health insurance policy and the policy of the institution where you are working at the time of the incident. You are responsible for financial arrangements for any injury or illness sustained while working at the facility. The clinical education facility will instruct you on health and safety precautions and related policies during orientation to the institution.

ATTENDANCE

It is expected by faculty that dietetic interns attend classes. You call and/or e-mail the appropriate professor as designated in the course guidelines if you are absent from class. You may be penalized for absences if stated in course guidelines.
Dietetic interns complete scheduled supervised practice experience hours. If you have extenuating circumstances or illnesses that prevent participation in scheduled experiences you contact the program director and the preceptor at the clinical education site to report the absence. Failure to report an absence is unprofessional and impacts your performance evaluation. At a later date agreed upon by the preceptor you complete hours missed from supervised practice experiences. The dietetic intern arranges with the preceptor to make up absences.

A dietetic intern who is absent from class for a religious observance may reschedule an examination, presentation, or supervised practice experience without penalty. However, it is your responsibility to notify the professor, program director, and preceptor of the absence prior to the religious holiday. When you miss classes or supervised practice experiences, you complete assigned work, exams, and projects due during the absence. It is your responsibility to secure handouts and notes from the missed classes and plan for make-up hours missed due to the absence with the preceptor.

If you have special requests for absences from classes and supervised practice experiences, e.g., job interviews and family events, you discuss requests in advance with the faculty, preceptors, and program director. They review the request, and, if approval is granted, you make up all of the missed work later.

HAZARDOUS WEATHER

The Office of the Chancellor or Vice-Chancellor provides official notice about cancelled classes for Kansas University Medical Center. For the supervised practice experiences more details are contained in the DN 827 Practicum course guidelines. If KUMC cancels classes you do not report to classes or supervised practice experiences.

CLASS WORK

Dietetic interns attend classes and are prepared to participate in the learning process. The faculty members are present to assist and facilitate learning but expect active student involvement during classes. Turn off or mute cell phones, laptops and other mobile devices unless approved by faculty so as not to disrupt classroom activities.

Dietetic interns are expected to maintain the high standards of conduct. Dishonest, irresponsible and unethical behaviors are not tolerated. The department adheres to policies set forth by the school and the university concerning cheating and plagiarism.

To plagiarize means to “present the ideas or words of another as one’s own” (from Webster’s New Explorer Dictionary and Thesaurus, Merriam-Webster, Springfield, MA, 1999, page 397). Clearly cite references used in preparing assigned projects. Guidelines for citing references are provided in classes; however, if you are not certain how to do this, it is your responsibility to contact a faculty or librarian to obtain clarification.

Plagiarism in any form is not accepted and is handled according to School and University policies. Software that detects acts of plagiarism is used to score written work for violations of
plagiarism. Instructors evaluate the results of the plagiarism score to determine what action is required. Plagiarism is considered academic misconduct and can result in a failing grade. The policies set forth by the school and the university concerning cheating and plagiarism are described in the *KUMC Student Handbook* at [http://www.kumc.edu/studenthandbook/sah.html](http://www.kumc.edu/studenthandbook/sah.html).

**EXAMS**

The program director gives exams to dietetic interns at the start of the fall semester (pre-test) and during the summer semester (final exam). The two exams take place in Computer Testing Center at Dykes Library. The purposes of the exams are to:

1. Ensure that dietetic interns have adequate knowledge and application base for entry-level practice in dietetics;
2. Motivate dietetic interns to prepare for the Registration Exam;
3. Provide the dietetic interns with practice in taking computer administered comprehensive multiple-choice exams; and
4. Allow dietetic interns to identify knowledge and application areas that need further study for the Registration Examination.

Dietetic interns learn exam scores after the exams are finished. You are provided copies of the keyed exams. Dietetic interns are required to earn a score of 80% or greater on the final exam administered during the summer semester. Dietetic interns who do not earn a passing score on final exam are required to take additional exams until a score of 80% or greater is achieved.

