

STUDENT HANDBOOK

DUAL MS/DIETETIC INTERNSHIP TRACK & DIETETIC INTERNSHIP GRADUATE CERTIFICATE TRACK

2024-2025



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

Last Revised: November 2024

July 2024

Dear Student,

Please read the *KUMC Student Handbook* at <http://www.kumc.edu/studenthandbook/> as well as the *Student Handbook for the 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 MS/dietetic intern graduate students prior to the start of the fall semester.

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

Jeannine Goetz, PhD, RD, LD
Associate Professor
Dietetic Internship Program Director

I comprehend the information presented in the *KUMC and the Dietetic Internship Student Handbooks*. I agree to abide by the policies set forth in the handbooks throughout the period of graduate study. As questions arise, I will 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 Dietetic Internship Program Director for filing by the first day of the fall semester.

Mailing Address:

Erica Williams
University of Kansas Medical Center
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3901 Rainbow Blvd
MS 4013
Kansas City, KS 66160

Scan and Email:

ewilliams26@kumc.edu

Hand Deliver:

DELP G020

PREFACE

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.

July 2024

Dear DI Student,

I am pleased to welcome you to the Dietetic Internship Program at the University of Kansas 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 students as well as with faculty, staff, and preceptors. You will share many wonderful and challenging experiences over the next couple years. 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.

I look forward to working with you!

Dr. Goetz

Dear Dietetic Interns,

Congratulations on your acceptance to the KU Medical Center Dietetic Internship! You have all worked extremely hard to get here and you should be so proud of your accomplishments! Each one of you was chosen to be in this program for a reason, and those unique qualities you possess will lead you to success in both the internship and your career as an RD. As I reflect on my internship experience, I wanted to share some “words of wisdom” that you can carry with you throughout the year:

First, you are capable of so much more than you give yourself credit for! It is completely normal to be nervous about stepping into rotations, but do not underestimate your ability to rise to the occasion and utilize the knowledge you already have and will continue to acquire. As I began my clinical rotation last fall, I remember thinking there was absolutely no way I would ever feel comfortable seeing patients on my own or collaborating with the primary care team. I can promise that you *can* and *will* do those things with confidence. You will learn so much in each rotation, and with every new day feel surer of yourself than the last. Step out of your comfort zone and challenge yourself with something new whenever possible. It is okay to feel scared, but do not let that feeling make you believe you are not capable of doing difficult things.

Second, treat every single thing you do this year as an opportunity to learn. Keep an open mind and a positive attitude with each rotation and class because it is all preparing you to become a more well-rounded RD. There might be rotations or assignments you enjoy more than others, but everything is meant to teach you some concept or lesson, whether you enjoy it or not. Ask questions of your preceptors and seek their feedback whenever you can. You are not expected to be an expert already – your preceptors want to help you learn! This is your chance to take advantage of opportunities and ask questions before you are the professional. Try to remember that even situations that do not go as planned still hold fantastic opportunity for amazing outcomes. Always have your flexible pants on and know that your approach to a situation can be the key to a positive experience. In a practical sense, treat every rotation or professional meeting like a job interview – you never know who could be reviewing applications when you start applying as an RD!

Third, find your “why” for entering into this field. I would be lying if I said the internship year did not have some difficult moments. You will be challenged in many areas and might feel discouraged at times. Knowing your “why,” or your purpose for pursuing a career as a dietitian, is essential to stay motivated. You all have unique passions that brought you into the nutrition field, and I encourage you to reflect on those before starting the internship. If you are like me, you might also pick up a few more components to your “why” as you go through each rotation. Learning more about the dietetics field certainly allows you to love it a lot more too!

Fourth, take care of yourself! It might feel like an impossible task some weeks to prioritize your wellbeing on top of school, but I *highly* encourage you to keep your physical and mental health at the top of the to-do list (or ask for help if you feel like you can't). It is much harder to get through the week and perform to your best academic standard if you are not caring for your body or mind. Set aside the time to plan on the front-end and work to manage your time well so you can find the balance of school and personal life. Take breaks in your week to do things you enjoy, set reasonable expectations for yourself, and try your hardest to get enough sleep each night. This might feel easier said than done, but I can promise you will be the best

version of yourself if you do not attempt to pour from an empty cup.

Finally, lean on your support systems! Get to know your fellow classmates – they are going through the same struggles right alongside you and can celebrate accomplishments next to you as well. Do not hesitate to ask for guidance from me, Dr. Goetz, and other faculty members. We are all here to help you through this year and want to see you succeed! Whether your family and friends are geographically close or not, continue to cultivate those relationships and allow them to be emotional and mental support wherever they are willing. Do not attempt to do this year alone; you have a whole team of people ready to provide encouragement and help where you need it!

Believe that you can do this because you really *really* can! You have worked so hard to get here, and I cannot wait to see where this year takes each of you. PLEASE reach out to me if you are struggling with anything at all (academics, internship, work-life balance, emotions, etc.) and I am more than happy to talk with you. Enjoy this year and all of the experiences it has in store. I am so thankful for the opportunity to help see you through!

Kristen Anthamatten, *Dietetic Intern, Class of 2024*

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References Concerning KUMC Graduate School

- **Office of Graduate Studies:** <http://www.kumc.edu/academic-affairs/graduate-studies.html>
- **Graduate School Catalog, University of Kansas:** <http://catalog.ku.edu/graduate-studies/kumc/>
- **KUMC Academic and Student Affairs:** <https://www.kumc.edu/academic-and-student-affairs.html>

Links provided from KUMC Student Affairs to the following:

- Associate Vice Chancellor of Student Services
- Office of the Student Ombudsman
- Registrar's Office
- Office of Admissions
- Student Financial Aid
- Student Health Services
- Counseling & Educational Support Services
- Office of Student Life
- Kirmayer Fitness Center
- Student Health Insurance
- Academic Accommodation Services
- Academic & Student Affairs

KU Medical Center Student Handbooks

The **University of Kansas Medical Center Online Student Handbook** is separated into different sections; one for each of the different schools and one general guide for the Medical Center. This handbook is available only online: <http://www.kumc.edu/studenthandbook/>

Students in Dietetics and Nutrition are also responsible for information contained in the **School of Health Professions Handbook** found at: <https://www.kumc.edu/school-of-health-professions/academics/student-handbook.html>

Contained within the SHP handbook are the following sections:

- Administrative Offices and School Directory
- Honors and Awards
- School-Related Organizations
- Academic Policies
- Institutional Policy Information
- Performance Standards and Policies
- Actions related to academic and nonacademic misconduct
- SHP (School of Health Professions) Appeals Procedure for Academic and Non-academic misconduct

Diversity, Equity, and Inclusion Core Value Statement

The School of Health Professions and the University of Kansas Medical Center are committed to creating and maintaining diverse and inclusive learning and working environments that nurture the growth and development of our students, faculty, staff, and patients.

We define diversity as a state of being in which the variety of cultures, experiences, expertise, and viewpoints are valued and incorporated into the fabric of our community. Diversity encompasses age, education level, ethnicity and race, gender expression and identity, nationality, national origin, physical and mental ability, political and religious perspectives, sex, sexual orientation, socioeconomic status, veteran status, and other human differences.

By embracing diversity our university will attract and retain skilled and talented employees and students dedicated to excellence in education, research, patient care, community, and global initiatives. A diverse and inclusive community that fosters mutual respect requires the engagement of the university at all levels.

For more related information about initiatives, events, and activities on our campus please visit the KU Medical Center's [Diversity, Equity, and Inclusion Cabinet website](#).

Equal Opportunity

The Dietetics and Nutrition 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 should be filed with the Equal Opportunity Office at the University of Kansas Medical Center. The phone number of the office is 913-588-8011 and email is nholick@kumc.edu.

Kansas Residency

For full information about requirements for Kansas residency and for the Kansas residency application form, see the Office of Registrar at the following website: [Residency for Tuition and Fee Purposes \(kumc.edu\)](#) . A summary of the requirements to be considered a Kansas resident includes:

- Continuous physical residence in Kansas for 365 days. These days must be prior to the first day of classes for which you are applying for residency.
- Sources of financial support to meet your living expenses must come from Kansas sources. The student has to show Kansas sources of income that meet or exceed expenses.
- Your intent must be to stay in Kansas indefinitely. You must be residing in Kansas for reasons other than just education.

Religious Accommodation Policy

KU Medical Center respects the religious diversity of its students and will make good faith efforts to provide reasonable religious accommodations for the sincerely held religious beliefs, practices or observances of its students when they conflict with University policy or procedure. Such accommodations must not fundamentally affect the University's mission or commitment to patient care or otherwise create an undue hardship. If you wish to submit a request for religious accommodations, please complete this online form with as much lead time as possible to allow time to consider the request and plan alternative learning options:

<https://form.jotform.us/71005615090142>

Childbirth Accommodation Policy

The University of Kansas Medical Center acknowledges the years spent in graduate and professional degree programs can be prime childbearing years for students. KU Medical Center wishes to assert itself as an institution valuing family-friendly policies and has adopted a student-specific [Childbirth Accommodation policy](#). This policy illustrates a commitment by KU Medical Center to diversity and inclusion that allows the institution to recruit and retain the highest quality students.

Social Media Policy

The University of Kansas Medical Center recognizes that social networking websites and applications are an important and timely means of communication. Students are reminded that they should have no expectation of privacy on social networking sites. Students must also be aware that posting certain information is illegal. Violation may expose the offender to criminal and civil liability. Offenses may be considered non-academic misconduct and be subject to the appropriate policies and procedures.

The following actions are not allowed:

- You may not disclose the personal health information of other individuals. Removal of an individual's name alone does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient or a photograph of a patient from a supervised practice site) may still allow recognition of the identity of a specific individual.
- You may not report private academic information of another student. Such information is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) and includes, but is not limited to course grades, narrative evaluations, examination scores, or adverse academic actions.
- You may not present yourself as an official representative or spokesperson for the University of Kansas, affiliate organizations, the DN Department, or individual faculty or staff members when posting information on social networking sites. Although you have the right to express political or other views publicly, do not use an email or any other account that identifies you as a member of the KU Medical Center community.

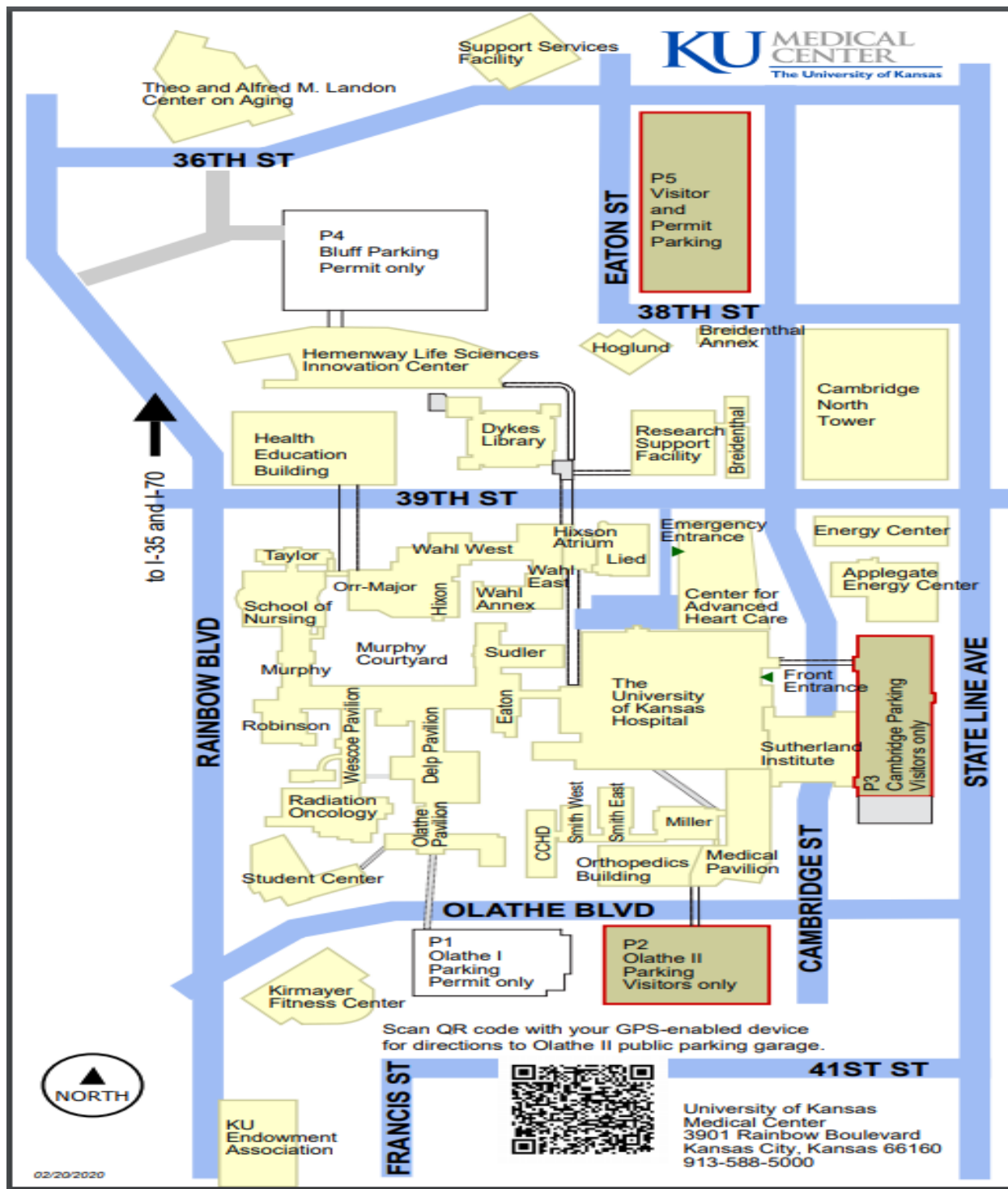
When using any social networking websites/applications, students are strongly encouraged to use a personal e-mail address, one that is separate from their KUMC email address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

