

2025
Intern Handbook

for the

Lehman College
Dietetic Internship Program

<https://lehman.edu/dietetic-internship-program/index.php>

Marina Stopler, MS, RD, IBCLC
Dietetic Internship Director
Department of Health Sciences
Gillet Hall, Room 432
Lehman College, CUNY
250 Bedford Park Boulevard West
Bronx, NY 10468
Office Tel: 718-960-6713
Office Fax: 718-960-8908
marina.stopler@lehman.cuny.edu

Table of Contents

Introduction	3
Mission Statement and Program Goals	3
Approval Status	4
Program Requirements	4
Lehman College Student Applicants	5
Student Applicants Who Started a MS Program (other than Lehman)	6
Master's Degree Applicants	6
Additional Documents Required Before Starting the Internship	6
Communication and Documentation	7
Textbooks and Resources	8
Program Duration	9
Membership in Professional Organizations	10
Attendance at Professional Meetings	10
Program Costs	10
<u>Policies and Procedures</u>	
Policy 1: Equal opportunity	12
Policy 2: Adherence to the Program policies and procedures	12
Policy 3: Confidentiality	12
Policy 4: Academy of Nutrition & Dietetics Code of Ethics	13
Policy 5: Professional liability insurance and medical insurance	13
Policy 6: Contract between Interns and the DI	13
Policy 7: Supervised practice requirements to graduate from the DI	14
Policy 8: Competencies of the MNT Concentration	15
Policy 9: Dress Code	15
Policy 10: Clinical case study preparation	15
Policy 11: Plagiarism	16
Policy 12: Vacations, Holidays and Leave of Absence	16
Policy 13: Transportation and punctuality	17
Policy 14: Standards of performance	18
Policy 15: Conflict resolution process	19
Policy 16: Evaluation of site preceptors and affiliation agreements	19
Policy 17: End of semester test	20
Policy 18: On-line tests	21
Policy 19: Release form for name and RD test scores	22
Policy 20: Credit from prior experience	22
Policy 21: Entering with a prior CDN Accreditation	22
Policy 22: Voluntary withdrawal from a site	23
Policy 23: Non-Acceptance by a site	23
Policy 24: Orientation process	23
Policy 25: Completion of Requirements	24
Policy 26: Verification Statement Procedure	24
Policy 27: Access to Personal Records	25
Policy 28: Access to Student Support Services	25

Introduction

This Handbook has been designed to provide a comprehensive description of the Dietetic Internship Program at Lehman College for interns who have been accepted into the Program.

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). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before **12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.

In addition, CDR requires that individual's complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited Dietetic Internship program at Lehman College are eligible to apply to take the CDR credentialing exam to become a RDN.

This Handbook is a guide to and lays down the policies and procedures of the Internship Program. Please review it carefully. It will be required for reference during the Internship. In addition, please consult the Internship Web Site: <http://www.lehman.edu/academics/health-sciences/internships.php>

Mission Statement and Program Goals

There is continued awareness that the diets people consume contribute to their quality of life. Studies have shown that people's susceptibility to chronic disease is influenced by their diet and environment. Dietary-influenced chronic disease is observed in all communities and disproportionately affect communities that are economically compromised. The Lehman DI provides opportunities for future Registered Dietitian Nutritionist to work with a variety of communities and life cycle stages. Located in the north Bronx, the Lehman DI has facilities/sites for supervised practice in NYC, Westchester, Rockland, and Fairfield Counties. Lehman College is committed to diversity, equity and inclusion with the diverse population it serves on and off campus.

The Lehman DI has a concentration in Medical Nutrition Therapy. In 2019 it incorporated a rotation devoted to Sustainability. Interns get to explore food systems and how they relate to chronic disease prevention. The Leonard Lief Library of Lehman College has a consortia agreement with the NYBG LuEsther Mertz Library and interns get to explore the library, the Edible Academy, and the NYBG grounds as part of the Sustainability curriculum.

The Program accepts interns who are eligible to be accepted into the Graduate Program in Nutrition, have taken M.S. degree courses or have a M.S. degree. Matriculation into the Graduate Program is mandatory while in the Dietetic Internship Program. The Lehman DI co-requisite graduate courses are offered as hybrid and online courses.

The mission of the Lehman College Dietetic Internship (DI) Program is to provide interns with a comprehensive learning experience through which they can acquire the knowledge, skills and practical training required to become registered dietitian nutritionists (RDN).

The Lehman College DI Program is designed to be completed in 12 months (not including M.S. degree requirements prior to the internship year), over three semesters with supervised practice hours ranging from 30-37.5 hours per week.

The goals of the program are as follows:

Upon completion of the DI, graduates will be able to demonstrate the knowledge, skills, and competencies acquired during the internship, according to the Competencies/Learning Outcomes by the Accreditation Council for Education in Nutrition

and Dietetics (ACEND) based on the 2022 Standards for Nutrition and Dietetics Internship programs with particular emphasis on Medical Nutrition Therapy.

Program Goal One:

To prepare graduates to be competent, ethical and culturally sensitive entry-level registered dietitian nutritionists. Outcome Measures over a 3-year period:

1. Program Completion: At least 80% of interns will complete the program within 18 months. (150% of planned program length).
2. Graduate Employment: Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. Graduate Performance on Registration Exam:
 - a. At least 80% of the program graduates take the CDR credentialing exam within 12 months of program completion
 - b. The program's one-year pass rate (graduates who pass the registration examination within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%

Program Goal Two:

Graduates will be well-prepared for the practice of nutrition and dietetics in a variety of settings, including Medical Nutrition Therapy. Outcome measure over a 3-year period:

1. At least 70% of graduates will find employment in Medical Nutrition Therapy
2. At least 70% of graduates will report that they were prepared or well-prepared for their area of practice.
3. At least 30% of intern graduates, will acquire New York State Certification (CDN) after passing the Registered Dietitian Examination.
4. Employer Satisfaction:
 - a. At least 75% of employers will rate DI graduates as performing well.
 - b. At least 75% of employers will rate DI graduates as ethical and culturally sensitive.

Approval Status

The Dietetic Internship Program at Lehman College has been awarded Continued Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312-899-0400, ext. 5400

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485424>

Program requirements

Dietetic Internship: In order to integrate knowledge and critical thinking skills with practical experience, interns admitted to the Dietetic Internship program are expected to take four courses at the graduate level concurrent with the DI.

These co-requisite courses are:

	Credits
DFN 651: Clinical Nutrition (Fall)	3
DFN 641: Public Health & Community Nutrition (Spring)	3
DFN 637: Nutrition Counseling (Spring)	3
DFN 661: Food Service Management (Summer)	3

Lehman MS degree students and students with a graduate degree from other institutions who have completed the co-requisite graduate courses within two years of the start of the DI with a grade of B may request that these graduate courses be waived. DFN 651 is the preferential course to be taken as a DI intern cohort during the dietetic internship year. Review recommended course sequencing for "Pre-select Option for Lehman Students" (page 5) and "Students applying from other DPD or Master's Programs" (page 5).

The following courses are required to be taken concurrent with the Dietetic Internship Program:

DFN 730: Supervised Professional Practice 9 credits**

DFN 731: Seminar in Concepts and Methods of Dietetic Practice 9 credits**

Interns must register for three credits of DFN 730 and three credits of DFN 731 each semester for a minimum of three semesters. Final transcripts including all the above classes must be provided before graduation will be approved.

The Lehman DI is approved to provide distance education. All interns are expected to have internet and functioning Wi-Fi/Broadband internet for remote/virtual sessions whether part of a physical or remote/virtual course or rotation. The co-requisite graduate courses utilize distance learning platforms including, but not limited to, **Brightspace**, Zoom, and Google Drive.

Lehman College Student Applicants

Lehman students enrolled in the M.S. Nutrition program and have a DPD Verification Statement can apply for the Dietetic Internship for the Spring application due date.

Recommended courses before applying to the internship are sequenced as follows for the first year of the MS.

