Cal Poly San Luis Obispo
Dietetic Internship
2017-2018

Student Handbook
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission</td>
<td>4</td>
</tr>
<tr>
<td>Program Goals</td>
<td>4</td>
</tr>
<tr>
<td>Outcome Measures</td>
<td>4</td>
</tr>
<tr>
<td>Accreditation Status</td>
<td>4</td>
</tr>
<tr>
<td>General Program Information</td>
<td>5</td>
</tr>
<tr>
<td>Time Management and Assignments</td>
<td>8</td>
</tr>
<tr>
<td>Competencies</td>
<td>8</td>
</tr>
<tr>
<td>Requirements for Completion of the Internship</td>
<td>12</td>
</tr>
<tr>
<td>Attendance</td>
<td>15</td>
</tr>
<tr>
<td>Illness and Injury</td>
<td>18</td>
</tr>
<tr>
<td>Health Clearance</td>
<td>18</td>
</tr>
<tr>
<td>Substance Abuse and Drug/Alcohol Testing Policy</td>
<td>19</td>
</tr>
<tr>
<td>Criminal Clearance / Child Abuse Record Check</td>
<td>19</td>
</tr>
<tr>
<td>Technology Requirements</td>
<td>19</td>
</tr>
<tr>
<td>The American Dietetic Association Code of Ethics</td>
<td>20</td>
</tr>
<tr>
<td>Academic Integrity at Cal Poly</td>
<td>32</td>
</tr>
<tr>
<td>Standards of Professional Behavior</td>
<td>33</td>
</tr>
<tr>
<td>Disciplinary/Termination Procedures</td>
<td>35</td>
</tr>
<tr>
<td>Student Appeals Process</td>
<td>36</td>
</tr>
<tr>
<td>Program Evaluations</td>
<td>37</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>37</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>38</td>
</tr>
<tr>
<td>Program Calendar 2017-2018</td>
<td>40</td>
</tr>
<tr>
<td>Orientation</td>
<td>40</td>
</tr>
<tr>
<td>Transportation</td>
<td>41</td>
</tr>
<tr>
<td>Program Director Information</td>
<td>41</td>
</tr>
<tr>
<td>Verification Statement</td>
<td>41</td>
</tr>
<tr>
<td>Registration Examination and Examination Preparation</td>
<td>41</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Student Policies</td>
<td>41</td>
</tr>
<tr>
<td>Use of College Facilities / Resources / Student Support</td>
<td>44</td>
</tr>
<tr>
<td>Rotation Sites San Luis Obispo County</td>
<td>46</td>
</tr>
<tr>
<td>Rotation Sites Santa Barbara County</td>
<td>81</td>
</tr>
<tr>
<td>Verification of Receipt and Confidentiality Statement Signature Page</td>
<td>79</td>
</tr>
</tbody>
</table>
CAL POLY SAN LUIS OBISPO DIETETIC INTERNSHIP PROGRAM MISSION

The mission of the internship is to train dietetic interns who will be competent, well-rounded, culturally sensitive individuals and contributing members to the field of dietetics. Upon completing their dietetic internship, students will be qualified to enter clinical dietetics, foodservice management, community programs, and take the registration examination for their RD credential.

PROGRAM GOALS

The goals of the dietetic internship (DI) are:

1. Provide exposure to a variety of diverse settings for supervised practice.
2. Train graduates to meet California’s and the nation’s needs for RDs.
3. Prepare graduates to meet the requirements for dietetic registration.

OUTCOME MEASURES

Program Objectives for Goal 1:

a. Interns will experience at least six different rotations not including their elective and staff experience.
b. Interns will recognize that they have been exposed to various practice settings.

Program Objectives for Goal 2:

a. At least 80% of the interns will pass the RD examination on their first attempt.
b. At least 80% of the interns will be employed full –time or part-time as registered dietitians within six months of passing the RD examination.

Program Objectives for Goal 3:

a. 100% of the interns will complete the program within 150% of the timeframe of the program.
b. At least 80% of the interns will feel prepared to be entry level dietitians on their first job after graduation.
c. At least 80% of employers will be satisfied with the performance of the graduates as entry level dietitians.

ACCREDITATION STATUS

The Cal Poly San Luis Obispo (SLO) Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the United States Department of Education. The contact information for ACEND is:

120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995
312-899-0040 ext. 5400, 1-800-877-1600 ext. 5400.
ACEND@eatright.org, www.eatright.org/ACEND
GENERAL PROGRAM INFORMATION

Administration of the Internship

The Internship is administered by a Program Director, with support from the Head of the Food Science & Nutrition Department. The Dietetic Internship is a program of the Office of Extended Education.

Admission Standards and Procedures

Admission Requirements for the Cal Poly SLO Dietetic Internship include the following:

- Overall GPA of 2.8 and DPD GPA of 3.0
- Paid and/or volunteer experience in the field of dietetics outside classroom field assignments (other professional experience will also be considered)
- Three letters of recommendation - one must be from an employer or supervisor at a paid or volunteer position (preferably a RD), two from professors from the DPD program
- A nutrition therapy or clinical nutrition course completed within the last five years (or recent clinical experience may be substituted)
- A biochemistry course completed within the last five years

Additional Selection Considerations Include:

- Quality of personal statement, evaluated for passion in the field, career goals, and why Cal Poly SLO is a good match
- Leadership and participation in professional, social, and school organizations
- Performance in phone interviews for top rated applicants

The program’s selection committee seeks to accept applicants who are dedicated to the field of dietetics, are self-motivated and self-starters, and are team players who can also work independently.

The program uses the online centralized internship application, DICAS, which may be accessed at https://portal.dicas.org (NOTE: The DICAS portal won’t be available until after December 1 for the Spring Match); e-mail DICASinfo@DICAS.org for more information. The on-line application must be completed for each program by 11:59 p.m. Central Time on February 15. The fee to use DICAS is $45 for the first application submitted and $20 for each additional application.

Applicants who apply to the internship using DICAS will be asked to complete a personal statement in ~1,000 words or less (~8,000 characters or less). Questions to be addressed in the personal statement include:

- Why do you want to enter the dietetics profession?
- What are some experiences that have helped to prepare you for your career?
- What are your short-term and long-term goals?
What are your strengths and weaknesses or areas needing improvement?

Official Transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA 02472.

When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line.

Applicants must also register online for computer matching with D & D Digital at http://www.dnndigital.com and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15. There is a $50.00 computer matching fee.

The Cal Poly SLO Computer Matching Code is 181.

A Verification Statement Substantiating Completion of (or Declaration of Intent to Complete) Degree and Academy of Nutrition and Dietetics-Approved Minimum Academic Requirements must be provided by the applicant’s Didactic Program Director.

Three letters of reference must be submitted. One must be from an employer or supervisor from a paid or volunteer position, preferably an RD. Two should be from professors in the DPD program.

A non-refundable application fee of $65 must be received by Cal Poly at February 15.

THE APPLICANT MUST PAY THE $65 APPLICATION FEE ONLINE IN ORDER TO BE CONSIDERED FOR ADMISSION INTO THE CAL POLY SLO INTERNSHIP. The applicant can pay by at the following site:

[calpoly.augusoft.net/index.cfm?method=ClassListing.ClassListingDisplay&int_category_id=1&int_sub_category_id=78]

Program Description
The 38-week dietetic internship program will be housed at the California Polytechnic State University, San Luis Obispo campus. The internship accepts a total of 9 interns annually. Three of the interns will be based in Santa Barbara and do the majority of their rotations in that county. The remaining six interns will be based in San Luis Obispo County.

The dietetic internship will have a wellness promotion concentration with the following timeline distribution:

<table>
<thead>
<tr>
<th>Emphasis Area</th>
<th>Duration</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition Therapy</td>
<td>14 weeks</td>
<td>448</td>
</tr>
<tr>
<td>Foodservice Management</td>
<td>8 weeks</td>
<td>256</td>
</tr>
<tr>
<td>Community</td>
<td>12 weeks</td>
<td>384</td>
</tr>
<tr>
<td>Elective Weeks</td>
<td>2 weeks</td>
<td>64</td>
</tr>
<tr>
<td>Professional Staff Experience</td>
<td>38 weeks</td>
<td>1216</td>
</tr>
</tbody>
</table>
Thirty-two hours per week will be spent in supervised practice, Tuesday through Friday. The didactic portion of the program will be spent in a five- to six-hour class (broken up into a class session in the morning and a seminar session in the afternoon) every Monday (except on legal holidays and when Cal Poly is not in session).

**Nutrition Therapy (aka Clinical) Rotations** – At least 10 weeks will be at a hospital, with remaining weeks completed at a renal care center, in a hospice/home healthcare setting, and/or at a long term care facility. Duties will include nutritional screening and assessment of patients and patient education. Interns will also become familiar with tube feedings and parenteral feedings.

**Foodservice Management Rotations** - 8 weeks will be completed in a hospital. The intern will be involved in menu planning, food preparation and processing, purchasing, storage, distribution systems, sanitation and safety, administration, staff management, and planning a special event.

**Community Rotations** – 12 weeks will be in a variety of locations including WIC clinics, County Health Departments, Community Health Centers, Head Start/Early Head Start, school districts, STRIDE, Corporate Wellness, Community Action Coalition, Food Banks, private practice, an eating disorder treatment facility, and a homeless shelter. The intern will have the opportunity to work with a variety of clients and provide public nutrition education as well as nutrition counseling.

**Elective Weeks** - During this unique experience, interns are allowed to find a rotation in a dietetics-related field of their particular interest. It is the responsibility of the intern to find a preceptor and have the experience approved by the Internship Director by completing a Request for Elective form at least two months prior to the rotation, and securing a resume from the intended preceptor. The intern can fulfill this rotation with a 2-week rotation or two 1-week rotations at different sites. The experience may occur at a current rotation site or at an approved site outside of the current internship rotation sites. If the elective is at a current rotation site, the planned experiences for the two weeks must be different than those already scheduled for the internship. The rotation sites are not limited to the San Luis Obispo/Santa Barbara areas. All expenses related to this rotation, including travel, are the responsibility of the intern.

**Professional Staff Experience (aka Staff Relief)** - During this 2-week period, the dietetic intern will be the acting dietitian in a clinical, community and/or foodservice setting. This rotation will come at the end of the foodservice management, nutrition therapy and community rotations, so that the intern is prepared for the responsibility. All chart notes must be signed by the Registered Dietitian on staff at the rotation site. The intern will need to demonstrate her/his ability to finish the required work and be able to show a satisfactory performance as an entry-level dietitian.

