



City University of New York

Family Nutrition and Exercise Sciences Department

Dietetic Internship
&
Combined Master's Degree and Dietetic Internship

Program Handbook

2022-2023

TABLE OF CONTENTS

OVERVIEW	3
ACCREDITATION	3
MISSION STATEMENTS	4
PROGRAM GOALS AND OBJECTIVES	5
 <u>DIETETIC INTERNSHIP - POLICIES AND PROCEDURES</u>	
PROGRAM DESCRIPTION	6
ADMISSION REQUIREMENTS	6
ACADEMIC/PROGRAM CALENDAR, HOURS AND SCHEDULE	7
VACATIONS, HOLIDAYS, AND ABSENCE	8
PROGRAM COMPLETION REQUIREMENTS	8
WITHDRAWAL AND REFUND OF TUITION FEES	10
FORMAL EVALUATION OF STUDENTS AND PERFORMANCE REPORTS	10
DISCIPLINARY/TERMINATION PROCEDURES	11
GRIEVANCE PROCEDURES	12
COST	13
INSURANCE	15
STATEMENT OF EQUAL OPPORTUNITY	16
PROTECTION OF PRIVACY	16
ACCESS TO PERSONAL FILES	16
CREDIT FOR PRIOR EXPERIENCE	17
DRESS CODE	17
DRUG/FINGERPRINTING/CRIMINAL BACKGROUND CHECK	17
CONTACT INFORMATION/COMMUNICATION	17
REPLACEMENT OF EMPLOYEES	18
NONCOMPLIANCE WITH ACCREDITATION STANDARDS	18
STUDENT SUPPORT	18
PRACTICE SITES	19
SOCIAL MEDIA	20
OTHER POLICIES	22
 <u>COMBINED MASTER'S DEGREE AND DIETETIC INTERNSHIP - POLICIES AND PROCEDURES</u>	
PROGRAM DESCRIPTION	23
COST	24
FORMAL EVALUATION OF STUDENTS AND PERFORMANCE REPORTS	24
DISCIPLINARY/TERMINATION PROCEDURES	24
PROGRAM COMPLETION REQUIREMENTS	25
WITHDRAWAL AND REFUND OF TUITION FEES	26
VACATIONS, HOLIDAYS, AND ABSENCE	26

OVERVIEW

The Department of Family, Nutrition, and Exercise Sciences of Queens College of The City University of New York offers a free-standing Dietetic Internship (DI) and a combined Master's and Dietetic Internship (MS/DI) within their graduate programs. Both programs meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) *Accreditation Standards for Nutrition and Dietetics Internship Programs* (2022). The programs meet ACEND required core competencies for registered dietitian-nutritionists.

Students will gain experience in community nutrition counseling and program management, medical nutrition therapy and food service management at community and clinical locations throughout New York City.

Upon successful completion of either program, candidates will be eligible to sit for the Dietetic Registration Examination, administered by The Commission on Dietetic Registration (CDR).

ACCREDITATION

The Dietetic Internship is accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND). The College is approved by The State of New York and is accredited by The Middle States Association of Colleges and Secondary Schools.



MISSION STATEMENTS

City University of New York (Key Elements)

The mission of The City University of New York as per state education law and intent of New York State Legislature, states in part: The City University be supported as an independent and integrated system of higher education on the assumption that the University will continue to maintain and expand its commitment to academic excellence and to the provision of equal access and opportunity for students, faculty and staff from all ethnic and racial groups and from both sexes. The City University is of vital importance as a vehicle for the upward mobility of the disadvantaged in the City of New York. Activities at the City University campuses must be undertaken in a spirit which recognizes and responds to the imperative need for affirmative action and the positive desire to have City University personnel reflect the diverse communities which comprise the people of the city and state of New York. Additional information on the mission with history of The City University of New York is available at <https://www.qc.cuny.edu/po/mission-statement/>

Queens College

The Queens College mission states that it is “to prepare students to become leading citizens of an increasingly global society. The college seeks to do this by offering its exceptionally diverse student body a rigorous education in the liberal arts and sciences under the guidance of a faculty that is dedicated to the pursuit of excellence and the expansion of the frontiers of knowledge. Its goal is that students learn to think critically, address complex problems, explore various cultures, and effectively use the full array of available technologies and information resources”. In addition, the Queens College motto *Discimus ut serviamus*—*We learn so that we may serve*, especially embodies the spirit of the college. Stated by former Queens College President and now Chancellor of CUNY, in the college’s Strategic Plan: “The connection between service and learning was embedded as a fundamental part of our educational mission and philosophy and indeed our motto is *Discimus ut serviamus*—*We learn so that we may serve*”.

Department of Family, Nutrition and Exercise Sciences

The mission of the Department of Family, Nutrition and Exercise Sciences, Queens College, CUNY, is “to prepare individuals to assume leadership roles in family and consumer sciences, nutrition, and exercise sciences, and in teacher education in family and consumer sciences and physical education; to create new knowledge through research and in-depth study of the respective disciplines; and to apply current knowledge to enhance the health and well-being of individuals, families, and communities in an increasingly global society”.

Queens College Dietetic Internship and Combined Master’s/Dietetic Internship

The mission of the *Queens College DI and MS/DI* is to prepare students as entry-level registered dietitian-nutritionists in a manner that promotes flexibility and innovation in an increasingly global society.

PROGRAM GOALS AND OBJECTIVES

Goal 1. The program will develop competent entry level dietitian-nutritionists utilizing the resources of Queens College, City University of New York.

