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A. Mission Statement for WCU’s Dietetic Internship Program

The mission of the Dietetic Internship Program at Western Carolina University is to provide a high quality supervised practicum that prepares entry-level registered dietitian nutritionists and promotes life-long learning, meaningful engagement, and service to the region.

B. WCU DI Goals and Objectives

**Program Goal 1:** Prepare graduates to become entry-level registered dietitian nutritionists

**Objective 1.1:** At least 90% of program students will agree or strongly agree that facilities support supervised practice activities.

**Objective 1.2:** 100% of program students will demonstrate entry-level competence of all domains represented on practicum final evaluations.

**Objective 1.3:** At least 80% of program students complete program/degree requirements within 1.25 years (150% of the program length).

**Objective 1.4:** 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

**Objective 1.5:** 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%.

**Objective 1.6:** Of graduates who seek employment, 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

**Objective 1.7:** At least 80% of responding employers of program graduates will indicate satisfaction with graduates’ preparation for entry-level practice.

**Program Goal 2:** Cultivate graduate pursuit of individualized professional development activities and engagement in service

**Objective 2.1:** At least 80% of program graduates will complete a professional development activity within the first year of program completion.

**Objective 2.2:** At least 90% of program graduates will indicate desire to pursue service to the profession of dietetics as a preceptor, leader, or through civic engagement.
C. Admission Requirements
Application to WCU's Dietetic Internship program is competitive. Applicants must meet minimum requirements and include a variety of application materials to aid assessment of potential for success in the program.

Admission Requirements:
The following is required for admission to WCU’s Dietetic Internship Program:
- Dietetic Internship application submission via Dietetic Internship Centralized Application Services (DICAS)
- Official transcript(s) for all schools attended
- Minimum DPD GPA of 3.2
- Resume
- Evidence of volunteer and/or paid experience in nutrition and dietetics
- Three (3) letters of recommendation
- Declaration of Intent to Complete Degree or DPD Verification Statement
- GRE Scores if cumulative GPA is <3.5
- Application to WCU’s Graduate School for admission to the Master of Health Sciences program
- Participation in National D&D Digital Systems Computer Matching

Applications are reviewed by a DI selection committee. Qualified applicants are invited to interview with a panel of selection committee members to help identify the most highly qualified and prepared applicants for the internship.

D. Insurance Requirements

1. Professional Liability Insurance
It is mandatory that each intern carry Professional Liability Insurance throughout the program. Professional Liability Insurance provides malpractice coverage for interns during the program rotations and didactics trainings. The cost of the coverage is the responsibility of the intern. Professional Liability Insurance will be purchased during orientation week through the School of Health Sciences.

2. Medical Insurance
The intern is required to carry medical insurance throughout dietetic internship program. Acquiring and maintaining insurance is the responsibility of the intern. The intern must submit a copy of medical insurance coverage to the Dietetic Internship Director on the first day of the program. Should the Intern be injured or ill at WCU or at a supervised practice facility rotation, the intern’s medical coverage would take effect to cover costs.

E. Liability for Safety in Travel

The dietetic intern must provide his/her own transportation throughout the program to supervised practice and didactic class sites and professional meetings. The interns must carry automobile liability insurance throughout the program. On the first day of
dietetic internship the intern must submit proof of automobile liability insurance to the Dietetic Internship Director. The intern is responsible for all liability and safety in travel to and from assigned facilities.

While at WCU the intern shall park at assigned parking spaces. Prior to the beginning of the internship the intern is informed of WCU parking arrangements and parking lots. Most supervised practice facilities provide free parking. Carry a local map and plan routes to facilities before starting out to prevent getting lost or being late.

F. Injury or Illness While in a Facility for Supervised Practice

In the event of injury or illness while at an assigned supervised practice site, the intern should contact their site supervisor immediately and the program director or clinical supervisor as soon as practical. If an illness or injury requires the intern to leave or miss hours at a facility, it is the intern’s responsibility to contact the site supervisor as soon as possible and arrange a schedule to make up the missed hours. For an injury while at a supervised practice site, the intern should contact the site supervisor immediately and seek appropriate medical treatment. The intern should follow the policies and procedures of the facility for on-the-job injuries.
G. Immunization Records

Please prepare to provide the following the following immunization records by the second Friday of DI Program:
- Proof of TDaP (tetanus, diphtheria and pertussis which may be as individual immunizations or as the TDap vaccine, does not expire, however tetanus booster is required every 10 years)
- Proof of Tetanus (TD) booster (valid for 10 years)
- Proof of negative TB Skin test (within the past 6 months) or negative chest x-ray (does not expire)
- Proof of MMR series or titer (does not expire)
- Proof of Varicella vaccine or titer (history of disease is not sufficient, immunity must be verified)
- Proof of Hepatitis B series or titer (does not expire)
- Proof of Influenza Vaccine (to be administered each Fall)

The lab tests and immunization records will be shared by the dietetic intern with supervised practice facility sites that require medical information and with the DI program. This is in accordance with university and most hospital policies. Drug testing is required by most practicum facilities.

H. Criminal Background Checks and Drug Testing

1. Criminal Background Checks
The Dietetic Internship requires criminal background checks. Students who might be affected by this policy should consider with their DI Program Director as to whether they should commit time and resources to pursue Dietetic Internship placement. The Dietetic Internship Director will notify interns of criminal background check procedures. The dietetic intern is responsible for completing required paperwork and the cost of criminal background checks. Refer to Appendix B and C for the College of Health and Human Sciences Criminal Background Screening Policy for Students.

2. Drug Testing
Students are required to take and pass a 12-panel Urine Drug screen prior to beginning practicum placement. Any positive Urine Drug screens will result in the immediate dismissal of an intern from the program. Students are expected to pay for the Urine Drug Screening. Fees range from $40.00-60.00. Some students may need two urinary drug screens; determination is based on practicum facility requirements of drug screen frequency.

I. Interns as Employees

Site Preceptors are informed that interns supervised practice must not be used to replace employees. However, it is expected that interns be aware that often times an
intern may shadow or assist an employee in the context of a learning opportunity.

**J. Paid Compensation**

The WCU Dietetic Internship Program does not provide compensation to interns. Compensation from facilities may occur in various forms such as complimentary meals or parking. In rare cases, facilities may offer financial compensation. Any form of compensation may vary from year to year and is never guaranteed. As such, it is not tracked by the director and is not considered in site placement decisions. The intern and the rotation site will work out any specifics. The intern is responsible for completing any paperwork required by the rotation site.

**K. Complaints**

The Intern has the right to file a grievance if he/she feels that he/she has not been treated fairly. The following procedure is designed to provide a clear course of action to Intern in resolving grievances:

1. Immediately after the unsatisfactory experience, the Intern should discuss the problem with the site preceptor. If this discussion fails to resolve the problem, proceed to step 2.
2. Discuss the grievance with the Dietetic Internship Director. Complete a grievance report that describes in detail (dates, times, involved parties) the problem encountered. Identify actions taken. If no resolution, proceed to step 3.
3. The Dietetic Internship Director will arrange a conference with the intern and preceptor will discuss the problem. Following the conference, the Dietetic Internship Director will determine resolution of the problem.
4. The School of Health Science program director will maintain a copy of complaint and resolution for a period of seven years.