Weapons on Campus Policy

KU Medical Center prohibits faculty, staff, students, and visitors from carrying weapons of any type on its Kansas City, KS campus. For additional information, please see the [KUMC Procedures for Implementing University-Wide Weapons Policy](#). Students who conceal carry on the Lawrence or Edwards campuses are responsible for making alternative arrangements when attending classes in Kansas City. Students can transfer a handgun from a backpack or purse to a secure location such as the trunk of their locked vehicle. Individuals who violate the weapons policy or procedures may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

KU Medical Center Maps

Navigating the University of Kansas Medical Center campus can be a challenge for us all! You can find several maps of the campus here: [KU Medical Center Maps and Contact Information \(kumc.edu\)](http://kumc.edu)



University Services/Resources

To view information on all Student Services, please visit: [Office of Academic and Student Affairs \(kumc.edu\)](https://www.kumc.edu/office-of-academic-and-student-affairs)

Academic Accommodations

Academic accommodations are provided for students who have disabilities as defined under the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and the Federal Rehabilitation Act of 1973. Students that need accommodations for the program should contact Academic Accommodation Services at 913-945-7035 (711 TTY) or by contacting ada-kumc@kumc.edu so plans for approved accommodations can be implemented. Appointments may be made at <https://medconsult.kumc.edu>. More information about academic accommodations is available at [Academic Accommodation Services \(kumc.edu\)](https://www.kumc.edu/academic-accommodation-services).

Non-Academic Technical Standards

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 Program or Dual MS/Dietetic Internship Program". The standards are also outlined on the program web site at [Technical Standards \(kumc.edu\)](https://www.kumc.edu/technical-standards) (same standards for both program tracks). Dietetic interns read and sign an acknowledgement statement prior to starting the program indicating whether or not accommodations are needed.

Student Counseling and Educational Support Services

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. The Department of Dietetics & Nutrition encourages graduate students to not delay in seeking out these services when a related concern presents. Life can present challenges, and these services are here to assist students in navigating these challenges. Students should reach out by phone at 913-588-6580 or online at <https://medconsult.kumc.edu/> to schedule an appointment. Counseling Support Service offices are located in G116 of the Student Center. Education Support and the Writing Center are located in G012 and G011 of Dykes Library. Counseling and Educational Support Services can be reached at 913.588.6580. More information is found at [Counseling and Educational Support Services \(kumc.edu\)](https://www.kumc.edu/counseling-and-educational-support-services).

Student Health Services

The goal of Student Health Services is to provide high quality primary health care to students, spouses and domestic partners. KUMC Student Health located at 1012 Student Center Building. The clinic is open 8 AM –4:30 PM Monday through Friday. Student Health Services requires appointments. Call 913-588-1941 or visit the KUMC Student Health Page at [KUMC/UKHS Portal Login - MEDconsult Web Portal](https://www.kumc.edu/ukhs-portal-login-medconsult-web-portal) to schedule, cancel or reschedule an appointment.

Office of Student Financial Aid

Students in both Dietetic Internship program tracks 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 [Student Financial Aid \(kumc.edu\)](https://www.kumc.edu/student-financial-aid) the phone number for this office is 913-588-5170. The Office of Financial aid is located on the 1st floor of Dykes Library, Room G035. A number of options exist for financial aid, so please do not hesitate to contact this office for student financial service questions or needs.

Registrar's Office

The Registrar's Office assists students and alumni with enrollment, tuition and fees, military benefits, residency requirements, graduation requirements, obtaining transcripts and diplomas, and other services. The Registrar's Office is available both in-person and by phone Monday- Thursday from 8:30 am – 4:30 pm, or by appointments only on Fridays (kumcregistrar@kumc.edu or 913-588-7055). For more information, please visit [Registrar's Office \(kumc.edu\)](http://kumc.edu)

Dykes Library

The mission of Dykes Library is to engage minds through discovery and sharing of knowledge by connecting people with information anywhere, anytime. The library is located on the north side of 39th Street between Rainbow Boulevard and State Line Road. The library is open Monday – Friday 7:30 am to 11pm and Saturday and Sunday from 6 pm – 11pm. Additional information related to the library can be found at the following link: [A.R. Dykes Library at University of Kansas Medical Center \(kumc.edu\)](http://kumc.edu)

Office of Student Life

The Office of Student Life supports, provides resources and oversees campus activities, wellness programs, and community outreach programs amongst other services provided to the students of KU Medical Center. The Office of Student Life is open Monday-Friday from 8:00 am – 5:00 pm and is located in 1006 Orr Major. More information can be found at [Office of Student Life \(kumc.edu\)](http://kumc.edu)

Student Community Involvement

A number of interdisciplinary social events and student organizations meet on campus. They are advertised via e-mail, bulletin boards, etc. These events and organizations provide students with the opportunity to network with other student health professionals and to develop leadership skills. For more information about student organizations, go to [Office of Student Life \(kumc.edu\)](http://kumc.edu).

Thrive Food Pantry

Thrive is a campus food pantry that is free to all students and seeks to provide access to food and resources to promote health and to allow our university to thrive. The pantry is located at B015 Orr Major. For more information, please contact thrive@kumc.edu or 913-588-6681.

Kirmayer Fitness Center

Kirmayer is a 50,000-square foot facility housing a variety of programs, services, and equipment to meet the recreational and fitness needs of the KU Medical Center Community. As a KUMC student, your student fees allow for use of these facilities. Please see the Kirmayer website for current hours and policies: [Facilities \(kumc.edu\)](http://kumc.edu)

Parking Services

Parking can be a challenge, so please plan accordingly. Students can obtain permit parking and find more information about parking services by visiting the website at [Parking and Transportation Services \(kumc.edu\)](http://kumc.edu). Parking and Transportation Services is located on the second level of the P5 parking garage at 3724 Cambridge and can be reached at 913-588-5175.

Program Entrance Requirements

Admissions Criteria

Dual MS/Dietetic Internship Program

At a minimum, applicants must have:

- A minimum of a bachelor's degree from a regionally accredited U.S. university or college or foreign equivalent as determined by a recognized credentialing agency.
- Official transcripts for all college coursework.
- Verification statement from an ACEND-approved Didactic Program in Dietetics (DPD) within 5 years of application.
- Cumulative undergraduate grade-point average of 3.0 on a 4.0 scale for all college coursework.

Dietetic Internship Graduate Certificate Program

At a minimum, applicants must have:

- A graduate degree from a regionally accredited U.S. university or college or foreign equivalent as determined by a recognized credentialing agency.
- Official transcripts for all college coursework.
- Verification statement from an ACEND-approved Didactic Program in Dietetics (DPD) within 5 years of application.
- Cumulative undergraduate grade-point average of 3.0 on a 4.0 scale for all college coursework.

Health Requirements and Screening Prior to Start of Program

Criminal Background Checks and Drug Screening

Dietetic interns are required to obtain a criminal background check and drug screening. These screenings are completed through Validity Screening Solutions and are the financial responsibility of the intern (\$39 for background check, \$52 for the drug screening). Instructions for completing these screenings will be provided by the Program Director after admittance to the program.

Acceptance into the School of Health Professions academic programs is conditional, pending the results of a criminal/healthcare-related background check. Your acceptance into the School's program will not be final until we have received your background check information from Validity Screening Solutions, so do this as quickly as possible.

Please be aware that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current or a different report. However, the School of Health Professions requires only one background check prior to final acceptance and subsequent enrollment.

The School of Health Professions may also run an Employment Disqualified List (EDL) check for enrolled students if required by an affiliation site. This check reviews Missouri records for any individuals who have been disqualified from working in a health care facility in that state. You need not provide additional information for this check, nor is there any cost to you. However, should this be required by your affiliation site, we will need your signed permission to release your Social Security number to the MO Department of Health and Senior Services, the agency that provides the EDL check.

Should a background check/EDL check come back with an unacceptable conviction, the applicant/student will be notified by the School of Health Professions. If there is a conviction that does not disqualify the

applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination upon completion of the program.

Health and Immunization Information Policy

Health requirements for dietetic interns can be found at [Health Requirements for Enrollment \(kumc.edu\)](https://www.kumc.edu/health-services/health-requirements-for-enrollment) (be sure to select the form specifically for Dietetics & Nutrition Interns (Group B)). Students will need to meet KUMC Health requirements for enrollment and for continuation in the program. Please note that you cannot enroll until this information has been submitted to Student Health Services. The health information is retained by Student Health Services. Student Health will perform all necessary tests, examinations, and blood work and assist you in filling out all required forms (for costs see website). If you have questions about required health information, call Student Health Service at 913-588-1941 or visit them in Student Center Room 1012. The Student Health Services web site is [Student Health Services \(kumc.edu\)](https://www.kumc.edu/health-services). The link to access health forms is [Student Health Forms \(kumc.edu\)](https://www.kumc.edu/health-services/forms).

Dietetic interns are required to have a TB test within 3 months of starting the academic program and every year thereafter. Two step testing is required for all incoming students. This involves two separate PPD tests administered and interpreted within the past 12 months (the most recent PPD must be completed within 3 months of the program start date). Alternatively, a Quantiferon or T-Spot blood test within the last 3 months is acceptable. Students receive one TB test per academic year free of charge from Student Health Services. Dietetic interns 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. Please 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 will be asked to provide proof of immunizations to the Program Director at the beginning of the program and to preceptors when beginning supervised practice experiences. Please keep a copy of health and immunization data for this purpose. The Program Director will keep a copy in your student rotation files (within a locked cabinet) which will be used to attest that these requirements have been met as required by supervised practice affiliation agreements. Forms for a religious or medical exemption can be found in our [Student Resources](#).

Students may not decline an assignment due to being unvaccinated unless specific accommodations have been requested and granted pursuant to the [Students with Disabilities Policies and Procedures Manual](#) or the Religious Accommodations Process [Vaccine Exemption Request](#). If a third-party site requires students be vaccinated to participate in a clinical or programmatic activity, unvaccinated students would be precluded from participating and thus may delay the student's progress through the curriculum.

Communicable Disease Policy

Students with a communicable disease or infectious illness that could impact the health and safety of others MUST contact Student Health Services on their respective campus.

Prior to participation in school activities, all students are required to have their communicable disease risk status assessed. Students with a known communicable disease or infectious illness may be asked to consent to release of appropriate medical records, be evaluated in person, obtain diagnostic testing and/or be referred to a specialist depending on the nature of the communicable disease. The student is responsible for any costs (some of which may be covered by medical insurance) involved in evaluation of his/her condition.