Objectives:

- 1.1 90% of program graduates take the CDR credentialing exam for dietitian-nutritionists within 12 months of program completion.
- 1.2 The program's one-year pass rate (graduates who pass the exam within 1 year of first attempt) on the CDR credentialing exam for dietitian-nutritionists is at least 80%.
- 1.3 80% of employers' survey responses, collected within 12 months of program completion, will indicate satisfaction with graduates' preparation for entry-level practice.
- 1.4 90% of graduates' survey responses, collected within 12 months of program completion, indicate satisfaction with their preparation for entry-level practice.

Goal 2. The program will contribute to meeting the employment demand for registered dietitian-nutritionists (RDNs) who are able to innovate and serve diverse populations in various settings.

Objectives:

- 2.1 At least 80% of program students complete program requirements within 14.25 months if in DI, and 36 months if in MS/DI (150% of program length).
- 2.2 Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 2.3 70% of graduates' survey responses, collected within 12 months of program completion, indicate they contribute to innovation and serve diverse populations at their place of employment.

DIETETIC INTERNSHIP - POLICIES AND PROCEDURES

PROGRAM DESCRIPTION

The Department of Family, Nutrition, and Exercise Sciences of Queens College of The City University of New York offers a Dietetic Internship through the graduate program. This program is based on the Accreditation Council for Education in Nutrition and Dietetics (ACEND) *Accreditation Standards for Nutrition and Dietetics Internship Programs (2022)*. ACEND required core competencies for registered dietitian-nutritionists are met through this program.

Students will gain experience in the areas of community nutrition counseling and program management, medical nutrition therapy in a clinical setting, and food service management. Successful completion of a minimum of 1000 hours of planned experiences is required for the Queens College Dietetic Internship. The program is designed to be completed within nine months. An extension to a maximum of 14.5 months requires proof of extenuating circumstances and a written agreement to extend the Dietetic Internship Agreement.

Upon successful completion of the program, candidates will be eligible to sit for the Dietetic Registration Examination, administered by The Commission on Dietetic Registration (CDR).

ADMISSION REQUIREMENTS

Applicants to the Dietetic Internship submit an application in the DICAS system and participate in the computer match via the D&D Digital system - applicants for DI only (entering with MS completed) choose D&D Digital option # 470; applicants for combined MS/DI see p 23-26 below. All must meet the following requirements before they begin the program to fulfill accreditation requirements, and to promote students' success and safety when in the internship:

1. Core program requirements:
 - A Master's degree from an accredited school or foreign equivalent as determined by a recognized credentialing agency
 - Verification Statement from ACEND-accredited DPD received within the last 3 years or with graduate course completion in MNT and Assessment within 3 years
 - Cumulative GPA of 3.0 / DPD GPA of 3.0 / Science GPA of 3.0
 - Personal statement
 - Three letters of recommendation: 1 from work supervisor, 1 from professor and third from either supervisor or instructor
 - Relevant volunteer and or work experience within the dietetic profession; leadership experience preferred
 - Resume
 - Ability to work within the United States
 - Writing ability

- Personal interview
2. Interns must meet site health requirements, including:
 - Physical Examination
 - Proof of negative “2 Step PPD” or Quantiferon TB Test within 3 months of admission
 - Proof of titers (blood tests) showing immunity to Measles, Mumps, Varicella, and Rubella
 - Tetanus vaccination within the last 10 years
 - Evidence of Hepatitis B vaccination or signed waiver to decline. Hepatitis B titer may be required from hospital practice site.
 - Annual influenza vaccination
 - Covid-19 vaccination
 - Drug urine screening
 - Health insurance
 - Background check and finger printing (as required by rotation site)
 3. Matriculated status in Family, Nutrition and Exercise Sciences graduate program
 4. References and resources required by the program (provided upon acceptance to the program)
 5. Signed Internship Agreement (provided upon acceptance to the program)
 6. Tuition for each semester must be paid in full prior to the start of each semester, fall and spring.
 7. Other needed materials:
 - Liability Insurance (students in the Dietetic Internship Program are covered by professional liability insurance at sites with active affiliation agreements)
 - Laptop computer, webcam, internet, printer/scanner
 - A viable, professionally stated email address

ACADEMIC/PROGRAM CALENDAR, HOURS AND SCHEDULE

Students are scheduled by each preceptor to work as if they were full-time employees (i.e. 35 hours per week, 8 hours on-site per day), to insure a continuum of experience in each practice area. Hours are based on the work schedule of the preceptors. Depending on the type of experience, students may be scheduled as early as 6 AM and as late as 7PM. On rare occasions, interns may be asked to stay later than 7 PM. Days and specific hours assigned are at the discretion of each preceptor. Individual student requests for specific hours or days may not be able to be accommodated. All experiences of a specific type (i.e., community, clinical, food service management, etc.) are scheduled as a separate block of time. Experience may be live or virtual, depending on the ability of the site and preceptor, with a minimum of 600 hours associated with actual professional practice locations and maximum of 400 hours of simulation, with all interns completing a minimum of 1000 hours of practice. Rotations may start as early as June for interns, at sites that can accommodate an early start date, only after all Program Orientation and site clearances are completed.

Time off is not allowed unless site is closed for holiday, preceptor may not be available, illness, need to leave site early for travel to Queens College for evening graduate courses or personal emergency. The intern must discuss any time off with preceptor and DI director in advance unless an emergency for which the intern must email and call site preceptor(s) and DI director the morning of day out and note time out on time sheet.

One professional conference per year is required. Topic, date and time is submitted to Program Director and then preceptor at start of rotation, to request permission for the day off-site. Additional conferences require permission from director and from preceptor of the rotation and may not be allowed.