**1. Complaints from Interns**

The filing and handling of formal complaints from interns will include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by an intern, the complaint will be discussed in detail with the intern. The next step will include the Dietetic Internship Director discussing the complaint with the School of Health Sciences Program Director (SHSPD). When necessary, the situation will be discussed with the Dean of the College of Health and Human Sciences. If necessary, a meeting may be held between the DI Director, the intern and SHSPD. Each step in the complaint process will be documented, and will culminate in a written summary and action plan. If, after all other options with the program and Western Carolina University are exhausted, and the intern is concerned there may be program noncompliance with ACEND® standards, the Intern may submit a written complaint to Accreditation Council for Education in Nutrition & Dietetics (ACEND®) of the Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-0040, ext. 5400.
2. Complaints from Preceptors
The filing and handling of formal complaints from preceptors will include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by a preceptor, the complaint will be discussed in detail with the preceptor and the intern. The next step will include the Dietetic Internship Director discussing the complaint with the School of Health Sciences Program Director (SHSPD). When necessary, the situation will be discussed with the Dean of the College of Health and Human Sciences. If necessary, a meeting may be held between the DI Director, the intern, the Preceptor, and SHSPD. Each step in the complaint process will be documented, and will culminate in a written summary and action plan. If, after all other options with the program and WCU are exhausted, and the Preceptor is concerned there may be program noncompliance with ACEND® standards, the Intern may submit a written complaint to Accreditation Council for Education in Nutrition & Dietetics (ACEND®) of the Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-0040, ext. 5400.

L. Complaints to ACEND

Opportunity for Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a Dietetic Internship program’s compliance with accreditation standards. ACEND is interested in the sustained quality of continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND’s policy and procedure for submission of complaints may be obtained by contacting the staff at the:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
1-800-877-1600 Ext. 5400

M. Evaluation of Prior Learning

WCU’s DI program participates in the Prior Assessed Learning (PAL) program recognized by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). PAL is designed to grant internship credit in specific practicum rotations based on the qualified applicant’s previous life experiences. Interns may be granted prior learning from other programs (i.e. graduate school) or extensive work and volunteer experiences (i.e. foodservice management, WIC nutritionist, dietetic technician). Supervised-practice activities may be waived for prior learning experience, therefore reducing the required 1200 hours of supervised practice.

Guidelines for PAL
Experiences submitted for PAL must clearly indicate which of the 2017 ACEND competencies (CRDNs) they demonstrate. Credit will only be awarded for learning activities that demonstrate completion of ACEND required competencies.

Coursework in a DPD program is excluded from PAL.

PAL applications are only evaluated after the match when an applicant is officially appointed to the WCU Dietetic Internship.

All documentation must be submitted in a bound folder/portfolio or a single electronic file. Handwritten materials will not be accepted.

PAL credit will not exceed 3 weeks of the Practicum in Clinical Dietetics, 4 weeks of the Practicum in Community Dietetics, and/or 4 weeks of the Practicum in Administrative Dietetics. Maximum supervised practice time credited to PAL may not exceed 6 weeks in total, and all ACEND competencies must be met.

Tuition and fees for the internship will remain the same regardless of the amount of PAL credit awarded.

Submission of an application for PAL does not guarantee that credit will be awarded.

A complete PAL Application must include:
1. PAL Form 1: A completed summary table of all experiences for which PAL is requested.
2. PAL Form 2: Narrative summaries describing each experience submitted on PAL Form 1.
3. Supporting evidence/documentation. All supporting materials that demonstrate achievement of the competencies identified on PAL Form 1 must be provided. Supporting documentation can include, but is not limited to, presentations, publications, reports, and educational materials completed by the applicant. Additional information such as job descriptions and performance evaluations are also useful as supporting evidence.

The deadline for PAL applications and documentation to be received by the WCU Dietetic Internship Program is May 15th. No late applications will be accepted. The Dietetic Internship Director will evaluate all submitted PAL applications and determine if any credit will be given prior to the start of supervised practice. Calls, emails or letters will be sent to contact persons listed on PAL Form 1 to request verification of the applicant’s documentation of prior learning. Additional documentation or clarification may be requested and must be provided by the applicant in a timely manner. If credit is awarded for PAL, the intern’s schedule will be adjusted to represent the reduction in supervised practice hours.

N. Assessment of Student Learning

1. Intern Evaluations
The dietetic intern will be given verbal and written evaluation on a regular, ongoing basis throughout the program. It is the intern’s responsibility to be familiar with all evaluation forms and guidelines for the evaluation form so that he/she is aware of the criteria and
timing for each evaluation. Evaluations are to be completed by the specified dates. The fall semester clinical nutrition practicum will include a mid-point and final evaluation of the intern by the site preceptor. The community nutrition and food service practicums will require a final evaluation of the intern by the site preceptor. The lead site preceptor completes the Intern Evaluation Form and discusses the evaluation with the student. The intern, preceptor and Dietetic Internship Director sign the evaluation form. The Dietetic Internship Director provides the appropriate evaluation forms to the preceptor, specifies the dates for evaluation, reviews completed evaluations, and maintains all evaluations in the Intern’s file. Additionally, the Dietetic Intern completes Self-Assessment in July, December and May. For program feedback, Interns complete an evaluation following each practicum for each placement facility. An exit interview in the form of a quadrics survey occurs the final week of the dietetic internship program.

2. Graduation Requirements
WCU Dietetic Interns can complete the DI program in ten months or combined Master of Health Sciences (MHS) in eighteen months. The internship program provides 18 hours of graduate credit toward the MHS degree.

To successfully complete the Western Carolina University’s Dietetic Internship Program and receive a signed program completion Verification Statement, interns must meet all of the following criteria:
a. Pass all rotations and complete all competencies/Learning Outcomes for DIs
b. Complete all assignments
c. Work all assigned supervised practice hours
d. Turn in all evaluation forms
e. Turn in all assignments
f. Attend all field trips
h. Have an average of a “B” in DI program classes
The intern must meet graduation requirements as stated in the Agreement Form between the intern and the College of Health and Human Sciences. The intern must sign and date the agreement proceeding internship start date. If the intern refuses to sign the Agreement Form he/she cannot begin the program. The intern must complete the required supervised practice hours and demonstrate satisfactory performance and competence throughout the program rotations as evaluated by site preceptors and Dietetic Internship Director. The intern must complete all program and self-assessments as well as exit interview with the Dietetic Internship Director. The intern must demonstrate no misconduct, academic or non-academic, and must perform ethically in accordance with the values of the Academy and Code of Ethics of the Commission on Dietetic Registration. The intern will receive a Dietetic Internship Verification Statement in-person or via mail within 2 weeks following successful completion of the dietetic internship program.

Supervised Practice Documentation
Per ACEND Standard 10.1d, “Supervised Practice Documentation: The program must establish a procedure for tracking individual intern’s supervised practice hours in profession work settings, simulations, case studies and role playing. Hours granted for prior learning, if granted, also must be document.”
Dietetic Interns are responsible for using the Supervised Practice Tracking Form and denoting the type of supervised practice hours (e.g., profession work settings (PWS); simulations (S); case studies (CS); role playing (RP); or prior assessed learning (PAL) on it for EACH type of practicum (clinical, administrative/foodservice, community). As applicable, interns should denote sick, personal, or adverse weather hours on corresponding days.

Interns are expected to share their current Supervised Practice Tracking Form to DI Program Director during each scheduled site visit. A completed Supervised Practice Tracking Form is due to the DI Program Director at the conclusion of EACH practicum.

**Stop Out Policy**

The stop out policy allows delayed admission for newly admitted dietetic interns. The intent of the policy is to allow students time to participate in rare, unique, and extraordinary opportunities. Unfortunately, some students must delay admission due to unforeseen events, such as medical emergencies, serious health conditions, or United States military orders. A delay of admission will not be approved if a student plans to take courses at another college or university (including military academies). Financial, visa, or flight-booking complications will not be approved either. Each individual’s situation will be considered on a case-by-case basis. The Dietetic Internship Program director must approve the request to delay admission. A deferral may be requested for up to one year. A longer delay of admission may be granted to a student whose United States military commitment has been extended for more than 1 year. A delay can be requested only for the same DI program to which the student was admitted. Admitted students must notify the Dietetic Internship Program Director of a stop out request as soon as the admitted student knows that a delay of admission will be needed. The request must be made no later than 1 month prior to the beginning of the term to which the student has been admitted. Exceptions may be made in the event of an emergency situation.