All enrolled students on a KU Medical Center campus (Kansas City, Wichita or Salina) with a communicable disease or infectious illness that may affect the health and safety of others MUST advise Student Health Services on their respective campus. Examples of communicable disease or infectious illness under this policy include, but are not limited to, viral hepatitis, febrile illness, antibiotic resistant infections, tuberculosis, and mumps. For more information, please see [Communicable Diseases and Infection Control Policy \(kumc.edu\)](http://kumc.edu).

Flu Shot Requirement

All currently enrolled KU Medical Center students must receive the seasonal influenza vaccine. Students may receive the flu vaccine at Student Health Services or provide documentation of the vaccine to Student Health. If a student is submitting documentation, the documentation must include the name of the vaccine, lot number, expiration date, date received and provider name with credentials. This includes vaccines that are obtained via The University of Kansas Health System's Occupational Health Clinic or other hospital clinics.

Reasonable attempts will be made to provide free vaccines to students during the fall semester. Students who are not able to obtain the vaccination at Student Health due to distance considerations, scheduling conflicts, or for any other reason are responsible for obtaining the vaccine elsewhere at their own expense and providing the proper documentation.

A vaccination deadline date will be assigned each year by which the seasonal influenza vaccine must be received. Any student who has not received vaccination by this date will receive a Student Health hold which will prevent enrollment. Students who do not have the hold removed by the first day of class may incur additional re-activation fees.

Students who fail to comply with immunization requirements may not be able to enroll for the upcoming term and they will not be able to participate in their clinical (supervised practice) rotations. Forms for a religious or medical exemption can be found in our [Student Resources](#).

Health and Liability Insurance

Dietetic interns are required to have current health insurance in order to participate in the program. You may choose any health insurance plan. If you do not have health insurance, you may be eligible to purchase health insurance through the State of Kansas health insurance plan (For information, please visit: [Student Health Insurance \(kumc.edu\)](http://kumc.edu)).

You are required to provide a copy of your 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.

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 June 1, 2024, through June 1, 2025, and is renewed annually.

Other Information Needed Prior to Starting the Program

HIPAA, Student Safety and Other Compliance 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 HIPAA training covers rules about confidential handling of patient information. The university orientation provides information to help you familiarize yourself with the tools you need to succeed and to help you transition into the learning environment at KUMC.

You will receive an email from the Office of Student Life regarding the required university orientation prior to arrival. This is an online module. Once the entire module has been successfully completed, your orientation hold will be removed. This will typically take 24 hours (Monday-Friday). Please note this training must be completed prior to your first day of classes. For questions about an orientation hold, contact the department at dietetics@kumc.edu or 913-588-5355, or contact the Office of Student Life at 913-588-6681 or studentlife@kumc.edu

Photo Identification Card (Badge)

The KUMC police require that all students have a photo identification card. For students who do not receive the card as part of orientation activities, a time to have the photo taken and the card made must be scheduled by the student by emailing UniversityIDBadge@kumc.edu. Photos are taken in the Badge Office, located in DELP F G079. The days and times are M-Fri, 7:30am-4:00 pm (closed noon – 1:00). KUMC Police policies regarding use of the identification card are found here: [Card Access Info \(kumc.edu\)](#).

Email Operational Protocol

Each new student, upon enrolling, is issued a KUMC email account with an address on the kumc.edu domain. This account is used for the University business and official University communications to students. Students are expected to check their KUMC e-mail account regularly for University/Departmental communications. For the complete KUMC student email operational protocol, go to [Viewing Email Use \(poli cystat.com\)](#). **Please also see the related policy on email under D&N Departmental Policies later in this handbook.**

Departmental Guidelines & Policies for Graduate Students (Both Program Tracks)

KUMC Dietetics and Nutrition Department 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 University of Kansas 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 has 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 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 2024, a total of 584 individuals will have completed the DI. In 2016, the DI received full accreditation by the Accreditation Council on Education for Nutrition and Dietetics (ACEND, formerly Commission on Accreditation for Dietetic Education) for another 7-year term ending December 31, 2023. This was extended to December 31, 2024 due to the COVID pandemic and another extension was granted in summer 2022 and is valid until December 31, 2025.

Due to the requirement to hold a graduate level degree to be an entry-level practitioner, in Fall 2023, the program again became a Dual MS/Dietetic Internship. A DI Graduate Certificate Program continues for those who enter the program with a graduate degree.

The department offers four other graduate programs in addition to the Dual MS/DI 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, a doctoral degree program in Medical Nutritional Sciences, and a Doctorate in Clinical Nutrition.

Program Mission and Goals/Objectives

The mission of the School of Health Professions, University of Kansas 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 Dietetic Internship Program is:

- To produce competent entry-level 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 Dietetic Internship program goals and objectives are:

- *Program Goal #1:* The program prepares graduates to be competent entry-level registered dietitian nutritionists.

- At least 80% of program interns complete program requirements within 33 months. **(Dual MS/DI Program)**
 - At least 80% of program interns complete program requirements within 14 months. **(DI Graduate Certificate Program)**
 - 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
 - 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%.
 - Over a 5-year period, 80% of employers will indicate that graduates demonstrated adequate knowledge and practice ability for entry-level practice as a dietitian (rating of at least 4 on a 5-point scale).
 - Three years post program completion, 80% of respondents to graduate surveys will rate their preparation for entry level practice as adequately prepared or better over a 5-year period.
- *Program Goal #2:* The program prepares graduates who are engaged within the dietetics and nutrition profession.
 - Of graduates who seek employment, 75% are employed in nutrition and dietetics or related fields within 12 months of graduation.
 - Of those who respond to the 3-year graduate survey, at least 70% of graduates over a three-year period will indicate involvement in one or more of the following areas: membership in a professional organization, holding leadership positions, pursuing further education or specialized certification, engaging in precepting, or participating in advocacy activities.

The program outcome data are available upon request to the public and interns.

Accreditation Status

The University of Kansas Medical Center Dietetic Internship Certificate Program has been granted full accreditation 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 2190, Chicago, IL 60606-6995, 800-877-1600, ext. 5400 (ACEND@eatright.org). The program self-study and site visit completed in 2015 resulted in full accreditation status until December 31, 2023. In 2020, ACEND granted a one-year extension due to the COVID-19 pandemic (expires December 31, 2024). Another extension was granted in summer 2022 and is valid until December 31, 2025.

ACEND Learning Outcomes/Competency Requirements

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. 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 five-semester program (MS/DI students) or two semester program (DI Certificate Program). *Dietetic interns must earn a passing score on each competency in order to receive the MS degree (MS/DI students only), DI Graduate Certificate (DI certificate students only), and Verification Statement (all interns).* In the event that an intern does not receive a passing score on an evaluation/assignment that is used to assess a designated competency, the intern must repeat the experience/assignment or an alternative activity (as determined by the Program Director) until a passing score is achieved.

The table below outlines the Core Competencies for Registered Dietitians:

Competencies	Domain I. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
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 dietetic 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.
Competencies	Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.
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.
Competencies	Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.
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 ration, B ₁₂ or iron supplementation).
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12	Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13	Coordinate procurement, production, distribution and service 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.

Competencies	Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
CRDN 4.1	Participate in management 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 customer 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).
Competencies	Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.
CRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desire and career goals.
CRDN 5.3	Prepare a plan for professional development according to Commission for 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.

There are two competencies included within the medical nutrition therapy emphasis of the program that build upon the ACEND required competencies.

Competency 1: Dietetics and integrative medicine

Acquire knowledge and skills related to the practice of dietetics and integrative medicine including biochemical individuality, chronic disease physiology, nutrition assessment and intervention, ethical issues, and various practice models.

Competency 2: Inter-professional collaborative practice

Provide effective inter-professional team-based care that is patient/population centered, safe, timely, efficient, effective, and equitable.

Curriculum for Dual MS/Dietetic Internship Program

The KUMC Dual MS/Dietetic Internship program provides supervised practice experiences that allow the dietetic intern to practice, develop, and apply skills gained in the classroom. The dual program allows graduates to meet the supervised practice experience and graduate degree requirements set forth by ACEND within 5 semesters. The 38 hours of graduate coursework and a minimum of 1,073 hours of supervised practice experiences included in the program contain the required content to meet the required core competencies for entry-level dietitians. The interplay of experiential and didactic learning provides an opportunity for the development of expertise in dietetics and nutrition.

Students complete 38 hours of graduate courses as a requirement of the program: 24 credits of core graduate coursework, 3 credit hours of research, 3 credit hours of electives, and 8 credit hours of practicum (supervised practice experience). These courses are graded using the traditional letter grading scale of A, B, C, D, F. Practicum grades (8 credits) are awarded a satisfactory/unsatisfactory grade. Classroom work takes place on Mondays during the first fall and spring semesters when students are also engaging in supervised practice experience. There are no required on-campus courses during the summer semester (semester 3). During the last 2 semesters (fall/spring) classwork occurs on Mondays and Wednesdays. Classes are held at the University of Kansas Medical Center campus located at 3901 Rainbow Boulevard in Kansas City, KS.

The program requires at least 975 hours of supervised practice experiences in the areas of clinical nutrition, food and nutrition management, community nutrition, and practice area of interest (plus additional alternative learning hours). DN 827 Practicum consists of 3 credit hours fall (1st semester), 3 credit hours in the spring semester (2nd semester), 1 credit hour in the summer semester (3rd semester), and a final credit the last semester of the program (5th semester). For the 8 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. 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 supervised practice facilities to accept dietetic interns varies from semester to semester and year to year.

At the beginning of each supervised practice experience (semesters 1-3), 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 supervised practice experience sites and required meetings. Supervised practice experiences generally take place Tuesday through Friday, usually 32 hours per week, during the first three semesters. Classroom work takes place on Mondays during these first 2 semesters.

Academic Plan for Dual MS/Dietetic Internship Program

The following is an outline of the academic plan for the Dual MS/Dietetic Internship Track Program (38 credit hours):

	Fall Semester 1	Spring Semester 2	Summer Semester 3
CLASSES	<ul style="list-style-type: none"> • DN 822 -Management 1 (1) • DN 825 – MNT 1 (3) • DN 870 – Health & Behavioral Counseling (1) • DN 827 – Practicum (3) 	<ul style="list-style-type: none"> • DN 826 - MNT 2 (3) • DN 823 -Management 2 (1) • DN 818 – Seminar in D&N II (1) • DN 842 – Public Health (1) • DN 827 – Practicum (3) 	<ul style="list-style-type: none"> • DN 827 - Practicum (1) • <i>DN 819 (if thesis; 1)</i>
ELECTIVE*			Optional Elective
RESEARCH**			DN 854 -Non-thesis (1-3 cr, optional) OR DN 899 -Thesis (1 cr)
HOURS	8 credit hours	9 credit hours	1 hour + research/elective

	Fall Semester 4	Spring Semester 5
CLASSES	<ul style="list-style-type: none"> • Biostatistics (3) • DN 8340 -Research Methods (3) • DN 895 - Macronutrients (3) • DN 819 – Scientific Writing (if non-thesis) (1) 	<ul style="list-style-type: none"> • DN 827 - Practicum (1) • DN 896 -Adv Micronutrients (3)
ELECTIVE*	Optional Elective	Optional Elective
RESEARCH**	DN 854 - Non-thesis (1-3 cr, optional) OR DN 899 -Thesis (1 cr)	DN 854 - Non-thesis (1-3 cr, optional) OR DN 899 -Thesis (1 cr)
HOURS	9-10 hours + research/elective	4 hours + research/elective
TOTAL HOURS	24 hours core graduate coursework 3 credit hours elective coursework 3 credit hours research coursework 8 credit hours practicum (supervised practice experience) Total: 38 credit hours	

*Students will take 1 elective course and may choose which semester the course is taken.

**Students will take 3 credit hours of research (DN 854 or DN 899). Those completing the thesis will take DN 800 for their elective class for a total of 6 credit hours of research.

Course Descriptions

Core Coursework for MS/DI Program:

DN 818 – Seminar in Dietetics & Nutrition II (1 credit): To promote effectiveness of professional written and oral communication, to increase knowledge of research, and to review content information in selected areas in dietetics.