**FACULTY AND STAFF**

The primary objective of the faculty is to assist you in your endeavor to become a competent scholar and professional. Faculty members are available to meet with you. You make appointments with faculty through the faculty member or leave a message (voice mail or e-mail). If you have difficulties contacting a faculty member notify the Administrative Assistant. Some faculty members travel out of town or may be on leave and are unavailable on short notice.

You are not to use faculty as a "sounding board" to complain about other faculty, staff, or preceptors. If you have a complaint about a course coordinated by faculty, meet with the faculty in charge of the course to discuss the concerns. If the faculty does not deal with the concerns adequately contact the Chair of the Department to set up a meeting to discuss concerns.

The faculty uses services of departmental staff. You are not to make personal requests of the staff, e.g., photocopying, typing, and transmitting personal incoming telephone calls, except in cases approved by faculty or emergency situations.

**DEPARTMENTAL FACILITIES AND COMMUNICATION**

The Dietetics and Nutrition main offices are located in Delp G020. There are more faculty offices located in Delp G037. Faculty mailboxes are located in Delp G037 and some faculty have drop boxes by their offices. The student room for Dietetics and Nutrition students is located in Delp G028 and there are student mailboxes, computers, work tables and microwave.
The refrigerator and kitchen sink are located further down the hall from this room. Students may store lunches in the refrigerator. Please keep the student room and kitchen areas clean including the microwave, refrigerator, and sink. Label foods placed in the refrigerator. Dispose of uneaten foods and drink immediately.

It is important that you check the mailboxes in the student room weekly during the semester. You may use the computers in this room. Students regularly check their KUMC e-mail. Do not delete e-mail messages from KUMC or the department without reading them first. If you need to print or photocopy materials you do not use the departmental photocopy machines for printing or copying unless it is with the authorization of faculty or staff.

STUDENT ADVISEMENT

The responsibility for fulfilling academic requirements rests with the student. However, the program director provides academic counseling in order to help you fulfill academic goals for the DI. The program director assists you with the application for approval to take the Registration Examination for Dietitians upon completion of the program.

You review your plan of study using the "Academic Plan" in the first semester of graduate work. Your academic progress is reviewed and documented in the KU Advising Tool under myKUMC. The program director records changes in the plan of study. During the spring semester you meet with the Master of Science (MS) Program Coordinator if you plan to complete the MS degree after the DI. If you continue in the Master of Science Program in Dietetics and Nutrition, the MS Program Coordinator provides academic advisement.

You are encouraged to seek help with academic and other problems affecting you. Learning assistance, academic performance enhancement, and psychological services at KUMC are free, confidential, and available at Student Counseling and Educational Support Services by calling 913-588-6580 or visiting G116 Student Center. When faculty observes a student is having difficulty relating to class work, supervised practice, or other areas, he/she recommends the student seek guidance from the Student Counseling and Educational Support Services.

DIRECTORY INFORMATION

It is necessary that the Department and preceptors have your current address, cell phone number, KUMC e-mail address, and emergency contact. When there are changes in contact information communicate changes to the department staff, faculty and preceptors as soon as possible.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

Full-time degree seeking students accepted for enrollment at the University may apply for financial assistance. Students should obtain the necessary financial application information as early as possible from the Office of Student Financial Aid website. The website is http://www.kumc.edu/studentcenter/financialaid.html and the phone number for this office is
913-588-5171. The office is located in 4003 Student Center Building. The US Department of Education federal grants and loans for students web site is http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp.

Scholarships are available annually from the Academy of Nutrition and Dietetics Foundation (ANDF), and the Kansas and other state dietetic associations. Applications for scholarships are usually announced in December and due in February. Web sites for to find information are: http://www.eatright.org/Foundation/content.aspx?id=7419&terms=scholarship+application; http://www.eatrightks.org/.