A curriculum check sheet and time sheets, both signed by the preceptor, will be submitted to the internship director via Blackboard at mid-point and end-point of each rotation greater than 4 weeks in length throughout the program unless otherwise requested. Class days are 8 hours in length which includes 1 hour for lunch and two 30-minute breaks. Hours for class meetings, minus time for breaks, total the required class time for 6 hours, 6 credits earned for FNES 773 and 774. Interns log six practice hours for each of the 10 class days that occur during the months of site-based practice, September through May. These class days include interns' presentations, discussion and analysis of site-based case-study and professional experience.

Half-way through every rotation and at the end of the rotation, student and preceptor complete evaluations submitted to the Dietetic Internship Director via Survey Monkey, assessing the student's competencies and professionalism relevant to the rotation.

Curriculum, time sheets, evaluation forms, the program calendar and schedule will be posted on Blackboard, in the Dietetic Internship Seminar course (FNES 773 and FNES 774).

VACATIONS, HOLIDAYS, AND ABSENCE

The program will operate on the schedule of the various facilities. The student will not be eligible for vacation during a rotation. Students may be required to work holidays or weekends, at the discretion of the facility. One week off is scheduled between ~December 25th and January 1st at discretion of the work-site.

Students are required to make up all time missed for illness or other causes within the rotation during which hours were missed, to fulfill the minimum number of practice hours and to acquire required competencies of the rotation.

Specific requests for time off must be made at least two weeks prior to entering the next rotation.

Interns are expected to participate in all seminar classes, unless there are extenuating circumstances such as personal or family illness or other emergency situations. In such situations, the Director should be notified prior to the scheduled class.

PROGRAM COMPLETION REQUIREMENTS

To receive a **verification statement** attesting to the satisfactory completion of the internship the student must:

- Successfully meet all the program objectives.
- Successfully complete all core and emphasis competencies, including all required projects.
- Receive satisfactory evaluations from preceptors, faculty and the Dietetic Internship Director.
- Successfully complete seminar assignments.
 - ⇒ Course grades are based on quality of assignments, participation in seminar, testing and compliance with Program Policy and Procedures (as defined in the *Handbook*). Grading criteria is contained in the syllabus for FNES 773 and FNES 774.
 - ⇒ Online practice testing via Blackboard is required throughout rotations. An online Final DI Examination with minimum passing score of 80% is required to receive a Verification Statement of Completion of the DI. Final testing occurs in the classroom to verify independent performance and identity of each student and to evaluate culminating ability of each student.
 - ⇒ Online rotation tests are completed prior to the start of rotations, unless otherwise noted. Interns must re-take rotation exams to improve score to minimum 80% and submit a referenced response for each test question answered incorrectly.
- Successfully complete all co-requisite graduate courses.
 - ⇒ A minimum of six graduate credits, excluding the internship credits, must be successfully completed in order to be verified, FNES 767 (fall) and elective (spring), for interns not enrolled in MS/DI.
 - ⇒ FNES 767, (Advanced Medical Nutrition Therapy) must be completed before the start of or taken simultaneously with, the Medical Nutrition Therapy rotation.
- Successfully completed the pre-requisite Master's degree requirement (all interns must have a MS completed or complete the Queens College combined MS/DI by the end of the dietetic internship).
- Successfully complete ALL requirements within 9.5 months of entry into the program. Availability of rotation sites may extend this time frame to a maximum of 12 months from entry into the program. If there are extenuating circumstances, the intern must obtain an extension of the Dietetic Internship Student Contract and may be asked to take an official leave of absence, not to exceed 150% of program length or 14.25 months. If there is no communication with the Program Director by the time the leave is up, it will be considered that the intern has withdrawn from the program and will not complete the internship.
- Each intern receives 6 Verification Statements verifying completion of an ACEND accredited dietetic internship and a certificate of completion of successful achievement of the Queens College Dietetic Internship program requirements.

WITHDRAWAL AND REFUND OF TUITION FEES

- In order to receive a 100% refund of tuition, a student must drop course(s) online through CUNY First before the official opening day of classes.

- Fall and spring refunds are made according to the following schedule:

‡ Withdrawal from course at least one day before official scheduled opening of semester	100%
‡ Withdrawal from course within one week after scheduled opening of semester	75%
‡ Withdrawal during second week after official opening of semester	50%
‡ Withdrawal during third week after official opening of semester	25%
‡ Withdrawal after completion of third week after official opening of semester	none
‡ The last day to add a course is one week after classes begin.	

Application for tuition refunds for extenuating circumstances should be made in writing to the Registration Review Committee c/o the Registrar's Office (Jefferson Hall, Room 100.) Except as otherwise noted, no other fees are refundable. For further information, see the *Graduate Handbook* on-line at <https://www.qc.cuny.edu/academics/graduatestudies/>

FORMAL EVALUATION OF STUDENTS AND PERFORMANCE REPORTS

Formal evaluations, on the Queens College Rotation Evaluation Forms, are completed by the lead preceptor at each site via Survey Monkey. In facilities where the student works with more than one preceptor, each preceptor evaluates the student, and the lead preceptor combines all evaluations into one, unless previous arrangements are made, and are sent to the Internship Director.

