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# INTERN HANDBOOK

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# DIETETIC INTERNSHIP PROGRAM



The Oakwood University Dietetic Internship Program is Accredited by the Commission on Accreditation for Dietetics Education of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, telephone (312) 899-0040 X 5400.

Oakwood University reserves the right to make changes in the program policies within a school year provided they have been written and publicly announced.

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## **INTRODUCTION**

This booklet has been designed to provide you with necessary information as you prepare for the Dietetic Internship Program at Oakwood University. We welcome you and desire that you achieve all the program outcomes as anticipated, which will prepare you for entry-level positions in the dietetics field. It is important to your success to have clear and realistic goals. We will do all we can to help you clarify and achieve them.

The Dietetic Internship Program provides a two-week orientation and a minimum of 1200 hours of supervised practice at various hospitals, food service institutions, and long-term care, children rehabilitation, public health and wellness facilities across the North Alabama area. Interns are required to take a pre-rotation examination during orientation. Interns who fail their pre-rotation examinations are required to return to Oakwood University at the end of their rotations for academic tutoring. It is possible for interns to perform their rotations in facilities located near their hometowns. We will use proctors such as local librarians or the local university professors to administer unit and exit exams.

The Dietetic Internship Program at Oakwood has one concentration. Twenty interns will be accepted each year in the Medical Nutrition Therapy (MNT) concentration.

The Council of Education Division of Education Accreditation/Approval granted accreditation to this program, which is in compliance with American Dietetic Association (ADA) Standards of Education. Program graduates who are verified by the program director are eligible to apply for the registration examination and for active membership in the American Dietetic Association.

## **PROGRAM MISSION STATEMENT**

The Oakwood University Dietetic Internship Program trains dietetic practitioners to serve in the fields of dietetics and nutrition. It provides didactic and experiential opportunities which enable interns to develop skills, demonstrate professionalism, apply knowledge, and work effectively to improve the quality of nutrition for the people they serve. The program integrates faith and learning, preparing individuals to serve God and man.

## **PROGRAM GOALS AND OUTCOMES**

Professional Goals:

1. Prepare interns to become competent entry-level dietitians.
  - A retention rate at least 80% is maintained until program completion.
  - Interns express 80% or better satisfaction rate with adjunct faculty preceptors and rotations.
  - At the conclusion of each rotation, at least 90% of preceptors confirm adequate performance of interns.

- 80% or more of interns pass program exams with a score of 75% or better.
  - At least 80% of interns who successfully complete the program pass the registration examination on the first attempt.
  - At least 80% of interns who pass the registration examination obtain job placement in the dietetic field.
  - At least 80% of the graduates confirm adequate training for their career in dietetics.
  - At least 80% of the employers confirm that Oakwood graduates have adequate foundation skills to perform well in the field of dietetics.
2. Provide program flexibility to meet intern needs.
- 100% of interns who request special scheduling are permitted, in consultation with the program director, to schedule rotations to meet individual scheduling needs as per program policy.
  - All interns are allowed to complete their rotations at approved facilities within the geographical region of their choice as per program policy.
  - 100% of interns with previous job experience are awarded credit hours based on job descriptions and letters of recommendation from immediate supervisors as per program policy.

Diversity Goal:

3. Prepare culturally sensitive entry-level dietitians.
- At least 80% of interns score “3” (average performance) or better on the preceptor evaluation of competency to work with clients of various ethnic/cultural backgrounds.
  - At least 80% of the employers of Oakwood graduates confirm that they are competent to work with clients of various ethnic/cultural backgrounds.
  - At least 80% of the program graduates confirm that they feel competent to work with clients of various ethnic/cultural backgrounds.

Spiritual Goal:

4. Increase spirituality of the graduates.
- At least 90% of interns will attend the devotional activities at the beginning each orientation day.
  - 100% of interns receive an invitation and information describing access to on-campus spiritual meetings and counseling.
  - At least 90% of interns receive a devotional email message from the program director at least once monthly during their tenure at Oakwood University.
  - At least 5% of interns will complete at least one rotation in a Christian institution or with a Seventh-day Adventist (SDA) preceptor.
  - At least one graduate per year is employed in an SDA institution.

## PROGRAM POLICIES

The program policies have been established to delineate the responsibility of each intern throughout the program and is the criteria used to determine continuance in the program.