**Didactic Hours** - The internship will begin with a 3-day orientation period at the Cal Poly campus. The remaining weeks of the internship will consist of 5-6 hours of “class time” (class and seminar). Class time will be on Mondays and consist of presentations by guest speakers (preceptors and local related health professionals), field trips relevant to the internship, lectures
by the Dietetic Internship Director, seminars led by the interns, hands-on and collaborative assignments and activities, and additional topics as deemed necessary to maintain current standards of dietetic programs.

**TIME MANAGEMENT AND ASSIGNMENTS**

- In addition to attending the rotations and class time, the interns will also be required to complete homework provided at each rotation and for class.
- Time during the day at the rotations to complete homework will not be provided.
- Homework and didactic projects will need to be done in the evenings and on weekends.
- Homework/didactic project time does not count towards total internship supervised practice hours.
- Time management is very important during this time.
- All rotations are scheduled during the day, Tuesday through Friday; however, intern attendance for special events will sometimes be required in the evenings or on the weekends. Advance notice of these times will be provided.
- Each preceptor has his or her own hours. Please contact the preceptor prior to attending her/his site to find out the hours and any other special requirements as listed in the manual under Rotation Site.

**CORE AND CONCENTRATION COMPETENCIES**

1. **Scientific and Evidence Base of Practice: integration of scientific information and research into practice**

   **Competencies**

   Upon completion of the program, graduates are able to:

   **CRDN 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives.

   **CRDN 1.2** Apply evidence-based guidelines, systematic reviews and scientific literature.

   **CRDN 1.3** Justify programs, products, services and care using appropriate evidence or data.

   **CRDN 1.4** Evaluate emerging research for application in dietetics practice.

   **CRDN 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Research Knowledge/Competency Requirements
Research is broadly defined as an activity that includes all components of the scientific method; i.e., statement of the problem, data collection, analysis and interpretation of results; and decision-making based on results. All students should have core experiences that prepare them to properly interpret research literature and apply it to practice (evidence-based practice), document the value of their services, and participate in adding to the body of scientific knowledge on nutrition, health, and wellness. Activities may include community needs assessment, food science experiments, product development/improvement, continuous-quality improvement activities, or other research projects including master theses and doctoral dissertations.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Competencies

Upon completion of the program, graduates are able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.
CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical assessment.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

Competencies

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial or productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Comments to Meet Competencies on Sustainability (CRD 4.6)
Students/interns are encouraged to promote environmentally-friendly practices, so that future generations have the water, materials, and resources to protect human health and life on the planet. Practical steps include using local ingredients; not wasting food and resources; using efficacious, non-toxic products when available; properly disposing of toxic materials; reusing containers and products; recycling when possible; purchasing products with recycled content; and teaching others the value of sustainability.
Concentration: Wellness Promotion

5. Wellness promotion competencies

WP 5.1 Demonstrate the ability to locate, evaluate, and analyze research results for a topic related to wellness promotion/disease prevention and apply information in a community or clinical setting.

WP 5.2 Translate wellness promotion recommendations into practical food choices for consumers/clients/patients using evidenced based information.

WP 5.3 Demonstrate the ability to promote healthy food choices and physical activity to prevent childhood obesity.

WP 5.4 Demonstrate the ability to plan, access and evaluate community programs that promote wellness.

WP 5.5 Deliver health messages to the public that will help to decrease the rate of childhood obesity.

REQUIREMENTS FOR COMPLETION OF THE INTERNSHIP

In order to successfully complete the Dietetic Internship, all required supervised practice hours must be successfully completed for each rotation, and all didactic assignments (as part of the Dietetic Internship Classes and Seminars) must be successfully completed as well. All ACEND competencies, demonstrating proficiency of an entry-level dietitian, must be met and evaluations from rotations must be satisfactory. Evaluation of performance in facilities is done periodically throughout the Dietetic Internship. Evaluation meetings and conference calls are held to monitor the interns’ progress in achieving the core competencies. Interns’ preceptors conduct informal appraisals and a formal Evaluation is given at the end of each rotation. Additionally, the Program Director will provide feedback to the intern on an informal basis throughout the internship.

Evaluations

Interns will be evaluated through the following procedures:
1. Informal daily observation of professional conduct and compliance of the Code of Ethics by the preceptors, facility staff, and the internship Director
2. Preceptor evaluations at the end of each rotation (see below for more information)
3. Observation of class participation and evaluation of assignments completed for class
4. Assessment of the intern’s compliance with and ability to meet requirements of the internship.

At the end of each rotation, interns will be evaluated on their performance by the preceptor. All written assignments will be reviewed and graded by the preceptor prior to the end of the rotation. The preceptor will complete an online evaluation form and assess the intern on each competency.
completed in that rotation. The preceptor will discuss the evaluation and the homework with the intern no later than the last day of the rotation.

For all rotations longer than 4 weeks, the preceptor will review the intern’s progress with the intern at the midpoint of the rotation. Discussion will address the intern’s strengths and progress to date, constructive criticism, and suggestions to improve performance.

The preceptors will use a standardized evaluation form, which allows an intern to be rated on a scale of one to five. The rating system is as follows:

<table>
<thead>
<tr>
<th>Score</th>
<th>Rating</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Excellent</td>
<td>The intern was able to perform each competency without RD supervision by the end of the rotation and the intern showed outstanding knowledge of the rotation subject. Homework received a score of &gt;95%.</td>
</tr>
<tr>
<td>4</td>
<td>Good</td>
<td>The intern was able to perform each competency without RD supervision by the end of the rotation and all work was above a basic level. Homework received a minimum score of 85%.</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory</td>
<td>The intern was able to perform each competency without RD supervision by the end of the rotation. A minimum score of 80% on all homework was achieved.</td>
</tr>
<tr>
<td>2</td>
<td>Needs Improvement</td>
<td>The intern has demonstrated basic skills required for competence but needs improvement. The intern is unable to perform without RD supervision.</td>
</tr>
<tr>
<td>1</td>
<td>Unsatisfactory</td>
<td>The intern is unable to perform at an entry dietitian level and was unable to demonstrate the ability to complete one or more objectives satisfactorily at least 50% of the time. Homework received a score of less than 80%.</td>
</tr>
<tr>
<td>N/A</td>
<td>Not Observed</td>
<td>Intern was not observed completing this competency. Unable to rate.</td>
</tr>
</tbody>
</table>

**Remediation**

All homework receiving a score of <80% will need to be repeated or additional assignments will need to be completed to demonstrate competence.

The internship director will evaluate each intern periodically during the internship. Three ratings of “Needs Improvement” or below in any rotation will lead to a formal counseling meeting with the internship director, the preceptor involved, and the intern to discuss the intern’s status.
Working with the internship director and the preceptor, the intern will create a list of proposed corrective actions with dates for completion.

In the event of one or two “Needs Improvement” or “Unsatisfactory” ratings, the preceptor and the intern will determine corrective action. If needed, the internship director can also be involved in this decision. A formal counseling session will be held if informal measures do not allow for the intern to receive a “satisfactory” score. Once the intern has successfully completed the corrective action, the intern will have passed the rotation.

When completing corrective actions, it may be necessary to schedule time in addition to standard supervised practice hours to repeat the task(s) required to demonstrate competence. This time is scheduled in conjunction with the preceptor of the relevant rotation.

If the corrective actions for “needs improvement” or “unsatisfactory” ratings are not completed by the proposed dates, the intern will be placed on probation. During the probationary period, the intern will be given every opportunity to correct the problems. The intern will meet regularly with the internship director for guidance. The intern cannot graduate from the internship program while on probation.

A minimum of an overall satisfactory score is needed for each rotation in order to graduate from the internship. If the intern is not able to demonstrate all required competencies, the intern will be required to withdraw from the program.

**Maximum Period of Internship**

All Dietetic Internship students must complete the program within 150% of the initial program length (within 15 months).

**Withdrawal and Leaves of Absence**

An intern may withdraw from the program at any time. If an intern decides to withdraw from the program, the internship Director should be notified in writing as soon as possible. Previously paid tuition and fees are not refundable, and in fact the intern is responsible for all tuition and fees for the program year. Any resignations after the start of the internship must be concluded with an exit interview with the internship Director.

Once an intern withdraws, his/her position in the program is closed and is no longer available for re-admittance. If the intern wishes to reenter the program, s/he must reapply as a new student. Should the intern reapply and be reaccepted, the previous fees and tuitions paid will not be credited toward costs for the program.

However, if the student withdraws before the beginning of the program and another qualified internship candidate can be found to fill her/his slot, the tuition fees paid may be refunded.

An intern wishing to take a leave of absence from the Internship may request to do so in writing to the Program Director. The granting of the requested leave is at the discretion of the Program Director, pending approval from Cal Poly administration when applicable. The time frame
associated with a leave of absence is not counted in the 15 months necessary to complete the Internship. Additionally, students granted approval of a leave of absence will not be assessed any additional tuition fees as a result of the leave of absence.

**Reinstatement**

If a student has been dismissed from the Internship for any reason, no future application will be considered. Students returning from an approved leave of absence will be reinstated into the Internship and will continue at the point where they left off.

**ATTENDANCE**

**Supervised Practice**

Interns must be present for each day at each rotation, onsite at the supervised practice site (or at another professional setting, as determined by the preceptor, at which the intern will be working under the direct supervision of the preceptor or another qualified professional from the supervised practice site). If it is necessary for the intern to be absent for any reason (including illness) from his/her supervised practice setting, the preceptor and the Program Director MUST be notified within no more than 2 hours of the scheduled arrival time. Personal business, including doctors’ appointments, should be conducted on off-duty time rather than during hours when interns are expected to be in supervised practice. If this is not possible, an intern must request permission from his/her preceptor to reschedule rotation time so no rotation time is lost. Make-up hours will be scheduled at the discretion and convenience of the preceptor. Interns should not schedule appointments during expected supervised practice hours before receiving approval from his/her preceptor and the Program Director.

Students are allowed two days (up to 16 hours) of sick or non-medical leave (termed “personal days”) from supervised practice during the internship if needed. [However, all time missed during a one-week rotation must be made up, and any time over 8 hours missed during a two-week rotation must be made up.]

Any additional time missed due to illness/injury or non-medical emergency must be made up before the internship can be considered completed. Vacation time may be used to make up missed days, as can weekend days if appropriate for the rotation.