DN 819 Scientific Writing for the Nutritional Sciences (1 credit): Research proposal preparation and/or scientific manuscript writing experience. This course will provide the student with an overview of the steps used in proposal writing and/or the steps in preparation of a scientific manuscript for publication.

DN 822 – Management Dietetics & Nutrition I (1 credit): Managerial skills in health care quality improvement and food service are practiced.

DN 823 – Management Dietetics & Nutrition II (1 credit): Managerial style is related to food policy, financial benchmarking and applied nutrition practice.

DN 825 – Medical Nutrition Therapy I (3 credits): Course content introduces the student into the concepts of an intermediate study of nutritional therapy of disease. Course content includes evidence-based practice in prevention and nutritional management of diseases. Patient assessment and medical chart documentation are covered. Elements of pathology and biochemistry of the nutrition-related problems are integrated into course topics.

DN 826 – Medical Nutrition Therapy II (3 credits): Course content includes current nutrition theory and evidence-based practice in prevention and treatment of disease. Advanced therapies and patient management in nutrition support will be discussed. Course topics include pediatric nutrition, obesity, cardiovascular disease, diabetes, cancer, renal disease, and gastrointestinal diseases.

DN 827 – Practicum in Dietetics and Nutrition (8 total credits): Supervised practice experience for graduate level students to fulfill the requirements for the Dietetic Internship. Experiences take place in hospitals, clinics, community healthcare agencies, and other practice settings in which dietetics and nutrition services are provided.

DN 834 Methods of Research in Nutrition (3 credits): A study of basic research terminology and designs commonly used in nutrition research. Topics include research on animals, tissue culture and human subjects; qualitative, quantitative and outcomes research; ethical issues in research; dissemination of research findings; and appropriate use of research findings.

DN 842 United States Public Health Nutrition (1 credit): A study of US public health and nutrition concerns in diverse US populations, assessment of nutritional status in commonalities, health communication, nutrition policies and community-based nutrition interventions. Exploration of the roles of dietitians, nutritionists, and others in developing and delivering nutrition policies and interventions in U.S. communities.

DN 870 Health Behavior Counseling (1 credit): Theoretical and applied issues in health behavior counseling. Students will learn the theories of behavior change and how to apply these to health care issues. Specific health behaviors (i.e., dietary changes, smoking cessation, exercise adherence) will be discussed in the context of chronic disease for children, adults and the elderly. Effective methods of counseling patients and promoting changes on an individual and small group basis will be presented.

DN 895 Advanced Macronutrients and Integrated Metabolism (3 credits): Energy-containing macronutrients and fiber presented from the perspective of their importance in human nutrition. Structural properties, digestion, absorption and metabolism are emphasized. Fuel utilization in response to food intake and exercise, cellular and whole-animal energetic and energy balance integrate metabolism. Students take an active role in presenting and discussing and exhibit advanced skills in analysis and presentation.

DN 896 Advanced Micronutrients and Integrated Metabolism (3 credits): Vitamins and minerals presented from the perspective of their requirements as nutrients for normal human physiological functions with emphasis on their underlying roles in structure, function and metabolism, Students take an active role in selecting, presenting and discussing recent published research and to exhibit advanced skills in analysis and presentation.

Research coursework for MS/DI Program (select one):

DN 854 Special Problems in Dietetics and Nutrition (3 credits) Directed study of special problems in nutrition or nutrition care. This course provides for the individual or group study of special problems. Through directed readings, investigations, and projects the student acquires information with reference to questions in dietetics and nutrition not covered in organized courses. (Non-Thesis Research Requirement)

DN 899 Thesis (3 credits total): Scholarly essay based on research, written under the guidance of the student's adviser. Credit given upon meeting thesis requirements for the master's degree.

Elective Coursework for MS/DI Program:

**Students need to take three credit hours of elective during the program. Students completing the Thesis (DN 899 option) will take 3 credit hours of DN 890 as their elective (graduate research) and do not require any additional electives.*

DN 800 Selected Topics in Clinical Dietetics (1-3 credits): A learner-centered, self-paced study of topics in applied clinical dietetics. Independent modules are offered to address the science and art of nutritional care relating to specific issues in clinical dietetics. Topics will be grouped in various combinations to provide flexibility of choice. Students may enroll in one or more topics for a total of 3 credit hours.

DN 839 Clinical Aspects of Nutrition Support (3 credits, available online): Specialized nutrition assessment and support. Review of energy expenditure and substrate utilization in specific disease states. Current methods for the initiation and management of enteral and parenteral nutrition therapy including access, metabolic and mechanical complications. Evaluation of nutrition support methodology in selected disease states.

DN 862 Maternal and Child Nutrition (3 credits, available online): This course is a critical examination of behavioral, physiological, and public health issues impacting dietary and nutritional factors that support normal growth and development. The course content focuses on the early stages of the life cycle: gestation, lactation, infancy, preschool, school-age and adolescence. Topics include the fetal programming hypothesis, growth and nutritional requirements, breast and formula feeding of infants, infant weaning, and eating behaviors that lead to normal growth, growth faltering, and pediatric obesity.

DN 865 Nutrition in Sports and Exercise (3 credits, available online): Exercise physiology and nutrient requirements in sports and exercise: macronutrient, micronutrient and fluid needs of athletes engaged in specific sports, pre/post-exercise meals, gender-specific requirements, role of ergogenic aids, eating disorders, and role of exercise in weight management and chronic disease.

DN 874 Nutrition Therapy for Eating Disorders (3 credits, available online): An online study of eating disorders management and nutrition care. Topics will include eating disorders medical complications, clinical care guidelines, basic pharmacology, clinical nutrition education, nutrition care planning, psychology of eating disorders, team collaboration, and therapeutic modalities for nutrition counseling.

DN 875 Pediatric Clinical Nutrition (3 credits, available online): This course examines the physiological, biochemical and nutritional aspects of disease processes relevant to infants and children up to 18 years of age. Medical nutrition therapy for a variety of medical conditions found in this population will be discussed including inborn errors of metabolism, food hypersensitivity, obesity, and diseases of the major organ systems.

DN 876 Interventions for the Prevention and Management of Obesity (3 credits, available online): This course emphasizes obesity in a population group ranging from childhood to adult. Course materials will examine the impact of obese conditions on disease development throughout the life cycle. The course will critically analyze current evidence focused on interventions used in the behavioral and clinical management of overweight and obese individuals in community and clinical settings.

DN 880 Dietary and Herbal Supplements (2-3 credits, available online): Designed to develop the health professional's skills in partnering with patients to make dietary supplement decisions. Students will investigate the use of botanicals and dietary supplements in nutritional support of aging, maternal health and wellness. Discussion on supplementation in the prevention and treatment of chronic disease will include: arthritis, cancer, cardiovascular, diabetes, digestive, liver and renal disorders, memory deficits, and ophthalmic dysfunctions. Prerequisite is an undergraduate degree completion of a course in human physiology is advisable. Lectures, journal readings, web-enhanced coursework and self-study of recommended resources on dietary and herbal supplements are educational methods used in this course. To be eligible for 2 hours credit the student will complete an investigation of a dietary or herbal supplement and present their findings to classmates online or in person.

DN 881 Introduction to Dietetics and Integrative Medicine (3 credits, available online): Introduction to principles guiding the practice of integrative and functional medical nutrition therapy; clinical application of the nutrition care process (assessing, diagnosing, intervening, monitoring, and evaluating) toward restoring function for an individual client; focusing on the unique nutritional imbalances characteristic of chronic disease pathophysiology; supporting individuals with persistent symptoms; preventing chronic disease. Prerequisites: Introductory genetics, medical nutrition therapy, or consent of instructor. Course offered each year, usually fall.

DN 882 A Nutrition Approach to Inflammation and Immune Regulation (3 credits, available online): Inflammation and immune dysregulation is common in chronic disease. The course presents the integrative medicine approach to identify the underlying causes of inflammatory and immune-related conditions and associated nutritional influences; applies individualized nutritional interventions, as powerful modulators of the pathophysiology of inflammatory and immune responses.

DN 890 Graduate Research (1-3 credits): Individual investigation of special problems in dietetics and nutrition or hospital dietary administration approved by the student's adviser or advisory committee. Investigation involves original research.

DN 980 Nutrigenomics and Nutrigenetics in Health and Disease (3 credits, available online): Nuclear receptors and their mechanisms of action, nutritional control of gene expression and functional genomic studies with relationships to nutrient intake and polymorphisms. Prerequisites: DN 836, 895, 896 or permission of instructor.

MS Thesis versus Non-thesis Option

Students should be in conversation with their Program Director and DN faculty to determine whether they will complete a thesis or non-thesis. The timing of this decision varies by student, depending upon their coursework timetable. Differences in the research experience for the thesis and non-thesis options are outlined below. When the student enrolls for DN 899 Thesis for the first time, the student will be given the booklet entitled “Reference for Thesis Research and Oral Examination” by the research advisor. When the student enrolls in DN 854, the student will be provided with a course syllabus by the research advisor. These documents each provide more details about the processes involved in completing the courses.

DN 899: Thesis

- Time period: Thesis research can be done over a number of semesters (typically takes 3 semesters)
- Scope of research: Thesis research typically involves all aspects of research including a proposal, collection and analysis of data and a thesis.
- Thesis Written document: [Formatting guidelines](#) are provided by Graduate Studies.
- Oral presentation: 30 min presentation to department; 30 min of questions from thesis committee.
- General oral exam: 30 minutes. This exam must occur in the last semester of enrollment and must meet the [academic deadline](#).
- The thesis is [submitted electronically](#).

Generally, a good fit for students who would like to pursue a career in research, have a strong interest in a particular research field, want to conduct their own research, and/or enjoy writing research papers.

DN 854: Special Problems (Non-thesis)

- Time period: The project is generally completed in one or two semesters. After the project proposal is approved by the project committee, students must log 100 hours of work on the project.
- Scope of research: The project may include one or more of the following (or other projects as approved by the advisor/committee):
 - Writing an intensive review of the literature on a given topic with additional requirements other than those of DN 819 Scientific Writing.
 - Participation with a faculty member in the development of a research proposal, manuscript, or grant.
 - Participation with a faculty member in conducting a pilot project.
 - Participation with a faculty member in the design, implementation, or the evaluation of a program in a specialized area of dietetics practice.
 - Collection and/or analysis of data in conjunction with a faculty member engaged in research.
- Written paper: A 4–6-page proposal document followed by a final written document that summarizes the work completed, including a discussion and significance of findings (length determined by advisor based upon scope of project). The proposal and final written document should be sent to the Committee at least 1 week prior to the presentation.
- Oral presentation: 20 min presentation with 10 minutes for Questions and Answers to department/committee. This presentation can occur at any time before the end of

the semester.

- General oral exam: 1 hour. This exam must occur in the last semester of enrollment and must meet the [academic deadline](#).

Generally, a good fit for students who want a thorough but less intensive research project and/or feel passionate about other elective courses.

MS Competencies Used for Oral Exams

The competencies are covered in required and elective coursework. For any competencies not covered by the individual student's coursework program for the MS degree, the student will be expected to gain the knowledge on his/her own by additional coursework, conferences or reading. The competencies are the basis of the MS general oral exam administered by the three faculty members on the student's thesis or non-thesis committee. The oral exam will occur in the last semester of enrollment and will last ½ hour for a thesis student and 1 hour for a non-thesis student.

Upon completion of the MS degree program, graduates will be able to do the following:

I. Research Design and Statistics

- a. Define terms commonly used in research.
- b. Identify and describe the major research designs used in nutrition research.
- c. Describe legislation and institutional procedures that protect human subjects and animals used in research.
- d. Interpret research in nutrition and incorporate appropriate new scientific knowledge into practice.
- e. Participate in a research project.
- f. Define terms commonly used in statistics
- g. Name and describe a set of basic descriptive and inferential statistical tests.