Summer 1

- DFN 620 – Life Cycle Nutrition, 3 credits and/or
- DFN 661 – Food Service Management, 3 credits *

Fall 1

- DFN 791 – Research and Evaluation Methods in Nutrition, 3 credits
- DFN 610 – Nutrition: An Integrated Approach, 3 credits

Winter 1

- DFN 645 - Nutritional Biochemistry and Pathophysiology, 3 credits

Spring 1

- DFN 637 – Nutrition Counseling, 3 credits *
- DFN 641 – Public Health and Community Nutrition, 3 credits *

Summer 2 (of courses not taken during Summer 1)

- DFN 620 – Life Cycle Nutrition, 3 credits, and/or
- DFN 661 – Food Service Management, 3 credits *

If accepted to the program, the following courses will need to be taken for the Dietetic Internship year: 21 credits *

Fall 2 (9 credits)

- DFN 651 – Medical Nutrition Therapy, 3 credits *
- DFN 730 – Supervised Professional Practice (site placement), 3 credits
- DFN 731 – Concepts and Methods of Dietetics Practice , 3 credits

Spring 2 (6 credits)

- DFN 730 – Supervised Professional Practice, (site placement), 3 credits
- DFN 731 – Concepts and Methods of Dietetics, 3 credits

Summer 2 (6 credits)

- DFN 730 – Supervised Professional Practice, (rotations), 3 credits
- DFN 731 – Concepts and Methods of Dietetics Practice, 3 credits

* DFN 641, DFN 637, DFN 651, and DFN 661 are the co-requisite graduate courses required as part of the Dietetic Internship

** only 9 out of the 18 credits from DFN 730 and 731 can be transferred for the M.S. degree

Note:

(1) Up to 12 credits can be transferred from another college/university to complete to the M.S. degree at Lehman.

(2) Dietetic interns need to pass a Comprehensive Exam (based on course content from DFN 610, DFN 620, DFN 651 and DFN 791) for the MS degree and Final Exam for the Dietetic Internship.

Student Applicants Who Started a MS Program (other than Lehman)

Review the MS Nutrition courses and course sequencing outlined on the previous page to determine qualifications for the Spring application cycle if you are currently enrolled in a MS degree program.

Students who are enrolled in a MS degree program and have a DPD Verification Statement might be able to apply to the Lehman DI for the Spring application due date. Other requirements include a GPA of 3.3 (either in the DPD courses, or overall as undergraduate or graduates). Course requirements will be assessed on an individual basis. Contact the MS degree graduate advisor and the DI Director for additional information.

If accepted to the Lehman Dietetic internship:

(1) Co-requisite course exemptions: Students must have taken the co-requisite graduate courses within two years of the start of the internship and received a grade of B or better. Of the four co-requisite graduate courses, up to three qualify for exemption include equivalents to DFN 661 – Food Service Management, DFN 637 – Nutrition Counseling, and DFN 641 – Public Health and Community Nutrition. Interns take DFN 651 – Medical Nutrition Therapy as a cohort.

(2) Interns need to pass a Comprehensive Exam (based on course content from DFN 610, DFN 620, DFN 651 and DFN 791) for the MS degree and a Final Exam for the Dietetic Internship.

Master's Degree Applicants

Students who completed a MS degree and have a DPD Verification Statement may apply to the Lehman DI for the Spring application due date. Other requirements include a GPA of 3.3 (either in the DPD courses, or overall as undergraduate or graduates). In this category, the Dietetic Internship is completed in one year, and must be completed in no more than 2 years with documentation of extenuating circumstances preventing consecutive completion of all courses and internship practices.

If accepted into the Dietetic Internship:

(1) Co-requisite course exemptions: Students must have taken the co-requisite graduate courses within two years of the start of the internship and received a grade of B or better. Of the four co-requisite graduate courses, up to three qualify for exemption include equivalents to DFN 661 – Food Service Management, DFN 637 – Nutrition Counseling, and DFN 641 – Public Health and Community Nutrition. Interns take DFN 651 – Medical Nutrition Therapy as a cohort.

(2) Interns need to pass a Final Exam for the Dietetic Internship.

Additional Documents Required Before Starting the Internship

Interns are also required to complete the following **BEFORE** starting the program:

1. Register your name on: <https://www.citiprogram.org/Default.asp>. Create username and password. Suggest you use your Lehman email. Enter City University of New York when prompted for the institution. Complete all seven steps/pages (there are video and ppt tutorials if you need assistance).

Modules: Log in using your username and password. You will see the title "Institutional Courses." Underneath it you will see City University of New York (CUNY) and next to that "View Courses." Click on "View" Courses. Ignore all the COVID courses and go down to "Learner Tools for City University of New York" and click on "Add a Course." For

Question 1 - go to the bottom of the page and click on "Not at this time."

For Question 2 - check off the following three modules:

- Take the Responsible Conduct of Research Course
- Take the Conflict of Interest Course
- Take the Human Subject Research Course

For Question 3: check off HSR for Social & Behavioral Faculty, Graduate Students & Postdoctoral Scholars

For Question 5: check off CUNY Researchers. These courses will be in your "Courses Ready to Begin". (along with all the COVID course which are not required, for the DI but you can take based on your own interest level and time).

- Conflict of Interest (3 modules)
- CUNY Researcher (9 modules)

- HSR for Social & Behavioral Faculty, Graduate Students & Postdoctoral Students (19 modules)

When you have passed all the modules for each course you will receive a Certificate of Completion.

2. ServSafe certification: ServSafe certification must be obtained for a **food manager (preferred)** or food handler. Both valid for five years.

Go to: <http://www.servsafe.com/home>. The ServSafe Manager 7th ed (all prices below are for the **Manager Exam**) or the Food Handler, 7th ed.

This is the best option on the ServSafe website:

- CLICK ON: Manager Online Training and Certification Exams, BUY NOW. Choose ServSafe Manager Exam with Online Proctoring Bundle. This includes the certification exam and online proctor. \$99. You do not need an access code for this exam. Review what is in this bundle carefully.
- IF YOU DO NOT HAVE THE BOOK, you can order it from Amazon.com (textbook only, \$64.99) or ServSafe.com (textbook only, \$52.99). You also have the option of taking the ONLINE COURSE, on ServSafe (\$125.00).

Communication and Documentation

Brightspace

Interns are expected to acquire a user name and password in order to access the **Brightspace** course management system through the CUNY portal (<http://www.cuny.edu>).

Email

All interns will have a Lehman email account (@lc.cuny.edu). Interns are encouraged to email DI Director throughout the internship year with any questions, concerns, or comments.

Privacy

Lehman College's password policy requires passwords to be at least 8 characters long and include at least one uppercase letter, one lowercase letter, one number, and one special character. Passwords must also be changed every 180 days, with email reminders sent 10 days before expiration. Additionally, users should not reuse their last three passwords and should avoid writing down, emailing, or sharing their passwords. Information on privacy and passwords can be found through the Information Technology Division <https://www.lehman.edu/itr/password-guidelines.php>

Graduate courses including seminar

Interns are required to maintain a minimum GPA of 3.3 for the co-requisite graduate level courses including seminar (DFN 731). A grade of less than B (e.g. B-, C+, C) in any of the co-requisite graduate courses may require a repeat of the course. A grade below a C in any course may result in the dismissal of the internship. This decision will be made on discussion among the preceptors and the DI Director and the DFN Faculty. Rotations are based on a set of skills that are outlined in the syllabus (Appendix 5) that preceptors and interns use to guide them and are based on a set of increasingly difficult competencies and exercises. Graduate courses follow the graduate Academic Calendar.

Supervised Practice

It is the goal of the interns to receive an evaluation of adequate (B) or better for each component of their supervised practice. The grade received for DFN 730 will be based on the average of the grade(s) received for the appropriate rotation(s) during a semester and assessment by the DI Director of assignments and adherence to policies and procedures related to supervised practice (e.g. maintaining weekly logs and portfolio submission). Any intern receiving an evaluation below adequate or an overall grade below B for any rotation may need to repeat either the entire rotation, or the part of the rotation that is considered to be less than adequate. If an intern is not accepted at a site after an initial interview, refuses to attend a site, is dismissed from a rotation, or receives a failing grade (F) the intern may be asked to leave the DI. This decision will be made on discussion among the preceptors and the DI Director and the DFN Faculty. Rotations are based on a set of skills that are outlined in Appendices 5a-5h (aka Competencies) that preceptors and interns use to guide them and are based on a set of increasingly difficult competencies and exercises. Rotation hours do not follow the graduate Academic Calendar and interns may be required to be at their supervised practice site on days that Lehman College is closed.

Alternative Practice Activities

Simulations, Case Studies, Role Playing will added to the corresponding portfolio for each activity. Submissions may include, but are not limited to, recordings , documents, rubrics, growth charts, prenatal grids, and presentations.

Weekly logs

Interns are required to keep a log of their activities for all rotation components and post them every week on **Brightspace** in the Discussions Section in the appropriate named Forum in the DFN 730 section for that semester.

- Weekly logs must be consolidated into one document for the rotation and must be included with the portfolios and evaluations on completion. Logs must include the date, the place, the daily and weekly hours spent, the running total for the rotation and the activities performed (Appendix 9).

e-Portfolio

Interns are expected to keep an e-Portfolio (e.g. Google Drive) of all their accomplishments during each of their rotations.