In order to successfully complete the internship, all required make-up hours must be completed within 15 months of the start of the program. Interns should note that preceptor availability may be limited after the close of the program year.

Interns in supervised practice cannot be used to compensate for or support employee shortages and/or absences in any facility.

All supervised practice hours will be documented by the intern on a timesheet. It is expected that the intern will calculate completion of supervised practice hours similarly to the process completed by an “hourly employee” by considering “clock in” and “clock out” hours down to the minute and
consider time “clocked out” for lunch breaks. The week’s cumulative hours and minutes will be totaled by the intern, signed by the intern as accurate, and verified and signed by the preceptor. The signed timesheet will be submitted to the Program Director via the online course page at the end of each rotation. All time sheets must be both signed and submitted after supervised practice hours have been completed for the rotation.

Having your preceptor sign off on hours not yet completed and submitting your timesheet early is an unethical practice by both you and your preceptor and is false documentation. Documenting supervised practice hours when you were not “on the clock” (including break time or instances in which you leave your site early) on your timesheet is false documentation. Documenting hours worked when you are not under direct supervision and present at your rotation site or other approved professional setting on your timesheet is also false documentation. Any of these practices (or other types of false documentation) are examples of a breach of the ADA Code of Ethics as well as a type of “cheating” and can result in dismissal from the internship (see ACADEMIC INTEGRITY AT CAL POLY, below).

**Supervised Practice Work Schedule**

A minimum of 1,200 hours of supervised practice is required for Dietetic Internship programs approved by ACEND. Supervised Practice, as defined by ACEND, should be completed onsite at the supervised practice facility (or other approved, appropriate professional setting) under the direct supervision of a Registered Dietitian or other appropriate professional. The Cal Poly SLO Dietetic Internship supervised practice work week is 32 hours per week with a schedule predetermined by the preceptor. The hours assigned may vary from facility to facility and from rotation to rotation. Interns must be flexible with regard to the work week. A typical supervised practice work week is Tuesday through Friday; however, weekends and/or evening hours may be required occasionally during some rotations. You will be expected to establish the work schedule at a particular rotation with your preceptor. Rearrangement of the work schedule without prior approval of the Preceptor and the Program Director will be considered an absence. Completion of didactic assignments is **not** counted in your working time. You may only work on a didactic assignment during your standard work day if this is done during a documented break.

Ideally, interns (with their preceptors) will determine a schedule that allows them to consistently complete 32 hours per week. If site schedules do not allow for this and/or extenuating circumstances arise that take away from supervised practice time, it is the intern’s responsibility to determine a way to complete all supervised practice hours required for each rotation while following program policies. If the minimum hours are not accomplished during the relevant rotation (including extra hours worked during the evening and/or weekend), interns may be required to go back to a particular rotation at the end of the internship year, thus delaying completion of the program.
Policy on Working from Home

As noted above, based on the requirements of ACEND, the program defines supervised practice as hours completed onsite at the supervised practice facility (or other approved, appropriate professional setting) under the direct supervision of a Registered Dietitian or other appropriate professional. Interns and/or preceptors should contact the Program Director with any questions before making any type of alternate arrangements.

Scheduled Vacation Time and Personal Day

The program calendar includes three scheduled weeks of vacation per year. The calendar also accommodates the opportunity for each intern to take up to 2 personal days if needed. Use of the personal days must be pre-approved by the Program Director. Interns are encouraged not to use a personal day until it is needed due to illness, bereavement, to attend to personal emergencies, etc.

Interns should document on the timesheet zero hours worked for a personal day.

Tardiness

It is the intern’s responsibility to arrive to the rotation site on time, ready for job performance. Tardiness will act as a negative on the evaluation for that rotation. If the intern has an unexcused tardy, the preceptor can issue a warning. Three warnings in one rotation can lead to an unsatisfactory evaluation for that rotation. The missed time must be made up.

Paid Employment

Interns may choose to hold a job for pay to help support themselves during the internship. If the job is at a current internship rotation site or the job is dietetics-related, the hours worked for pay (either before or during the internship) may not be used as hours worked for the internship. Time worked for pay is and will be kept completely separate from time applied toward internship hours.

Interns’ hours will vary depending on rotation site. No adjustments in scheduling or special considerations will be made for the intern’s off-duty employment. The intern’s employment schedule must fit around her/his schedule for the internship.

Didactic Component

Up to three absences during the program year from the didactic sessions (to accommodate extenuating circumstances) are allowed.

Interns are not excused from Monday class or seminar without prior written consent from the Program Director. Reasons for absence must be explained in writing. Personal business is not an acceptable reason for an absence.
Interns are responsible for all content covered during missed didactic sessions, and all assignments must be made up. Arrangement for the make-up work must be made through the Program Director.

ILLNESS AND INJURY

1. In the event of:
   a. illness requiring you to see a physician, physician’s assistant, or nurse practitioner, or
   b. accident resulting in injury or hospitalization, or
   c. pregnancy,

   a statement from the attending physician or medical representative must be presented to the Program Director and must certify that the intern is physically and emotionally able to continue active participation in the program.

2. If a student becomes ill while at the supervised practice facility, she/he will report to the preceptor, who will advise the student as follows:

   Preceptors will:
   a. *If the injury or illness is emergent* – call 911.
   b. *If the illness or injury is not severe or life threatening* - request that the intern contact their area health care provider.
   c. *Should the intern not have an area provider* - direct the intern to the nearest urgent care or emergency care centers

   Any injury must be reported to the preceptor at the facility. If emergency treatment is needed, it will be at the intern’s expense. Interns must assume the cost of hospitalization if required.

   Documentation of the incident must be completed by the intern, signed by the preceptor, and forwarded (via fax or email of a scanned copy) to the Program Director.

   Treatment regarding exposure to blood or other body fluids will be in accordance with the clinical agency policy.

HEALTH CLEARANCE

To meet state and federal regulations, all students attending educational programs sponsored by the university must provide proof of the following:

- A physical examination by a medical practitioner
- Proof of immunity to measles
- Proof of immunity to rubella
• Proof of a PPD test (TB) taken within 1 year prior to the start of the internship
• Proof of completion of the hepatitis B vaccine series; completion is mandatory and should be completed before starting the internship.
• Tetanus toxoid within 10 years

SUBSTANCE ABUSE AND DRUG/ALCOHOL TESTING POLICY

The intern must be drug and alcohol free when at any supervised practice settings and during all DI classes and seminars. Smoking is prohibited at all internship settings. All health care workers have the responsibility to protect the public’s health, safety and welfare from addicted and/or drug-dependent health professionals.

Interns under the influence of any illegal drugs or alcohol while at an internship site and/or during any DI-related activities will face disciplinary action.

Many supervised practice agencies affiliated with the DI require drug testing of all students. All students in the DI should be prepared to submit to drug testing prior to starting rotations and/or prior to starting a rotation at a particular agency. Additionally, any student in the DI suspected of being under the influence of alcohol or drugs could be required to submit to an immediate substance screening as a condition of remaining in the rotation and/or the internship.

Any student who wants to challenge the program’s actions under this section may utilize the Student Appeals Process outlined in this Student Handbook.

CRIMINAL CLEARANCE / CHILD ABUSE RECORD CHECK

California law requires that all employees or volunteers for a school system must have a criminal record check and a child abuse record check. Background checks must be completed before starting the internship. Contact your local police station for information on obtaining a criminal clearance and child abuse record checks. If an intern has a criminal or child abuse history, the student may not be assigned to particular rotations. If a substitute rotation is not available, the student will not be able to successfully complete the internship.

TECHNOLOGY REQUIREMENTS

A personal laptop is not required but is very strongly encouraged for use at supervised practice sites if facility computers are not available to the intern. Preceptors are not required to provide interns with computer access during supervised practice hours and interns may find that related assignments and research require the use of a personal laptop.

Additionally, didactic classes / seminars will sometimes require interns to access the internet and/or use a computer for other purposes. The Program Director will notify interns in advance if it is requested that they bring a laptop to a particular didactic session. If an intern does not have access to a laptop for didactic sessions, s/he should notify the Program Director before the beginning of the program year so syllabi can be planned accordingly.
THE AMERICAN DIETETIC ASSOCIATION CODE OF ETHICS

The Code of Ethics approved by the American Dietetic Association in 2009 governs all members of the Academy of Nutrition and Dietetics, and all Cal Poly dietetic interns are required to abide by its principles. The ADA Code of Ethics provides, in relevant part:

ADA/CDR CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues and other professionals.

APPLICATION
The Code of Ethics applies to the following practitioners:
(a) In its entirety to members of the American Dietetic Association who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of the American Dietetic Association who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of the American Dietetic Association.

All individuals to whom the Code applies are referred to as “dietetics practitioners”, and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners”. By accepting membership in the American Dietetic Association and/or accepting and maintaining Commission on Dietetic Registration credentials, all members of the American Dietetic Association and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES
Fundamental Principles
1. The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.

2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

Responsibilities to the Public
3. **The dietetics practitioner considers the health, safety and welfare of the public at all times.**
The dietetics practitioner will report inappropriate behavior or treatment of a client by another
dietetics practitioner or other professionals.

4. **The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.**
a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty;

b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles;

c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status or any other legally protected category;

a. The dietetics practitioner provides services in a manner that is sensitive to cultural differences;

c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. **The dietetics practitioner does not engage in false or misleading practices or communications.**
a. The dietetics practitioner does not engage in false or deceptive advertising of his/her services;

b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading;

b. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. **The dietetics practitioner withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.**
a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his/her practice;

b. The dietetics practitioner ceases practice when he/she has been adjudged by a court to be mentally incompetent;

c. The dietetics practitioner will not engage in practice when he/she has a condition that substantially impairs his/her ability to provide effective service to others.
Responsibilities to Clients
8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions;
   b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession
12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest;
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining and using credentials provided by the Commission on Dietetic Registration, provides accurate information and complies
with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR;

b. The dietetics practitioner does not aid any other person in violating any Commission on Dietetic Registration requirements, or in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.