- ⇒ If the preceptor has not shared the evaluation with the intern before the intern leaves the facility, interns will have the opportunity to see the evaluation and to sign that they have seen it, when the Director receives it. An intern will not continue in the next rotation until curriculum and time sheets, signed by the preceptor are submitted in Blackboard, and preceptor evaluations are submitted in Survey Monkey, indicating the intern has passed the rotation.
- ⇒ If there is a problem with the student's progress/performance and/or compliance with program Policies and Procedures, as defined in the *Handbook*, the site preceptor should meet with the student and notify the Internship Director immediately. If a student is at risk for failing the rotation a performance plan with a defined time frame for remediation will be determined by the director, preceptor and intern, to enable the student to achieve satisfactory performance. If the student does not achieve satisfactory performance within defined time-frame the intern may be dismissed from the program.

- ⇒ Tutorial support is available for students throughout the program: during class meetings, by the internship director during office hours, and by tutorial resources available through Queens College (see section W. Student Support below)
- ⇒ If a student is unable to achieve entry-level practice ability after plan and time for improvement and remediation is provided, counseling would be provided by the DI Director to explore alternate career paths suitable for the intern as well as refer the student to Queens College Center for Career Engagement and Internships and Counseling Services as needed.
- ⇒ The Internship Director will meet with students individually at any time during the program when either the student or preceptor finds a need to do so. After such a meeting, at the discretion of the Internship Director, a *Conference Form* will be filled out by the Director and placed in the student's record, after the student sees the completed form and signs it.
- ⇒ An *Observation Form* will be completed by the Internship Director, if a site visit is made to observe a student's performance. This will be placed in the student record, after the student signs it.

Formal evaluations on the Queens College Rotation Project Rubrics is provided by DI faculty based on criteria of the grading rubric associated with each rotation project in Blackboard. Interns are required to receive minimum rating of "Achieve or Exceed Expectations" for all ACEND DI competencies associated with each project, providing necessary feedback on intern competency to perform each indicator, and to receive DI Verification Statement of successful program completion.

- ⇒ Points are deducted for each element of the project that is rated "Approach or Far Below Expectations". Point deductions are applied to the final project grade, which contributes to the final course grade for FNES 773 (Fall DI Seminar) and 774 (Spring DI Seminar) graduate courses. Project elements that are rated "Approach or Far Below Expectations" must be re-submitted to show achievement of all ACEND competencies to receive ACEND Verification Statement of DI completion, required to sit for RDN Exam. Project grade for *first submission* with point deduction is applied to final course grade. Passing grade in Fall DI Seminar 773 is necessary to proceed to Spring DI Seminar 774, second half of the dietetic internship.

DISCIPLINARY/TERMINATION PROCEDURES

Students are required to meet all obligations as set forth in Policies and Procedures, as defined in the *Handbook*. Minimum competencies are set by ACEND. Students are also required to use the property of the institution with care and economy and act ethically. Students found to be guilty of any form of academic dishonesty will be subject to discipline, including suspension or dismissal from the Dietetic Internship Program.

If the site preceptor and/or the Dietetic Internship Director find a problem exists with student progress/performance and/or compliance with Policies and Procedures, and the student/faculty conference(s) (as discussed in I., Formal Evaluation) do not yield a satisfactory agreement, the student will

be required to meet with a committee of The Queens College Department of Family, Nutrition, and Exercise Sciences faculty to discuss the problem, to include Chair and Assistant Chair of the Department of family Nutrition and Exercise Sciences, Internship Director and Preceptor(s). If the committee determines, after meeting with the student, that the problem can be resolved by a change of facility, increase in length of rotation, or other measures, appropriate action will be taken by the Internship Director, and documented in the student record. If any of these problems resurface, the student will be dismissed. If the committee determines, after the initial meeting, that the student can no longer meet the program obligations, the student will be dismissed from the program. The student has the opportunity to grieve any decision of the committee by using the procedure defined in K. Grievance Procedures, Section 3.

GRIEVANCE PROCEDURES

Should a student and/or preceptor have a grievance at a site, the following procedure shall be followed:

1. The student and/or preceptor may take the matter to the lead site preceptor on an informal basis, in order to settle the matter promptly. Under such circumstances the student should inform the Internship Director about the concern and its resolution.
2. If the grievance is not satisfactorily settled in Step 1, the student and/or preceptor should meet with both the Internship Director and the lead site preceptor.
3. If the grievance is not satisfactorily settled in steps 1 and 2, a written grievance should be filed with the Internship Director. The written grievance should set forth the facts giving rise to the grievance, including the date and persons involved, and designate the cause. A meeting with the student, the Chair of the Department of Family, Nutrition, and Exercise Sciences, the Dietetic Internship Director, and any other person who has knowledge of the issue, shall follow. The decision of the Chair of the Department shall be binding.
4. If a student is dismissed by the preceptor from the practice site due to non-compliance with the rules and regulations of the site or the student terminates their practice experience during a rotation without previous discussion with the preceptor and internship director as outlined in 1.- 3. above the student may be dismissed from the program.
5. Submission of written complaints may be filed with ACEND related to noncompliance with ACEND accreditation standards after all options with the program and institution and institution are exhausted. Process is outlined on the ACEND website at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

Should a student believe he/she has received an inappropriate grade, the following procedure shall be used for resolution:

1. The student shall first consult with the instructor.

2. If no satisfactory resolution can be reached with the instructor, the student shall consult with the Department Chair. The Chair may convene a faculty committee to review the appeal.
3. If there is still no satisfactory resolution, the student shall appeal to the Office of Graduate Studies for a further review. The appeal must be in writing and must detail the reasons why the grade is felt to be inappropriate.
4. Appeals from the decision of the Office of Graduate Studies may be directed in writing to the Graduate Scholastic Standards Committee.
5. At the departmental level, a grade appeal is based on the academic quality of the student's work and any other requirement established in the syllabus. The only basis for an appeal to the Office of Graduate Studies and the Graduate Scholastic Standards Committee is that the student feels that he/she has been treated in an arbitrary and capricious manner by the instructor. To make such an appeal, the student must be prepared to demonstrate that the grade was assigned punitively, unfairly, or on a basis other than impartial academic evaluation.