Portfolio is to include:

- The competencies for the rotation (Appendices 5a-5h)
- Demographic and health assessment of the site and surrounding community (except for research rotation)
- Documents reflective of the rotation (e.g. manuals, educational material, PES statements, ADIME notes, confidentiality procedures, safety plans, purchase orders, menus, inventory forms, lesson plans, surveys, pre/post-tests, MNT case study, research paper, handouts of ppt presentations)
- Weekly logs reflecting the hours required of the rotation
- Evaluation forms:
 - o Interns evaluation of the site
 - o Preceptors evaluation of the intern
- Time frame for completed portfolios:
 - o Community and Food Service: due are due *within two weeks* from the end of the rotation
 - o Research and Clinical (including papers and ppt handouts): due *within four weeks* of the rotation
- If a portfolio and evaluations are not received by the end of the relevant semester, the intern will receive a grade of "SP" or "Still in Progress" until such time that the document is produced. All relevant documentation must be submitted before interns can graduate from the DI (See Appendix 9).

Textbooks and Resources

Most recent editions are listed; previous editions may be acceptable. Prices listed are to buy. Other options are available for some books or resources (e.g. rent, e-book). Before purchasing, check CUNY-first textbook requirements and recommendations for required courses.

- Escott-Stump, S. (2021). Nutrition and Diagnosis-Related Care. (9th Ed.). Academy of Nutrition and Dietetics. ISBN-10: 0880910577 ISBN-13: 978-08809-10576 Approx. \$129.88 (Amazon)
 - o Or Escott-Stump, S. (2015). Nutrition and Diagnosis-Related Care. (8th Ed.). Lippincott, Williams & Wilkins: Philadelphia, PA ISBN-10: 145119532X ISBN-13: 978-145-1195323 Approx. \$112.09 (Amazon)
- (Pronsky, Z.M . (2015). Food & Medication Interactions. (18th Ed., or any previous edition.). 18th: ISBN-10: 0971089663 ISBN-13: 9780971089662. Price varies - \$100 – 500+ (Amazon). Find a used edition or a copy to borrow.)
- Jameson, J.L., et, al. Harrisons Manual of Medicine. (21st Ed.) McGraw-Hill Education, ISBN-10: 1264268505 ISBN-13: 978-1264268504: Approx. \$135. (Amazon)
- Nelms, M., Long, S. & Lacey, K. (2016). Medical Nutrition Therapy: A Case Study Approach. (5th Ed.) Thomson Wadsworth: Belmont, CA ISBN-10: 1305628667. Approx. \$94. (Amazon)
- International Dietetics & Nutrition Terminology (IDNT) Reference Handbook (2012; 4th Ed.). Academy of Nutrition & Dietetics, Chicago, IL. ISBN-10: 088091467X ISBN-13: 978-0880914673 Approx. \$34-109.00, paperback (Amazon)
- Width, M., Reinhard, T. (2021). Essential Pocket Guide for Clinical Nutrition (3rd. end). Jones and Bartlett. 9781284197839. Approx. \$48. (Amazon.com)

- Nutrition Focused Physical Exam (3rd Ed.) Beth Mordarski, RDN, LD, and Jodi Wolff, MS, RDN, LD FAND. ISBN-13: 978-0-88091-206-8. \$24.99.00 AND member price. Also available as an e-book.
- Pocket Guide to Nutrition Assessment, 4th Ed., by Pamela Charney, PhD, RD and Ainsley Malone MS, RD, LD, CNSC, FAND, Academy of Nutrition and Dietetics, Chicago, IL, ISBN-13: 978-0-88091-069-9. \$29.99 AND member price. Also available as an e-book.

The following are optional but useful.

- Choose Your Foods: Food Lists for Diabetes. Chicago: Academy of Nutrition & Dietetics. ISBN: 978-1-58040-738-0, 65 pages, AND member price \$2.99
- Chronic Kidney Disease and the Nutrition Care Process (2nd Ed.) Chicago: Academy of Nutrition and Dietetics ISBN: 978-0-88091-228-0, 221 pages, AND member price \$29.99. Also available as an e-book.
- Clinical Guide to Nutrition Care in Kidney Disease (3rd Ed.) Chicago: Academy of Nutrition and Dietetics, ISBN: 978-0-88091-201-3, 490 pages, AND member price \$62.99.
- Mueller, C. The A.S.P.E.N. Adult Nutrition Support Core Curriculum (3rd Ed.) American Society for Enteral and Parenteral Nutrition. ISBN-13: 978-1-889622-31-6, AND member price \$219.99. \$267 (Amazon); (looking to have this available online through the library)
- Pocket Guide to Nutrition Assessment of the Patient with Chronic Kidney Disease, 6th Edition, National Kidney Foundation, free online for joining: <https://www.kidney.org/professionals/CRN/ClinicalTools>
- Stedman's Medical Dictionary for the Health Professions & Nursing. (7th Ed.). Lippincott, Williams & Wilkins: Philadelphia, PA. ISBN-10: 1608316920 ISBN-13: 978-1608316922. Approx. \$32.00 (Amazon)

Recommended subscriptions for newsletters and magazines.

- Consumer Reports <https://www.consumerreports.org/join>
 - o Digital, \$10/month
 - o Digital, \$39/year
 - o All access (digital and print), \$59/year
- Center for Science in the Public Interest <https://www.cspinet.org/>
 - o Subscription to Nutrition Action Healthletter
 - Print and digital, \$34.99/one year
- Environmental Nutrition, University Health Press <https://www.subscriptioncore.com/product/environmental-nutrition>
 - o Yearly, \$20.00

Additional textbooks, e-books, nutrition apps, or e-resources from MNT, Food Service, Community and Seminar classes may be required

Program Duration

The **2024-2025** intern class will be required to complete a minimum of 1100 hours with 150 additional hours from alternative experiences. It is expected that interns will complete the supervised practice component of the program in three semesters (12 months). If supervised practice experience lasts longer than 12 months, site placement may be delayed.

The 1300 hours are divided as follows:

Clinical Rotation:	470 hours
Food Service Management Rotation:	200 hours
Community Rotation:	280 hours
Research Project:	150 hours
Alternative Practice Hours*	150 hours

*Alternative practice hours may include simulations, case studies, role playing and presentations (in-person, remote and recorded).

Courses are offered in hybrid and online modalities. All interns are expected to have internet and functioning Wi-Fi/Broadband internet to utilize distance learning platforms including, but not limited to, Brightspace, Zoom, and Google Drive.

The three supervised practice components take place in a health care facility or community agency for a minimum of 30 hours per week, Monday to Friday during one shift. The community rotation is usually divided in 4 sections to enable interns to experience several different agencies. Research projects will be supervised by faculty and/or preceptors.

Physical placements in facilities will require interns to follow CDC guidelines for safety to reduce the risk of COVID-19. This may include being vaccinated against COVID-19 (Pfizer, Moderna, Johnson & Johnson, AstraZeneca).
<https://www.cdc.gov/covid/index.html>

Interns will also be expected to contribute articles to a Capstone Project that may include a Wellness Newsletter or a PowerPoint presentation (Appendix 11).

Membership in Professional Organizations

Each dietetic intern is expected to become a student member of the Academy of Nutrition & Dietetics (the Academy) and hence a member of the New York State Dietetic Association and their local dietetic association. Student members of the Academy will receive the association's professional journal, related materials and legislative updates and have access to the Academy's Evidence Analysis Library. This is to encourage interns to become active members of the Academy of Nutrition & Dietetics upon completion of the Dietetic Internship. Dietetic interns are encouraged to join their local dietetic chapters such as the Westchester Rockland Dietetic Association

Attendance at Professional Meetings & Volunteer Work

Each intern is required to attend at least one professional meeting, seminar or conference (Local, State, or National Dietetic Association) and one volunteer opportunity where intern actively contributes to nutrition and dietetics professional and community organization. The hours of attendance (minimum 6 hours for conference, 4 hours for volunteer) must not be included in the 1100-hours of supervised practice. A certificate of attendance and a review of the activities must be provided to the DI Director within *two weeks* of attendance. A one-page summary of the meeting /seminar/conference/volunteer opportunity must also be provided. Facility in-services are not appropriate. Webinars are not acceptable for conference hours. Volunteer activities are in person. Contact DI Director to confirm that planned conference or volunteer is within the scope and requirement of the internship.

Program Costs

Graduate tuition fees as of Fall 2024, \$470 per credit (<12 credits) or \$5,545 per semester (12 credits or more) for interns who are New York State residents and \$855 per credit for out-of-state residents. All graduate interns must pay a student activity fee of \$41.65 - \$98.15 and a technology fee of \$62.50 - \$125 per semester. Additional fees include a consolidation fee of \$15.00 and a student senate fee of \$1.45. Any changes in fees will be reflected on the webpage:
<https://www.lehman.edu/administration/business-office/bursar-office/tuition-and-fees.php>

An additional cost of \$150 (one-time dietetic Internship cost fee) will be collected from each accepted and enrolled intern to support the program.