## ACADEMICS

1. The full-time intern must complete the program within ten months. In special circumstances, internship requirements can be extended for one extra summer at the discretion of the program director. The part-time intern must complete the program within two years.
2. The intern must comply with the American Dietetic Association Code of Ethics.
3. Three or more unexcused absences during any rotation can result in dismissal from the program. Any absence must be made up and is the responsibility of the intern.
6. Three or more tardies during any rotation can result in dismissal from the program.
7. All assignments must be satisfactorily completed by the specified date.
8. The intern must meet with the Dietetic Internship Program Director as designated.
9. The intern must have an active e-mail address throughout the internship program.
10. The intern must attend **two** professional meetings at his/her own expense: District Dietetic Meetings, one other professional meeting such as the Pediatric Intensive Course by the University of Alabama at Birmingham, Department of Pediatrics or an intern choice approved by program director.
11. The rotation assessment process includes: (1) a satisfactory evaluation (C or better) by each preceptor; and (2) a minimum score of 75% on the prerotation, unit, and exit exams. Interns must pass both parts to pass Oakwood DI Program.
12. In rare case, when interns do not pass prerotation exam, he/she needs to reschedule her internship rotations with his/her preceptors and program director. Oakwood DI program is given 3 months period of time for interns to pass their prerotation exam. After 3 months period, if the score is less than 75%, interns must undertake a mandatory review session/additional course work assigned by the program director, which reflects the identified areas of weakness in knowledge and skills. The student needs to retake and pass the prerotation exam for continuance in the program.

13. If the preceptor’s evaluation of the intern’s performance is unsatisfactory in a rotation, they will be placed on probation and must repeat the rotation. Failure to perform satisfactorily in the repeated rotation would result in termination from the program.
14. A unit exam is administered at the end of each rotation: community nutrition, food systems management and business/entrepreneurship, and nutrition therapy. The three unit exams serve to assess strengths and weaknesses. If the score is less than 75%, interns must undertake a mandatory review session/additional course work assigned by the program director, which reflects the identified areas of weakness in knowledge and skills. The student needs to retake and pass the unit exam for continuance in the program.
15. Upon the completion of all rotations, interns will complete an exit exam to assess their knowledge. Students must pass the exit exam with a minimum score of 75%. This test may be repeated as needed.
16. Interns will be provided with a signed verification statement after passing the exit exam and completing internship rotations/assignments and other required projects.

## **ASSESSMENT OF PRIOR LEARNING**

**The program has established specific guidelines for students regarding credit for prior learning, including program specific limitations and documentation needed.**

**Assigning credit for prior learning: When the requirements listed in the table are met, the intern will be granted credit equivalent to the number of hours required for that rotation as stated in the “Suggested Rotation Schedule.” The required documentation must be provided along with application to the program. Credit will be assigned during the admissions process.**

| <b>Area of Assessment</b>               | <b>Requirement (Program Specific Limitations)</b>   | <b>Required Documentation</b>   |
|---|---|---|
| Job Experience                          | Training/job experience must have been received at a facility which meets the requirements as stated below: <ul style="list-style-type: none"> <li>• The facility must be accredited by JCAHO or the State</li> <li>• Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor (see “Minimum requirements of the supervisors,” Form 2).</li> <li>• The facility must complete CDR Educational Plan Form 3</li> </ul> | <ul style="list-style-type: none"> <li>• Job description</li> <li>• CDR Educational Plan Form 3</li> </ul>    |
| Minimum requirements of the supervisors | <ul style="list-style-type: none"> <li>• Supervisor must be registered dietitian and a member of the American Dietetic Association or other qualified professional.</li> </ul>  | <ul style="list-style-type: none"> <li>• CDR Educational Plan Forms 2</li> <li>• Valid CDR license</li> </ul> |

|                                      |  |   |
|--------------------------------------|--|---|
|                                      | <ul style="list-style-type: none"> <li>• Supervisor must be able to document appropriate continuing education for the previous two years.</li> <li>• The supervisor must complete CDR Educational Plan Form 2</li> </ul>   |   |
| Length of Experience                 | A minimum of six months employment, at least 20 hours per week, in the emphasis area of the rotation   | <ul style="list-style-type: none"> <li>• Supervisor letter of recommendation verifying length of experience, type of position, performance evaluation, and recommending the intern as a candidate for the program</li> </ul>  |
| Competency Skills/Type of competency | Interns must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit; if any of the competency skills have not been met during employment, the prospective intern must arrange with the facility to complete those skills before credit can be granted | <ul style="list-style-type: none"> <li>• Supervisor letter of recommendation verifying length of experience, type of position, performance evaluation, and recommending the intern as a candidate for the program</li> <li>• Signed “Supervised Practice Curriculum/ Competencies”</li> </ul> |

### **FLEXIBLE SCHEDULING**

Interns wishing to adjust their rotation schedule must write an official letter of request to the program director. They must include a plan detailing how they wish to complete their rotations, including beginning and ending times and hours of availability per week, month or quarter. All requests must be approved by the program director.