18. The dietetics practitioner does not invite, accept or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:

a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge and skills of colleagues and other professionals.

a. The dietetics practitioner does not engage in dishonest, misleading or inappropriate business practices that demonstrate a disregard for the rights or interests of others;

b. The dietetics practitioner provides objective evaluations of performance for employees and co-workers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

Alignment of ADA Values to the Principles of the Code of Ethics for the Profession of Dietetics

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**Customer focus:** Meets the needs and exceeds expectations of internal and external customers

**Integrity:** Acts ethically with accountability for life-long learning and commitment to excellence

**Innovation:** Embraces change with creativity and strategic thinking

**Social Responsibility:** Makes decisions with consideration for inclusivity as well as environmental, economic and social implications

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**PROCESS FOR CONSIDERATION OF ETHICS ISSUES**

**Committee**

A three (3)-person committee, comprised of members of the American Dietetic Association and/or Commission on Dietetic Registration credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the President-elect of the American Dietetic Association, the Chairperson of the Commission on Dietetic Registration, or the Speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) Committee members. The chairship will be awarded to the person moving into the third year of the three (3) year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

**Ethics Opinions**

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member’s or credentialed practitioner’s request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

**Ethics Cases**

**Preamble** The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. **Complaint**
A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of the American Dietetic Association nor a practitioner credentialed by the Commission on Dietetic Registration.

The complaint must contain details on the activities complained of; the basis for complainant’s knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint
The chair of the Ethics Committee, legal counsel for the American Dietetic Association, and appropriate staff will review the complaint to determine if all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response
If the preliminary review determines that the process should proceed, the ADA staff or chair of the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his/her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.
4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee’s agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee’s preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his/her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. Hearings

A. General

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by the American Dietetic Association at least fourteen (14) days before the hearing date.
B. Conduct of Hearings
The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal
counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any
reason, a replacement will be appointed by the representative of the original body that made
the appointment, either the American Dietetic Association President, the Commission on
Dietetic Registration Chairperson, or the Speaker of the House of Delegates as appropriate.

The parties shall have the right to appear; to present witnesses and evidence; to cross-
examine the opposing party and adverse witnesses; and to have legal counsel present. Legal
counsel for the parties may advise their clients, but may only participate in the
hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of
two-thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. Costs
The American Dietetic Association will bear the costs for the Ethics Committee, legal
counsel, staff, and any other parties called by the American Dietetic Association. The
American Dietetic Association will bear the travel and one (1) night’s hotel expenses for
the complainant and respondent and one person that each chooses to bring, provided that
such person is necessary to the conduct of the hearing as determined by the chair of the
Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of
these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in
their preparation for and attendance at the hearing, except expenses for travel and hotel as
stated above.

D. Decision
The Ethics Committee will render a written decision specifying the reasons therefore and
citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have
been violated. The Committee will decide that:
1.) The respondent is acquitted;
2.) Educational opportunities are pursued;
3.) The respondent is censured, placed on probation, suspended, or expelled from the
American Dietetic Association; and/or
4.) The credential of the respondent is suspended or revoked by the Commission on Dietetic
Registration of the American Dietetic Association.

The decision of the Ethics Committee will be sent to the respondent and the complainant as
soon as practicable after the hearing.

7. Request by Complainant for Review of Respondent’s Response
The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns or issues with regard to the respondent’s response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee’s action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent’s response may be made available to the complainant.

B. Any request to review the respondent’s response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.

C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.

D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via UPS to ensure delivery.

E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this affect.

F. Any comments, concerns, issues with respondent’s response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant’s comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.

G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action

**Censure:** A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame — not applicable to the disciplinary action.

**Probation:** A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial programs (e.g., education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of
membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame — specified time to be decided on a case-by-case basis.

**Suspension:** Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. The American Dietetic Association group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame — specified time to be decided on a case-by-case basis.

**Suspension of Registration:** Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (e.g., education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame—specified time to be decided on a case-by-case basis.

**Expulsion:** Removal from membership and a loss of all benefits and privileges.

Time frame — may apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

**Revocation of Credential:** Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to the Commission on Dietetic Registration.

Time frame — Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification requirements would need to be met. A credential will not be issued until the Commission on Dietetic Registration determines that the reasons for revocation have been removed.

9. Appeals
   A. General
      Only the respondent may appeal an adverse decision to the American Dietetic Association. During the appeals process, the membership and registration status of the respondent remains unchanged.

      The American Dietetic Association President, the Chairperson of the Commission on Dietetic Registration, and the Speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

   B. Recourse to the Appeals Committee
      To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at the American Dietetic Association headquarters, by certified mail,
return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee’s decision.

C. Contents
The appeal must be in writing and contain, at a minimum, the following information:
1.) The decision being appealed
2.) The date of the decision
3.) Why the individual feels the decision is wrong or was improperly rendered (See E, “Scope of Review,” below)
4.) The redress sought by the individual
5.) The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.

D. Procedures
Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.
1.) Location and participants
   a.) All appeals hearings will be held in Chicago.
   b.) The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
   c.) The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
   d.) Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

2.) Conduct of the hearing
   The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review
The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee’s decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee’s decision that was unavailable to the parties at the time of the Ethics Committee’s hearing for reasons beyond their control.
In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.
F. Record of Hearing
A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee
1.) The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.

2.) Decisions of the Appeals Committee will be final.

H. Costs
The American Dietetic Association will bear the costs for the Appeals Committee, staff and legal counsel, and any parties called by the American Dietetic Association. The American Dietetic Association will bear the travel and one night’s hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action
If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate American Dietetic Association organizational units, Commission on Dietetic Registration, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent appeals a decision to discipline him/her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping
A. Records will be kept for a period of time after the disposition of the case in accordance with the American Dietetic Association’s record retention policy.

B. Information will be provided only upon written request and affirmative response from the American Dietetic Association’s legal counsel.

12. Confidentiality Procedures
The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:
A. The need for confidentiality will be stressed in initial communications with all parties.
B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.

C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.

D. Communication with American Dietetic Association witnesses will be the responsibility of the Committee chair or staff liaison.

E. Witnesses who testify on behalf of the American Dietetic Association will be informed of the confidentiality requirements and agree to abide by them.

F. The Committee chair will stress the importance of confidentiality at the time of the hearing.

G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at the American Dietetic Association offices. All other materials that were mailed or distributed to committee members should be returned to the American Dietetic Association staff, along with any notes taken by Committee members.

H. The transcript will be available if there is an appeal of the Ethics Committee’s decision and only to the parties, Ethics Committee members, Appeals Committee members, the American Dietetic Association legal counsel, and staff directly involved with the appeal.

Taken directly from:

**ACADEMIC INTEGRITY AT CAL POLY**

Cal Poly will not tolerate academic cheating or plagiarism in any form. Academic dishonesty is addressed both as an academic issue and as a disciplinary incident under the CSU Standards for Student Conduct. Cases of class cheating or plagiarism shall be handled by faculty members under established procedures that include written notice to the student of the incident and the consequent grade. This response is, by its nature, limited to the particular class incident. The faculty member shall then submit an online report to the Office of Student Rights & Responsibilities. This office will consider the reported incident and the academic response in the broader context of the student’s overall conduct.

**Honesty Policy**

Interns are expected to conduct themselves in accordance with the Academy of Nutrition and Dietetics Standards of Professional Practice for Dietetics Professionals and the Academy of Nutrition and Dietetics’ Code of Ethics. Dishonesty of any kind, including cheating and plagiarism, will not be tolerated. Interns will be held accountable for their dishonesty. Disciplinary
action will be at the discretion of the internship director but may range from failure of the rotation to dismissal from the internship.

**Academic Misconduct**

Cal Poly considers the following acts, but not only the following acts, to be breaches of its Academic Standards of Integrity.

1. **Cheating.** "Cheating" means to intentionally misrepresent a source, nature, or other condition of academic work so as to accrue undeserved credit, or to collaborate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. [Please see http://www.osrr.calpoly.edu/plagiarism for more information regarding examples of cheating as defined by Cal Poly.]

2. **Plagiarism.** Plagiarism is defined as the act of using intentionally or unintentionally the ideas or work of another person or persons as if they were one’s own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic, or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another’s writing without credit or originality; and use of another’s project or computer programs or part thereof without giving credit. Submitting the same project to multiple instructors as a unique creation may also be considered plagiarism. A project produced for another class must be cited just as when citing any other source. Prior to resubmitting work from a previous course, a student must receive explicit written permission from the instructor of the current course. A project produced for another class must also be cited just as when citing any other source.

3. **Other Forms of Academic Misconduct.** The forms of academic misconduct defined above are not exhaustive, and other acts in violation of the Cal Poly Academic Integrity Policy may be deemed academic misconduct by an instructor or by the college.

Extreme cases of academic misconduct will result in immediate dismissal from the dietetic internship, and/or the withholding, denial, or rescinding of the dietetic internship Verification Statement.

**STANDARDS OF PROFESSIONAL BEHAVIOR**

Cal Poly students should uphold community standards for professional behavior in all supervised practice facilities and other educational settings throughout the internship. All interns are required to follow the Code of Ethics governing the Academy of Nutrition and Dietetics (see above). Interns are expected to behave as though they are team members at each facility; courtesy, respect, and good manners are expected from each intern. Any failure to comply with
the Standards of Professional Behavior as outlined in this section will result in the initiation of disciplinary procedures (see below).

Interns are required to treat all preceptors in each of their supervised practice settings as valued teachers and respected professionals. Interns must consistently interact with all staff at their supervised practice facilities with this same respect; any intern concerns regarding interactions with staff members at supervised practice sites should be immediately discussed with the preceptor at that site and/or the Internship Director.

Interns must arrive for all supervised practice experiences on time, prepared and ready to begin work by the time scheduled with the preceptor for that rotation. Attendance and punctuality will be documented on the timesheets completed by the interns and verified by the preceptors.

Interns are responsible for being familiar with content relevant to a given supervised practice rotation in order to perform adequately in supervised practice learning experiences. Interns should review major concepts related to each supervised practice rotation before the first day in that rotation, and complete any homework assigned by the preceptor by the stated deadline. If, during the course of a rotation, a preceptor identifies any concepts/terms/resources that an intern should review, the intern should consider this a further requirement for the rotation, and should determine a plan in consultation with the preceptor for meeting this requirement.

Interns must avoid entirely using or carrying cell phones for personal use (for phone calls, texts, or any other personal purposes) while on duty at their supervised practice sites. Interns should also clarify and meet expectations for use of personal phones while on breaks at the facility (for instance, not using the phone, even while on break, on patient floors or in public clinic areas).

Interns will be provided with an ID badge from Cal Poly (which differs from the Cal Poly ID card). This ID badge must be worn at each facility, unless the site provides their own ID card to be worn by the intern.