All fees are subject to change by the Board of Trustees of the City University of New York.
<http://www.lehman.edu/administration/business-office/bursar-office/tuition-and-fees.php>

Tuition withdrawals and refunds are in accordance with CUNY policy. <https://www.lehman.edu/administration/business-office/bursar-office/withdrawal-refunds/>

In addition to tuition and administrative fees paid by all graduate interns, interns should be prepared to pay the following:

Transportation to & from Practice Sites	\$300+ per semester
White laboratory coat(s) for Practice Sites	\$45+
Calculator	\$10+
Academy of Nutrition & Dietetics Student Membership	\$58
Books and subscriptions	\$400+
Fingerprinting/Background check	\$150+
Estimated Total for NYS residents for the year	\$15,500+

All interns are expected to own or have access to a computer (for use when completing assignments, case studies and portfolios), an Internet Service Provider and a dedicated email account to which they have regular access.

Brightspace, the CUNY web-based class management platform will be used to access all documents and forms, class information and assignments and the posting of weekly logs of rotation experiences. In order to access library service, class evaluations, etc. interns must have an active Lehman College email account, the password of which must be regularly updated. IT support for students <https://www.lehman.edu/itr/it-students.php>

Interns are responsible for their own transportation to and from their assigned sites. Neither the college nor the practice sites are liable for costs or safety regarding the interns' transportation. Whenever possible, practice sites will be selected that are geographically desirable, easily accessible and in relatively safe neighborhoods.

Meals are the responsibility of the interns. However, while working in some rotations, meals may be included or available at a reduced price.

Policies and Procedures of the Dietetic Internship Program

Policy 1:

The Dietetic Internship supports the policy of equal opportunity as set out by Lehman College, City University of New York. The Dietetic Internship Program will admit qualified individuals without regard to sex, age, color, national origin, handicap or religion.

Procedure:

Lehman College, City University of New York is an equal opportunity and affirmative employer. The college does not discriminate on the basis of age, sex, sexual orientation, alien status or citizenship, color, national or ethnic origin, race, handicap or religion, veteran or marital status in its admissions or access to programs.

No student will be denied entrance into the Dietetic Internship Program based on sex, age, race, national origin, handicap or religion.

In order to be considered for application to the Dietetic Internship Program, a student must initially attain the minimum requirements to be admitted as a graduate student in the Dietetics, Foods, and Nutrition Program, in the Department of Health Promotion and Nutrition Sciences.

Policy 2:

All dietetic interns are expected to abide by the policies and procedures of the Lehman College Dietetic Internship Program, its affiliates, rotation sites and the Academy of Nutrition & Dietetics.

Procedure:

Interns will become familiar with the Professional Code of Conduct for Interns (Appendix 1). It will be discussed in orientation. Interns are expected to read and follow the policies, procedures and performance requirements of Lehman College, the Dietetic Internship Program and its affiliates, the City University of New York and the Academy of Nutrition & Dietetics.

Policy 3:

It is the policy of the Department of Health Promotion and Nutrition Sciences and affiliated Internship sites to use and maintain all sensitive, privileged and restricted information in a strictly confidential manner. Confidential information includes, but is not limited to, that information concerning general departmental business or administration, student information, patient medical information and any other restricted information, data or material in any form.

Procedure:

All dietetic interns will comply with the provisions of this policy and are prohibited at any time during or after their participation in the Dietetic Internship Program from inappropriately accessing, using in any way, revealing or otherwise disclosing either directly or indirectly sensitive, privileged or restricted information, data or material of a confidential nature as defined above.

Dietetic interns may access, use, maintain, reveal or otherwise disclose confidential/privileged information only in the performance of their duties and responsibilities, for legitimate business related to the hospital, community or other setting and with prior appropriate management approval.

It is the responsibility of each dietetic intern to strictly adhere to this policy. Interns violating this policy are subject to corrective action, up to and including immediate dismissal. A dietetic intern who knows or becomes aware of a violation of this policy is obligated to make immediate full disclosure to their preceptor and the Internship Director of knowledge of any deliberate or inadvertent breach of confidentiality by him/herself or any employee of the facility.

It is also the responsibility of all preceptors to inform their dietetic interns in the use of confidential or privileged information. Interns will be particularly careful about patient confidentiality. No patient name or defining initials or information shall be used in class assignments or case studies. Discussions about patients will be limited to closed meetings without visitors.

Policy 4:

Interns will adhere to the Academy of Nutrition & Dietetics Professional Code of Ethics.

Procedure:

Interns will become familiar with the June 2018 Academy of Nutrition & Dietetics Professional Code of Ethics (Appendix 2). Interns will discuss ethics issues in class in order to understand their application to each specific setting.

Academy link to updated Code of Ethics: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Policy 5:

All dietetic interns have must have professional liability insurance and medical insurance prior to starting the Dietetic Internship Program.

Procedure:

As of July 2014, all interns have professional liability insurance through CUNY. Interns are responsible for securing their own medical insurance for coverage during the course of the Dietetic Internship Program. CUNY general and professional liability insurance offers students clinical and field placement as part of the curriculum. The general liability coverage applies only with respect to liability arising out of incidents involving agreements between the University and affiliates that specifically provide this coverage and are in full force and effect. Coverage limits are \$3million per claim/occurrence and \$3million in aggregate.

All interns will provide evidence of medical insurance coverage prior to the start of the Program. Medical insurance can be obtained through Lehman College, Student Life. If a dietetic intern is injured or becomes ill while on duty, he/she will be treated in or at the nearest emergency care center of the current rotation facility at the intern's expense.

Dietetic Interns are responsible for their safety in travel to and from assigned rotations during the course of the Dietetic Internship Program.

Policy 6:

Before beginning the Dietetic Internship, interns are required to sign a contract where they confirm agreement with the terms and requirements of the Dietetic Internship at Lehman College (Appendix 3).

Procedure:

Interns are required to sign a contract to confirm that they will adhere to the code of conduct (Appendix 1) of the DI Program, accept placement at an appropriate site, spend a minimum of 1100 hours at acceptable institutions, undertake to commit to no more than 15 hours weekly paid employment throughout the DI, perform all coursework required, take the CDR Credentialing Examination within three months of graduation from the DI and establish an appropriate method of communication with the DI Director. Interns are also required to provide the DI Director with the following by the start of the DI and any other documents provided:

1. DPD Verification Statement
2. Final original transcripts from DPD program, and Graduate program, if applicable.
3. Transcript(s) verifying graduation or confer date for degree program
4. Copy of the Academy Student Membership card
5. Copy of Health Insurance card

Interns cannot start their supervised practice until all documentation is provided.

Policy 7:

Dietetic interns will meet all supervised practice requirements and comply with all policies, procedures and standards of professional behavior in order to graduate from the program.

Procedure:

Dietetic Interns will complete the required hours of supervised practice and hours of didactic instruction as established by the Dietetic Internship Program of Lehman College. Upon starting a rotation, the site primary preceptor will clarify the exact days and hours of attendance with the intern, who will inform the DI Director of the arrangement and adjust their schedule to meet these expectations. Supervised practice hours will take place during working hours, from Monday to Friday. Under New York State Labor law, a lunch break of not less than 30 minutes must be taken.

Learning experiences will be documented according to the Program Requirements. The dietetic intern will be evaluated at the completion of each rotation. Interns will be evaluated on professional competencies related to general dietetic practice. In addition, the intern is expected to provide an evaluation of the site. Prior assessed learning will also be documented (Appendix 4)

In order to successfully complete the program, dietetic interns must receive an evaluation of adequate or above or an overall grade of B or above.

If the above grades are not obtained on any evaluation instrument for any rotation, the intern will have to repeat either the hours or the entire rotation. If the above grades are not obtained for any assignment, then the intern will be given additional assignments, projects or other work and will then be re-assessed on the relevant material. If the additional work is not passed with the appropriate score the second time, the intern will complete another week of the rotation, with the agreement of the site primary preceptor, or complete another case study, assignment or other work prior to being re-tested for the third time. Upon the second instance of failure to pass an assignment or project with the appropriate grade, the dietetic intern will be given a final warning that the next failing score will result in termination from the program.

Dietetic interns must consistently demonstrate compliance with policies, procedures and standards of professional behavior throughout the internship to complete the program, according to the Professional Code of Conduct for Dietetic Interns (Appendix 1). Any lapse in compliance will be addressed with the intern and corrective action will be taken. The first instance of non-compliance will result in a verbal warning, the second instance will result in a written warning and the third instance will result in a final warning. The fourth offense will result in termination.