### **CONFIDENTIALITY**

Interns must maintain strict confidentiality for all patients or clients in hospitals or community programs.

### **DISMISSAL**

The following are specific grounds for immediate dismissal:

- Failure to comply with the requirements of the program.
- Failure to comply with the Professional Code of Ethics as outlined by the American Dietetic Association.
- Failure to comply with the confidentiality policy.
- Insubordination.
- If housed on campus, failure to comply with the college's rules as outlined in the Intern handbook.
- Unsatisfactory academic performance (failing in the pre-rotation exams three times or other related academic issues).

- Any other reason determined by the Advisory Committee.

## **PROGRAM COMPLETION REQUIREMENTS**

1. Satisfactorily complete 1200 rotation hours (see Suggested Rotation Schedule).
2. Meet performance standards and receive passing grades from all preceptors and on all program exams.
3. Maintain professional and ethical standards as outlined in the American Dietetic Association Code of Ethics.
4. Understand and sign the RDE Misuse form.
5. Interns will be provided with a signed verification statement after completion of all program requirements.

## **GRIEVANCE PROCEDURES**

Any intern who desires to express concern regarding instructional matters such as perceived unfairness, grading methodology, cheating, or some other misunderstanding is encouraged to confer first with the preceptor and then the Program Director. If the matter is not resolved, the intern should do the following:

- 1) Submit in writing the details of the concern and present it to the Advisory Committee.
- 2) Meet with the Advisory Committee in order to discuss the matter.
- 3) Meet with the Family and Consumer Sciences Chair in order to discuss the matter.
- 4) Submit in writing the details of the concern to the Vice President of Academic Affairs at Oakwood University. The final decision will lie with the Vice President of Academic Affairs.

The intern may access personal files on request.

## **HEALTH**

It is strongly advised that the interns obtain a thorough physical examination before starting the program. Proof of a negative TB, PPD and hepatitis tests are mandated before admission into the program, along with MMR immunization documentation. During the supervised practice experiences, each intern must adhere to specific policies of each affiliating site.

## **HOLIDAYS**

Holidays observed are as follows: Labor Day, two-days Thanksgiving weekend, two-weeks Christmas break, New Year's Day and Martin Luther King Jr.'s Birthday, . You are not expected to be present on these holidays.

## **ILLNESS/EMERGENCY**

In the unlikely event that an intern will be late, the intern should call the rotation preceptor as a professional courtesy. If a day must be missed, both the preceptor and Program Director should be contacted. Make-up of any missed work is the responsibility of the intern.

If an emergency occurs, appropriate arrangement must be made with the preceptor and Program Director. If illness or other unusual circumstances causes a prolonged interruption within the program, the intern can continue the program the following year, if approved by the program director. A letter explaining the reasons for this interruption must be given to the program director. It should also be stated in the letter the date the intern plans to complete the program, not to exceed two years beyond the interruption. Only the rotations and objectives that were not completed must be satisfactorily completed. If the tuition cost increases, only the difference in tuition must be paid.

## **INSURANCE**

All interns must purchase general and professional liability insurance, in the amount of one million per occurrence/three million aggregate. Evidence of insurance coverage will be given to the rotation facilities upon request. Evidence of car, malpractice and health insurance must be documented before interns are officially registered.

## **TRAVEL**

Oakwood University is not responsible or liable for accidents occurring in travel to and from program assigned areas. Interns are responsible for their own transportation and car insurance.

## **TUITION PAYMENT**

Continued acceptance in the program is contingent on receipt of tuition. Payment of tuition must be received, at the latest, a week before the program starts. If financial aid does not arrive by the above due date, written official evidence of these monies are required.

## **TUITION REIMBURSEMENTS**

If a student decides not to enter the program at least 10 days before the program starts, 100% tuition is reimbursed. There is no tuition refund if withdrawal/dismissal occurs after this time. If the intern plans to attend and is allowed to return the following year, then the intern is considered as a new applicant.