Students and preceptors will not be retaliated upon for bringing a grievance or making complaint toward the program.

COST

- Application fee of \$100 is due to Queens College, (see website for mailing address) **by the due date for the application** in order for the application to be reviewed.
- Graduate tuition at Queens College is presently \$470/credit for New York State Residents and \$830 /credit for out of state residents.

⇒ Tuition for Internship Only Track:

The Internship tuition is six credits in the fall semester (FNES 773) and six credits in the spring semester (FNES 774) plus 1 graduate course taken in the fall and spring semesters, for a total of 9 credits each semester. **The total number of credits for the entire internship is therefore 18**, as reflected above.

\$470/credit for 9 credits per semester (\$4230) x 2 semesters, fall and spring:

Total tuition for the DI year: \$8460

- The consolidated fee, paid at the time of registration, includes activity fees, consolidated service fees and technology fees: \$198.35. Additionally, DI fee of \$150 is due at time of registration for FNES 773.

Full Details can be found for QC Tuition and related costs at: <https://www.qc.cuny.edu/br/tuition-costs/>

- All students must be allowed to work in the U.S. and provide proof thereof upon request, typically in form of the Social Security Card. A visa that includes permission to work could be acceptable.
- All students are required to have a complete medical examination within three months before the start of the internship at their own expense, and present documentation to the Dietetic Internship Director from the physician certifying that the student is medically fit to take part **in all parts** the program. Certification requires physician stamp (name and contact information) and signature.

⇒ In addition, students must present proof of the following titers / immunizations:

- ◇ Two-Step PPD (or whatever is currently being used by the facility to test for TB)
- ◇ A tetanus inoculation within the past 10 years (tdap)
- ◇ MMR/titers
- ◇ Hepatitis B series, titer or waiver
- ◇ Varicella/titer
- ◇ Drug screening
- ◇ Annual influenza vaccination (required by some sites)
- ◇ Covid-19

Note: Practice sites may require testing in addition to the above

- All students must carry their own medical insurance and proof of current coverage must be provided to the Internship Director before the student goes to the first facility.
- Transportation to and from each placement is the responsibility of each student.
 - ⇒ Cost varies depending on the distance from home to the assigned facility. Parking fees are assessed at certain facilities and must be paid by the student.
 - ⇒ New York State law requires that each automobile registered in the state be insured. Automobile insurance is the responsibility of the owner of the vehicle.
 - ⇒ At some sites, the student may be required to attend local meetings or seminars, where the cost is borne by the student.
 - ⇒ In some community settings, especially those in New York City, it may be easier to take public transportation for which cost is borne by the student.
- Students must provide a lab coat and/or uniform in some assigned facilities and instant thermometer. Comfortable, closed, slip-resistant shoes with support are needed.
- Students are expected to have smart phones and internet devices (such as a computer/pad/notebook) and printer/scanner. If students use the computers at any lab on campus, they are required to save all material electronically. All printers connected to computers for student use require a pay card for

printing. Students are expected to check their email at the address on file with the Dietetic Internship Director and their current preceptor daily, requiring use of smart-phone or computer.

- Students are expected to have all required texts and references, ~\$500.
- Students are expected to participate in conferences, webinars and RD Exam Review Course. These expenses can run ~\$500.
- Information concerning financial aid is available from the Financial Aid Office located in **Jefferson Hall, Room 202**. The telephone number is **718-997-5100**. Graduate students who meet the requirements may be eligible for student loans.

⇒ Financial aid counselors are available Monday through Thursday 9:30 AM until 4 PM, Friday from 9:20 AM until 2PM throughout the year and Tuesday and Wednesday evenings from 5-7 PM when regular Fall/Spring classes are in session. See Student Support below.

INSURANCE

Student Professional Liability Insurance

Students in the CUNY clinical programs including the Dietetic Internship Program are covered by professional liability insurance at sites with active affiliation agreements. Certificates are not needed to effectuate the coverage.

General Liability Insurance

CUNY is covered by general liability insurance that protects the university against third party claims invoking alleged malpractice of a student. The general liability insurance is only valid if it is part of a legal agreement between CUNY and an affiliate.

The College is not responsible for any liability incurred by the student in traveling to and from assigned areas or meetings.

- * Separate insurance for automobiles and travel should be obtained by the student or vehicle owner, (for automobile travel) at the student or owner's expense.

Medical and accident insurance are the responsibility of each student. (See L. Cost)

- * Neither the individual facility/organization where students obtain the pre-professional experience nor The College is responsible for illness or injury incurred in those settings.
- * If an emergency occurs at a practice facility, the facility will help the student obtain emergency care, with expenses incurred by the student.

All insurance must be obtained to cover the duration of the student's participation in the Dietetic Internship.

STATEMENT OF EQUAL OPPORTUNITY

“It is the policy of Queens College of the City University of New York and this program to recruit, employ, retain, and promote employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence.” Students who believe they have been discriminated against in violation of this policy should bring their complaints to the Chief Students Affairs Officer for investigation by the officer or his or her designee in accordance with this policy. Retaliation against any member of the University community who has made a complaint of discrimination is prohibited. For further information, please contact the Queens College Office of Compliance and Diversity. <https://www.qc.cuny.edu/ocd/>

Students with disabilities needing academic accommodation should contact the Special Services Office, Frese Hall room 111A, 718 997-5870.