It is the responsibility of the preceptor to evaluate the dietetic intern in terms of their performance in supervised practice, to document scores and any lapse in compliance with policies, procedures and standards, and to notify the DI Director of evaluation results and behavior issues. It is the responsibility of the DI Director to ensure adherence to this policy.

Upon completion of all Dietetic Internship Program requirements, the DI Director will issue a verification statement to each graduate, and any other form that is deemed appropriate and necessary.

Policy 8:

Dietetic interns are expected to acquire competencies specific to the Medical Nutrition Therapy concentration of the DI.

Procedure:

Each dietetic intern is expected to undergo appropriate experiences during the Medical Nutrition Therapy and rotation and graduate level Clinical course (DFN 651) that build on core competencies. These experiences include:

1. Perform nutrition assessment, formulate a nutrition diagnosis, and plan intervention strategies for patients with complex medical conditions, including but not limited to diabetes, multi-organ failure, trauma, and renal disease. (Clinical Case Study and Presentation)
2. Select, monitor and evaluate complex enteral and parenteral nutrition regimens for patients with complex medical conditions. (DFN 651)
3. Develop and implement transitional feeding from enteral and parenteral nutrition support to oral intake.(DFN 651)
4. Undertake nutrition counseling and education with patients with complex medical conditions. (Clinical Case Study and Presentation)
5. Understands and educates patients on specific food & medication interactions. (DFN 730 MNT rotation and DFN 730/731 Clinical Case Study and Presentation)

Policy 9:

All dietetic interns are expected to dress according to the Dietetic Internship Dress Code.

Procedure:

All dietetic interns are expected to dress appropriately for their site. In general, this is considered to be professional/casual attire. During the food service rotation this includes hosiery or socks; closed, flat-heeled shoes and protective head covering are required. Long hair must be clipped back securely. Jewelry should be kept to a minimum and nail polish and long nails are discouraged. During the food service and clinical rotation, legs must be covered by pants, hosiery or a long skirt. A lab coat is required unless otherwise indicated by the site director/preceptors. Jeans, overly casual tops and pants/skirts and open-toed shoes are prohibited. Interns are also expected to provide themselves with a calculator and writing implements. When on duty in the rotation facilities, the intern will follow the regulations for that facility. Identification badges must be worn at all times when on duty. In a health care institution, this may be issued by the facility. The Lehman College Photo ID may be substituted if this is acceptable by the facility.

Virtual supervised-practice hours. All dietetic interns are expected to dress appropriately for all virtual meetings and supervised practice sessions.

When attending a seminar or professional meeting representing the Dietetic Internship Program, professional attire is required by everyone.

Policy 10:

Each intern will be required to prepare a clinical case study, according to the Case Study Guidelines (Appendix 7). A paper will be prepared, as well as a PowerPoint Presentation of not more than 30 minutes. This will be presented to the class at a time to be scheduled.

Procedure:

During the clinical rotation, dietetic interns are required to choose a patient in whose management they were involved. The choice should be made based on the degree of involvement with the patient and the unusualness of the case, e.g. either clinically or socially, depending on the medical nutrition therapy. A case study will be prepared based on the Case Study Guidelines in Appendix 7. A PowerPoint presentation will be prepared, of not more than 30 minutes, to be presented to the class. Interns will be assigned to a week. If an intern wishes to change the presentation day they are required to change with another intern. All changes must be approved by the DI Director. If any intern fails to present their case study, or makes an inadequate presentation, they will be required to wait until a

suitable time in the next semester, to (re)present their case study. In addition, a paper will be prepared outlining the details of the case study and its position in the clinical nutrition and medical field.

Policy 11:

Plagiarism is the appropriation of all or part of the work of someone else and representing it as one's own. Cheating is the unauthorized collaboration on a take home assignment or examination.

Procedure:

All assignments, projects and examinations must be the product of each student. Collaboration is not allowed. Any part of an assignment or project that is the work of someone else must be appropriately attributed. If any intern is found to have committed academic dishonesty by plagiarism or cheating, the intern(s) will be failed for that assignment, project, examination or course. It will result in the intern(s) being asked to withdraw from the DI.

Policy 12:

Vacations and holidays will be planned and included in the Dietetic Internship Rotations. Leave of Absence for medical or personal reasons need to be cleared with the DI Director.

Procedure:

Where graduate courses follow the Academic Calendar, the supervised professional practice rotation does not. During each supervised practice rotation, interns are expected to follow the holiday practices in place at the particular site. These comprise but may not include all the following:

New Year's Day	January 1 st
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday
in May Independence Day	July 4 th
Labor Day	1 st Monday in September
Columbus Day/Indigenous Peoples' Day	Mid-October
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

Interns may take vacation during the Christmas break, and Easter week and/or Passover week (if they do not coincide), when the College is closed or when there are no classes, **if they are not scheduled to be present at a practice site**. Time off for religious holidays/observances can be arranged according to the policy and procedure of the facility and with the approval of the DI Director.

Attendance at professional meetings may not be included in the supervised practice hours and should be coordinated with the site primary preceptor. Interns are expected to arrange their vacation time in accordance with the above provisions. Vacation time is discouraged during attendance at a supervise practice site, and may only be undertaken in exceptional circumstances with written permission from the DI Director.

Extenuating circumstances such as personal or family illness or other emergency situations must be discussed and approved by the DI Director. If Leave of Absence is taken, interns are expected to complete all the DI requirements within 2 years from the start of the internship (200% of planned program length).

If an intern is unable to attend a practice site due to personal circumstances or any other reason, but is able to continue to attend the DI seminar, written approval must be requested and obtained from the DI Director to postpone the supervised practice. Attendance at a practice site may be resumed, depending on the availability of an appropriate site.

If an intern is unable to attend both the seminar class and supervised practice site where an extended absence will affect completing the program in 200% of program length or less, the intern shall be deemed to have withdrawn from

the DI. In order to return, the intern would be required to submit a new application packet for the following year, including participation in DICAS

Policy 13:

All dietetic interns are responsible for arranging appropriate transportation to their rotation site and for maintaining acceptable attendance and punctuality. All interns are expected to have internet and functioning Wi-Fi/Broadband internet for remote/virtual sessions whether part of a physical or remote/virtual rotation. Interns who fail to maintain an acceptable standard of attendance or punctuality may compromise the quality of their education and ability to remain in the program.

Procedure:

Dietetic interns are expected to arrange safe and suitable transportation to their rotation site. They are expected to be at their assigned rotations by the designated start time (ready to work) whether the rotation is physical or virtual/emote. They should also be at scheduled Dietetic Internship classes at designated start times. Interns failing to do so are considered tardy.

Attendance and tardiness records will be monitored on an on-going basis. Appropriate corrective action will be implemented.

A dietetic intern who is unable to report to their rotation site is required to notify the site primary preceptor for the current rotation at least one hour before start time at the designated site. A written excuse, including the number of days of non-attendance must be provided to the DI Director within one week, which will be filed in the intern's folder. This includes non-attendance due to inclement weather. In addition, the intern is required to inform the DI Director by email or voice mail prior to the start time.

An intern who is unable to report to class is required to notify the DI Director and provide a written excuse (email is acceptable) as above and appropriate documentation. Lack of attendance at the DI orientation will result in a discharge from the DI unless this is a result of an emergency.

Absence for more than two days in succession requires a physician's note or, if absences are frequent, a physician's note to be provided at the DI Director's discretion. Any absence from class must be accompanied by suitable documentation.

A dietetic intern who fails to report to work or class as scheduled and fails to notify the DI Director and/or preceptor shall be considered absent without leave (AWOL) and may be subject to a letter of final warning. An intern who is AWOL for two or more scheduled consecutive work days or classes without proper notice is considered to have withdrawn from the program, unless there are extenuating circumstances which are accepted by the DI Director. An intern will be informed of the termination of dietetic intern status whenever practical.

Dietetic interns are required to complete time missed due to absences, tardiness and scheduled time off in both supervised practice and didactic instruction. Repeated absence from class will not only affect the final grade but verification of completion of the Internship Program.

Corrective action standards for occurrences are as follows:

Unscheduled absences from work (i.e. absences that have not been scheduled in advance and approved; absences that are reported to the DI Director and preceptor shortly before scheduled work time) or seminar classes.

<u>No. of occurrences:</u>	<u>Result</u>
one	Oral Warning
two	Written Warning
three	Warning
four	Discharge

Tardiness: (i.e. when an intern has failed to report at the assigned rotation at the beginning of the shift or at the seminar class on time).

<u>No. of occurrences:</u>	<u>Result</u>
three	Oral Warning
five	Written Warning
seven	Final Warning
ten	Discharge

All site preceptors are responsible for monitoring attendance of their dietetic interns and communicating incidences to the DI Director, whose responsibility it is to ensure that this policy is implemented in a consistent manner.