## **ESTIMATED EXPENSES**

- Application fee (money order only) \$75
- Tuition \$8,100
- Oakwood University Registration fee & Certificate of Completion \$ 75
- Books/Supplies Varies (\$50-\$500)
- Lab Coat Varies
- Housing/semester \$1,970-2,410
- Meals Varies
- Transportation Varies
- Car and Insurance required Varies
- Health Insurance required  
Oakwood student/sem. \$105  
Personal Varies
- Malpractice Liability Insurance (Responsibility of Student) \$35
- Affiliate membership in ADA \$43
- UAB Pediatric Short Course \$ 40
- Breeding & Associates Educational Resources \$ 330
- Long distance phone calls Varies  
For out of state calls

## **ESTIMATED THREE-WEEK ORIENTATION EXPENSES**

- Two weeks lodging \$ 280
- Meals (varies) \$ 100-\$300
- Transportation (varies) \$ 25-\$600

## **HOUSING**

Oakwood University provides housing within walking distance of campus for \$140 a week (\$ 20 a night). Please visit our web address: <http://www.aokwood.edu/woa/> or e-mail [westoaks@oakwood.edu](mailto:westoaks@oakwood.edu) or 256-890-5001 or call the dean, Leah Caldwell 256-527-7283 directly for more information.

## **FINANCIAL INFORMATION**

Opportunities exist for dietetic interns in need of financial assistance. Grants, low interest loans, or scholarships may be available from corporations, community or civic groups, religious organizations, the American Dietetic Association, the Alabama Dietetic Association, and Oakwood University.

Scholarship eligibility criteria are usually published in the September ADA Journal. Scholarship forms may be requested from the Program Director.

For more information, contact Oakwood University Financial Aid Office (256) 726-7237.

## **CHAPLAIN/CAMPUS MINISTRIES**

Oakwood University Campus Ministries is deeply committed to the spiritual development of each person on campus. It is our goal to see the "character of Christ" formed in "us." At Oakwood University we believe that the nature of our life and faith is shaped by the quality of our relationships with God, each other, and the world.

There are several entities at Oakwood which fulfill a major role in leading our students towards God.

Chapel - Held each Tuesday at 9:50 a.m.

Adventist Youth Society - Held each Friday night in Moran Hall.

Oakwood University Church is the "heartbeat" of the spiritual life of the campus. Services are held Wednesday evening, Saturday Morning and Saturday afternoon Vespers.

Power Hour - Every weekday at noon a group of students gather to study and pray together. This gathering has led to various outreach activities.

The Chaplain's Office - Spiritual counseling is available to each student.

A week of spiritual emphasis is conducted each semester.

## **ACCESS TO DISTANT STUDENT SUPPORT SERVICES**

If an intern has need to a support services that are not locally available, they contact the program director and she makes arrangement for the necessary support.

## **CAREER PLANNING & PLACEMENT**

The Career Services Office offers a comprehensive program that assists students and alumni of all academic areas in attaining their career objectives. The primary goal of the Career Services Office is to provide opportunities to our students and alumni through programs, which will enhance their professional competencies and increase their marketability.

- Employment counseling.

- Mini-workshops and individual counseling sessions on resume and cover-letter writing, career-services orientation and job-search strategies.
- Job-listing service, which provides current information about specific employment opportunities.
- Classroom visitations on employment trends, resume writing, job-hunting techniques, and career planning.
- Literature provided by on-campus recruiters including career opportunities, benefits, salaries, and annual reports.
- Video-tapes, brochures, and booklets on interviewing and resume writing.
- Annual Career Programs - Career Fair and Youth Motivational Task Force Conference.
- Computerized resume service.

### **ADMISSIONS OFFICE**

Information on immigration procedures and Federal Regulations is available.

### **GRADUATION**

A post-baccalaureate certificate of completion will be presented at the Oakwood University graduation ceremony. Proper attire for the graduation ceremony is the cap and gown previously worn at the undergraduate graduation service. Interns are encouraged to invite family and friends to celebrate this important event.

### **NON-DISCRIMINATORY POLICY STATEMENT**

Oakwood University is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of the interns is without prejudice or preference. Discrimination is not allowed in the school's scholarship and loan programs, education process/policies, and administered programs.

**Revised May, 2011**