While attending internship-sponsored rotations and events (including meetings, lectures, or field trips), appropriate personal appearance and dress are required for the particular setting at each location. Acceptable attire for the DI includes a lab coat if suggested by your preceptor; comfortable, non-slip shoes; and the name badge issued by Cal Poly. This name badge (and/or a supervised practice facility-issued name badge, when applicable) must be worn at all times during the DI supervised practice experiences. Casual attire, including shorts, blue jeans, midriff-exposing tops, mini-skirts, halter tops, tank tops and open toed shoes, are not permitted. Hair must be neat and clean. Long hair should be secured off the face. Some institutions may require the use of a lab coat and hair covering. Each facility may have additional restrictions (please see the information sheet specific to each rotation and plan to clarify expectations with the preceptor at each site). An intern who is inappropriately dressed may be sent home to change into proper attire and time deducted from the rotation must be made up.

Gum chewing is not allowed while working in any rotation. Please limit gum chewing to breaks and before and after work. Dispose of used gum in a sanitary matter. Consumption of food and drink should be limited to designated times and places.
Interns are required to uphold the professional policies and norms of behavior in each supervised practice setting. These policies and norms include, but are not limited to, acceptable dress, lunch and break times, and appropriate use of personal cell phones for professional purposes (such as to access phone-based applications or the internet).

Interns should refrain from becoming involved in any conflicts between staff members at their supervised practice sites and must not contribute to any office gossip or clandestine conversations about staff members. If a conflict arises between the intern and a staff member at the supervised practice site, s/he should address these concerns with the preceptor and/or the Internship Director.

Interns should treat any and all tasks assigned by preceptors (unless the tasks are illegal or dangerous) as opportunities for learning. This can include tasks ranging from data entry to food production to creating documents and performing presentations, etc. If interns are concerned about the tasks assigned them, or feel that these additional tasks are being assigned in excess (and possibly interfering with their ability to take advantage of other meaningful learning opportunities at the facility), then they should address these concerns with the preceptor and/or the Internship Director. Interns wishing to file a formal complaint regarding a preceptor should follow the process for a complaint regarding a non-academic matter, as outlined in the section titled Student Appeals Process.

DISCIPLINARY/TERMINATION PROCEDURES

Dietetic interns are informed regularly regarding their progress in both the didactic and supervised practice components of the internship. Disciplinary actions may be brought against an intern if the intern violates any of the policies and procedures listed in this handbook, fails to meet acceptable standards of professional practice, or demonstrates inadequate progress in meeting program requirements, goals and objectives. Additionally, the intern may be placed on probation at the discretion of the Program Director. Except in exceptional circumstances, an intern will be issued a verbal warning prior to being placed on probation. A warning could be issued as a result of behaviors that include but are not exclusive to undesirable performance including unprofessional, uncooperative or otherwise inappropriate behavior. These behaviors may be observed by insolence, lack of cooperation, repeated tardiness, leaving the worksite early, or disregard for the attendance policies of the internship.

As stated above (see ACADEMIC INTEGRITY AT CAL POLY), instances of academic misconduct are subject to sanctions as determined by the program director, and may lead to the initiation of the disciplinary / termination procedures as described in this section. Also as stated above, extreme cases of academic misconduct will result in immediate dismissal from the dietetic internship, and/or the withholding, denial, or rescinding of the dietetic internship Verification Statement. Positive results from any drug screen or significant unethical behavior (particularly if it places the health of patients/clients at risk) will be grounds for immediate disqualification from entering or continuing in the Cal Poly Dietetic Internship.

The policy for warning and subsequent termination is designed to be fair and consistent. An intern may grieve this process at any time (see STUDENT APPEALS PROCESS, below).
a. A verbal warning will be issued to the intern. When the verbal warning is given, the Program Director will provide counseling to the intern on the aspect of behavior or performance that is unacceptable. The counseling session will be conducted in private. The intern will have the opportunity to state her/his side of the issue. Documentation of this counseling session will be completed and saved in the intern’s file.

b. If the stated behavior does not improve, or other unacceptable behavior is exhibited, a written warning will be given. A written warning will also be issued if the intern cannot complete the didactic components of the program. The written warning will be given to the intern by the Program Director. Specifics regarding the problem area(s) and a plan for corrective action will be included in the written warning. The intern will review the written warning and keep the original copy of the letter. A copy will be saved in the intern’s file.

An intern who has received a written warning will be considered on probation. The Program Director will notify the intern of her/his probationary status. The reason for probation, the behavior / performance requirements, and a timeframe for re-evaluation will be stated in a letter to the intern. The probation period may last up to four weeks. After that time, if no improvement is noted, the preceptor or the rotation schedule may need to be changed in order to accommodate additional supervised practice hours; if this type of change is not appropriate for the infraction, dismissal from the program will follow. There may only be one probation period allowed during the internship; therefore, additional instances of unacceptable behavior will result in dismissal from the program.

c. Dismissal from the program may be required if the above steps are followed and the intern still receives an unacceptable rating or exhibits continued unacceptable behavior. As stated above, extreme cases of academic misconduct, positive results from any drug screen, or significant unethical behavior will result in immediate dismissal from the dietetic internship (without first following the above steps). Additionally, an intern may be dismissed from the program if s/he is unable to successfully complete the requirements of the program over a 15-month period. A written notice of termination will be given to the intern, and a copy saved in the intern’s file.

*Tuition and fees will not be refunded to students who are dismissed from the program.*

**STUDENT APPEALS PROCESS**

The following process must be followed in the case of a grievance against a preceptor of the content or process of a rotation:

1. The intern must make a good faith effort to resolve the matter with the preceptor involved. The intern may wish to discuss the situation with the internship director before meeting with the preceptor.

2. If the grievance fails to be resolved, the intern must bring the matter to the dietetic internship director. A meeting may be held to include the intern, preceptor, and Internship Director.
3. If the situation is not settled to the satisfaction of the intern, the matter will be taken to the Department Head of the Food Science and Nutrition Department. The Department Head will meet with the intern and Internship Director and may also discuss the matter with the preceptor. A decision will be made within three weeks. The grievance procedure will not go beyond this level.

In the case of a grievance against the Dietetic Internship Director or the content or process of the internship:

1. The intern must make a good faith effort to resolve the matter with the dietetic internship director.

2. If the situation is not settled to the satisfaction of the intern, the matter will be taken to the Department Head of the Food Science and Nutrition Department. The Department Head will meet with the intern and internship director. A decision will be made within three weeks.

3. The intern may go to the University Ombudsman (756-6770) if the grievance is not settled to the student’s satisfaction. The Ombudsman does not have official authority or administrative power to impose solutions. The Ombudsman is an independent agent who investigates complaints and the conditions leading up to the complaints. The Ombudsman attempts to work with all parties concerned to mediate a satisfactory solution.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation/approval standards and/or the Council's policy may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 200, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600 extension 4872.

**PROGRAM EVALUATIONS**

Student evaluations are conducted at the end of each rotation. The entire program will be evaluated by each intern in the Spring Semester. Cal Poly Dietetic Internship graduates and their employers will evaluate the internship program after the first year of the interns’ completion of the program and five years following interns’ completion of the program.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. This federal law applies to all schools that receive funding
under most programs administered by the Department of Education. The primary rights afforded each student are the right to inspect and review his/her educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.

Educational Records are defined as those records directly related to a student and maintained by the institution or by a party acting for the institution. School Officials are those members of the institution who are deemed to have a legitimate educational interest, with access to educational records provided on a need-to-know basis. School Officials may include faculty, administration, clerical and professional employees and other persons who manage student educational record information.

Directory Information is defined as information which would not generally be considered harmful to the student, or an invasion of privacy, if disclosed. Consistent with federal law, Cal Poly has defined Directory Information as the following: name, mailing address, preferred telephone listing, email address, major, dates of attendance, degrees and awards received, photograph, weight and height of athletic team members, most recent previous educational institution attended, participation in officially recognized activities and sports. [For student employees in Unit 11, directory information also includes the department employed and the student's status as an academic employee, (Teaching Associate (TA), Graduate Assistant (GA) or Instruction Student Assistant (ISA).] Cal Poly allows students to protect all Directory Information or a subset of this information referred to as Locator Information, which includes: name, mailing address, preferred telephone listing, email address.

The student's privacy restriction request is recorded in the university electronic student information system and notifies each user of the requested privacy level whenever the student's identification number is entered. The screen which automatically appears indicates the privacy category the student has selected (locator or all directory information) and reminds the user of the specific elements which are included in each category.

FERPA requires that the University notify students annually of their rights. Each academic year Cal Poly sends out notification to students, providing information on these rights and giving students an easy mechanism to update the privacy restriction flag. This information is also provided to each group of new students prior to their registration.

For additional information regarding how FERPA affects students at Cal Poly, please visit https://registrar.calpoly.edu/ferpa_summary.

**TUITION AND FEES 2017-2018**

**Financial Aid**

Financial aid is not available to interns through Cal Poly. The internship is sponsored by the Extended Education program and financial aid is not available to continuing education students from the university.

**Fees & Expenses**
Fees and expenses include estimated expenses for travel, housing, books, liability insurance, medical exams, and uniforms, in addition to application fees and tuition.

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<thead>
<tr>
<th>Tuition and Fees:</th>
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<tbody>
<tr>
<td>Tuition, non-refundable</td>
<td>$15,300</td>
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<tr>
<td>Application fee, due with application</td>
<td>$65</td>
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<td>and non-refundable</td>
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**Other Internship Related Expenses:**

| Professional Liability Insurance & General Liability (will be paid for by Cal Poly) | $16                  |
| Academy of Nutrition and Dietetics Affiliate Membership                           | $50                  |
| Coastal Tri-Counties membership                                                   | $15                  |
| Campus Parking ($5.00 x 22-24 weeks-parking for class days)                       | up to $120           |
| Note: Interns also have the option to park on the street for free or take the bus |                      |
| for free.                                                                          |                      |
| Books, supplies, meetings                                                          | $300-$400           |
| • Some institutions may require a lab coat.                                        |                      |
| TB Test & Hepatitis B Vaccination                                                  | $2 TB $175 HepB     |

**Living Expenses:**

| Rent                                    | $600-$1200/mo.       |
| Interns must make their own living     |                      |
| arrangements. Estimate is for renting  |                      |
| a room, sharing an apartment or a one  |                      |
| bedroom or studio.                     |                      |

| Transportation                          | Varies               |
| Interns must provide their own         |                      |
| transportation. California law         |                      |
| requires that all drivers carry a      |                      |
| minimum of collision and liability     |                      |
| insurance.                            |                      |

| Personal Health Insurance              | Varies               |
| Interns must secure personal health    |                      |
| insurance coverage that will last the  |                      |
| duration of the program year. Payment  |                      |
| for this coverage is the responsibility |                      |
| of the interns.                        |                      |

**Housing**

Interns must make their own living arrangements. For interns in the San Luis Obispo County rotations, Cal Poly Housing has lists of available houses and apartments to rent in the county. There are some apartments on campus but students formerly living in the dormitories have first priority to these apartments. Interns who would like to consider rooming with another intern are encouraged to contact the internship director.