Policy 14:

All interns are expected to achieve and maintain the standards of performance, practice, conduct and proficiency as outlined by the Dietetic Internship Program, Lehman College, City University of New York and the Academy of Nutrition & Dietetics. When standards and policies are not being met, disciplinary action may be imposed. Disciplinary action is defined as a "corrective measure or penalty action taken against an intern for cause involving ineptitude, inefficiency, misconduct or failure to adhere to the Policies and Procedures of the DI at Lehman College."

Procedure:

The DI Director will monitor interns' conduct and performance via personal observation and feedback from preceptors. When a problem is identified with an intern's conduct or performance, the DI Director will first verbally counsel the intern in an attempt to correct the problem. If the problem persists, disciplinary action will follow. For first offenses that are severe infractions and result in probation, suspension or dismissal, disciplinary action will be administered by verbal counseling.

The DI Director will collect all facts leading to disciplinary infractions, including data and student/preceptor interviews. Disciplinary actions of admonishment and first probation do not require committee review. Second probation and dismissal penalties will be brought before the disciplinary committee.

The DI Director will present the intern with a disciplinary memo. The original signed copy of the memo will remain in the intern's folder. The copy with original signatures (DI Director and intern) will be handed to the intern. If the intern refuses to sign the notice, the DI Director will sign and date that line with notation "intern refusal to sign." If the intern refuses to accept the notice, it will be mailed to the intern's address on record "return receipt requested".

Definitions:

Admonishment/Warning: Written notice of a single infraction with warning against repetition. Repetition may result in probation.

Probation: Written notice of probation for repeated offenses of a similar nature. Based on seriousness and number of offenses can lead to suspension.

Suspension: Written notice with enforced temporary absence from duty as a result of repeated offenses beyond probation. Time lost will have to be made up.

Dismissal: Discontinuation from program for infractions beyond suspension penalty.

The practice site may request the college to terminate the supervised practice rotation of an intern when the health status of that intern is detrimental to services provided at the site, or when the conduct or behavior of the intern is detrimental to the operation of the site and/or patient care. The specific issues will be discussed with the DI Director and the DFN Graduate Faculty. The intern may continue in the Program at the discretion of the DI Director and the DFN Graduate Faculty. In which case, the intern will be requested to find their own rotation site.

An intern may appeal admonishments and probation decisions to the DI Director in writing. Disciplinary actions beyond probation may be appealed in writing to the DI Director, DFN Graduate Faculty and finally to the Department Chair.

Policy 15:

All dietetic interns have the opportunity to resolve Internship-related problems through a conflict resolution process. This process refers to the method by which the Dietetics, Foods, and Nutrition Program facilitates an acceptable relationship between dietetic interns and rotation site personnel. Concerns and complaints are protected and interns should not fear retaliation.

Procedure:

Dietetic interns are encouraged to voice their concerns to the rotation preceptor. If the issue cannot be resolved with the preceptor, or, if the conflict involves the preceptor, the intern should discuss the issue with the site primary preceptor. If the issue remains unresolved, the intern is encouraged to discuss it with the DI Director. If the issue is still unresolved, it will be brought to a meeting with the DI Director and DFN Graduate Faculty.

Students are advised that they may submit complaints to ACEND only after all other options with the Program and the College have been exhausted. Please consult the DI Director, the Chair of the Department of Health Promotion and Nutrition Sciences, and the Office of the Dean of Health Sciences, Human Services and Nursing with any unresolved complaints about the accreditation standards.

Interns have the right to file a written complaint related to ACEND accreditation standards. Students are advised to submit a complaint to ACEND only after other options have been exhausted. A complaint can be sent to ACEND using the following link: <http://www.eatrightpro.org/resources/acend/public-notice-and-announcements/filing-a-complaint>. Unresolved complaints may be submitted to ACEND through a [Complaint Investigation Form](#) found on the ACEND website.

The Lehman Dietetic Internship follows the Lehman College and CUNY policy on retaliation. Students should feel free to discuss concerns in private without fear of retaliation. The City University of New York ("CUNY") is committed to addressing discrimination and retaliation reports promptly, consistently, and fairly. Please see, [CUNY University-Wide Discrimination and Retaliation Reporting Portal – The City University of New York](#). The following publicly available form allows for the submission of a report of discrimination and/or retaliation, as prohibited by and defined in [CUNY's Policy on Equal Opportunity and Non-Discrimination](#) ("EO Policy").

Record of intern complaints are kept for a period of seven years, including the resolution of complaints.

Policy 16:

Dietetic interns are continually evaluated in their rotations by the site preceptors and the DI Director. Progress is measured using a range of approaches during and at the conclusion of the program, in order to verify competence. Interns are undertaking a learning experience and are not permitted to replace regular employees. Principle preceptors and sites go through a selection process before an intern can begin a rotation. Preceptors and sites are continuously evaluated by the intern and the DI Director.

Procedure for evaluating interns:

The following methods of evaluation will be used throughout the program to verify intern competence:

1. Homework and assignments throughout each rotation
2. Case studies as part of the clinical rotation
3. Projects and presentations throughout each rotation
4. Lesson plan development
5. Checklists of objectives and competencies throughout each Supervised Practice rotation (Appendices 5a to 5h) with reference to the syllabus for each rotation.
6. Evaluation forms completed by intern (Google survey evaluations for each rotation).
7. Evaluation completed by principle preceptor (Google survey evaluations for each rotation).
8. Portfolio at the end of each rotation

Interns must successfully complete each rotation, receiving a grade of B or above on their Professional Practice Evaluation and also complete a site evaluation upon completion of the rotation. Evaluations for each rotation are due within two weeks of the end of the rotation.

Note that graduate courses follow the Academic Calendar. However, Supervised Practice sites do not, and interns may be required to work on holidays. (refer to Policy 12). Weekly logs will reflect all experiential hours at supervised practice sites including holidays).

The supervised practice component of the DI is an educational and learning experience. Interns are not, under any circumstances, to be used by sites to replace regular employees unless undertaking staff relief. If an intern feels that they are being asked to replace a regular employee, they should inform the DI Director, who will contact the site preceptor.

Procedure for selecting Site Preceptors:

The majority of primary preceptors are RDNs, hold MS, MBA, or PhD degrees. Many preceptors hold other certifications such as CDCES, CNSC, CSG, IBCLC and/or IFNCP. Culinary professionals for Food Service rotations may be trained chefs from culinary institutes and often have many years' experience in the foodservice.

All primary preceptors are interviewed and provided an orientation. Prior to the interview, the potential preceptor is sent the appropriate syllabus (competencies with objectives, suggested activities, and evaluation criteria) for the rotation that he/she is expected to supervise. During these interviews, the potential preceptors are questioned as to their dietetics education and degrees, the number of years since receiving the RD credential, their level of expertise, and the experience they are able to provide the interns. A CV/resume is requested. Based on the discussion between the DI Director and the preceptor, it is determined whether the preceptor is able and likely to provide the depth and breadth of learning activities required in the curriculum and whether the preceptor can provide the interns the exposure to the diversity of practice needed. Any follow-up questions are discussed via email, zoom, telephone or in person, to make sure the preceptor understands the responsibilities to be assumed. Information on the preceptor training program is provided from the Academy's website, <https://www.eatrightpro.org/acend/acend-training-and-volunteer-opportunities/preceptors-and-mentors/preceptor-training-program>. Preceptors are informed that they can receive CEUs for being a preceptor.

Procedure for selecting Rotation Sites and Affiliation Agreements:

There is a CUNY Written Policy and Procedures for maintaining written affiliation agreements with institutions, organizations, and/or agencies where interns are placed in supervised practice. When the DI Director meets with a preceptor for a new site, an Affiliation Agreement must be executed before an intern can begin a rotation. The DI Director works directly with The Office of the Special Counsel to the President for Legal Affairs and Labor Relations <https://www.lehman.edu/president/special-counsel/>. The DI Director completes and submits an Affiliation Approval Form with the contact information of the site and primary preceptor. The HR/legal department of the site and Lehman Special Counsel review and sign a contract. A fully executed agreement is kept on file at the DI Directors office. Fully-executed agreements are processed and renewed as needed and is the responsibility of the legal coordinator at Lehman College. For some sites a COI is updated every two to three years.

Interns may request to work with a particular preceptor at a site. In such instances, the interns provides the DI Director with the preceptors contact information. Procedure is the same as stated above.

Evaluation of Preceptor and Site.

Interns are responsible at the conclusion of each rotation, to complete the Evaluation of Practice Site and Preceptor Evaluation. Based on these evaluations, sites may continue to be utilized, may be requested to modify experiences provided to the interns, or may be terminated from the program due to irremediable inadequacies. This process is ongoing after each intern rotation is completed. Evaluations are due within two week of completion of the rotation. Evaluations are kept in intern's permanent file in the DI Director's office.