The Department of Dietetics and Nutrition provides scholarships and awards for students in Dietetics and Nutrition that include the Sevie Nelson and Marian Boelte Scholarships as well as the Ruth Gordon and Rowena Sherrill Awards. You receive information about how to apply for scholarships and awards if you are eligible from the department staff.

PROFESSIONAL MEETINGS AND ACTIVITIES

Dietetic interns participate in professional meetings, projects, and other events under the guidance and sponsorship of the department and other groups. The following activities by dietetic interns are expected: membership in state and national professional organizations; preparation, display and presentation of professional related exhibits, and participation at department, school, and university functions.

Dietetic interns are encouraged to attend professional gatherings, e.g., Kansas City District Dietetic Association meetings, conventions of the Kansas or other state dietetic associations, and the Food and Nutrition Conference and Exposition. Dietetic interns may be excused from classes or supervised practice experiences to attend approved meetings. Dietetic interns are assigned to help with various departmental events, health fairs, seminars, and open houses that occur during the academic year.

TRANSPORTATION AND HOUSING EXPENSES

It is necessary that you have a reliable mode of transportation to classes, supervised practice experiences, and meetings. There are times during the program when you are required to travel outside of the Kansas City metropolitan area in order to complete educational and supervised practice experiences. It is your responsibility to provide the transportation and pay for the costs of travel. The university does not assume liability for your safety traveling to educational sites. You may have extra housing or lodging expenses if working at a site or attending meetings outside of the metropolitan area.

PROGRESS IN PROGRAM

The department uses the academic standards set by the university for graduate students. Each student is required to maintain a cumulative grade point average of 3.0 or better. The student is required to earn a grade of “S” (satisfactory) in the DN 827 Practicum courses (10 credit hours). Only courses graded “A”, “B”, or “C” count toward graduate credit for a Master of Science degree (14 credit hours). The faculty reviews the academic work of graduate students each
semester to determine academic progress, need for probation, or dismissal from the program.

**GRIEVANCE**

The student has the right to submit a grievance in situations when the student believes that the departmental procedures have been misapplied or applied in an arbitrary or capricious manner. The student should first meet with the faculty member involved to discuss the situation and attempt to resolve the concern. If the situation cannot be satisfactorily resolved, then the student meets with the departmental Chair to discuss the situation and resolve the concern. If resolution is not possible the student can submit a grievance to The School of Health Professions Dean for review and referral to the ad hoc Grievance Committee.

**GRADUATE CERTIFICATE DIETETIC INTERNSHIP PROGRAM REQUIREMENTS**

In addition to the academic and other requirements set by the university, the department requires the dietetic intern complete the following requirements in order to receive the DI graduate certificate:

1. Complete required program coursework of 24 credit hours;
2. Be in good academic and ethical standing within the university;
3. Complete 1200 hours of supervised practice experience; and
4. Pass the final exam for the program with a score of 80% or greater.

**PROGRAM TIME LIMITATIONS**

If a dietetic intern started the program and later needs to leave the program before all required work is completed, he/she meets with the program director explaining the rationale for the leave and when he/she plans to return to complete the program. The dietetic intern documents the absence request in writing and submits it to the program director. The program director reviews the request and if it is approved the position is reserved for one year.

**RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS**

A student may review his/her departmental student file in the presence of DN faculty or staff. The department does not release information about the student to other parties unless requested by the student in writing and if it complies with the Family Education Rights and Privacy Act (FERPA).

**ACADEMIC ACCOMMODATIONS**

Students that need accommodations for the program contact Academic Accommodation Services at 913-588-7035 so plans for approved accommodations are implemented. Appointments may be made at [https://medconsult.kumc.edu](https://medconsult.kumc.edu). More information about academic accommodations is available at the website provided.
accommodations is available at www.kumc.edu/student-services.