PROTECTION OF PRIVACY

The student’s right to privacy shall be protected in accordance with the provisions of the *Federal Education Rights and Privacy Act of 1974*. “Students have the right to be advised of which student records and information are maintained by the College, who maintains them, who has access to them, for which purposes, policies for reviewing and expunging them, procedures for granting students access, and for challenging the records, cost charged for copies, and other rights and requirements under the Act. All of this information is available from the Registrar’s Office, Jefferson Hall, first floor, during the hours the office is open.” For further information: contact the Registrar’s office at 718.997.4400. <https://www.qc.cuny.edu/qchub/registrar-records-management-services/>

ACCESS TO PERSONAL FILES

Students’ personal records will be kept in the office of The Dietetic Internship Director and in the Dietetic Internship Seminar Blackboard course. These records are available to the Internship faculty. Students who wish to review their personal files may do so with the Internship Director, by appointment. Student files are retained for the length of time required for reporting for the program’s accreditation cycle, except for Verification information, which is retained indefinitely.

Interns' electronic files within Blackboard and evaluations within Survey Monkey are accessible only by internship personnel. Interns' Evaluation of Rotation and Preceptor are shared with the preceptor by internship personnel after interns' completion of the program, either written or verbally. Interns' medical clearance documents may be requested by the practice site as needed.

CREDIT FOR PRIOR EXPERIENCE

The Queens College Dietetic Internship does not give credit toward prior experience.

DRESS CODE

Queens College does not have a specific dress code. For internship work, however, professional business casual attire is expected in each assigned facility, or dress in required uniform as may be required. Professional attire is required for presentations and at all professional venues, including those held on campus.

DRUG/FINGERPRINTING/CRIMINAL BACKGROUND CHECK

Interns assigned to certain facilities, may have to have a background check completed and be drug tested and/or fingerprinted. At some of those facilities, interns will have to pay for it. At others, the facility will pay for it. Each facility has different rules on background checks. Interns will need to contact the facility to which they are assigned for specific requirements. Placements at some facilities, include NYC Health + Hospitals locations, require additional exclusion checks that the Director must perform prior to placement.

CONTACT INFORMATION/COMMUNICATION

Interns must advise the Director of any change of address, telephone number, including cell number and e-mail address as soon as any one of them changes. Additionally, all interns must have a working e-mail address and check it daily. E-mail is available through the college for all students and should be checked often because the college will not be sending bills or other messages by any means other than e-mail. All interns must check Blackboard daily for course communications. All students should have a college ID card

(available through Security). Interns must be able to access grades, registration information, course requirements, library resources and have the ability to use the computer system throughout the Queens College campus.

REPLACEMENT OF EMPLOYEES

Students performing supervised practice experiences in the dietetic internship will perform the work of dietetics professionals while under supervision of their preceptor. Intern work will not replace the work of employee(s) that is required for daily operation of the facility. Interns are not paid compensation for supervised practice experiential learning.

NONCOMPLIANCE WITH ACCREDITATION STANDARDS

Should a student have an issue related to the program's noncompliance with ACEND accreditation standards the following procedure shall be followed:

1. The student may take the matter to Dietetic Internship Director for review and correction.
2. If the issue is not satisfactorily settled in Step 1, the student may meet with the Chair of the Department of Family, Nutrition, and Exercise Sciences.
3. If the issue is not satisfactorily settled in steps 1 or 2, a written complaint may be submitted to ACEND at:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

The process for submitting a complaint to ACEND is outlined on the ACEND website at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

STUDENT SUPPORT

Student support services is available at Queens College:

- **Department College Assistants** Remsen Hall, room 306, 718 997-4475
Jennifer Tang (jennifer.tang@qc.cuny.edu)
Alyson Tse (alyson.tse@qc.cuny.edu)

Contact Alyson Tse for assistance with graduate course enrollment.

- **Financial Aid, Loans, Loan Deferments, Grants, Work Study:** Contact the financial aid office for information about the various grants, work and loan programs offered by New York State and the federal government; Jefferson Hall, room 203. 718 997-5102. <https://www.qc.cuny.edu/faid/>
- **Office of Honors & Scholarships:** For information about scholarship opportunities. Honors Hall 16; 718-997-5502; fax 718-997-5498 email: honors@qc.cuny.edu Hours 9-5. <https://www.qc.cuny.edu/academics/ohs/>
- **The Center for Career Engagement and Internships:** Career development, help with resumes, interviews, job search. <https://www.qc.cuny.edu/academics/cei/> 718 997 4465; Virginia Frese Hall Room 213
- **Counseling Services:** The mission of Counseling Services is to enhance students' academic, intellectual, personal, and social growth. Special attention is given to students' health and well-being, with the aim of alleviating the effects of painful experiences, enhancing self-understanding and understanding of others, and fostering students' pursuit of their goals. Call to set appointment. <https://www.qc.cuny.edu/academics/psychology/psychological-center/> 718-570-0500, Queens Hall, Main Street.
- **Academic Support Center:** To improve your study skills you can attend free workshops. 718 997-5670, Kiely 227. <http://qcpages.qc.cuny.edu/asc/>
- **Writing Center:** To improve your writing skills individual tutoring is available. 718 997-5676; Kiely229. <https://www.qc.cuny.edu/academics/wc/>
- **Student Health Services:** The center offers health education and counseling to students on an individual basis and in groups.
Phone:718-997-2760
Email:healthquestions@qc.cuny.edu;
Hours: Monday-Thursday:9am-5pm
<https://www.qc.cuny.edu/health/>
- **Campus Housing:** Summit apartments on the Queens College campus. Visit website for more information. <https://queenscollegehousing.com/>