II. Macro and Micronutrients

- a. Describe the process by which the Dietary Reference Intakes are established.
- b. Define the four reference values that are collectively called the Dietary Reference Intakes.
- c. Use the DRI's to assess nutrient intakes of individuals and groups.
- d. For each macronutrient, vitamin and mineral, discuss the major dietary sources, digestion, absorption, metabolism, function, excretion and storage.
- e. For each of the major nutrients, describe the areas of current research and controversies that exist among scientists concerning the results of research.
- f. Define phytochemicals, functional foods and dietary supplements.

III. Evidence-based Nutrition Guidelines

- a. Describe the general process used to develop evidenced-based nutrition guidelines.
- b. Name common published nutrition guidelines established for the maintenance of health and the lowering of risk for developing chronic diseases. Examples include: Dietary Guidelines for Americans, My Plate, and American Cancer Society Dietary Guidelines. Describe the major points in the guidelines and explain how they are related to health and/or disease prevention.

c. Name some common evidenced-based medical nutrition therapy guidelines. Examples include: AND Evidence Analysis Library. Describe the major points in the guidelines and explain how each relates to the treatment of the disease.

IV. Elective Coursework

- a. Meet the objectives/competencies of elective courses taken for the MS degree in nutrition.
- b. Describe how each elective will affect your future work in the area of nutrition.

Curriculum for Dietetic Internship Graduate Certificate Program

The KUMC Dietetic Internship program provides supervised practice experiences that allow the dietetic intern to practice, develop, and apply skills gained in the classroom. The DI allows graduates to meet the supervised practice experience requirements set forth by ACEND. The 16 hours of graduate coursework (8 hours didactic, 8 hours practicum) and a minimum of 1,073 hours of supervised practice experiences included in the program contain the required content to meet the required core competencies for entry-level dietitians. The interplay of experiential and didactic learning provides an opportunity for the development of expertise in dietetics and nutrition.

The DI requires a minimum of 975 hours of supervised practice experiences in the areas of clinical nutrition, food and nutrition management, community nutrition, and practice area of interest (plus additional alternative learning hours). DN 827 Practicum consists of 4 hours during the fall semester and 4 hours during the spring semester. The grading scale for DN 827 Practicum is Satisfactory or Unsatisfactory. For 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. 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 supervised practice facilities to accept dietetic interns varies from semester to semester and year to year.

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 supervised practice experience sites and required meetings. Supervised practice experiences generally take place Tuesday through Friday, usually 32 hours per week, during the fall and spring semester.

In addition to the supervised practice experiences, dietetic interns complete an additional 8 hours of didactic graduate courses as a requirement of the program: Medical Nutrition Therapy I and II (6 hours) and Management in Dietetics and Nutrition I and II (2 hours). These courses are graded using the traditional letter grading scale of A, B, C, D, F and are required for the Graduate Certificate. Classroom work takes place on Mondays. Classes are held at the University of Kansas Medical Center campus located at 3901 Rainbow Boulevard in Kansas City, KS.

Academic Plan for Dietetic Internship Graduate Certificate Program

The following is an outline of the academic plan for the Dietetic Internship Graduate Certificate Track Program (16 credit hours):

Fall Semester 1	Spring Semester 2
<ul style="list-style-type: none"> • DN 825 - MNT 1 (3 credits) • DN 822 -Management I (1 credit) • DN 827 - Practicum (4 credits) 	<ul style="list-style-type: none"> • DN 826 -MNT 2 (3 credits) • DN 823 -Management (1 credit) • DN 827 -Practicum (4 credits)
8 credit hours	8 credit hours

Course Descriptions

DN 822 – Management Dietetics & Nutrition I (1 credit): Managerial skills in health care quality improvement and food service are practiced.

DN 823 – Management Dietetics & Nutrition II (1 credit): Managerial style is related to food policy, financial benchmarking and applied nutrition practice.

DN 825 – Medical Nutrition Therapy I (3 credits): Course content introduces the student into the concepts of an intermediate study of nutritional therapy of disease. Course content includes evidence-based practice in prevention and nutritional management of diseases. Patient assessment and medical chart documentation are covered. Elements of pathology and biochemistry of the nutrition-related problems are integrated into course topics.

DN 826 – Medical Nutrition Therapy II (3 credits): Course content includes current nutrition theory and evidence-based practice in prevention and treatment of disease. Advanced therapies and patient management in nutrition support will be discussed. Course topics include pediatric nutrition, obesity, cardiovascular disease, diabetes, cancer, renal disease, and gastrointestinal diseases.

DN 827 – Practicum in Dietetics and Nutrition (8 total credits): Supervised practice experience for graduate level students to fulfill the requirements for the Dietetic Internship. Experiences take place in hospitals, clinics, community healthcare agencies, and other practice settings in which dietetics and nutrition services are provided.

Supervised Practice Experience Schedule (All Students)

A list of available supervised practice facilities is provided to dietetic interns each semester. The Program Director makes assignments based on needs of preceptors and interests of dietetic interns. She works with dietetic interns to identify other education facilities that are not on the list that assist the dietetic intern in meeting his/her individualized educational and professional goals. Interns submit their top 5 choices for each rotation and the program director then assigns the rotation location.

Supervised Practice Rotations

- Clinical Nutrition I – 200 hours (~6-7 weeks)
- Clinical Nutrition II – 225 hours (~7-8 weeks)
- Clinics (IPE, JayDoc) ~ 30 hours
- Food and Nutrition Management – 200 hours (~6-7 weeks)
- Community Nutrition – 200 hours (~6-7 weeks)

- Practice Area of Interest – 120 hours (~3-4 weeks)*
Total: 975 plus alternative learning experiences**

*For the practice area of interest, you design supervised practice experiences with the preceptors you choose, with the assistance of the Program Director. A minimum of 120 hours is required.

**In addition to the supervised practice hours accumulated through rotations, there will also be hours awarded for alternative learning activities completed during coursework or activities outside regular supervised practice hours to assist in meeting ACEND core competencies. It is estimated that 98 additional hours will be received for these activities.

Total Supervised Practice Hours – 1,073 hours

Requirements for Supervised Practice Rotations

Prior to starting the supervised practice experience rotations, interns are required to submit health and immunization records; proof of health insurance coverage; complete a criminal background check and drug screen; and HIPAA, safety, and other training at KUMC. Dietetic interns should be prepared to provide proof of this information to preceptors. Some facilities may have other requirements that must be fulfilled prior to starting a rotation (i.e., additional drug screening/background checks, CPR training). Any expenses incurred for these services are the responsibility of the intern.

Supervised Practice Facilities

All supervised practice sites must have a signed Affiliation Agreement prior to the intern starting their rotation experiences. The Affiliation Agreement delineates the rights and responsibilities of both the University of Kansas Medical Center and the affiliating organization. Agreements must be signed by the Dean of the School of Health Professions at KUMC and an individual with appropriate institutionally assigned authority at the affiliating organization. The Program Director maintains the Affiliation Agreements and initiates a new agreement when an agreement is scheduled to expire.

Policy of Replacement of Employees

We are committed to ensuring our interns receive the education and training necessary to become competent, entry-level registered dietitian nutritionists. Thus, it is our policy that interns are not to be used to replace employees. At the end of the clinical rotation, the intern will complete staff relief. Staff relief does not replace the dietitian. The dietitian is still required to provide intern supervision and to co-sign notes. If an intern feels that they are being used to fill in for other employees on a regular basis, please report this to the Program Director.

Equitable Treatment of Students

The KUMC Dietetic Internship program is committed to cultivating multiculturalism in our students. Faculty and preceptors are required to complete non-discrimination training as required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Should you have concerns throughout the program or feel you have not been treated fairly, please contact the Program Director.

Supervised Practice Documentation for Hours Completed

Dietetic interns will document supervised practice hours via the Trajecsys online record keeping system and these hours must be approved by the preceptor working with the intern. In addition to supervised practice hours conducted in the professional work setting, there will be times when interns will receive hours for completion of simulation, case studies, and role-playing activities. The Program Director will inform interns of how many hours are awarded for these activities and whether the program GTA will log these hours or if

and when these hours should be recorded by the intern. These activities are above and beyond those assigned for the required supervised practice experience rotations. No hours are awarded for prior learning or experience.

Supervised Practice Performance Evaluations

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 3-4 weeks and at the end of supervised practice experiences. The evaluations may be more frequent, if desired by the preceptor. Evaluations monitor both clinical competence as well as professional and ethical behaviors. These evaluations will be submitted electronically through Trajecsys. Dietetic interns meet with preceptors to discuss performance evaluations. Initial evaluations provide formative feedback to help guide expectations for learning/performance that needs to occur prior to the completion of the rotation. Should the intern have concerns with their ability to meet these expectations, they should reach out the Program Director to discuss these concerns and a plan for how to successfully complete the rotation.

Supervised Practice Project Evaluations

To assist with the fulfillment of the ACEND core competencies, projects are assigned within each of the core supervised practice rotations to ensure that all interns receive these learning opportunities. It is the responsibility of the dietetic intern to work with the preceptor and ensure these projects are completed and evaluated. If you have concerns about whether a project can be completed at a site, please contact the Program Director. The project instructions outline which core competencies are being addressed/assessed within the project and specifically note the competencies that are used as the final competency assessment. For those competencies that are used as the final assessment, interns must score a 3 or higher on the average score for the competency. If a passing score is not achieved, the intern should receive feedback and they will need to repeat that portion of the project and be reevaluated until a passing score is achieved. If a passing score is not achieved, the Program Director will work with the intern to identify the area of deficiency and come up with a plan or alternative activity, and remediation as necessary, until a passing score is achieved.

Other Evaluations of Intern Performance

Course homework, simulations, presentations, and exams are other methods used to assess the dietetic intern's performance. Details about these evaluation methods are outlined in the various course syllabi. Course syllabi outline which ACEND competencies are addressed within the course and specifically outline whether these competencies are used as the final assessment for a competency (and the required score to pass the competency). Should an intern not earn a passing score on a project/assignment associated with a final competency assessment, the intern will be asked to address feedback from the area identified as a deficiency and resubmit for evaluation. The initial grade assigned for the project will be used for the course grade.

Intern Evaluation of Supervised Practice Experience, Coursework and Program

Dietetic interns are asked to evaluate each course, supervised practice experience, and the overall internship program. The KUMC program director, faculty, and staff provide the forms and online surveys to complete these evaluations. This feedback is important for program improvement.

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. All dietetic interns are required to obtain Student Membership in the Academy of Nutrition and Dietetics (AND). Benefits of student membership include access to AND resources, access to the Journal of the Academy of Dietetics and Nutrition, and member rates for products and meeting fees. Membership in the Academy automatically grants membership to the Kansas Academy of Nutrition and Dietetics (or other state affiliate where the student resides). Interns will be required to provide the Program Director with proof of student membership.

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

Many seminars are available at KUMC each week and are announced via the Weekly Academic Calendar and e-mail. These seminars are open to students, faculty and staff from all departments. These seminars are an opportunity to observe an interdisciplinary approach to research and to the prevention and treatment of disease. Students are expected to read these announcements and to attend ones that augment their life-long learning goals. As a bonus, a few seminars provide free lunches! Seminars can be located on the KUMC calendar at <http://www.kumc.edu/events-calendar.html>.

JayDoc Free Clinic

JayDoc Free Clinic is an interdisciplinary, student-run clinic for uninsured individuals in Kansas City. Dietetic interns are required to work at JayDoc throughout the dietetic internship program. Dr. Goetz will let you know the required number of sessions. This service will provide valuable experience providing preventive nutrition counseling in a primary care setting. Each month, dietetic interns sign up for a clinic night in the following month using the JayDoc volunteer website (<https://jaydoc-4412a.web.app>). At the clinic, interns are expected to check in with a nutrition co-director upon arrival. Dietetic interns may count these hours towards practicum supervised practice experiences, including any additional nights that they wish to volunteer.

The Co-Directors will let dietetic interns know what time they should arrive at the clinic. Dress is business casual and students should wear their KU student name badge. Each dietetic intern fills out one patient checklist per patient counseled. All patient checklists are to be turned into the nutrition co-director at the end of the night or placed in a designated folder at the clinic. If a dietetic intern is unable to attend the night she/he signed up for, she/he must arrange with another dietetic intern to switch nights and notify Kristen Anthamatten (kanthamatten@kumc.edu) and Molly Fain (mfain3@kumc.edu) the Nutrition Co-Directors for JayDoc.