**O. Retention and Remediation Procedures and Tutorial Support**

1. **Program Retention**

Interns with minimal chances of success in the program will be counseled by the DI Director and an action plan with timelines will be developed. In addition, the intern will be counseled into career paths that are appropriate to their ability. The intern will have access to the Center for Career and Professional Development, Counseling Services, and Disability Services. The intern will also have access to the DI Staff for assistance with remedial instruction as part of their action plan.

2. **Remediation Procedures**

The Dietetic Internship Program Director, Clinical Coordinator or Preceptor may identify the need for dietetic intern remediation at any point during the DI program.
evaluation forms align with competencies for the registered dietitian nutritionist (CRDN). When a Preceptor rates dietetic intern as emergent (less than 3) on the practicum evaluation form a remediation plan is employed. As described on the practicum evaluation form, remediation plans must be completed prior to granting a recommendation of pass. Plans should identify the specific application of rotation knowledge, professional behavior, ethics, or skills that are deficient and the corresponding activities and assignments that must be completed at a proficient level.

Dietetic intern remediation process can will be developed in collaboration with the Program Director, Clinical Coordinator, and Preceptor based upon the deficiency demonstrated by the dietetic intern. The remediation plan will be documented by the Program Director or Clinical Coordinator and distributed to the Preceptor and dietetic intern. Progress to fulfill the remediation plan will be monitored and documented by Program Director or Clinical Coordinator and Preceptor. All documentation is maintained by the DI Program in the dietetic intern’s file.

3. Blackboard Support:
The learning management system for this class is blackboard and can be found at: http://wcu.blackboard.com. Additional help with blackboard can be found at: tc.wcu.edu, (828) 227-7487 or by visiting the Technology Commons located on the ground floor of the Hunter Library.

4. Writing and Learning Commons (WaLC):
The Writing and Learning Commons (WaLC) is a free student service, located in BELK 207, providing course tutoring, writing tutoring, academic skills consultations, international student consultations, graduate and professional exam preparation resources, and online writing and learning resources for all students. To schedule tutoring appointments, visit the WaLC homepage (http://walc.wcu.edu) or call 828-227-2274.

5. Distance Students:
Distance students including students taking classes at Biltmore Park are encouraged to use the online tutoring service, including Brainfuse (http://www.wcu.edu/apply/distance-online-programs/current-students/tutoring-support.aspx)

6. Math Tutoring Center:
The Mathematics Tutoring Center in Stillwell 455 provides drop-in tutoring for math courses and math-related content across the curriculum in addition to workshops on study specific skills specific to math courses. Tutoring is available on a drop-in basis, MTWR 9:00am-9:00pm and Friday 9:00am-5:00pm. For more information, please visit http://tutoring.wcu.edu or contact us at 828–227–3830.

7. Hunter Library
Hunter Library provides students with access to group and individual study spaces and to thousands of information resources: print and electronic books, newspapers, and scholarly journal articles. These resources can be searched online and often accessed there (http://www.wcu.edu/hunter-library) or can be searched and located in the library
building. Students in need of research or library support can get help (http://researchguides.wcu.edu/help) from library staff and subject specialists skilled in their specific disciplines and find resources specific to their disciplines and assignments via the library’s research guides (http://researchguides.wcu.edu/).

8. Research and Instruction Librarian / Liaison to the Health Professions:
http://researchguides.wcu.edu/HHS
Ann Hallyburton, MSLS, AHIP
ahallyb@wcu.edu

9. Accommodations for Students with Disabilities:
Western Carolina University is committed to providing equal educational opportunities for students with documented disabilities and/or medical conditions. Students who require accommodations must identify themselves as having a disability and/or medical condition and provide current diagnostic documentation to the Office of Accessibility Resources. Please contact the Office of Accessibility Resources, 135 Killian Annex (next to One Stop), (828) 227-3886 or by email at accessibility@wcu.edu.

10. Mentoring and Persistence to Success (MAPS):
Mentoring and Persistence to Success (MAPS) provides support to students who are first-generation (neither parent has a four-year degree), low-income, financially independent (emancipated youth, homeless or without consistent residence, or aged out of foster care), or those who have participated in the Academic Success Program (ASP) or Catamount Gap. For those who enroll, MAPS provides a variety of services, including academic advising, mentoring, and personal and social coaching. You may contact MAPS at (828) 227-7127 or email maps@wcu.edu for more information. MAPS is located in 205 Killian Annex.

11. WCU Center for Career and Professional Development:
Career planning and job searching help is available at http://www.wcu.edu/learn/academic-enrichment/ccpd/
The Center is located on the second floor of Killian Annex. If you are graduating this year and need assistance with job search documents, a career search or major career decision making, the Center is there to assist you. All services are available to students and alumnus, most at no cost. Full time jobs and internships for students are alumni are posted at JobCat. To access JobCat

12. WCU PAW Print:
PAW Print User Guide link for printing, copying, scanning, and faxing at WCU’s Cullowhee and Biltmore Park Campus. Need help? Call 828-227-7487 Monday-Friday, 8am-5pm.
http://www.wcu.edu/learn/academic-services/it/paw-print-services/index.aspx
13. IT Services Help Desk:
All login and technical problems should be reported to IT Services Help Desk: 227-7487, Toll Free: 866-928-7487 (866-WCU-7ITS) and e-mail: ithelp@email.wcu.edu

P. Disciplinary/Termination Procedures

Dismissal for Improper Conduct
The Dietetic Internship Program Director has an academic, legal, and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional conduct. It is within this context that students can be academically sanctioned, disciplined, or dismissed from the Dietetic Internship. The intern is subject to disciplinary counseling by any preceptor at any time during the program when the intern does not abide by the Dietetic Internship Program or Western Carolina University policies, procedures, or code of conduct. See WCU student code of conduct at: https://www.wcu.edu/experience/dean-of-students/student-community-ethics/wcucode.aspx.

Improper Conduct is Defined As:
1. An act or behavior that violates the Commission on Dietetic Registration Code of Ethics. This code, entitled the Code of Ethics for the Profession of Dietetics is available at: https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics
2. An act or behavior which threatens, or has the potential to threaten, the physical, emotional, mental, or environmental safety of the patient/client, family member, another student, faculty member, preceptor, other health care provider, or any other person.
3. An act or behavior which constitutes a practice a student is not prepared or authorized to perform on any other person at the time of the incident.

Dietetic interns must adhere to the Western Carolina University Code of Ethics and Standards of Conduct, and WCU and CHHS policies on use of illegal drugs. Academic Honesty Policy: Academic Integrity Policy
WCU Illegal Drugs and Illegal Use or Abuse of Alcohol: University Policy #38 CHHS Alcohol and Drug Testing (see appendix)
Western Carolina University Graduate Catalog: Graduate Catalog

The specific disciplinary action is based upon which rule of conduct was violated and whether or not previous warnings were given for same behavior.