The faculty makes reasonable accommodations recommended by Academic Accommodation Services staff. Abilities considered essential for completion of the program are outlined in the “Post-application Acknowledgement Statement Nonacademic Technical Standards for Dietetic Internship Graduate Certificate Degree Program”. The standards are outlined on the program web site at http://www.kumc.edu/school-of-health-professions/dietetics-and-nutrition/dietetic-internship-graduate-certificate/technical-standards.html. Dietetic interns read and sign an acknowledgement statement prior starting the program indicating whether or not accommodations are needed.

EQUAL OPPORTUNITY

The department abides by the university policies on race, religion, color, ethnicity, sex, disability, national origin, ancestry, age, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, or genetic information. If a student thinks he/she has been harassed while participating in the program, a complaint is filed with the Equal Opportunity Office at the Kansas University Medical Center. The phone number of the office is 913-588-8011 and email is nholick@kumc.edu.

VERIFICATION STATEMENT

Upon successful completion of the program the program director provides you with a “Verification Statement”. The required information is submitted by the program director to the Commission on Dietetic Registration (CDR) to begin the approval process for taking the Registration Examination for Dietitians. You receive several copies of the form for use in application for AND membership, licensure, applying for examinations, employers, and for yourself. The department keeps a copy of the form in your student file. Photocopies of the form are not accepted by credentialing bodies. Once the required information for registration eligibility is submitted to CDR, it takes about one to two weeks for you to receive information about the Registration Examination application. Go to the CDR web site at http://www.cdrnet.org/ for more information about the application process for the exam.

REGISTRATION EXAMINATION

Once CDR has approved the graduate to take the Registration Examination, he/she receives the application to take the examination from the testing service. The graduate completes the application and submits the required fees to take the examination. The examinations are scheduled at approved testing sites. The graduate schedules the date for taking the examination at the chosen site. The Registration Exam uses the computer adaptive testing method. For more information on the Registration Examination view http://www.cdrnet.org/. The Department owns a copy of the latest version of the Registration Examination Study Guide. You are encouraged to purchase and use study guides, web-based practice exams, and other materials available prior to taking the Registration Examination.

RDE
CDR is concerned the use of RDE (registered dietitian eligible) to designate registration eligibility. RDE is not a credential recognized by CDR. Individuals cannot use the term RDE for employment or other purposes. Dietetic interns sign a form at the end of the program indicating that they will not use RDE. Graduates of the program become Registered Dietitians (RD) or Registered Dietitian Nutritionists (RDN) when they pass the Registration Examination and pay the required fees to CDR.

LICENSURE

In most states in the US dietitians are required to get a license to practice. New graduates that plan to practice in these states need to apply for a license to practice. The laws and contacts for licensure of dietitians in these states are found at http://cdrnet.org/state-licensure.
### DN FACULTY AND STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone (913)</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>Barkley, Rachel</td>
<td>G021 Delp</td>
<td>588-5355</td>
<td><a href="mailto:rbarkley@kumc.edu">rbarkley@kumc.edu</a></td>
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<tr>
<td>MS, RDN, LD</td>
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<tr>
<td>Carlson, Susan</td>
<td>G037E Delp</td>
<td>588-5359</td>
<td><a href="mailto:scarlson@kumc.edu">scarlson@kumc.edu</a></td>
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<tr>
<td>PhD</td>
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<td>A.J. Rice Endowed Professor</td>
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<td>Gibbs, Heather</td>
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<td>945-9138</td>
<td><a href="mailto:hgibbs@kumc.edu">hgibbs@kumc.edu</a></td>
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<tr>
<td>Goetz, Jeannine</td>
<td>G027B Delp</td>
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<td><a href="mailto:jgoetz@kumc.edu">jgoetz@kumc.edu</a></td>
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<td>Hamilton-Reeves, Jill</td>
<td>G027D Delp</td>
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<td><a href="mailto:jhamilton-reeves@kumc.edu">jhamilton-reeves@kumc.edu</a></td>
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<tr>
<td>Christine Collins</td>
<td>Main Office:</td>
<td>588-5355</td>
<td><a href="mailto:ccollins10@kumc.edu">ccollins10@kumc.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
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<td>Department Chair</td>
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ACADEMIC PLAN FOR DIETETIC INTERNSHIP GRADUATE CERTIFICATE