Interprofessional Teaching Clinics

During the semester that the dietetic intern completes the Clinical Nutrition rotation, she/he will be required to complete two half days each within the Team-Based Teaching Clinic (TBTC; formerly called Interprofessional Teaching Clinic) and Geriatric Interprofessional Assessment Clinic (GIAC). Interns will be assigned two consecutive Wednesday afternoons to participate in GIAC and two consecutive Tuesday mornings for TBTC (unless a different schedule is requested by the preceptor). Interns are required to submit a reflection paper on their experience. Additional information will be provided during the internship orientation and within Blackboard. You can also visit the TBTC website located at: <https://www.kumc.edu/school-of-medicine/academics/departments/family-medicine-and-community-health/academics/undergraduate-medical-education/iptc-interprofessional-teaching-clinic.html>

Professional Conduct – Code of Ethics

You are required to read and comply with the professional conduct guidelines outlined in the *Code of Ethics*

for the Dietetic Profession at [Commission on Dietetic Registration \(cdrnet.org\)](http://Commission on Dietetic Registration (cdrnet.org)). As dietetic interns relate with 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 students 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 should be professional and appropriate to the healthcare and business setting. Students 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.

Standards of Dress and Appearance

Dietetic interns are required to be neat, clean, and appropriately dressed when reporting to classes, rotations, and professional gatherings. Whether on campus, in the supervised practice 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. For classes and events outside supervised practice hours, dress appropriately for the occasion. Dress should be professional if giving a presentation. For supervised practice experience, students are expected to conform to the dress requirements of the facility. Interpretation of appropriate dress rests with the preceptor. If you are inappropriately dressed, you may be dismissed for the day and required to make up hours missed.

Lab Coats: White lab coats or scrubs may or may not be required, depending on the facility. Some hospitals require lab coats or scrubs, whereas community sites may not require them. It is your responsibility to purchase a lab coat or scrubs if it is required at a supervised practice site.

KUMC ID Badge: Students are required to have a KUMC ID badge for access to campus resources and for supervised practice experiences. You obtain a KUMC ID badge by setting an appointment or if possible, the program director may arrange for a group appointment during orientation. The email is UniversityIDBadge@kumc.edu. Badges are issued in the campus badge office located in DELP F G079.

Shoes: Shoes should be closed toed and clean appearing. Flip-flops are not permitted. Slip resistant soles on shoes are required in food service areas.

Jewelry: Jewelry should be kept to a minimum and may be deemed unsafe for certain settings. Generally, jewelry should be restricted to a wristwatch, wedding rings, and earrings when working in food service areas. Preceptors may have additional restrictions on jewelry.

Piercings and Tattoos: Visible body stud jewelry (rings or studs in the nose, tongue, lips or eyebrow) is generally not allowed during supervised practice rotations, please check with your preceptor. Efforts should be made to conceal or cover tattoos during rotations, when possible.

Cosmetics and Nails: Makeup should be applied conservatively. Colognes and perfumes should be lightly applied and light in scent (if worn). Nails should be conservative in length and neatly manicured. Nail polish must be conservative and not chipped. Artificial nails (tips, overlays, wraps, etc.) may not be allowed due to safety concerns, please check with your preceptor. Preceptors may also have additional restrictions.

Hair: Hair should be 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 hair and beards are required.

Classwork Expectations

Students/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 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. This includes use of artificial intelligence (AI) technologies in written or other assignments without attribution or citation. 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 member 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 [Student Handbook \(kumc.edu\)](http://kumc.edu).

Attendance

It is expected by faculty that students attend classes. **You are required to call and/or email 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.

You will complete scheduled supervised practice experience hours. If you have extenuating circumstances or illnesses that prevent participation in scheduled experiences, **you are required to contact the preceptor at the supervised practice site AND the Program Director 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 will complete hours missed from supervised practice experiences. You will be responsible for making arrangements with the preceptor to make up absences.

Vacations and Holidays

The Dual MS/Dietetic Internship program will follow the KUMC academic calendar. Students completing the DI Graduate Certificate program will follow the KUMC academic calendar with some minor exceptions. DI Certificate students will have a reduced winter and spring break to allow for completion of supervised practice hours within the reduced 2 semester time frame. Students in both tracks will be given a detailed calendar that will outline the designated breaks. Please note that should an intern need to makeup missed supervised practice hours or need additional time to meet required competencies, he/she may be required to complete supervised practice hours during university designated breaks.

A student 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 are still required to complete all 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 should discuss requests in advance with the faculty, preceptors, and program director. They will review the request, and, if approval is granted, you will be required to make up all of the missed work later.

Hazardous Weather Policy and Communication

The Office of the Chancellor or Vice-Chancellor provides official notice about cancelled classes for the University of Kansas Medical Center. In the event of hazardous weather, check the local news media (Fox 4, KCTV5 and/or KMBC 9) to see if KUMC has cancelled classes for the day and check university email for a broadcast email on hazardous weather cancellations. You can also call 913-588-INFO for a recorded announcement. If KUMC cancels classes, you do not report to classes or supervised practice experiences. Hours may need to be made up at a later date if the intern has not accrued extra hours (all interns must accumulate a minimum of 1,000 hours of supervised practice experience from rotations).

If classes are not cancelled due to hazardous weather, but the student/intern does not feel safe driving to the site, he/she should contact the preceptor by phone as well as the DI Program Director by email at the beginning of the scheduled workday to report the absence. In this case, the student completes the missed work hours later if KUMC did not cancel classes for the day. Discuss hazardous weather plans with your preceptor before it happens so you know what to do. At some sites, staff may be willing to pick you up and bring you to work when the weather is hazardous as they need your help.

Emergency Communications on Campus

The campus utilizes the Rave Text Messaging system to send updated information in emergency situations. Students should be automatically opted in to receive messages, but confirmation or changes can be made through the Enroll & Pay system.

Injury or Exposure while Working in a Supervised Practice 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 should 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.

Computer Skills and Recommended Devices

It will be expected that the students can properly use email and software programs for word processing, presentations, searches of biomedical literature and data management. Both instructor-led and web-based courses are offered at KUMC without charge to employees and students. Students who need a computer class on a particular topic will be expected to search out the appropriate computer training. More information can be found here: <http://www.kumc.edu/information-resources.html>

The School of Health Professions supports either Windows 10-based computers or Apple/Mac computers. **You will not be able to complete your coursework using any of the following as your primary computing device: iPad, Chromebook, Netbook, Linux-based computer, Android tablet, or any type of smartphone. These non-computer devices will not be allowed for non-proctored remote or online testing.**

Students will be responsible for having a working device that meets the minimum requirements. Our curriculum incorporates the following tasks:

- *Accessing and downloading course files (e.g., documents, presentations, videos, etc.)*
- *Uploading assignment files (e.g., documents, presentations, videos, etc.)*
- *Taking Quizzes and Exams*
- *Posting to Discussion Boards*
- *Accessing resources through different browsers*
- *Taking notes/annotating resources*
- *Presenting student created files/media through a data projector. Our lecture halls and classrooms are equipped with Windows PCs for use by presenters.*
- *Use of a functioning microphone and camera*
- *Course-or program-related meetings using applications requiring audio and video (e.g., Microsoft Teams and Zoom)*
- *Use of non-KUMC online learning resources*
- *Accessing the internet*
- *Downloading and utilizing charting software for Interprofessional Teaching Clinics*

It is the student's responsibility to maintain a backup of all work. We strongly suggest an online backup service (i.e., OneDrive) or, at a minimum, utilizing an external hard drive.

Below is a guide to assist you with deciding what type of computer to use as a student along with suggestions for software that will be used.

Please click on this link for a list of acceptable devices and necessary software specifications needed to complete coursework in this program: [Student Computer Requirements](#)

Computer Support and Resources

Students can receive support for basic computing issues related to their academic work from the KUMC

Information Technology Services customer support. Appointments are available in G110 Delp. The support desk may also be reached by phone at 913-945-9999 option 2, or [online](#).

Students may explore possible options for financial support in purchasing a computer for learning by contacting the [Office of Student Financial Aid](#).

Intern Identify Verification – Distance Coursework

To ensure the integrity and security of our program, all interns requiring access to online resources or courses must first obtain a university digital ID. This digital ID is issued by our Identity Management department, which is responsible for certifying the identity of all individuals granted system accounts. The process involves rigorous verification to confirm the authenticity of each intern's identity, ensuring that only authorized individuals can access our digital resources. This measure is essential for maintaining the highest standards of security and accountability within our program.

Library Skills

The graduate student will be expected to know how to find academic resources in KUMC Dykes Library and to do a computerized search of the biomedical literature. The Dykes Library website is: <https://www.kumc.edu/dykes-library.html>. On-line tutorials and information about classes for PubMed, EndNote and other databases are available at the library website. Classes are free to KUMC employees and students and are available many different days and times.

Estimated Program Costs for Dual MS/Dietetic Internship Program

KU Registrar web site lists the comprehensive fee schedule for 2024-2025. [Comprehensive Tuition & Fee Schedule | Office of the University Registrar \(ku.edu\)](#)

KUMC web site for Office of the Registrar is also a resource for program costs.

<https://www.kumc.edu/academic-and-student-affairs/departments/registrars-office/tuition-and-fees.html>

Estimated Tuition and Campus Fees: 38 graduate credit hours: 5 semesters - fall 2024, spring 2025, summer 2025, fall 2025, and spring 2026.

Estimated Expenses 2023-2025	KS Resident	Non-Resident
Tuition for 38 credit hours*	\$18,193	\$36,727
Campus Fees*	\$1,702	\$1,702
Total	\$19,894	\$38,429

Additional Expenses for Students (may vary significantly; amounts are listed for 2-year program)

	Estimated Expense
Books & Supplies**	~\$1000
Living Expenses**	\$38,600
Miscellaneous Personal**	\$10,504
Transportation**	\$3,608

**Estimated cost obtained from the 2024-2025 Financial Aid full-time graduate student budget document

Additional Fees

	Fee
DICAS Online Application Fee	\$50 (\$25 each additional program)
KUMC Graduate Studies Application Fee	\$75
Background Check	\$39
Drug Screening	\$52
Hepatitis B (3 shot series)	~\$120
Academy of Nutrition and Dietetics Student Membership	\$58
Conference Registration Fees (not required)	~\$250

Estimated Program Costs for Dietetic Internship Graduate Certificate

KU Registrar web site lists the comprehensive fee schedule for 2024-2025. [On-Campus Tuition & Fees | Office of the University Registrar \(ku.edu\)](#)

KUMC web site for Office of the Registrar is also a resource for program costs. [Student Budgets \(kumc.edu\)](#)

Estimated Tuition and Campus Fees: 16 graduate credit hours: 2 semesters - fall 2024 and spring 2025.

	KS Resident	Non-Resident
Tuition for 16 credit hours*	\$7,323	\$17,208
Campus Fees*	\$851	\$851
Total	\$8,174	\$18,059

Additional Expenses for Students (may vary significantly)

	Estimated Expense
Books & Supplies**	\$600
Living Expenses**	\$17,370
Personal**	\$4,743
Transportation**	\$2,952

***Estimated cost obtained from the 2024-2025 Financial Aid full-time graduate student budget document*

Additional Fees

	Fee
DICAS Online Application Fee	\$50
Computer Matching Fee (D&D Digital)	\$65
KUMC Graduate Studies Application Fee	\$75
Background Check	\$39
Drug Screening	\$52
Hepatitis B (3 shot series)	~\$120
Academy of Nutrition and Dietetics Student Membership	\$58
Conference Registration Fees (not required)	~\$250

Transportation and Housing Expenses and Liability

It is necessary that you have a reliable mode of transportation to classes, supervised practice experiences, and meetings. There may be times during the program when you are required to travel outside of the Kansas City metropolitan area in order to complete educational and/or 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 or events. You may have extra housing or lodging expenses if working at a site or attending meetings outside of the metropolitan area.

Outside Employment

Students who assume outside employment to support themselves during the time when supervised practice experiences occur 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. However, we understand that employment may be necessary. 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 daytime hours on Mondays through Fridays during the semester (semesters 1 and 2, both program tracks). 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 will discuss their concerns with you. You are required to 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.