Dietetic interns may be immediately terminated from the program for unprofessional or unsafe behavior including, but not limited to:
- Repeated poor performance
- Consistent lack of preparation for supervised practice practicum and didactic classes
- Not following instructions as requested
- Habitual absenteeism or tardiness
- Unsafe practice
- Clinical error or poor clinical judgment affecting patient safety
• Inability to cooperate with preceptors, peers, or hospital staff
• Unprofessional or unethical conduct or violating the policies of the internship as set forth in the student handbook
• Two rotation failures
• Non-payment of tuition and fees or Internship Fee
• Failure to pass drug screen or background check or evidence of drug or alcohol abuse
• Performing as an RDN outside the confines of the Dietetic Internship Program
• Falsification of records

The process for review of improper conduct is as follows:
1. The site preceptor discusses the misconduct with the intern within two scheduled working days. The preceptor documents each disciplinary discussion and provides a copy to the Dietetic Internship Program Director.
2. After a disciplinary action form is submitted, the Dietetic Internship Director meets with the intern to discuss the problem(s), and develop an action plan of corrective action within specific timeframes. The plan of action is documented and filed with the Dietetic Internship Director; a copy is provided to the dietetic intern and the DI Director informs the ND Program Director of the action plan.
3. Failure to comply with the plan of action OR additional offenses within the original plan of action timeframe OR after three separate disciplinary actions, will result in the intern being dismissed from the program. The Dietetic Internship Program Director and ND Program Director will notify the student in writing and the School of Health Sciences Director. The School of Health Sciences Director informs the College of Health and Human Sciences Dean of the termination decision. All documentation is kept in the Intern’s file with the Dietetic Internship Director.

Q. Program Completion Requirements
WCU Dietetic Interns can complete the DI program in ten months or combined Master of Health Sciences (MHS) in eighteen months. The internship program provides 18 hours of graduate credit toward the MHS degree. See appendix for the MHS course sequence.

To successfully complete the Western Carolina University’s Dietetic Internship Program and receive a signed program completion Verification Statement, interns must meet all of the following criteria:

a. Pass all rotations and complete all competencies/Learning Outcomes for DIs
b. Complete all assignments
c. Work all assigned supervised practice hours
d. Turn in all evaluation forms
e. Turn in all assignments
f. Attend all field trips
h. Have an average of a “B” in the Graduate Classes
R. Verification Statement Requirements

Verification Statement: An original, completed verification form obtained from your DPD director, which states that you have completed all ACEND®-required coursework. This is different from the form you sent in with your DI application packet. We require an original copy. Your original verification statement must be on file the first day of orientation.

S. Identification Verification

Western Carolina University will use the following procedure to protect the privacy of intern information and verify the identity of the intern. Interns will be required to verify their identity by submitting a close-up photo along with a readable and large copy of their driver’s license. Interns will receive a catamount email address and password after they are admitted. This information will be used to log into Western Carolina University’s email and the BlackBoard Online Learning Management System. Interns are not to share any of this information with other people.

T. Withdrawal and Refund Policies

The intern may withdraw from the program at any time. To withdraw, the intern writes a letter to the Dietetic Internship Director describing the reason for withdrawal. The Dietetic Internship Director meets with the intern to discuss his/her decision. After the discussion, if the intern decides to remain in the program, the intern resumes his/her rotation schedule. If withdrawal is the decision, withdrawal is immediate. The intern and Dietetic Internship Director sign and date the withdrawal letter. The letter is filed in the intern’s file. The intern cannot return to the program after withdrawal.

Refund of tuition and fees is in line with the university’s policy that is found in the WCU Graduate Catalog on the website. To withdraw from the university (i.e. cease to attend all courses), a student must complete a withdrawal form from the One Stop Office. If an emergency prevents a student from completing the withdrawal process before leaving the campus, the student should call, write, or arrange for a relative to contact the One Stop Office at 828-227-7170.

Any time a student is forced to withdraw from the university during a term for mental health, medical, legal, or administrative reasons, which are verified in writing. A grade of “W” will be assigned in all courses in which the student is registered. If a student withdraws from the university for other than mental health, medical, legal, or administrative reasons after one-half of the total class time has elapsed, an F, W, I, or IP grade will be assigned by the instructor according to the following guidelines.

1. A “W” grade will be assigned if the student is passing or if the student’s progress has not been evaluated.
2. An “I” or “IP” grade will be assigned if the instructor agrees that there is a reasonable prospect that the work can be made up and agrees to allow the student to do so.
3. An “F” grade will be assigned if the student is failing.
Current policies and procedures pertaining to grades, indebtedness, and refunds are applicable upon withdrawal from the university. A student who withdraws from the university either during or at the end of a term for any reason is responsible for clearing any indebtedness to Residential Living, bookstore, financial aid office, controller’s office, library, university police department, academic departments, and health services.

**U. Program Schedule**

1. **Selection and Maintenance of Practice Sites**
   WCU’s Dietetic Internship Program follows a policy and procedure for selecting and maintaining supervised practice sites and affiliation agreements. Supervised practice site adequacy is based according to the following criteria.
   The supervised practice site must:
   1. Espouse a philosophy of supervised practice education that is compatible with WCU’s Dietetic Internship Program.
   2. Adhere to legal and ethical guidelines for nutrition dietetics practice.
   3. Value supervised practice education of the dietetic intern.
   4. Provide resources and learning opportunities that allow the dietetic intern to achieve specific supervised practice learning objectives.
   5. Demonstrate a willingness to support timely evaluation of the intern.
   6. Facility preceptors must be licensed, as appropriate, to meet state and federal regulations, or credentialed as needed, for the area in which they are supervising a dietetic intern.
   7. Facility preceptors must show evidence of continued competence appropriate to their precepting through professional work, graduate education, continuing education, scholarship/research or other activities leading to professional growth in the advancement of their profession.
   8. Facility preceptors must complete WCU DI Program Preceptor Orientation.

WCU’s Dietetic Internship (DI) Program adheres to the following procedure for securing and maintaining affiliation agreements with supervised practice sites:
Before a dietetic intern can be placed in a supervised practice site a written affiliation agreement that formally states the agreed-upon responsibilities of WCU and the respective site must be signed by appropriate individuals with institutionally-assigned authority. Affiliation agreements clarify issues of liability and communication for all parties. This process begins with the Dietetic Internship Program Director or Clinical Education Coordinator submitting an Educational Affiliation Agreement Request Form to an Administrative Assistant within the Dean’s office. The College of Health and Human Sciences (CHHS) has a standard affiliation agreement that adheres to the laws of North Carolina and the requirements of WCU legal counsel. Upon receipt of the request to establish a new supervised practice site, an affiliation agreement is drafted and sent to the identified site to obtain appropriate signatures. If a supervised practice site agrees to the standard affiliation agreement, the official representatives of both parties sign the affiliation agreement. Periodic review of the affiliation agreement occurs as specified in the agreement.
When a supervised practice site amends the affiliation agreement or substitutes its own contract, the amended or new agreement is submitted to the Administrative Assistant of the Dean of the College of Health and Human Sciences for review and approval. Then the agreement is forwarded to WCU legal counsel and WCU chancellor for approval. If either party determines that changes are necessary, a negotiation process occurs. When agreement is reached, official representatives of both parties sign the affiliation agreement.

Once the agreement has been signed, the Administrative Assistant in the Dean’s Office notifies the DI Clinical Education Coordinator and/or DI Program Director that a new contract is secured for dietetic intern site placement. All affiliation agreements are securely stored in the CHHS Dean’s office. A spreadsheet of current supervised practice sites is maintained for reference. Affiliation agreements are not required for placements within WCU.

Prior to placing students at supervised practice sites, the Program Director and/or Clinical Education Coordinator verifies that there is a signed, current affiliation agreement on record by reviewing the contract spreadsheet and/or through communication with an Administrative Assistant in the Dean’s Office.