**Insurance Requirements**

**Professional liability insurance** - Professional liability insurance is required for Dietetic Interns. Cal Poly will provide malpractice and general liability insurance for its dietetic interns.
Personal Health Insurance - Personal health insurance is not provided by Cal Poly University or the Internship. Proof of personal health insurance is required before starting the internship.

Professional Memberships
Membership will be required in the following professional organizations:
- Academy of Nutrition and Dietetics as an affiliate member – Interns can register for membership on-line at www.eatright.org
- California Academy of Nutrition and Dietetics (free with Academy membership)
- Coastal Tri-Counties (CTC) Dietetic Association – Membership is $15 per year for students and interns.

Professional Meetings
Dietetic interns must attend the following meetings:
- Coastal Tri-Counties Meetings – Interns must attend at least three local meetings. The meetings are held in San Luis Obispo, Santa Barbara, and Ventura Counties.
- Various Dietetic Related Meetings – Interns may be required to attend various local meetings that are related to the dietetic field as determined by the Internship Director and preceptors. The cost of these meetings is usually minimal or no charge.

PROGRAM CALENDAR 2017-2018

- Orientation: 09/5/17 - 09/8/17
- Rotations begin: 09/12/17
- Thanksgiving break: 11/20/17 - 11/24/17
- Winter break: 12/18/17 – 12/29/17
- Rotations end: 06/22/18
- Graduation: Week of 6/25/18 (either 06/26 or 06/27)

Typically, interns will be in Class and Seminar on Mondays and in Supervised Practice rotations on Tuesdays through Fridays throughout the program year. Interns should be prepared to be flexible regarding the supervised practice schedule as needed by the preceptor’s schedule and availability.

Please refer to Dietetic Internship Class / Seminar syllabi for each quarter to identify legal holidays and other days off from Monday didactic sessions.

ORIENTATION

Orientation to the Dietetic Internship is conducted onsite at Cal Poly and is mandatory. It is a three-day program designed to introduce the intern to Cal Poly and the expectations of the internship, and will help prepare interns for entry into supervised practice.
TRANSPORTATION

The rotations are situated at various locations throughout San Luis Obispo and Santa Barbara Counties. Interns must provide their own transportation. California law requires that all drivers carry a minimum of collision and liability insurance. Cal Poly assumes no liability if an intern is involved in an accident on his/her way to/from a rotation or other planned learning experience. Public transportation is also available and bike lanes are common in both counties. Please note that in some rotations interns will need to drive since they may be visiting several facilities in one day.

PROGRAM DIRECTOR INFORMATION

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Director, Dietetic Internship
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Office:
Building 24, Room 105C

805.756.6132
kfosseli@calpoly.edu

VERIFICATION STATEMENT

Upon successful completion of all didactic coursework and supervised practice, the Program Director will provide the graduates with the required registration eligibility paperwork. The Program Director will also provide each graduate with five signed copies of the verification statement. Another original is placed in the graduate’s file. The verification statement confirms that the graduate has completed all work in a satisfactory manner, and is necessary for eligibility to take the Registration Examination.

REGISTRATION EXAMINATION & EXAMINATION PREPARATION

The graduate must obtain from CDR and submit to CDR in a timely fashion the documentation required to take the Dietetic Registration exam. Cal Poly is neither responsible for nor liable for a graduate’s failure to pass the Dietetic Registration exam.

STUDENT POLICIES

Health Hazard Statement
Because of the types of facilities used for the internship, exposure to infectious diseases may be possible during one or more of the rotations. In the event that exposure occurs, interns are required to follow the standard operating procedures for that facility. Many of these infectious
diseases may be harmful to unborn babies. For this reason, it is imperative for female interns to notify the internship director if they become pregnant. Any serious medical conditions that may affect an intern’s ability to effectively perform his/her internship duties should be discussed with the internship director as soon as possible.

**Nondiscrimination Statement**
California Polytechnic University, in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, sex, physical handicap, age, or sexual orientation in the educational programs or activities it conducts. If an intern feels discriminated against at a rotation, the intern should report the incident to the preceptor and internship director as soon as possible. Discrimination policy procedures in place at the rotation site will be followed.

**Sexual Harassment Policy**
California Polytechnic University does not tolerate sexual harassment in any form. If the intern experiences sexual harassment, the intern should first state that the advance is not welcome and ask the harasser to stop the behavior. If the harassment continues, the intern should report the incident to the internship director. The internship director will direct the intern to a sexual harassment advisor. Cal Poly’s Policy Prohibiting Sexual harassment (AB98-2) provides a formal avenue of redress for sexual harassment offenses. Offenses can be handled through formal or informal procedures depending on the intern’s preference.

Gender harassment consists primarily of repeated comments, jokes, and innuendoes directed at the person because of their gender or sexual orientation. This behavior is typically not aimed at eliciting sexual cooperation. These behaviors do not constitute sexual harassment as defined in AB98-2; however, they are prohibited by federal, state, CSU and Cal Poly policies on discrimination.

All sexual and gender harassment incidents occurring at rotation sites should be reported to the preceptor and internship director as soon as possible. Site specific sexual harassment procedures will be followed.

**HIPAA and FERPA /Confidentiality Statement**
The Health Insurance Portability and Accountability Act (HIPAA) dictates how the interns deal with patients’, clients’, and residents’ confidentiality. HIPAA applies to Protected Health Information that is individually identifiable health information. Each facility may require the intern to attend an in-service on HIPAA.

Some facilities, such as schools, will require interns to observe the Family Educational Rights and Privacy Act (FERPA).

Interns are expected to maintain confidentiality with regard to each supervised practice facility, the college, patients, clients, employees, peers, mentors, and faculty.
Interns are required to communicate with the DI Director and preceptors through use of her/his Cal Poly email account only. After the start of the program, the Internship Director will not respond to intern emails sent from personal accounts; preceptors are also requested not to respond to intern emails sent from personal accounts. This is to protect all parties involved.

**Intellectual Property and Student Work**

Any work created by an intern as part of required supervised practice rotation experiences is considered the intellectual property of the intern. However, because this work is being generated explicitly for use by a supervised practice site as part of the student’s educational experience, the site also retains the right to use and/or adapt these materials at their facilities at any time.

**Confidentiality of Patient Records**

All patient information, including information contained in the patient’s chart, obtained from other health professionals, or obtained from the client and the client’s family, must remain confidential and not be repeated or discussed other than in the process of providing nutritional care to the client or during health team evaluations. Interns must follow all confidentially policies and procedures in place at each rotation site. Interns found to be in violation of this confidentiality will face disciplinary action.

**Confidentiality of Interns’ Records**

Intern records will be kept confidential. Access to intern records is limited to the internship director, the department chair and designated departmental personnel. Preceptors will be given a copy of each intern’s resume to familiarize themselves with each intern’s qualifications. There are certain exceptions under which information about confidential records is released by the internship without the written consent of the student, for example by judicial order, to accrediting organizations, and because of health and safety emergencies.

To provide references for interns, the following information is considered a matter of public record:

- Name of intern
- Dates of attendance
- Internship completion date

This information will not be released if the intern has requested in writing that it not be disclosed. Other intern records will only be released with written consent of the intern. The intern must specify the name of the third party and the information to be released and the reason for disclosure.

**Intern Access to Personal Files**

Interns may place a request to the Internship Director to see their files. Interns do not have access to materials submitted in the application packet such as letters of recommendation and transcripts.

Review of the file must be in the presence of the Internship Director. The intern may not remove any items from the file. If the intern believes that the contents of the file are wrong, misleading
or inappropriate, s/he must discuss the situation with the Director. If the Director agrees, the records will be amended.

**USE OF COLLEGE FACILITIES / RESOURCES / STUDENT SUPPORT**

Many Student Support Services on campus are also available to the interns. Interns can use these services by presenting their Cal Poly ID card (also known as a PolyCard). There is a $5 charge for processing. Funds can be added to the card to allow a student a quick and convenient way to pay for items all over campus. Funds can be added at the cashier’s office in the administration building. Afterwards, the card is swiped each time a purchase takes place and the amount of the purchase is deducted from the balance on the card.

**Library**

The Robert E Kennedy Library is a five-story facility for use by all students and faculty. The Library houses an extensive collection of books, a computer lab, a journal room, photocopy machines and several small conference rooms available by reservation. The library has extensive hours and is often open until midnight and on weekends. A Cal Poly student ID card serves as a library card. The card can be activated by presenting the ID card at the circulation desk. The ID card must be presented each time an item is checked out or renewed. The library can be used without an ID card; however, an ID card is required in order to check items out.

**Computer Facilities**

There are eight public computer labs on campus. Interns have access to these labs, and must pay for printing. Copies at most of the labs cost $0.10 per page. Cash is not accepted at the labs. In order to pay for printing, the Cal Poly ID card must have funds added to it. This can be done at the cashier’s office in the administration building.

**Audio-visual Equipment**

Interns can borrow audio-visual equipment (laptops, projectors, video cameras, tri-pods, digital cameras, etc.) for presentations. The media offices are located in Building 10, room 125, and Building 2, room 09. This equipment can be borrowed as long as the intern has a letter from the internship director verifying that this equipment is being used for academic purposes. A Cal Poly ID card is required.

**Special Needs of Interns**

It is the responsibility of the intern to notify the internship director of any special needs (section 504 of the Rehabilitation Act and the American Disabilities Act) as soon as possible so reasonable accommodations may be provided.

**Holidays**

See program calendar.