PRACTICE SITES

Site Criteria. Sites that meet the following criteria are selected for intern placement for a Community, Clinical or Management rotation placement:

- Affiliation Agreement current and in file.
- Preceptor(s) demonstrate a commitment to the Internship program

- Site liaison is available to assume lead role in guidance of the interns with the internship director
- Adequate staffing of preceptor(s) for intern supervision
- Preceptors must have at least one year of experience, or an experienced lead preceptor must be available
- Able to accommodate projects / student learning objectives of the rotation's curriculum (if all cannot be met, ability to meet objective(s) at a future site is planned)
- Lead preceptor attends preceptor orientation meeting; staff preceptors are present at meeting or information is provided to staff via lead preceptor.
- Working space for intern
- Maintain satisfactory ratings on site intern surveys and feedback
- Regulatory agency compliance: CMS, Joint Commission (hospital, extended care facilities)
- Practice sites are within two hours commuting time to and from a practice site by either car or public transportation; form of transportation available to the intern is communicated to the program director upon computer match.

Affiliation Agreements.

- Agreements for all sites accepting an intern for placement during a dietetic internship year must be current for that year and in file.
- Agreements are approved and executed by CUNY Office of General Counsel and designated person of the affiliated practice site
- Once final, copy is provided to the dietetic internship and the affiliated site.
- Electronic copy is acceptable
- Files are maintained in electronic file accessible by the internship director and FNES Department personnel as needed.
- Affiliation agreement for sites that will accept intern(s) are reviewed for update by Queens College Office of General Counsel prior to the start for the internship year.
- Affiliation agreement would not be needed if an intern is accepted at a site for observation only, unless required by the site.
- Interns do not choose their own practice sites; a site requested by an intern may serve as a practice site if it meets criteria for site placement and an affiliation agreement is established.

SOCIAL MEDIA

The Queens College dietetic interns participate in social media activities on the Queens College DI Instagram page, gaining competency in uses of social media in professional practice in dietetics. Interns will adhere to CUNY and QC DI policies on social media.

A. Social Media Policies Established By CUNY

1. Any social media account that bears our logo or wishes to be affiliated with the college must be registered with and managed by a QC faculty or staff member. While students may provide content and assist with posting, they should not be primary publishers. The college logo may not be remixed and must follow branding guidelines.

2. Posting at minimum once per week throughout the entire year.
3. Posting new, original content in high-quality. The theme of each post should vary week to week and should be produced by the program directly, not reposts of other programs or accounts. Photos and videos should not be blurry, have poor audio, etc.
4. Consider submitting content to be shared on QC official FB, twitter & other social media accounts. This will increase engagement/ users who view our content.

B. Social Media Policies Established by QC DI

1. General

- QC DI Faculty creates a schedule for intern posts at the beginning of the program, provides feedback on interns' proposed social media posts, approves content prior to posting and monitors the QC DI Instagram page.
- QC DI Interns create content, adhering to social media policy, post pictures with caption showing "highlight" from their program and ideas for content, to QC DI Google doc by pre-set due dates, for QC DI faculty approval and publication (see Content Approval below).

2. Content Guidelines

- Intern post is labeled according to content type with caption:
 - Intern Graduate Highlight includes sentence about *why you chose the QC DI, best rotation, fun fact about self*
 - Current Intern Highlight includes sentence about *why you chose the QC DI, dietetics area of interest, fun fact about self*
 - Competency Highlight includes sentence with rotation title, project / activity and ACEND DI Competency(s) that the activity/project addresses.
 - Program Highlight (by DI Faculty) addresses a program achievement, change, upcoming event
- Canva™ is used for uniformity of pictures and content of posts (interns create account to download free app); color scheme to match QC branding: red, black, white, light blue
- Pictures are professional, high quality with neutral backgrounds, no site logos or other branding
- Content is related to professional activities of the internship; interns' private profiles should be set to "private" or be professional accounts with media referring to the internship representing the QC DI professionally.
- Professional engagement with viewers is limited as users will be directed to the QC DI website/encouraged to email DI Director with questions and comments about the program.

3. Content Approval

- All photos require permission of the person pictured. Google doc will be used to share pictures & captions and copy of permissions. All posts are made to Google doc on scheduled Sunday due date, for approval and post by the following Sunday by QC DI faculty.

OTHER POLICIES

Additional policies that may be relevant to the dietetic internship are accessible in the *Graduate Handbook* <https://www.qc.cuny.edu/academics/graduatestudies/wp-content/uploads/sites/16/2021/06/Graduate-Handbook.pdf>

COMBINED MASTER'S AND DIETETIC INTERNSHIP - POLICIES AND PROCEDURES

PROGRAM DESCRIPTION

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a Master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). All students completing a DI after January 1, 2024 must also have a Master's degree completed before taking the Registration Exam for RDNs.

To meet CDR's requirement for both a Master's degree and the Dietetic Internship to become a RDN, a MS/DI track is offered through which the Master's degree in Nutrition Specialization and the Dietetic Internship Program are both completed within 2 years. Students complete graduate courses full time in the first MS/DI year and the Dietetic Internship in the second MS/DI year. Applicants must have earned their DPD Verification of Completion plus a Bachelor's degree before starting the combined program.