Following each site placement, dietetic interns complete a preceptor and site rotation evaluation. This data, along with information gathered during site visits, is utilized by the Dietetic Internship Program Director to evaluate adequacy and appropriateness of supervised practice facilities.

The WCU ND program does not place students in sites without affiliation agreements. All programs in the College of Health and Human Sciences are required to have an affiliation agreement on file prior to placing students at sites.

2. Absence Due to Illness or Injury
The intern is allowed up to four excused absences due to illness or injury. An absence of three or more consecutive days will require a note from the physician. Such documentation may be required for shorter periods of absence as determined by the Dietetic Internship Director. At the discretion of the preceptor and Dietetic Internship Director, supervised practice hours lost to sick or injury may need to be made up. For the fifth and subsequent absence, the intern will receive verbal counseling for the absence and that time will be made up at the discretion of the preceptor and Dietetic Internship Director. If the intern is to out due to illness or injury, he/she should notify the site preceptor and Dietetic Internship Director for each day of absence. The illness or injury is documented and placed in the intern’s file. The intern records their absence on the Dietetic Internship Weekly Competency Log. If illness, injury or pregnancy interrupts a rotation for a definite period of time, the Dietetic Internship Director will negotiate an appropriate leave for the intern. This leave must not extend past a two-year limit and must not interfere with rotation schedules of other interns.

3. Absence for Bereavement
The intern is excused for three supervised practice days when there is a death of his/her immediate family (spouse, child, brother, sister, mother, father, grandparent, grandchild, stepchild, or spouses parent). The Dietetic Internship Director reserves the right to request valid proof of death and relationship of immediate family member. Any request for additional days of absence is approved by the Dietetic Internship Director as Absences for Personal Reasons. The intern is to immediately contact the site preceptor and Dietetic Internship Director when there is a death of an immediate family member.

4. Absence for Personal Reasons
There are three days available to the intern for an excused absence for reasons other than illness or the death of a family member. Interns can request an absence to be excused due to personal reasons. Approval is left to the discretion of the Dietetic Internship Director. If the requested excused absence is greater than three days, the intern is required to make up the lost internship time.

5. Vacation
During the Dietetic Internship interns are provided a break between the Fall and Spring semesters. WCU’s Fall and Spring Break are recognized according the academic calendar. At the beginning of the program, the Dietetic Internship Director informs interns of the scheduled weeks of vacation and holidays. Refer to WCU DI Program
calendar for current schedule. The DI program calendar is distributed to incoming dietetic interns upon program admission and posted in Blackboard in addition to the program’s website.

6. Holidays
The intern is entitled to the following holidays, most to be observed on the actual day in which the holiday falls: Labor Day; three days at Thanksgiving, Martin Luther King day and Good Friday. Interns might be assigned to work no more than one holiday. If so, the intern will be scheduled off on another day. The alternate holiday will be scheduled within thirty days of the missed actual holiday. The Dietetic Internship Director will inform the intern if he/she is scheduled to work the observed holiday.

7. Inclement Weather
Each intern is expected to attend rotations at facilities as scheduled. In the rare event of inclement weather (e.g. snow or ice), the Dietetic Internship Director will determine the status of the didactic class day and will email this information to each intern. The Internship Director will follow Western Carolina University’s decision during times of inclement weather. In supervised practice settings, each intern is considered a non-essential employee and should attend the rotation facility if it is “open for business” for non-essential employees unless the primary site preceptor advises the intern differently.

V. Privacy of Student Information

The Intern’s Dietetic Internship file is kept locked in file cabinet in the Dietetic Internship Director’s office. All information in the intern’s file is kept private except for projects the intern completed. Preceptors may refer to an intern’s project as requested. No one has direct access to the files except the Dietetic Internship Director, SHS Program Director and SHS Administrative Assistant.

W. Access to Student File

The intern has access, upon request, to his/her Dietetic Internship file at all times. The intern asks and schedules a time to meet with Dietetic Internship Director to inspect their Dietetic Internship file. The Dietetic Internship Director sits with the intern while he/she reviews file.

X. Student Support

1. Student Support Services
Student Support Services offers assistance to students experiencing issues during their time at WCU. Services they assist with include losing stable housing, severe financial crisis, mental and physical needs and more. Case Management is available through the Counseling and Psychological Services and can be reached at 828-227-7469. Eligibility for Student Support Services is available for first-generation college students, individuals who meet income guidelines or those with a documented disability. Upon acceptance students may receive free services for as long as necessary. To contact
Student Support Services please call 828-227-7127, visit 138 Killian Annex, Cullowhee, NC 28723 or contact them by email at sssprogram@wcu.edu. Visit them online at https://www.wcu.edu/learn/academic-success/maps/ (sss.wcu.edu).

2. Health Services
The mission of Western Carolina University Health Services is to meet the healthcare needs of our academic community and to enhance the physical, psychological, environmental and health education needs of our campus. Any student who pays the Student Health Fee is eligible for our services, regardless of insurance coverage. Students are not required to be enrolled in the UNC sponsored student health plan to be eligible for services. Students attending WCU are required to show proof of valid medical insurance coverage or must enroll in the mandatory UNC System health plan. If you have other health insurance, visit How to Waive. If you don't, learn How To Enroll in the UNC system health plan. North Carolina state law (General Statute 130A-155.1) requires anyone entering college to present a certificate of immunization that documents their compliance with all required immunizations. Patients can schedule an appointment online using the CatHealth Patient Portal for routine check-ups or follow up care for ongoing management of medical conditions, health physicals or clearance to participate, lab orders from outside providers, medication refills, STI testing and illness or injury. Patients can also schedule an appointment by contacting health services at 828-227-7640.

3. Counseling
WCU offers a variety of counseling and psychological services through individual and group counseling experiences. Students can receive services when struggling with anxiety, depression, eating disorders, addiction, sexual and/or domestic violence, adjusting to the transition to college, etc. To make an appointment on the Cullowhee campus visit the office at 225 Bird Building or call 828-227-7469. Services are also available at the Biltmore Park campus on Mondays and every third Tuesday. Visit the Counseling and Psychological Services webpage below: https://www.wcu.edu/experience/health-and-wellness/caps/index.aspx

4. Financial Assistance
Various financial sources, such as grants and loans are available to qualified graduate students in the Dietetic Internship Program. To become eligible, an application for financial assistance can be obtained by contacting WCU Financial Aid Office in Room 230 of the Robinson Administration Building, telephone 828-227-7290. Additional information is located on the following website: https://www.wcu.edu/apply/financial-aid/index.aspx. Financial aid recipients are expected to comply with the guidelines established by each specific granting or loaning agency.

Y. Roles and Responsibilities

1. Dietetic Intern Roles and Responsibilities
The dietetic intern will acquire the skills and knowledge to function as an entry-level dietitian or manager in all areas of dietetics. Failure to follow these rules might result in termination from the program.

- Present himself/herself in a professional manner and appearance at all times.
- Represent Western Carolina University in an appropriate manner and appearance when visiting affiliations, class days and field observations.
- Be punctual and available throughout the rotation.
- Complete objectives, learning experiences, reading assignments, and projects by due dates.
- Be prepared for each rotation by reading required texts and articles and by completing worksheets prior to or during each rotation.
- Follow hospital, department, and program policies and procedures.
- Maintain confidentiality of all information discussed within the hospital and department.
- Ask for the preceptor’s approval to leave his/her area of responsibility. Communicate to the instructor when attending meeting or conferences out of the building.
- Inform the preceptor of any change in his/her schedule in a timely manner. Accept any change in the preceptor’s schedule that may arise.
- Maintain respect for positions of authority.
- Function as a team player.
- Seek guidance when needed.
- Research and look up information as needed.
- Accept constructive criticism.
- Completely accept responsibility for all actions.
- Maintain a positive and hard-working attitude.
- Maintain open and frequent communication with staff.
- Attend all required conferences, meetings, and classes.
- Maintain Dietetic Internship Portfolio files.