Supervised Practice Compensation

Interns are not compensated for their supervised practice experience hours. However, if the opportunity presents itself during the practice area of interest rotation, interns may accept a stipend or hourly wage (i.e., working on project that offers a stipend, completing hours at a place where currently employed). This will be at the discretion of the DI program director and the intern must clearly demonstrate within the Step 1 Learning Plan how the goals/learning needs selected for the rotation will build upon their current knowledge and/or skills. The Program Director must review and approve this plan.

Scholarships

Scholarships are available annually from the Academy of Nutrition and Dietetics Foundation (ANDF), and the Kansas and other state and district dietetic associations. Applications for scholarships are usually announced in December and due in February. Web sites to find information are:

<http://www.eatrightfoundation.org/Foundation/scholarships/>; <http://www.eatrightks.org/>. The Program Director will also post notices regarding scholarship opportunities within the DN 827 practicum blackboard course.

The Department of Dietetics and Nutrition provides scholarships and awards for students in Dietetics and Nutrition that include the Sevie Nelson, Marian Boelte, Ruth Gordon, Pete Beyer, Marilyn & Luke Lucas, and Rowena Sherrill Awards/Scholarships. You will receive information about how to apply for scholarships and awards from the department staff if you are eligible.

MS Student Assistantships

Graduate Teaching Assistantships and Research Assistantships are available through the Department of Dietetics & Nutrition on a semester-by-semester basis (this typically occurs for Dual MS/DI students during semesters 4 and 5 but could also include semester 3). The time commitments and wages vary. Please note that Graduate Studies requires that you be enrolled in 6 credits hours during fall/spring semesters and 3 credit hours for summer semester in order to be eligible for a GTA/GRA position.

Availability of assistantships will be announced to Dual MS/DI students during the second semester of enrollment (spring 2025 semester). Competition for assistantships exists. Criteria and terms of the assistantships will be announced when availability of assistantships is announced.

Occasionally, circumstances arise in which a student must discontinue an assistantship, which will have impact upon the faculty/staff member directing the assistantship and also means losing whatever tuition reduction the assistantship carried. This decision needs to be made under the advisement of the faculty/staff member directing the assistantship as soon as possible in order that another student can be hired and receive the tuition reduction (if applicable). Please consult with Graduate Studies for more information regarding tuition: <http://catalog.ku.edu/graduate-studies/kumc/#gtgratext> .

MS Student Assistantship Policies

- a. See the Graduate Studies principles concerning assistantships: <https://catalog.ku.edu/graduate-studies/kumc/#gtgratext>
- b. Time Commitment: A student is hired for a specified percent full time equivalent (%FTE), and the number of average hours worked per week must be proportional to the appointment percentage. These are salary positions and thus students are expected to work during breaks (see banked hours policy below). **Time spent on thesis or non-thesis projects does not count toward the GRA/GTA appointment.**
- c. GRA/GTA Work versus MS Research: If a faculty member is both the faculty employer and the faculty research advisor for a student, the hours the student spends for work and research are to be counted separately. In fairness to all assistants, those who have the same faculty employer and research advisor should not work less total hours than a student employee who works for one faculty member and is advised by another for MS research.
- d. Assignments: The department chair will decide on the faculty member with whom each graduate teaching assistant (GTA) will primarily work and how the work hours will be distributed if the student is working for more than one faculty member. Occasionally, a GTA will be asked to do an assignment for the department or a faculty member other than the one to whom s/he is usually assigned. If a GTA is not given enough work to do, s/he should ask the faculty employer for more work. If the faculty employer does not have an assignment, the administrative assistant (Erica Williams-ewilliams26@kucm.edu) or MS Director can be consulted.
- e. Work Schedule: The student will meet with the faculty employer by the first week of school to determine the types of assignments, work site and work schedule.
- f. Additional Employment: Before arranging for a second position, the student **must** work out with the faculty employer the compatibility of the work schedules.
- g. Time Sheets: The graduate student employees will keep track of work hours on a time sheet. The time sheets have columns for GTA/GRA work hours and for the student research project on which the student worked. This record keeping will protect the student and help the advisor see how much time his/her assignments require. At the end of each pay period the faculty advisor/ faculty employer will be given the time sheet by the advisee/employee for approval.
- h. GRA/GTA Banked Hours: It is possible for the graduate student employee to “bank” hours by working extra hours per week during school vacations or in weeks when the student can. To avoid having

banked hours get out of hand, students will be able to bank two weeks of hours at their own discretion. Additional banked hours will need to be approved in writing by the faculty employer. A copy of the approval needs to be given to the Administrative Assistant so that she can appropriately manage payroll.

- i. **Transportation and Lunch:** Time spent for transportation and lunch do not count as work time on a routine basis. There may be an occasional exception. For example, travel time might be paid time if a student has to go to a second work site during the workday or if the work site is outside the Greater Kansas City Area. Another exception might be if the meal is a “working” meal. The faculty employer will decide if transportation time or meal can be counted as work time for a particular assignment.

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, you should communicate changes to the department staff, faculty, and preceptors as soon as possible.

Departmental Facilities

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 where there are student mailboxes, computers, worktables and a 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.

Departmental Communication

For routine communications, the DN Department will communicate with students via email or individual mailboxes in the D&N student room. It is important that you check your mailbox in the student room weekly during the semester. **Students are expected to check their KUMC email daily.** Do not delete email messages from KUMC or the department without reading them first.

KUMC email is available through the KUMC Outlook Web App from computers outside KUMC. For some classes, instructors may require more frequent checking of communication systems. Please note and follow Information Resources policies for syncing email on a phone App.

For some communications, the department may need to use your home or cell phone or home mailing address. Therefore, we ask you to keep us informed of changes in address or phone numbers.

If you need to print or photocopy materials, you should not use the departmental photocopy machines for printing or copying unless it is with the authorization of faculty or staff. Students can print or copy documents at Dyke’s Library or the HEB for free (up to \$20/semester; see the following link for additional details: <http://dykeslibrary.blogspot.com/2017/05/update-on-student-printing.html>).

DN 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 should make appointments with faculty through the faculty member or leave a message (voice mail or email). If you have difficulties contacting a faculty member, please 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 Program Director or 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.

The table below provides contact information for the DN Faculty:

Name	Office	Phone (913)	E-mail
Goetz, Jeannine PhD, RD, LD Associate Professor MS/DI Program Director GPIDEA Program Director DIM Certificate Program Director	G027B DELP	588-1449	jgoetz@kumc.edu
Gibbs, Heather PhD, RD, LD Assistant Dean of Student Affairs Associate Professor	G027D DELP	945-9138	hgibbs@kumc.edu
Hull, Holly PhD Professor	G027A DELP	588-5358	hhull@kumc.edu
Anna Arthur, PhD, RD Assistant Professor PhD Program Director	G027C DELP	945-7079	aarthur4@kumc.edu
Carbuhn, Aaron PhD, RD Assistant Professor	G021 DELP	945-9601	acarbuhn2@kumc.edu
Carlson, Susan PhD A.J. Rice Endowed Professor Distinguished University Professor	G037E DELP	588-5359	scarlson@kumc.edu
Felicia Steger, PhD, RD Research Assistant Professor	Wescoc Pavilion	945-8182	fsteger@kumc.edu
Christifano, Danielle, PhD Research Assistant Professor	G037C DELP	588-3140	dchristifano@kumc.edu
Swarna Mandali, PhD, RD, LD Clinical Professor DCN Program Director	G037D DELP	945-6635	smandali@kumc.edu
Lindsey Thompson, PhD, RD, LD Clinical Assistant Professor	G037C DELP		lthompson4@kumc.edu

Sullivan, Debra PhD, RD Midwest Dairy Endowed Professor of Clinical Nutrition Department Chair	G025 DELP	588-5357	dsulliva@kumc.edu
Taylor, Matthew PhD, RD Assistant Professor	G037A DELP	588-5363	Mtaylor3@kumc.edu
Erica Williams Administrative Assistant	Main Office: G020 DELP	588-5355	ewilliams26@kumc.edu

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 (and MS program). You should review your plan of study using the “Academic Plan” during the first semester of graduate work. Your academic progress is reviewed and documented in the KU Advising Tool under the [myKUMC](#) intranet. The Program Director will advise on which courses should be taken each semester. During the final semester (spring – DI Graduate Certificate, spring (semester 5) – Dual MS/DI), the program director will assist you with the application for approval to take the Registration Examination for Dietitians upon completion of the program.

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 (see [COUNSELING & EDUCATIONAL SUPPORT SERVICES](#) section).

Prior Learning/Competence and Transfer Credit

The University of Kansas Medical Center does not grant exemption from dietetic internship supervised practice experiences or graduate coursework for prior education or employment experiences. The University will allow up to 6 credit hours of comparable graduate coursework to transfer for completion of the MS degree (at the discretion of the program). The University does not accept transfer credit for the graduate coursework required for the Graduate Certificate Dietetic Internship program.

Progress in Program – Academic Probation

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 (8 credit hours). The Program Director will monitor supervised practice evaluations to ensure that the intern is satisfactorily meeting the required competencies and maintaining professional and ethical behavior. Should issues arise, the Program Director will schedule a meeting with the intern for further discussion and counseling (see [RETENTION AND REMEDIATION PROCEDURES](#) section).

Only courses graded “A”, “B”, or “C” count toward graduate credit for a Master of Science degree (30 credit hours) or towards the Graduate Certificate (8 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. If a student’s GPA falls below 3.0, s/he will be placed on probation by the Dean of Graduate Studies and will have **one** semester to raise it to a 3.00. If the student is unable to raise their GPA to at least a 3.0, the student will not be permitted to re-enroll in graduate work unless the Dean of Graduate Studies acts favorably on a departmental recommendation for the student to continue study.

Program Time Limitations/Leave of Absence

Dual MS/Dietetic interns are required to complete the program within 7 years of beginning the program. DI Graduate Certificate students are required to complete the program within 4 years of beginning the program. If a student starts 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 student documents the absence request in writing and submits it to the Program Director. The Program Director then reviews the request, and if it is approved, a student's spot for supervised experience is typically reserved for up to one year but could be extended longer based upon extenuating circumstance.

During a leave of absence, students are not considered officially enrolled and are not reported to lenders as being on a leave of absence. If students take a leave of absence, they will not be eligible to enroll without completing a reactivation form (<https://apps.kumc.edu/reactivationform/>).

The following checklist should be consulted when considering a LOA:

1. Contact Student Financial Aid to:
 - a. Ask about contacting lenders,
 - b. Ask about possible need to repay financial aid for the current semester,
 - c. Ask about load deferments.
2. Contact the Associate Registrar to:
 - a. Check to see how current fees will be handled. Refunds may go to financial aid.
 - b. Check about retaining residency for fee purposes. If you are not enrolled at the University of Kansas and move outside the State for the period of the leave of absence, in all likelihood you will lose your residency status.
3. Health Insurance – Ask how it is possible to remain on the student health plan.

The Office of Graduate Studies Request for Leave of Absence checklist is found here: https://www.kumc.edu/documents/gradstudy/LOA%20Checklist_SHP.pdf.

When the student is ready to resume the program, they must notify the Program Director. If the student still needs to complete supervised practice experience hours, the Program Director will make an effort to find new placement for the student according to their desired timeframe; however, this will be dependent upon availability of rotation sites.

Students returning from a LOA must complete the form linked here to be approved for enrollment in coursework: https://www.kumc.edu/documents/gradstudy/LOA%20Return%20Form_SHP.pdf. Please note, students who were granted a medical LOA must provide a letter from the physician stating the problem for which leave was granted has been resolved and the student is ready to resume graduate work.

Retention and Remediation Procedures

Supervised Practice Experience:

Should a preceptor identify that a dietetic intern is not performing in a satisfactory manner, the following sequence of remediation procedures will be initiated:

1. If a preceptor at a supervised practice site judges that an intern's performance is not satisfactory, the preceptor will provide the intern with constructive feedback regarding the unsatisfactory performance along with suggestions for improvement.