Based on communication with the primary preceptor via email, phone and site visits, the DI Director evaluates the adequacy of the facility both at the end of each rotation and at the end of the internship year and determines the ongoing status of the site in the DI program for the following internship year.

Policy 17:

All dietetic interns are required to take a test at the end of each semester and a cumulative test at the conclusion of the program and attain a passing score of 80 and above for each test. No intern receiving a score of less than 80 on the final test will be allowed to graduate from the program.

Procedure:

At the end of the fall, spring and summer semesters, interns are required to take an on-line multiple-choice test. A score of 80 or more is expected on all three tests. In the fall, if a score of less than 80 is obtained on the first test, the intern will be required to take another test, in order to proceed into the next semester. The intern will receive an "Incomplete" for DFN 731 until a score of 80 or above is achieved. If a score of 80 or more is not achieved on the second test, the intern may take a third test. If a score of 80 or more is not achieved on the third test, the intern will be asked to withdraw from the program. Interns will only be permitted to take one retest at the end of the spring semester. If a score of a score of less than 80 is obtained on the second test, the intern will be asked to withdraw from the program.

If the intern fails to obtain a score of 80 or above on the summer DI exit exam, the intern will be required to take another test after a time period of not less than three weeks in order to graduate from the program. The intern will be given an opportunity to review the first exam, to ascertain the incorrect responses to the questions. If a score of 80 or more is not achieved on the second summer test, the intern must submit a written application (Appendix 8) to the Dietetic Internship Committee, to justify their performance, the remedial activities that they have undertaken and how these activities will enable them to pass the CDR Exam. If the appeal is accepted, the intern may take one further test. If a score of 80 or above is not achieved on the third test, the intern will not graduate from the DI program. If the appeal is not accepted, the intern will not be allowed to graduate from the program.

Policy 18:

*The three multiple-choice tests, one at the end of each semester, will be taken on-line using the computer and the **Brightspace** on-line class management program.*

Procedure:

Each test is available for a period of four hours during finals week.

The tests comprise 100 multiple-choice questions; each test must be completed in 75 minutes. This time period begins as soon as the test is begun and ends at completion of the test or at the end of the 75 minutes time period (**Brightspace** ends the test automatically at the end of the allotted time period). Tests are accessed in the Exams section on **Brightspace**. The exams are password protected. When the intern logs on to an exam, it asks for a password. The intern reaches out to the professor (e.g. text) and asks for the password. The intern can begin answering the questions once the password is entered. When the test is opened, the instructions and the first question are presented. Interns are encouraged to read the instructions and questions carefully. Exam questions are randomized for each student.

Exams mimic the RD Exam:

- Questions appear one at a time.
- No backtracking.
- Force completion.

Instructions include:

- Choose the answer; a box will appear asking for answer confirmation.
- When yes/save/continue is clicked, the next question will appear.
- Do not click anything else, let the screen saver start, leave the computer, or cut the internet connection in any way until the end, otherwise the exam will end and resumption is not permitted unless it is reset.

If there is a problem and the computer "freezes" while taking the test, the administrator of the test will reset the test as long as it is within the exam time frame and less than half the questions have been completed. The test may then be reattempted. The intern will check their email for the reply. If more than half the questions have been completed, the intern will only be credited with the questions that have been successfully answered. The test will only be reset once. At the end of the allotted time, **Brightspace** will submit all completed questions, even if the test is not completed.

Please review the CUNY Academic Integrity Policy: <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-resources/academic-integrity-policy/>

Policy 19:

Upon completion of the program, all dietetic interns are required to sign a release form, affirming that they will release their name and test scores to the Department of Health Promotion and Nutrition Sciences, Lehman College when taking the Registered Dietitian Examination.

Procedure:

The Dietetic Internship Program at Lehman College is accredited by ACEND and part of the on-going accreditation is the analysis of the number of interns taking the examination and the pass rate. In addition, this information provides the Department with data to facilitate further modification and development of the program.

Therefore, all interns will be required to sign an agreement upon the completion of their internship program stating that when taking the Registered Dietitian Examination, they will check the appropriate box allowing the Examination administrators to release their name and test scores to the College.

Policy 20:

Interns who have paid experience as practicing dietitians or nutritionists in a clinical, food service or public health may request credit towards their rotations from their prior experience. Up to one hundred (100) hours may be received as credit for clinical, food service management or community and up to one hundred fifty (150) for research. Up to two rotations can be assessed for prior learning.

Procedure:

Interns must have worked for a minimum of two years to obtain the relevant competencies. The intern will complete the Prior Experience Form (Appendix 4), listing the competencies that they have acquired during their work experience, compared to those listed on the appropriate syllabus. The Form must be signed and dated by the intern's supervisor of these competencies. The Form will be submitted to the DI Director and, upon acceptance, the intern will be required to sign a form and will be excused from a specified amount of supervised practice hours.

Community, Food Service Management, Clinical: If the intern has worked full time for two years or more in a community agency, in a food service operation as a supervisor, dietitian or diet technician or in an acute care, sub-acute or long-term care setting as a clinical nutritionist then the intern will either not be required to complete 100 hours in that particular area, or they may subtract up to 100 hours from the food service rotation or from an agreed component of the clinical rotation.

Research prior assessed learning: Interns accepted into the DI program who have completed a research thesis will have up to 150 hours subtracted from the research rotation. Intern must submit the research paper and any recordings, abstracts, or ppt presentations. The Intern will complete a Prior Experience Form (Appendix 4a) which will be signed by the professor from the university or college where the research project was completed. Credit will not be accepted for undergraduate coursework or any conferences/webinars attended for credit toward research.

Policy 21:

A dietetic intern who enters the DI with a CDN Accreditation will be required to complete a minimum of 1100 hours of supervised practice to become a Registered Dietitian. However, under certain circumstances, the intern will also be required to take the Registered Dietitian examination.

Procedure:

Nutritionists are able to gain a Certified Dietitian/Nutritionist (CDN) Accreditation of the State of New York prior to admission into the DI. In order to acquire a CDN accreditation, nutritionists are currently required by the Board of Regents of the State of New York to pass a test, the Registered Dietitian examination administered by the Commission on Dietetic Registration being one of the test options. If the intern enters the DI having passed the Registered Dietitian examination, they must provide the DI Director with evidence of passing and they will not be required to repeat the test on completion of the DI (depending on possible CDR time constraints). However, when the CDN accreditation was introduced, registered dietitians and nutritionists were grandfathered in; therefore, nutritionists could obtain the CDN accreditation without taking the Registered Dietitian examination. Nutritionists

who acquired the CDN accreditation by grandfathering, will, therefore, be required take the Registered Dietitian examination after completing the supervised practice component of the DI.

Policy 22:

A dietetic intern who voluntarily withdraws from a site will be required to submit a written explanation of their action to the Site Primary Preceptor and the DI Director.

Procedure:

Any intern who, for any reason, voluntarily removes themselves from a site will be required to justify their action in writing, including specific reasons why they feel that they cannot continue their supervised practice at that site. Sites agree to accept interns after negotiation and discussion and it is imperative that any problems that an intern experiences at a site be brought to the attention of both the Site Primary Preceptor and the DI Director.

Upon consideration of the intern's submission, a decision will be made by the DI Director on whether the intern may return to the site with the agreement of the Site Primary Preceptor. If it is decided that the intern may not return to the site, every effort will be made to find an alternative site, but this is not guaranteed. If it is decided that the intern may return to the site, and the intern does not wish to comply, the intern will be requested either to find an alternative site or asked to withdraw from the program.

Policy 23:

A dietetic intern who fails to be accepted by a site will be required to submit a written explanation of the reasons for the refusal to the DI Director.

Procedure:

Any intern who, for any reason, is not accepted by a site will be required to justify the action in writing, including specific reasons why they feel that they have been refused an experience of supervised practice at that site. Interns accepted into the DI are made aware of the policies and procedures of the DI and the terms under which sites will accept interns for supervised practice. Sites that agree to accept interns very rarely fail to accept an intern sent to them, therefore it is essential that the reason for the failure to be accepted at a site be brought to the attention of the DI Director.

Upon consideration of the intern's submission, the DI Director will decide whether another placement can be found. Every effort will be made to find an alternative site, but this is not guaranteed.

Policy 24:

Interns may be required to undergo an appropriate orientation process at practice sites according to the policy and procedure of the individual sites, which may include drug testing, finger printing and criminal background checks. This time may not be counted towards the rotation hours.