See appendix for a complete list of Core Competencies for the registered dietitian. These competencies are established by ACEND for all accredited dietetic internship programs. Achievement of the competencies is measured throughout the dietetic internship program and must be successfully met.

2. Dietetic Internship Preceptor Roles and Responsibilities
The preceptor is to teach the intern the skills and knowledge required to function as an entry-level dietitian or manager in the preceptor’s area of specialty.

- Orient the intern to the facilities, objectives, learning experiences and due dates.
- Review the schedule and competencies of the rotation with the intern.
- Complete orientation to unit checklist on the first day of the rotation with the Intern.
- Inform other employees of the dates when the Intern will be in his/her area.
- Meet with the Intern at least once each week to discuss projects/concerns.
- Correct, return, and review written projects within one week after receiving them from the intern.
• Complete appropriate Intern evaluation forms by the last day of the rotation. Any deviation from this rule must be pre-approved by the Internship Director.
• Provide immediate positive feedback and constructive criticism throughout the rotation to the intern.
• Give guidance throughout the rotation and especially with written projects to the intern.
• Act as a resource person when the intern has questions.
• Refer the intern to appropriate resources when needed.
• Be aware of internship policies and procedures.
• Enforce policies and procedures when needed.
• Discipline the intern as needed.
• Act as a mentor and function as a team player.
• Serve as a role model at all times.
• Empower Intern to an interdependent, but autonomous level of function.
• Review, in a timely manner, the intern’s progress with the Internship Director at the midpoint and end of the rotation.
• Provide constructive feedback on the Program Evaluation Form.

3. Dietetic Internship Director Roles and Responsibilities
The Dietetic Internship Director is responsible for planning, administration and evaluation of Western Carolina University’s Dietetic Internship Program.
• Develop and update recruitment and application information for prospective students.
• Provide program information and meet with prospective students.
• Orient the intern to the program.
• Organize the rotations throughout the year.
• Coordinate with the preceptor the objectives, learning experiences and projects for the intern for that rotation.
• Monitor and evaluate the intern’s progress in each rotation throughout the year.
• Provide ongoing support and advice for all interns during their placement. Remain in constant communication with the interns via telephone, email, scheduled site visits, and facilitates meetings with all current interns to provide further support, guidance, counseling, and advice.
• Develop the interns’ rotation schedules.
• Plan and schedule didactic class days.
• Maintain records pertaining to the maintenance of the program including student complaints and resolutions.
• Serve as a role model and mentor to the intern.
• Act as a liaison between the preceptor and intern as needed.
• Serve as an advocate for the intern when appropriate and justified.
• Enforce policies and procedures.
• Direct the selection and procession of new dietetic interns.
• Enforce the role and responsibilities of both the intern and the preceptor.
• Recruit adequate and appropriate preceptors.
• Facilitate the negotiation of all contacts between the program and the supervised practice sites.
• Recruit members of the Dietetic Internship Advisory Board.
• Complete all official forms, studies, reports, RD exam registration, etc., necessary for maintenance of DI program.
• Conduct continuous internal and external program evaluations.
• Develop new and/or modify current curriculum based on the ongoing achievement of student learning outcomes, expected competence of the students, program goals, and changes impacting dietetic practice.
• Review the progress of the DI and program. Decide on future goals and implementation plans.

2. Program Costs and Fees

Summer

<table>
<thead>
<tr>
<th>Tuition and Fees, Program Fee</th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Tuition and Fees per Semester Hour</td>
<td>$474.65</td>
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<td>Semester Hours</td>
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<td>Total ($)</td>
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<td>$4,025.94</td>
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<tr>
<td>Program Fees per Semester Hour</td>
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<tr>
<td>Semester Hours</td>
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<td>3.00</td>
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<td>Total Program Fees</td>
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<td>$31.20</td>
</tr>
<tr>
<td>Total Cost of Summer</td>
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Fall

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<thead>
<tr>
<th>Tuition and Fees, Program Fee</th>
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<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Tuition and Fees per Semester based on 7 hours</td>
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<td>$7,594.56</td>
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<tr>
<td>Program Fees per Semester</td>
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<td>$125.00</td>
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<td>Total Cost of Fall</td>
<td>$3,817.56</td>
<td>$7,719.56</td>
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<tr>
<td>Total Cost with Health Insurance Fee of $1,111.00 Waived</td>
<td>$2,706.56</td>
<td>$6,608.56</td>
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<table>
<thead>
<tr>
<th>Tuition and Fees, Program Fee</th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Tuition and Fees per Semester based on full-time (9+ hours)</td>
<td>$4,974.38</td>
<td>$10,177.88</td>
</tr>
<tr>
<td>Program Fees per Semester</td>
<td>$125.00</td>
<td>$125.00</td>
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## Total Cost of Fall

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<tr>
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<th>In-State</th>
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<tbody>
<tr>
<td>Total Cost</td>
<td>$5,099.38</td>
<td>$10,302.88</td>
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<tr>
<td>Total Cost with Health</td>
<td>$3,988.38</td>
<td>$9,191.88</td>
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<tr>
<td>Insurance Fee of $1,111.00</td>
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## Spring

**Tuition and Fees, Program Fee**

<table>
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<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
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<tbody>
<tr>
<td>Graduate Tuition and Fees per</td>
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<td>Semester based on <strong>8 hours</strong></td>
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<td>Program Fees per Semester</td>
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<td><strong>Total Cost of Spring</strong></td>
<td>$3,922.46</td>
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<tr>
<td>Total Cost with Health</td>
<td>$2,811.46</td>
<td>$6,713.46</td>
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<tr>
<td>Insurance Fee of $1,111.00</td>
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**Tuition and Fees, Program Fee**

<table>
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<tr>
<th></th>
<th>In-State</th>
<th>Out-of-State</th>
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</thead>
<tbody>
<tr>
<td>Graduate Tuition and Fees per</td>
<td>$4,974.38</td>
<td>$10,177.88</td>
</tr>
<tr>
<td>Semester based on <strong>full-time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(9+ hours)</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
<tr>
<td><strong>Total Cost of Fall</strong></td>
<td>$5,099.38</td>
<td>$10,302.88</td>
</tr>
<tr>
<td>Total Cost with Health</td>
<td>$3,988.38</td>
<td>$9,191.88</td>
</tr>
<tr>
<td>Insurance Fee of $1,111.00</td>
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</tbody>
</table>

****Health insurance coverage is required for degree-seeking students with at least 6 hours. Fee may be waived by verifying coverage at https://studentblue.bcbsnc.com before deadline.

## DI Program Expenses

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>Graduate School Application</td>
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<tr>
<td>AND Student Membership</td>
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<tr>
<td>Textbooks and Supplies</td>
<td>$400.00</td>
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<tr>
<td>Rent</td>
<td>$550.00 - $700.00</td>
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<td>Utilities</td>
<td>$120.00</td>
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<tr>
<td>Transportation/Parking</td>
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<tr>
<td>Food</td>
<td>$300.00</td>
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<tr>
<td>Professional Liability</td>
<td>$25.00</td>
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2018 WCU Dietetic Internship Program Handbook
<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Criminal Background Check</td>
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<tr>
<td>Drug Screen</td>
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<td>Health Insurance</td>
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<tr>
<td>Immunizations</td>
<td>(max if not covered by Ins.) $140.00</td>
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Appendix. Additional Policies and Standards

1. Equal Opportunity
Western Carolina University is an equal opportunity institution with respect to both education and employment. The university does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its program and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations. Although this policy is intended for paid employees, the WCU Dietetic Internship is also committed to upholding all federal regulations regarding equal opportunity and fair treatment.