2. If the intern's performance does not improve within the specified time period, the preceptor will then notify the Program Director regarding these concerns.
3. The Program Director will then convene a meeting that includes the program director, preceptor, and the intern. The student will be counseled regarding the shortcoming/issues and a written plan for improvement identifying the specific knowledge and skills that must be satisfactorily demonstrated and the expected time frame for completion of this improvement plan will be developed. Once agreed upon, this document will be signed by all parties involved.
4. If a student is still unable to improve their performance to a satisfactory level within the noted timeframe, the Program Director will explore tutorial support and/or remedial instruction opportunities for the student.
5. If performance improves to an acceptable level during this time period, the intern will be allowed to continue with the internship program.
6. If the student is still unable to improve performance to a satisfactory level based upon the written and signed plan, the Program Director will convene a Department Committee consisting of the Program Director and 2 faculty members to determine further action (placement at another rotation facility, removal from program, etc.) dependent upon the areas of concern. If the student is unable to meet these expectations and is removed from the program, they will be counseled into career paths that are appropriate to their ability.

Academic Coursework:

Students must receive a "C" or higher (or satisfactory for satisfactory/unsatisfactory coursework) in coursework and maintain a cumulative GPA of at least a 3.0 or higher. To help with early identification of potential concerns, students receiving a "C" in any course will meet with the Program Director to discuss factors that led to the grade and to determine remediation/resources that may be needed to help address identified challenges. Should a student fall below the required GPA requirement and be placed on academic probation, the Program Director will meet with the student to devise a plan for what will be required for the student to get off probation. This will include frequent progress follow-up meetings to ensure the student remains on track and further advisement can be provided as needed. If the student prefers to hold off on completing supervised practice experiences to focus on coursework, rotations may be paused for up to one year (program director will place student in rotation as able once ready to return to supervised practice experience). If the student is unable to successfully achieve a 3.0 and get off academic probation, they will be counseled regarding other potential career path opportunities.

Non-Academic Related Issues:

If the student is completing the Dual MS/DI program and the concern raised is non-academic related (i.e., unethical behavior, substance abuse, etc.), a committee consisting of the Program Director, Department Chair, and one additional faculty member will be convened to review the concerns and to determine appropriate sanctions.

Depending upon the severity of the issue the following sanctions may occur:

1. Warning: A formal written warning for the student's acknowledgment and signature; the signed warning to be placed in the student's department or program record.
2. Probation: Probationary status imposed with or without restrictions for a definite period of time not to exceed one calendar year. A student is subject to suspension or dismissal if involved in any academic or non-academic misconduct, including violations of the terms of the probation, while on probation.

3. Suspension: Involuntary separation of the student from the university for a definite period of time after which the student is eligible to return. The student is subject to immediate dismissal if involved in any subsequent act of misconduct after the suspension has been imposed and/or lifted.
4. Dismissal: Involuntary separation of the student from the University. The student will be counseled regarding other potential career path opportunities.

Due Process

“Due process” relates to the safeguards in place to ensure that students receive fair and impartial treatment. Should faculty have concerns with a student in their class, they are expected to deal directly with the student. Course materials, such as the syllabus, outline these expectations and consequences.

The Program has policies and resources to address situations of academic or non-academic misconduct and to provide for due process when the situation is not resolved with the faculty.

Withdrawal from a Course and Tuition Refund

Students who are considering withdrawing from one or more courses must contact the Program Director since this decision may have significant consequences. The Program Director will assist the student in deciding how to proceed. Withdrawal from a course will delay a student’s timeline for program completion.

If the student decides to request a *withdrawal*, he/she must submit this request in writing to the Program Director. The request must include:

- The course(s) from which the student is requesting a withdrawal,
- The reason(s) for the withdrawal request, and
- The student's proposed plan for completing the course and the program.

The Program Director will consider each request for withdrawal on a case-by-case basis and determine whether and how the student may proceed in the program.

- When a student withdraws from a course, the point of the semester in which the student withdraws will determine the notation on the transcript (i.e., W for withdrawal, letter grade, or no class notation recorded).
- Students must officially drop or withdraw from classes. Non-attendance does not constitute a drop or withdrawal. Individual classes may be dropped online via [Enroll and Pay](#). Please note the academic calendar for drop dates and refund rates (<https://www.kumc.edu/academic-and-student-affairs/departments/registrars-office/academic-calendar.html>).
- Students should be aware a withdrawal may reduce or change eligibility for financial aid.

At the discretion of the department, excessive withdrawals from coursework will constitute inadequate progress toward degree completion and dismissal from the program. Withdrawals are considered excessive if they exceed the following limits:

1. A student may withdraw from a course one time only. Students may not withdraw from any course a second time and remain in the program.
2. During a student’s progress to degree, s/he may withdraw from courses up to 3 times in total while still remaining in the program.

Grievance Procedures/ACEND Complaint Procedures

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. The school follows established procedures for grievances, which can be found in [Graduate Studies and School of Health Professions Handbooks](#).

Students are advised to submit written complaints related to program noncompliance with ACEND accreditation standards directly to ACEND only after all other options with the program and institution have been exhausted. The address and phone number of ACEND is 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; 800-877-1600, extension 5400.

The program director maintains written documentation of student complaints and outcomes in the student's departmental file and in the web-based KU Advising Tool.

Student Ombudsman

The role of the ombudsman is to investigate and facilitate resolution of allegations by any student of perceived unfair, inappropriate, discriminating or harassing treatment (behavior) by faculty, staff, administrators or fellow students. The ombudsman is an impartial party and a safe place for students to be heard and to receive impartial attention without fear of loss of privacy. The Student Ombudsman office is located on the 5th floor of Wescoe and can be reached at 913.588.4698. More information can be found here: <https://www.kumc.edu/academic-and-student-affairs/student-resources/student-ombudsman.html>

Disciplinary and Termination Procedures

Disciplinary and termination procedures can be found within the "Actions related to Academic and Nonacademic Misconduct" section of the School of Health Professions student handbook. These procedures can be found at: <https://www.kumc.edu/school-of-health-professions/academics/student-handbook.html>

Students in this program may be dismissed if any of the following occur:

- The student who is on academic probation fails to raise their cumulative graduate GPA to 3.0 or above.
- A student on disciplinary probation exhibits recurrent or other behaviors that require a second disciplinary action.

Withdrawal from the Program

Occasionally extraordinary personal or medical circumstances, or a change in career direction, may lead a student to question whether to continue in the program. If this occurs, the student must meet with the Program Director and develop a plan about whether to continue.

When a student withdraws from the program (*i.e.*, drops all courses), the point of the semester in which the student withdraws will determine the notation on the transcript (*i.e.*, W for withdrawal, letter grade, or no class notation recorded). For specific dates regarding what is noted on the student transcripts please visit the [Change Enrollment \(kumc.edu\)](#).

Procedures for withdrawal from the Dietetic Internship program:

- The student must submit a letter to the Department Chairperson and Program Director stating that he/she is withdrawing and why.
- The student must inform the KU Medical Center [Registrar's Office](#) that he/she is withdrawing, and then complete a withdrawal notice.
- The Program Director will record a copy of the withdrawal in the student's academic file.

Readmission Policy

Students who have withdrawn from the program may be considered for readmission to the program during subsequent internship matching rounds. The student will be required to complete the full application process and will receive the same considerations as other applicants.

Release of Student Information/Access to Student Records

The University of Kansas Medical Center adheres to a policy of compliance with the Family Educational Rights and Privacy Act (FERPA). Students have four primary rights under FERPA including the right to: 1) inspect their education records, 2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, 3) seek correction of their records to prevent inaccurate or misleading information, and 4) file a complaint with the U.S. Department of Education if they feel their rights have been violated.

Student files are kept within a locked file cabinet within the Dietetics and Nutrition Department. These files contain: original application, transcripts, verification statements, and other correspondence or disciplinary information. 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 FERPA. Additional information related to the Student Records Policy can be located at: <http://policy.ku.edu/registrar/student-record-policy>.

Program Completion Requirements and Information

DI Program Pre- and Post- Exams

The Program Director gives a pre-exam to DI Certificate students prior to starting supervised practice experience (start of semester 1) and to Dual MS/DI students the summer or fall semester or year 2. A final exam is administered at the end of the program (spring - 2nd semester for DI Certificate students, and spring 5th semester for MS/DI students).

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. Dietetic interns are required to earn a score of 80% or greater or a raw score of 25 or higher on the final exam administered during the final semester of the program (DI Certificate – spring 2nd semester; Dual MD/DI – spring 5th semester). Dietetic interns who do not earn a passing score on the final exam are required to take additional exams until a score of 80% or greater/25 is achieved.

Dual MS/Dietetic Internship Program Completion Requirement

The program completion requirements for awarding a verification statement for our Dual MS/DI track students will include:

1. Complete MS in Dietetics and Nutrition degree. Complete required program coursework with a cumulative grade-point average (GPA) of at least a 3.0 for all KU graduate coursework (38 credit hours);
2. Be in good academic and ethical standing within the University;
3. Successfully complete a minimum of 1,073 hours of supervised practice experience in a variety of settings;
4. Receive a passing score on all ACEND core competencies;
5. Pass the final exam for the program with a raw score of 25 or greater (or 80% or greater); and
6. Complete all program requirements within 7 years of beginning the program.

Dietetic Internship Graduate Certificate Program Completion Requirements

The program completion requirements for awarding a verification statement for our DI Graduate Certificate track students will include:

1. Previous completion of a Graduate degree.
2. Complete required program coursework with a cumulative grade-point average (GPA) of at least a 3.0 for all KU graduate certificate coursework (16 credit hours);
3. Be in good academic and ethical standing within the University;
4. Successfully complete a minimum of 1,073 hours of supervised practice experience in a variety of settings;
5. Receive a passing score on all ACEND core competencies;
6. Pass the final exam for the program with a raw score of 25 or greater (or 80% or greater); and
7. Complete all program requirements within 4 years of beginning the program.

Application for Degree

During the semester in which the student expects to complete degree requirements (DI Graduate Certificate – spring semester; Dual MS/DI students – typically spring of 2nd year), the student must complete an “application for degree” through Enroll & Pay at:

<https://sa.ku.edu/psp/csprd/?cmd=login&languageCd=ENG&> . Please consult the Academic Calendar for appropriate dates: <https://www.kumc.edu/academic-and-student-affairs/departments/registrar-office/academic-calendar.html>

Verification Statements

Upon successful completion of all program requirements (based upon requirements listed above), the program director will provide 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 will receive 6 copies (or a digital signature file via email) of the verification form for use in application for AND membership, licensure, applying for examinations, employers, and for yourself. Photocopies of the form are not accepted by credentialing bodies. The department keeps a copy of the form in your student file indefinitely (or a digital signature file). If a student needs a copy of a verification statement in the future, they may contact the Program Director. 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.

Information for After Program Completion

National Registration Examination

Once CDR has approved the graduate to take the Registration Examination, he/she receives the authorization to take the examination from the testing service (Pearson Vue). 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, Visual Veggies software, Inman Review, Review of Dietetics, RD in a Flash as well as other study materials. You are encouraged to borrow these materials or purchase other available materials prior to taking the Registration Examination.

Use of the Term RDE/RDNE

CDR is concerned with the use of RDE/RDNE (registered dietitian eligible, registered dietitian nutritionist eligible) to designate registration eligibility. RDE or RDNE is not a credential recognized by CDR. Individuals cannot use the term RDE or RDNE for employment or other purposes. Dietetic interns sign a form at the end of the program indicating that they will not use RDE or RDNE. 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 obtain 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 [Commission on Dietetic Registration \(cdrnet.org\)](http://www.cdrnet.org/)

Employment Opportunities

Faculty will email notices of employment opportunities that are sent to the department to graduate students. Notices are also posted to bulletin boards in the student room.

Code of Ethics for the Dietetic Profession

The Code of Ethics Task Force updated the Academy's Code of Ethics in June 2018. "Nutrition and dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues and other professions." You are required to read and comply with the professional conduct guidelines outlined in the *Code of Ethics for the Dietetic Profession* at [Commission on Dietetic Registration \(cdrnet.org\)](http://www.cdrnet.org/).

Follow-up Surveys

As part of Accreditation requirements, the Program Director will follow-up with Graduates of the program at 1- and 3-years post program completion to seek program feedback. Please ensure upon graduation that you have provided a personal email address to the Program Director so that surveys can be sent to you.