Application to the Queens College MS/DI - follows all guidelines for application to the Queens College DI as described above, in addition to:

Students of QC DPD: QC DPD students **with a minimum 3.5 GPA who would like to be *Preselected* to the MS/DI submit their application fee (see DI Website) and application in DICAS to QC DI by January 15,** along with email notification to the DI Director, Allison Charny, of their application submission to MS/DI. **Preselect applicants must include a letter of reference from at least one QC DPD faculty.** Applications meeting criteria will be notified for interview. Queens College DPD graduates will be Preselected and notified of acceptance by February 1 for the combined MS/DI. If selected, the applicant must accept their placement and does not need to enter Spring internship matching with D&D Digital.

Other Students: Applicants for the combined MS/DI who are not Queens College DPD students or Queens College DPD students who do not apply to be Preselected **submit their application fee (see DI website) and application in DICAS to QC DI by February 15,** along with email notification to the DI Director, Allison Charny, of their application submission to MS/DI. **Applicants enter the computer match at D&D Digital, Queens College CUNY MS/DI #943 by February 15.** Applications meeting criteria will be notified for interview. Notification of match results and acceptance to QC MS/DI is in April.

Upon acceptance for placement in the MS/DI, applicants apply to the graduate program in the spring and will be accepted to the Master's degree in Nutrition Specialization, completing 24 full-time graduate credits in fall-spring of year 1, and 9 full-time graduate credits which includes internship practice in year 2. Students enrolled in the MS/DI program are guaranteed site placements for the dietetic internship practice experience in year 2, contingent upon successful completion of all required graduate courses in year 1. The Master's degree and Dietetic Internship is completed in 2 years and must be completed in no more than 3 years with documentation of extenuating circumstance preventing consecutive completion of all courses and internship practice.

Policies for the MS/DI year 2, DI portion of the program, follow all sections of the Dietetic Internship Policies and Procedures, pages 6-22 above, with differences noted for MS/DI as stated below:

COST

Tuition for Combined MS/DI Track:

Year 1: 4 courses (12 cr) fall - \$470/credit for 12 credits = \$5640

4 courses (12 cr) spring

\$470/credit for 12 credits per semester (\$5640) x 2 semesters = **\$11,280 Year 1**

Year 2: DI & Seminar Course (6 cr) +1 graduate course (3cr) fall

DI & Seminar Course (6 cr) spring

(tuition for DI is for 12 credits; *6 of these credits apply to MS*)

\$470/credit for 9 credits for fall semester (\$4230) and 6 credits for spring semester (\$2820)

= **\$ 7050 Year 2**

Total Tuition (NYS Residents) for 2-year combined MS and DI = \$11,280 Year 1

\$7,050 Year 2

\$18,330 Total

The consolidated fee of 198.35, paid at the time of registration, includes activity fees, consolidated service fees and technology fees. Additionally, DI fee \$150 is due at time of registration for FNES 773.

Full Details can be found for QC Tuition and related costs at: <https://www.qc.cuny.edu/br/tuition-costs/>

FORMAL EVALUATION OF STUDENTS AND PERFORMANCE REPORTS

- MS/DI students must achieve a minimum 3.0 GPA in year 1 of graduate course work and will receive remediation and support as per course policy for each required MS course.

DISCIPLINARY/TERMINATION PROCEDURES

- MS/DI students must achieve a minimum 3.0 GPA in year 1 of the MS/DI to continue to Year 2 DI.

PROGRAM COMPLETION REQUIREMENTS

- Students enrolled in the MS/DI must complete the graduate course work in Year 1, required prior to the start of the Year 2 and the DI. If there is an extenuating circumstance the student must request an official leave of absence from the program. The Master's degree and Dietetic Internship is completed in 2 years and must be completed in no more than 3 years *if there is extenuating circumstance* preventing consecutive completion of all courses and internship practice.
- A MS/DI student who has completed Year 1 graduate course work and has begun the DI portion of the program and experiences extenuating circumstances that prevent completion of the DI program within 9.5 months of entry into the DI must obtain an extension of the Dietetic Internship Student Contract and may be asked to take an official leave of absence, not to exceed 150% of DI program length or 14.25 months from the start of Year 2 and DI. If there is no communication with the Program Director by the time the leave is up, it will be considered that the intern has withdrawn from the program and the student will not complete the internship.
- MS/DI students must achieve a minimum 3.0 GPA in year 1 of the MS/DI and achieve a minimum 3.0 GPA throughout the MS/DI program to receive a Verification Statement of DI completion.
- Final testing for all graduate courses that may be taken online will occur on campus in the classroom to verify independent performance and identity of each student and to evaluate culminating ability of each MS/DI student.
- Students who successfully complete graduate courses in year 1 but do not successfully complete the DI in year 2 will have the opportunity to complete the MS degree by successfully completing additional course credits upon discussion with Graduate Advisor but will not be eligible to receive ACEND Verification of DI completion to be able to sit for the Registration Exam for Dietitian-Nutritionists.
- The ACEND Verification Statement of program completion is held:
 - until all requirements for the Masters degree in Nutrition Specialization and Dietetic Internship are completed
 - provided all requirements are completed within the required time-frame as above.

WITHDRAWAL AND REFUND OF TUITION FEES

- Withdrawal and Refund of tuition and fees as stated for DI in section WITHDRAWAL AND REFUND OF TUITION FEES is applicable for all semesters of the MS/DI program.

VACATIONS, HOLIDAYS, AND ABSENCE

- MS/DI students adhere to Queens College Academic calendar for Year 1, commencing coursework for fall and spring graduate courses based on annual schedule of the college.

Revised August 2022