2. Fair Labor Standards
The training given to the dietetic intern is for the benefit of the intern. He/she does not displace regular employees. The intern works under the close supervision of the site preceptor. The intern is aware that he/she is not entitled to wages for the time spent in training nor to a job at the conclusion of the program.

3. Academic Honesty Policy
Western Carolina University, as a community of scholarship, is also a community of honor. Faculty, staff, administrators, and students work together to achieve the highest standards of honesty and integrity. Academic dishonesty is a serious offense at WCU because it threatens the quality of scholarship and defrauds those who depend on knowledge and integrity.

Honesty and integrity are fundamental values for the dietetics profession and the University. Students will not lie, steal, or cheat in their academic endeavors, nor will the student tolerate the actions of those who do. It is the student’s responsibility to be aware of the consequences of violating academic honesty policies and the impact such violations can have on their standing in the Dietetic Internship Program, the University, and in their careers.

Dietetic interns are held to the University’s Academic Honesty Policy, on the web in Academic Integrity Policy. To maintain the public’s trust in dietitians, dishonesty will not be tolerated. Acts of academic dishonesty may result in penalties ranging from a grade of zero on the paper/project/test, or a “U” in a supervised practicum course, to failure of the entire course and immediate dismissal from the program. Consequences will be determined by the Dietetic Internship Director. Circumstances of the act of academic dishonesty and consequent penalties will be documented in the student’s academic file and reported to the School Director, Dean, and the School of Health and Human Sciences Student Affairs Committee in accordance with WCU policy. Students may
appeal the Dietetic Internship Director’s decision through the school or graduate school appeals process.

**Examples of academic dishonesty:**

- Cheating: intentionally using or attempting to use unauthorized materials information, or study aids in any academic exercise.
- Fabrication: intentional falsification or invention of information or citation in any academic exercise.
- Plagiarism*: representing the words or ideas of someone else as one’s own in any academic exercise.
- Facilitation of academic dishonesty: intentionally or knowingly helping or tempting someone else to commit an act of academic dishonesty, such as knowingly allowing another to copy information during an examination or other academic exercise, or being aware of academic dishonesty by another student and not reporting to the Instructor of Record.

*Specific guidelines about avoiding plagiarism are available at: [https://www.wcu.edu/Plagiarism_2012.pdf#search=avoid%20plagiarism](https://www.wcu.edu/Plagiarism_2012.pdf#search=avoid%20plagiarism)

*Congruent with The Record, Graduate Catalog*

For specific information on procedures for cases involving allegations of academic dishonesty see WCU Student Handbook.

The DI Program Handbook, is based on the most recent information and schedule planned plan for the program. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events. Updates will remain focused on achieving the program, course objectives, and ACEND guidelines. Preceptors and students will receive notification of such changes by email. Students are responsible for attending to such changes or modifications as distributed by the instructor and posted to Blackboard.
**Supervised Practice Documentation**
Submit completed SP Tracking Form following practicum conclusion per the designated due date, 12-10-18, in course Blackboard.

Supervised Practice Tracking Form for Fall 2018:

<table>
<thead>
<tr>
<th>Dietetic Intern:</th>
<th>2018 CLN Practicum</th>
<th>Monday Location/RD SP Hours</th>
<th>Tuesday Location/RD SP Hours</th>
<th>Wednesday Location/RD SP Hours</th>
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<td>Week 2: 9/4-9/7</td>
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<td>Monday, September 3</td>
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<td>Labor Day DI Holiday</td>
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<td>Week 3: 9/10-9/14</td>
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| Week 10: 11/5-11/9  
Friday, November 9 |
| Didactic Class |
| Week 11: 11/12-11/16 |
| Week 12: 11/19-11/20  
November 21-23  
DI Thanksgiving Holiday |
| Week 13: 11/26-11/30 |
| Week 14: 12/3-12/7  
12/10 Monday, Didactic Class  
As needed, week to make up clinical practicum hours  
12/11-12/14 |
I. University Policy Statement

Western Carolina University (the “University”) is committed to maintaining a drug-free workplace and academic environment in compliance with the federal Drug Free Workplace Act of 1988 and in accordance with University Policy #38, Illegal Drugs, and University of North Carolina Policy 1300.1, Illegal Drugs. Further, the University is committed to provide campus experiences for its students that are safe, legal, and responsible, in accordance with University Policy #81, General Campus Policy for Alcoholic Beverages, and the University Code of Student Conduct.

II. University Interests

The University recognizes its responsibility to provide for a safe learning environment for University students and personnel, as well as a safe clinical/internship setting for patients and employees of affiliated agencies. The use of alcohol and/or drugs, lawfully prescribed or otherwise, which interfere with the student’s judgment or motor coordination poses an unacceptable risk to the aforementioned. For the foregoing reasons, the College has adopted this policy to further the following interests of the University:

1. To prevent the possession, consumption or distribution of illegal drugs, which violates applicable federal and state law, University Policy #38 and/or the University Code of Student Conduct and substantially adversely impacts the efficacy and integrity of the Programs;
2. To promote the safe, legal, and responsible purchase, consumption or possession of alcohol, in accordance with University Policy #81, General Campus Policy for Alcoholic Beverages;
3. To cooperate with affiliated agencies by ensuring, to the extent possible, that students comply with agency policies, rules, and regulations pertaining to the placement of students in clinical/internship experiences, including agency alcohol and drug testing policies;

III. Definitions

1. Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting an illegal drug or alcohol.
a. **Pre-placement drug testing** means drug testing conducted prior to a student engaging in a learning experience at an affiliated agency if the agency requests such testing.

b. **Reasonable suspicion drug testing** means drug testing conducted on a student because individualized and objective evidence exists to support the conclusion that a student (1) has engaged in the use of alcohol and/or illegal drugs in violation of applicable policies, laws, and regulations; or (2) appears to be impaired. Facts that could give rise to reasonable suspicion include, without limitation: observed possession or use of illegal drugs or alcohol; the odor of alcohol or drugs; impaired behavior such as slurred speech; decreased motor coordination; difficulty in maintaining balance; marked changes in personality or academic performance or behavior; reports of observed drug or alcohol use; an arrest or conviction for a drug or alcohol related offense; positive pre-placement or other drug tests; or newly discovered evidence of drug test tampering.

c. **Repeat drug testing** means a drug test that is repeated following a positive test. This test will be conducted within 5 days following notification of a positive test and will test the broadest spectrum of drugs.

d. **Random drug testing** means drug testing where employees or students of affiliated agencies are tested randomly at the discretion of the agency without reasonable suspicion.

2. “Impaired” means that a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for disability). An impaired student, by virtue of his/her use of alcohol or illegal drugs, exhibits deteriorated motor/psychomotor function, reduced conceptual/integrative/synthetic thought processes, and/or diminished judgment and attentiveness compared with previous observations of the student’s conduct and performance. For purposes of this policy, the term impaired shall also mean addiction and/or physical or mental dependence upon alcohol or illegal drugs.

3. “Illegal drugs” means (1) any drug or substance whose use, possession, and manufacture are regulated by the Commission for Mental Health, Developmental Disabilities, and Substance Abuse Services pursuant to Article 5 of Chapter 90 of the North Carolina General Statutes (the “Controlled Substances Act”); or (2) a drug whose use is strictly controlled by a physician’s prescription or other order.

4. “Program” means all degree granting programs in the CHHS.
5. Each program will have one or more “Program Designees” that will oversee student affairs issues.