Procedure:

Many practice sites are health care facilities. Interns are usually required to undergo some kind of orientation process prior to starting the rotation and are advised to ascertain from each site primary preceptor exactly what will be required as early as possible. Failure to do this may result in a delay in starting. The orientation may include medical checks, evidence of vaccination status (particularly PPD) and criminal background checks and drug testing. Interns may be expected to cover the expense incurred for background checks and drug testing. This should not be more than \$250. The process will frequently include an orientation to the facility with other new employees/volunteers. This may take one or more working days. The time spent on the orientation process cannot be counted towards the rotation hours as it does not include the appropriate practical experience. In addition, meal breaks and study days cannot be included in rotation hours.

Lehman College DI cannot be held responsible if a site rejects an intern as the result of a failure to pass any part of the orientation process. Every endeavor will be made to find an alternate placement, but this cannot be guaranteed.

Policy 25:

Dietetic interns are expected to complete all supervised practice requirements for completion of the DI in three semesters (12 months), at a minimum of 30 hours weekly at their supervised practice rotation.

Procedure:

Each dietetic intern follows a prescribed program of didactic education and supervised professional practice with rotations organized in conjunction with site Primary Preceptors and fellow members of their intern class.

The Dietetic Internship Director coordinates the supervised practice sites the spring and summer before the internship begins. DI Director meets with the intern to discuss the sites and the timeline. Rotation sequence will differ from intern to intern (e.g. some interns will start with MNT while others may start with FSM and/or Community-PH/WIC/Research. All interns complete the Sustainability rotation as a cohort in the summer semester prior to completing the program. The DI Director sends interns to supervised practice sites with which we have affiliation agreements. An intern may request a site, with the understanding that an affiliation agreement must be signed before an intern can start the rotation.

The Lehman DI has sufficient affiliations to accommodate a maximum of 14 interns per year.

Affiliation agreements are obtained after the DI Director communicates with the Primary Preceptor and the requirements for the rotation are reviewed. The DI Director reviews the preceptor's credentials and experience(resume) and relays preceptor training information. An Affiliation Approval form is submitted to the Lehman legal department and a contract is sent to the Primary Preceptor. When the contract is fully executed, the intern may go to the supervised practice site for the rotation. (Also refer to Policy 16)

Interns are often given a schedule from the primary preceptor for the number of hours that need to be completed.

If an intern is unable to attend a practice site due to personal circumstances (e.g. medical or personal emergency) or any other reason, but is able to continue to attend the DI seminar, written approval must be requested and obtained from the DI Director to postpone the supervised practice. Attendance at a practice site may be resumed, depending on the availability of an appropriate site.

If an intern is unable to attend both the seminar class and supervised practice site where an extended absence will affect completing the program in 200% of program length or less, the intern shall be deemed to have withdrawn from the DI. In order to return, the intern would be required to submit a new application packet for the following year, including participation in DICAS.

If an intern fails to complete their supervised practice experience in 12 months, they will be required to reregister for either or both DFN 730 and 731 and attend the didactic seminar for each of the following semesters until they have completed all requirements, up to and including an additional three semesters. In such situation, a practice site cannot be guaranteed.

If an intern completes the supervised practice component of the DI in the above time frame, but has outstanding requirements yet to be fulfilled at the end of the program, the intern would be required to complete these within two years from entering the DI, or would be considered to have withdrawn from the program. (Refer to Policy 12)

Policy 26:

Upon completion of all requirements of the Dietetic Internship Program, interns will receive a DI Verification Statement and their names will be submitted to the Commission on Dietetic Registration in order to receive eligibility to take the RD examination.

Procedure:

In order for interns to be considered as having completed the Dietetic Internship Program at Lehman College and to be eligible to take the R.D. examination, they must meet all the following criteria:

- Complete a minimum of 1100 hours of supervised practice rotations and up to 150 hours alternate practice experiences in 12 months with passing grades from all preceptors (DFN 730).
- Submit MNT Case Study and PowerPoint presentation.
- Submit Research project.
- Complete a minimum of three semesters of DFN 731: Concepts and Methods of Dietetic Practice seminars with grades of B or more.
- Complete all co-requisite classes with averages of 80 or above.
- Complete and submit all portfolios.
- Complete and submit all evaluation forms. Minimum grades of B must be achieved.
- Complete conference, volunteer requirement, and capstone project requirement.
- Pass the Exit Examination (at the end of the summer semester or at such time that a score of 80 or above is achieved).
- Appear for an exit meeting with the DI Director at Lehman College.
- Submit transcript with MS degree confer date.
- Provide all relevant information and complete all forms required by the CDR and the Lehman Dietetic Internship program.

A Verification Statement signed by the Dietetic Internship Director will be issued to the intern, a copy placed in the intern's file and details of completion will be transmitted to the CDR.

Policy 27:

All interns have the right to inspect and review their education records according to the Lehman College Records Policy.

Procedure:

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 15 days of receipt. If the request is granted, the student will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 15 days, the student may appeal. Additional information regarding the appeal procedures will be provided to the student if a request is denied.

Policy 28:

All interns have access to Lehman College student support services, e.g. health services, counseling, tutoring and testing, and financial aid. The Student Health Center, Counseling Center, Academic Center for Excellence (ACE), Student Learning Center, and Financial Aid Office are available to all interns if required.

Procedure:

The Student Health Center offers a wide range of services, including: primary and acute care and treatment, urgent care, women's health services, required and elective immunizations, and annual, athletic, and job physicals. Basic laboratory services and pharmaceuticals are also available. Health awareness outreach is a key focus. The Student Health Center is supported by the student activity fee and, therefore, most services are free or are offered at a significantly reduced cost. Office hours during the academic year are Monday, Wednesday, Thursday, and Friday from 9 am until 5 pm., and Tuesday from 9am.until 6:30pm. A mid-level practitioner is available at all times. Hours may be changed due to COVID-19. Students with valid IDs may use the services of the center on an appointment basis. Sick walk-in patients are accommodated.

Student Health Center

Location: Building Old Gym, Room B008

Phone: 718-960-8900

Fax: 718-960-8909

<http://www.lehman.edu/student-health-center/>

The Lehman Counseling Center offers individual counseling services and group workshops. They are available to all undergraduate and graduate students. Trained professionals and peer counselors offer confidential assistance with personal obstacles to growth, including difficulties with academic performance, anxiety, time and stress management, depression, family and relationship problems, disordered eating, substance abuse and alcoholism, and other issues of everyday life. Day or evening appointments may be arranged.

Counseling Center
Old Gym Building, Room 114
Tel: 718-960-8761
Fax: 718-960-6739
E-mail: counseling.center@lehman.cuny.edu

Tutoring and Academic Support Services provides services for a number of academic areas including writing, math, statistics, computer science, and the sciences: <https://www.lehman.edu/academics/tutoring-academic-support.php>. Specifically, the *Lehman Tutoring Center* “offers workshops for undergraduate and graduate students to improve skills in writing, social sciences, and humanities. Some areas of focus include test preparation, test taking strategies, and organization and critical thinking. Telephone: (917) 960-8175, issp.program@lehman.cuny.edu.

The Leonard Lief Library is open daily and offers off-campus access. When visiting the library, students can utilize the computers (PC and Mac), printers and scanners. Students have access to textbooks and other resources. Rooms can be reserved for study groups. <https://libguides.lehman.edu/blog/Leonard-Lief-Library-Fall-2023>

The Office of Financial Aid assists students with all aspects of financing their education, including planning and meeting the expenses associated with attending the College. Information is available on financial assistance programs and on how to maintain eligibility for Federal, State, and City award programs. Financial Aid professionals will work closely with students and their families to put the cost of a Lehman education within reach. The Office also provides students with expanding services through a computer lab, located in Shuster Hall, Room 131. Students may use the lab to access and complete various online financial aid-related applications.

The Financial Aid Office suite
Shuster Hall, Room 136.
Tel: 718-960-8545
Fax: 718-960-8328.
E-mail: financial.aid@lehman.cuny.edu.
<https://www.lehman.edu/financial-aid/>

The Financial Aid Computer Lab
Shuster Hall, Room 131A.
The Lab's telephone number is 718-960-8620.
<http://www.lehman.edu/financial-aid/index.php>

CUNY Policy on Student Achievement/Consumer Information/ Student Right to Know – can be found on this link: <https://www.lehman.edu/students/consumer-information/index.php>

Scholarships

Students are encouraged to apply for scholarships through the Academy, NYSAND, local dietetic organizations, and cultural organizations.

- Through the Academy of Nutrition and Dietetics: <https://www.eatrightpro.org/leadership>
- Westchester Rockland Dietetic Association: <https://wrda18.wildapricot.org/>
- Dominican Day Parade (students of Dominican descent): <https://natddp.org/scholarships/>
- Through Lehman: <https://www.lehman.cuny.edu/scholarships/>
- Through CUNY: <https://www.cuny.edu/financial-aid/scholarships/>