DI Advisor: Rachel Barkley, DI Program Director

Dietetic Internship Graduate Certificate (24 hours)

Fall Semester
DN 825   Medical Nutrition Therapy I   3 hr.
DN 822   Management in Dietetics & Nutrition I 2 hr.
DN 841   International Nutrition    1 hr.
DN 817   Seminar I        1 hr.
DN 827   Practicum      4 hr.
Total hours for semester             11 hr.

Spring Semester
DN 826   Medical Nutrition Therapy II  3 hr.
DN 823   Management in Dietetics & Nutrition II 2 hr.
DN 842   US Public Health Nutrition   1 hr.
DN 818   Seminar II      1 hr.
DN 827   Practicum      4 hr.
Total hours for semester             11 hr.

Summer Semester

DN 827   Practicum         2 hr.
Other courses as advised for MS or DIM

The DI allows graduates to meet the supervised practice experience requirements set forth by ACEND. The 24 hours of graduate courses and 1,200 hours of supervised practice experiences included in the program contain the required content to meet the required core competencies for entry-level dietitians. After completing the DI program graduates apply to CDR for approval to take the Registration Examination after the summer semester.
SUPERVISED PRACTICE EXPERIENCE SCHEDULE

A list of available clinical education facilities is provided to dietetic interns each semester. The DI program director makes assignments based on needs of preceptors and interests of dietetic interns. She works with dietetic interns to identify other clinical education facilities that are not on the list that assist the dietetic intern in meeting his/her individualized educational and professional goals. You submit your top choices and the program director places you with approval by the preceptors.

Fall and Spring Semesters
480 hours supervised practice experiences are completed in each semester. Supervised practice experiences are 32 hours per week at clinical education facility plus required meetings and activities. Each intern completes Clinical Nutrition (480 hours), Food and Nutrition Management (240 hours) and Community Nutrition (240 hours). Clinical Nutrition supervised practice experiences take a whole semester. FN Management supervised practice experiences take half a semester as do supervised practice experiences for Community Nutrition.

Summer Semester

240 hours supervised practice experiences are completed over the summer semester. For the practice area of interest you design supervised practice experiences with preceptors you choose.

Total Supervised Practice Hours - 1,200 hours supervised practice
ESTIMATED PROGRAM COSTS


KUMC web site for Office of the Registrar is also a resource for program costs. http://www.kumc.edu/student-services/office-of-the-registrar/current-students/tuition-and-fees.html

Estimated program costs for 24 graduate credit hours
3 semesters - fall 2015, spring 2016, summer 2016

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<td>Tuition for 24 credit hours</td>
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JayDoc Free Clinic is an interdisciplinary, student-run clinic for uninsured individuals in Kansas City. Dietetic interns are required to work at JayDoc at least once each month from September through June. This service will provide valuable experience providing preventive nutrition counseling in a primary care setting. Each month, dietetic interns sign up on paper for a clinic night during the following month and also sign up on the JayDoc volunteer website (www.volunteer.jaydoc.org). At the clinic, they are expected to sign in on a designated dietetics sign-in sheet. Dietetic interns may count three hours towards practicum supervised practice experiences for every night worked at JayDoc Free Clinic, including any additional nights that they wish to volunteer.

Dietetic interns should arrive at the clinic at 5:15 on clinic night. Dress is business casual. At the end of the night, each dietetic intern fills out a sheet stating how many patients he or she counseled and the conditions he or she counseled patients for e.g., weight management, diabetes, hypertension, hyperlipidemia, etc. If a dietetic intern is unable to attend the night she or he signed up for, she or he must arrange with another dietetic intern to switch nights and notify Emily Hastings (ehastings3@kumc.edu), the dietetics coordinator and graduate teaching assistant for JayDoc.