IV. College Procedural Requirements

A. Prohibited Conduct and Duty to Notify of Charges/Convictions

1. All conduct specified in University Policy 38 Illegal Drugs and Illegal Use or Abuse of Alcohol (Policy 38) and University Policy 81 Alcoholic Beverages (Policy 81) is expressly prohibited. The terms of Policy 38 and Policy 81 shall be made a part of this policy. Nothing in this policy shall be construed to limit or otherwise constrain the terms of Policy 38 or Policy 81.
2. Nothing in this policy shall be construed to limit or constrain the terms of any agency drug testing policy or scheme.
3. Under no circumstance should a student participate in Program courses or educational experiences while he/she is impaired.
4. Under no circumstance should a student manufacture, consume, possess, sell or distribute illegal drugs or alcohol in violation of applicable federal and state laws and/or applicable Program and University policies, including the University Code of Student Conduct.
5. Students have an affirmative duty under this policy to report any criminal charges, convictions or plea agreements that are related to the manufacture, use, possession, sale or distribution of an illegal drug, or to the purchase, consumption or possession of an alcoholic beverage. Such violations, if substantiated, will result in disciplinary action, up to and including dismissal from the Program, in accordance with established Program disciplinary policies and procedures. Such violations will also result in a referral to the Department of Student Community Ethics (“DSCE”) for investigation and University discipline if warranted.
6. A student who violates any provision of this Section IV.A will be deemed to be unable to meet the essential functions and technical standards of their Program and will be subject to disciplinary action, up to and including dismissal from the Program.
7. A student should be aware that a positive drug test may impede his/her ability to part-take in clinical/internship experiences and therefore may impede his/her ability to progress in a Program.

B. Agreement to Submit to Drug and Alcohol Testing

1. A student entering or progressing in a Program that requires a drug test(s) as a condition of enrollment must submit to the said drug testing as required by the Program.
2. A student participating in a Program must agree to submit to pre-placement drug testing; reasonable suspicion drug testing when circumstances warrant such testing; and/or repeat drug testing as required by the Program.

3. All students shall sign an acknowledgment and consent form (Attachment A) that evidences the student’s consent to: (a) comply with University, College, and Program policies pertaining to alcohol and illegal drugs; (b) comply with all policies and regulations of affiliated agencies pertaining to alcohol and illegal drugs; (c) submit to all drug testing as described in this policy; and (d) authorize the disclosure of drug testing results to the Dean of the College of Health and Human Sciences (CHHS) or his/her designee. Refusal to sign the acknowledgment and consent form shall be grounds for non-placement in clinical/internship experiences and subsequent dismissal from the Program.

C. Actions Following Positive Drug Tests

1. Upon receipt of a positive drug test, the Dean of College of CHHS or his/her designee shall inform the Program Designee of the positive drug test, the student who received the positive test, as well as any other information needed to evaluate the positive drug test.

The Program Designee shall notify the student in writing of the result of the drug test; the option to repeat the drug test one time; as well as any disciplinary action imposed. The repeat drug test shall be conducted by a mutually agreed upon qualified vendor and all costs of the repeat test shall be borne by the student.

If a student chooses to submit to a repeat drug test, any appeal time-line designed in this policy shall be stayed until the Program Designee notifies the student of the result of the repeat drug test.

A student who receives a positive drug test, or a positive repeat drug test, will be subject to disciplinary action.

2. Disciplinary action at the Program level for a positive drug test will be decided by a designated group of Program faculty and may include dismissal from the Program. Program level disciplinary action may be appealed pursuant to Section D of this policy.

3. A positive drug tests will also be referred to Department of Student Community Ethics (DSCE) for investigation pursuant to the Western Carolina University Student Code of Conduct (Code).

4. Students that are dismissed from the University are dismissed from the Program.

5. Any attempt to tamper with, contaminate or switch a sample during any drug test will result in disciplinary action, up to and including dismissal from the Program and will be referred to the DSCE for investigation pursuant to the Code.
6. If a student is permitted to continue in the Program following a positive drug test result, the agency that required the test may handle the issue according to its policy. In the event that the agency refuses to permit the student to continue with the agency an alternative placement will be sought; however, if placement cannot be found the student may not be able to progress through the program, depending on the program’s requirements.

D. Program Appeal

1. A student who wishes to appeal the decision of the Program have the option to do so in writing to the Dean of CHHS within five (5) days of notification as specified in Section C.1.
2. The Dean may request in writing supportive information from the student, which must be provided within 5 days of the Dean’s request.
3. The Dean will decide on the case within five (5) days of receiving all requested information.
4. The Dean may base his decision on any or all information provided and/or learned through investigation conducted him/her self or others.
5. In order to maintain an appeal, a person must remain a student in good standing of the university. All appeal rights terminate with the loss of student status.

E. Pre-Placement Drug and Alcohol Testing

1. Pre-placement drug testing will be coordinated through students’ Program and will be conducted by a qualified vendor or as determined by the affiliated agency. The cost of all drug testing shall be borne by the student, unless it is otherwise provided by the affiliated agency. Any positive pre-placement drug test shall be evaluated pursuant to this policy.
2. If a student is permitted to continue in the Program following a positive pre-placement drug test result, the agency that required the test will handle the issue according to its policy. In the event that the agency refuses to permit the student to work with the agency an alternative placement will be sought; however, if placement cannot be found the student may not be able to progress through the program, depending on the program’s requirements.

F. Reasonable Suspicion Drug and Alcohol Testing

1. Reasonable suspicion drug testing may be conducted when individualized and objective evidence exists to support the reasonable suspicion that a student (1) has engaged in the use of alcohol and/or illegal drugs in violation of applicable policies, laws, and regulations; or (2) appears to be impaired.
2. Evidence of a student’s use of alcohol and/or illegal drugs or impairment may be provided by any individual, including employees of affiliated agencies.
3. The determination of whether or not reasonable suspicion testing is warranted shall be made by an agency, or by the Program Designee and Dean of CHHS.
4. Reasonable suspicion drug testing will be coordinated through the student’s Program Designee, and the cost of drug testing shall be borne by the student.

V. Confidentiality

All drug testing results shall be used, maintained, and disclosed by the College and/or University only as permitted by and in strict compliance with all applicable federal and state laws and regulations pertaining to confidential and protected health information and student records.
Attachment A

WESTERN CAROLINA UNIVERSITY
College of Health and Human Sciences

Acknowledgement and Consent Form

Students in the Programs shall be familiar with applicable legal and ethical requirements set forth in state licensure laws and regulations pertaining to healthcare professions and occupations.

I have read and understand the College of Health and Human Sciences Alcohol and Illegal Drug Testing Policy for Students (“Policy”). I also have had an opportunity to ask questions about the Policy.

By my signature below, I agree to comply with the requirements of this Policy, and all applicable policies and regulations of the University and affiliated agencies. Further, as a condition of participation in the Program, I knowingly and voluntarily consent to submit to any drug testing required by the University, College, or Program, or any requisite pre-placement drug testing or random drug testing required by an affiliated clinical agency.

I hereby authorize the disclosure of any and all drug testing results to the Dean of the College of Health and Human Sciences or his/her designee.

I hereby agree, for myself and on behalf of my successors, heirs, and assigns, to hold harmless and waive any and all claims and release, satisfy, and forever discharge Western Carolina University and its trustees, officers, and employees, and the University of North Carolina and its governors, officers, and employees from any and all actions, claims, damages, judgments, demands, rights, and causes of action of whatever kind or nature, arising out of or in connection with the College’s, Program’s, and University’s administration of the Policy.

_________________________________________  ______________________
Student Signature                      Date

_________________________________________
Printed Name