**Weather**

In the event of inclement weather or a natural disaster, call the San Luis Obispo Highway patrol at 549-3261 or listen to local radio and television stations for road conditions and facility closures. If the conditions will impact your ability to travel safely to your supervised practice site, please
contact your preceptor and the Dietetic Internship Director. Personal safety should not be sacrificed.
Rotation Sites

San Luis Obispo County
Cal Poly Dining Services

Rotation Type: Community
Rotation Area: San Luis Obispo County

Mailing Address: California Polytechnic State University
San Luis Obispo, CA 93407

Contact Information: Megan Coats, RD
Registered Dietitian & Sustainability Coordinator
756.1185
mecoats@calpoly.edu

Physical Location: Campus Dining, Cal Poly State University
1 Grand Ave, Building 19

Additional Information: Contact the preceptor two weeks before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.
Rotation Type: Community
Rotation Area: San Luis Obispo County

Mailing Address: 1030 Southwood Drive
San Luis Obispo, CA 93401

Contact Information: Wendy Minarik, RD, MPP, Nutrition Coordinator
544-4355 Ext. 237
wminarik@capslo.org

Bryan Brown, Food Service Manager
544-4355 Ext. 250
bbrown@capslo.org

Dress Code: Intern will be working in a variety of situations. Dress code will depend on what the intern will be doing for the day. If working in the kitchen, the intern may dress casually.
Close toed shoes also required. Tennis shoes are okay. Hairnets are provided and must be worn. For counseling sessions/non-kitchen days, intern must dress business casual. No shorts, tank tops, tennis shoes.

Additional Information: Contact preceptors two weeks before rotation for more information and time/meeting place on first day. If you have a particular area of interest within one of these programs, let the preceptors know.

Directions:
From the Cal Poly Grand Ave entrance, go straight until you reach Monterey. Turn right on Monterey St. Turn left of California Blvd (Frank’s Hot Dogs is on the corner). Turn right onto San Luis Dr. After about 0.5 miles, San Luis Dr. becomes Johnson Ave. Take Johnson Ave until you reach Laurel Lane. Turn right on Laurel Lane. Turn right on Southwood.

Parking: Park in facility parking in lot next to building as well as auxiliary lot
Central Coast Hospice

**Rotation Type:** Nutrition Therapy  
**Rotation Area:** San Luis Obispo County

**Mailing Address:**  
253 Granada Dr., Suite D  
San Luis Obispo, CA 93401

**Contact Information:** Susan Gollnick, MS RD  
Registered Dietitian  
Phone: 712-7538  
Email: sagollnick@charter.net

**Additional Information:** Contact the preceptor two weeks before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.
Compass Health, Inc.

**Rotation Type:** Nutrition Therapy  
**Rotation Area:** San Luis Obispo County

**Mailing Address:**  
200 South 13th Street Suite 208  
Grover Beach, CA 93433

**Contact Information:**  
Dawn Brown, RD, CSG, Corporate Dietitian  
dbrown@compass-health.com  
400-5774

Rhianna King, RD, CSG, Dietitian  
bloudermilk@baysidecarecenter.com  
772-2237 ext. 303

Kristen Buckshi, MS, RD, Dietitian  
kbucks@arroyograndecare.com  
489-8137

**Facilities**  
Arroyo Grande Care Center  
1212 Farroll Avenue  
Arroyo Grande, CA 93420  
489-8137  
Kristen Buckshi, MS, RD

Bayside Care Center  
1405 Teresa Drive  
Morro Bay, CA 93442  
772-2237  
Rhianna King, RD
Danish Care Center  
10805 El Camino Real  
Atascadero, CA 93422  
466-9254  

Lorrie Alessi, RD  
Mission View Health Center  
1425 Woodside Drive  
San Luis Obispo, CA 93401  
543-0210  

San Luis Transitional Care  
1575 Bishop Street  
San Luis Obispo, CA 93401  
545-7575  
Julie Jones, RD  

Vineyard Hills Health Center  
290 Heather Court  
Templeton, CA 93465  
434-3035  

**Dress Code:** Business casual attire (dress pants, no jeans, skirts, dresses, and close toed shoes. Name tags must be worn  

**Additional Information:** Contact preceptor Dawn Brown one to two weeks before rotation for more information and time/meeting place on first day. Please bring a calculator, notebook and your badge. First day meet the preceptor in front lobby of facility.  

**Directions:**  

**Arroyo Grande Care Center**  
From San Luis Obispo, take Highway 101 south to the Halcyon off ramp. Go straight at the bottom of the ramp. Turn right on Farroll. The AG Care Center will be approximately 0.5 miles down the street.  

**Bayside Care Center**  
From San Luis Obispo, head north on Santa Rosa Road past Cal Poly. Santa Rosa Road turns into Highway 1. Continue north and the Los Osos/Baywood Park exit. Turn right from the off ramp and Bayside Care Center is approximately 0.1 miles on the hill.
**Danish Care Center**
From San Luis Obispo, take Highway 101 north. Take the San Diego Way exit. Go straight through the off ramp intersection. Make a left on El Camino Real. Danish Care Center will be on your right.

**Mission View Health Center**
From Cal Poly California Blvd entrance continue of California Blvd until it ends at San Luis Drive and make a right on San Luis Drive. Bear left on Johnson and take Johnson until you reach Laurel Lane (traffic light) and make a right on Laurel Lane. Then make a left at Southwood Drive and a left at Woodside Drive.

**San Luis Transitional Care**
From Cal Poly California Blvd entrance continue of California Blvd until it ends at San Luis Drive and make a right on San Luis Drive. Bear left on Johnson and take it for ½ mile and turn left at Bishop (signal light). Transitional Care is up the hill on your right side.

**Vineyard Hills Health Center**
From San Luis Obispo, take Highway 101 north. Take the Las Tablas exit in Templeton. Turn left at LasTablas Road and left at Heather Court.

**Parking:** Park in the available employee parking lots.
DaVita (Pismo Beach, San Luis Obispo, and Templeton)

Rotation Type: Nutrition Therapy
Rotation Area: San Luis Obispo County

Mailing Address: 1043 Marsh St.
San Luis Obispo, CA 93401

Contact Information: Mandy Gailey, MS, RD
San Luis Obispo DaVita Dialysis
Phone: 543.1013
Fax: 543.5645
mandy.gailey@davita.com

Facilities:

320 James Way
Pismo Beach, CA 93449-2875

1043 Marsh St.
San Luis Obispo, CA 93401

1310 Las Tablas Rd
Templeton, CA 93465-9746

Additional Information: Contact the preceptor two weeks before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.
Food Bank Coalition of San Luis Obispo County

**Rotation Type:** Community  
**Rotation Area:** San Luis Obispo County

**Mailing Address:**  
1180 Kendall Road  
San Luis Obispo, CA 93401

**Contact Information:** Melissa Danehey  
Nutrition Program Manager  
Phone: 238-4664  
Email: mdanehey@slofoodbank.org

**Additional Information:** Contact the preceptor two weeks before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.
French Hospital Medical Center

Rotation Type: Nutrition Therapy  
Rotation Area: San Luis Obispo County 

Mailing Address: 1911 Johnson Ave  
San Luis Obispo, CA 93401 

Contact Information: Antonella Rietkerk  
Antonella.Rietkerk@DignityHealth.org  
Phone: 542-6229  
Fax: 542-6248 

Angela Fissell, MS, RD, Clinical Dietitian  
angela.fissell@dignityhealth.org  
Phone: 542-6229  
Fax: 542-6248 

Dress Code: Dress professionally and wear closed toed shoes. 

Additional Information: Contact preceptor (Antonella Rietkerk) two weeks before rotation for more information and time/meeting place on first day. Need to do background check before starting the rotation. Bring a calculator and notebook. 

Directions:  
From the Cal Poly Grand Ave entrance, go straight until you reach Monterey. Turn right on Monterey St. Turn left on California Blvd. (Frank’s Hot Dogs is on the corner). Turn right onto San Luis Dr. After about 0.5 miles, San Luis Dr. becomes Johnson Ave. Soon after San Luis Dr. becomes Johnson Ave, French Hospital will be on your right. 

Parking: Parking is located behind the hospital.
French Hospital Medical Center

Rotation Type: Foodservice management
Rotation Area: San Luis Obispo County

Mailing Address: 1911 Johnson Ave
San Luis Obispo, CA 93401

Contact Information: Sandra Miller, MS, RDN, CDE
Director of Nutrition Services
Phone: 542.6458
Fax: 542.6248
Sandra.Miller@DignityHealth.org

Dress Code: Non-skid sturdy closed toed shoes.

Additional Information: Contact preceptor two weeks before rotation for more information and time/meeting place on first day. Need to do background check before starting the rotation.

Directions:
From the Cal Poly Grand Ave entrance, go straight until you reach Monterey. Turn right on Monterey St. Turn left on California Blvd. (Frank’s Hot Dogs is on the corner). Turn right onto San Luis Dr. After about 0.5 miles, San Luis Dr. becomes Johnson Ave. Soon after San Luis Dr. becomes Johnson Ave., French Hospital will be on your right.

Parking: Parking is located behind the hospital.
Marian Medical Center

Rotation Type: Food Service Management  
Rotation Area: San Luis Obispo County  
Mailing Address: 1400 East Church Street  
                  Santa Maria, CA 93454

Contact Information: Tianna Sheehan, MS, RDN  
                    Clinical Nutrition Manager  
                    739-3518  
                    tianna.sheehan@dignityhealth.org

Dress Code: Non-slip closed toes shoes and lab coat.

Additional Information: Contact preceptor two weeks before rotation to start for more information and time/meeting place on first day.

Directions: From San Luis Obispo, take Highway 101 south to Santa Maria (about 30 minutes). Take the Main Street exit. Turn left onto E. Main St. Stay straight to keep on E. Main Street. Turn right onto S. Palisades Drive. Turn right on Church Street.

Parking: Park in employee parking.
Marian Medical Center

**Rotation Type:** Nutrition Therapy  
**Rotation Area:** San Luis Obispo County  

**Mailing Address:**  
1400 East Church Street  
Santa Maria, CA 93456

**Contact Information:**  
Tianna Sheehan, MS, RDN  
Clinical Nutrition Manager  
739-3518  
tianna.sheehan@dignityhealth.org

Phone: 739-3512  
Kathy Burkley, RD, Clinical Dietitian  
Shannon Brodie, RD, Clinical Dietitian  
Gina Chandler, RD, Clinical Dietitian  
Sheri Etheredge, RD, CDE, Clinical Dietitian  
Maggie Grace, RD, Clinical Dietitian  
Christie Streeper, RD, CNSD, Clinical Dietitian  
Mary Sturm, RD,CNSD, Clinical Dietitian  
Kelly Tomita, RD, Clinical Dietitian

**Dress Code:** Dress business casual. No visible piercings (except ears). No leggings. No ankle boot (unless worn with trousers). Nylons or tights required if wearing a skirt. Skirts/dresses must be knee length. No capris. No tank tops. No jeans or tennis shoes. Must wear a lab coat.

**Additional Information:** Contact Tianna by email 2 to 3 weeks before rotation to start for more information and time/meeting place on first day. Bring a calculator. You will be provided a name badge for the hospital. Homework should be completed prior to the start of the rotation and is meant to be a resource for you during/after your rotation.

**Directions:**  
From San Luis Obispo, take Highway 101 south to Santa Maria (about 30 minutes). Take the Main St exit. Turn left onto E. Main St. Stay straight to keep on E. Main St. Turn right onto S Palisade Dr. Turn right on Church St.

**Parking:** Park in the employee parking.
MVME Wellness

Rotation Type: Community
Rotation Area: San Luis Obispo County

Mailing Address: VIE Wellness Solutions
P.O. Box 193
Avila Beach, CA 93424

Contact Information: Julian J. Varela, MS-CSCS, MA, MFTI
Wellness Director
704-4007
julian@mvmewell.com

Kaelon Russell
krussell@mvmewell.com

Dress Code: Business casual

Additional Information: Please contact preceptor 2 weeks before rotation starts to get more information on time/meeting place the first day.
Santa Maria-Bonita School District

<table>
<thead>
<tr>
<th>Rotation Type:</th>
<th>Community</th>
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</thead>
<tbody>
<tr>
<td>Rotation Area:</td>
<td>San Luis Obispo County</td>
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<tr>
<td>Mailing Address:</td>
<td>708 South Miller Street</td>
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<tr>
<td></td>
<td>Santa Maria, CA 93454</td>
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<tr>
<td>Contact Information:</td>
<td>Harold Litwiler</td>
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<td></td>
<td>Coordinator of Food Services</td>
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<tr>
<td></td>
<td>Phone: 361-8101</td>
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<td></td>
<td>Email: <a href="mailto:hlitwiler@smbsd.net">hlitwiler@smbsd.net</a></td>
</tr>
</tbody>
</table>

Additional Information: Contact the preceptor two weeks before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.
San Luis Coastal Unified School District

Rotation Type: Community
Rotation Area: San Luis Obispo County

Mailing Address: 1500 Lizzie Street
San Luis Obispo, CA 93401

Contact Information: Erin Primer
Food Service Director
Phone: 596-4064
Email: eprimer@slcusd.org

Additional Information: Contact the preceptor two weeks before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.
San Luis Obispo County Health Agency (Public Health Department)

**Rotation Type:** Community  
**Rotation Area:** San Luis Obispo County

**Mailing Address:** 2180 Johnson Avenue  
San Luis Obispo, CA 93401

**Contact Information:**  
Suzanne Chasuk, RD, CLEC, CDE  
Public Health Nutritionist II  
473-7150  
schasuk@co.slo.ca.us

Dawn Wilt, RD, CLE  
dwilt@co.slo.ca.us

Wendy Fertschneider, RD  
Wfertschneider@co.slo.ca.us

**Dress Code:** Dress casual (no jeans).

**Additional Information:** Contact Suzanne Chasuk one week before rotation for more information and time/meeting place on first day.

**Directions:**  
From the Cal Poly Grand Ave. entrance, go straight until you reach Monterey. Turn right on Monterey St. Turn left on Johnson Ave. At intersection of Johnson and Bishop St (stop light).

**Parking:** Park in the employee parking lot.
Sierra Vista Regional Medical Center

Rotation Type: Food Service Management
Rotation Area: San Luis Obispo County

Mailing Address: 1010 Murray Street
San Luis Obispo, CA 93405

Contact Information: Kaitlin Welles, RD
Director, Food and Nutrition Services
546-7665
kaitlinwelles@iammorrison.com

Dress Code: Closed toed shoes that are slip resistant are required. Business or business causal at all times, no denim allowed. Chef coat or aprons will be provided.

Additional Information: Call preceptor one week in advance regarding rotation.

Directions: From Cal Poly go to Foothill and make a left onto Casa Street and turn left into parking structure

Parking: Park in employee structure when you have your employee badge.
Sierra Vista Regional Medical Center

Rotation Type: Nutrition Therapy
Rotation Area: San Luis Obispo County

Mailing Address: 1010 Murray Street
San Luis Obispo, CA 93405

Contact Information: Kaitlin Welles, RD
Director, Food and Nutrition Services
546-7665
kaitlinwelles@iammorrison.com

Dress Code: Closed toe shoes required. Business or business casual at all times, no denim allowed. Lab coat optional

Additional Information: Contact Kaitlin 2 months before rotation starts for background checks, paper work, TB test, and drug testing and orientation. Call Kaitlin again one week in advance regarding rotation.

Directions: From Cal Poly go to Foothill and make a left onto Casa Street and turn left into parking structure

Parking: Park in employee structure when you have your employee badge.
Twin Cities Community Hospital

Rotation Type: Food Service Management
Rotation Area: San Luis Obispo County

Mailing Address: 1100 Las Tablas Road
Templeton, CA 93465

Contact Information: Andrea Nenow, RDN
Lead Dietitian
434-3500 Ext. 5746
andreanenow@iammorrison.com

Dress Code: Professional dress, no jeans, no body piercing except ears, closed toed, slip-resistant shoes.

Additional Information: Background checks, paperwork and drug testing usually needs to be started up to 8 weeks prior to the start of the rotation. Call Andrea as soon as possible to set up day and time to start the paperwork and schedule orientation which is always the first Wednesday of each month. Must have hospital orientation completed before you start rotation. Call preceptor one week in advance regarding rotation.

Directions:
From San Luis Obispo, take Highway 101 North to Templeton, get off at Las Tablas Road exit. Make a left at exit on Las Tablas Road. Hospital in on right side less than ½ mile from freeway.

Parking: Park in employee parking.
Twin Cities Community Hospital

Rotation Type: Nutrition Therapy  
Rotation Area: San Luis Obispo County

Mailing Address: 1100 Las Tablas Road  
Templeton, CA 93465

Contact Information: Andrea Nenow, RDN  
Lead Dietitian  
434-3500 Ext. 5746  
andreanenow@iammorrison.com

Shelby Maldonado, RD, Clinical Dietitian

Dress Code: Professional dress, no jeans, no body piercing except ears, closed toed shoes, no tennis shoes. Lab coat not necessary.

Additional Information: Background checks, paperwork and drug testing usually needs to be started up to 8 weeks prior to orientation. Email Andrea as soon as possible to set up day and time to start the paperwork and schedule orientation which is always the first Wednesday of each month. Must have hospital orientation completed before you start rotation. It is recommended to contact preceptor for clinical rotation homework up to one month in advance of beginning rotation.

Directions: From San Luis Obispo, take Highway 101 North to Templeton, get off at Las Tablas Road exit. Make a left at exit on Las Tablas Road. Hospital in on right side less than ½ mile from freeway.

Parking: Park in employee parking.
University of California Cooperative Extension

Rotation Type: Community
Rotation Area: San Luis Obispo County

Mailing Address: 2156 Sierra Way, Suite C
San Luis Obispo, CA 93401

Contact Information: Shannon Klisch
Community Education Supervisor II
Phone: 781-5951
Email: sklisch@ucanr.edu

Dayna Ravalin, RD, CDE
Master Food Preserver Program Coordinator
Phone: 781-5944
Email: dravalin@co.slo.ca.us

Additional Information: Contact the preceptor two weeks before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.
Rotation Sites

Santa Barbara County
Buena Vista Care Center

Rotation Type: Nutrition Therapy
Rotation Area: Santa Barbara County

Mailing Address: 160 S. Patterson Avenue
Santa Barbara, CA 93111

Contact Information: Karen Powell, RD
Dietitian
805-964-4871
KPowell@CovenantCare.com

Dress Code: Dress casual professionally.

Additional Information: Contact the preceptor one week before rotation to start for more information and time/meeting place on first day.

Map:
From Cottage Hospital go north on 101 and exit at Patterson Avenue. Make a left on Patterson

Parking: Park in available lot.
DaVita of Camarillo

Rotation Type: Nutrition Therapy
Rotation Area: Santa Barbara County

Mailing Address: 2438 N Ponderosa Drive, Suite C-101
Camarillo, CA 93010

1900 Outlet Center Drive
Oxnard, CA 93036

Contact Information: Jaclyn Harhart MS, RD
Renal Dietitian
Camarillo: 764-0171
Oxnard: 278-3815
Fax: 764-0176
Jaclyn.harhart@Davita.com

Dress Code: Professional attire to maintain a professional image. Interns may wear slacks, skirts, blouses, and sweaters. Must wear non-skid closed toed, closed heeled shoes. No flip-flops or slippers allowed.

Additional Information: Contact the preceptor two weeks before rotation is scheduled to start for more information and time/meeting place on first day.

Directions: Coming from the north, take 101 South to Lewis Road exit, as you come off the freeway, turn right on Ventura Blvd, turn right on Arneill Road and turn into Ponderosa Drive and facility will be on your right. Park anywhere not designated for Patient parking. Walk around the building to the front entrance. We are building C-101.

Parking: Park anywhere not designated for patient parking.
Foodbank of Santa Barbara County

Rotation Type: Community
Rotation Area: Santa Barbara County

Mailing Address: Education and Administration Center
1525 State Street, Suite 100
Santa Barbara, CA 93101

Contact Information: Erika Burian
Community Programs Coordinator
680-8274
eburian@foodbanksbc.org

Dress Code: Casual. No visible tattoos, clingy and skimpy clothes, no low cut shirts or tops, etc.

Additional Information: Please email Erika one week prior to the start of the rotation.

Directions: From 101 South or North exit Carrillo Blvd and take a left onto State Street.

Parking: There is free parking at all Foodbank sites.
Goleta Union School District

**Rotation Type:** Community  
**Rotation Area:** Santa Barbara County

**Mailing Address:** Goleta Union School District  
401 N. Fairview Avenue  
Goleta, CA 93117

**Contact Information:** Sharon Baird, RDN  
Food Service Director  
681-1200 Ext. 255  
sbaird@goleta.k12.ca.us

**Dress Code:** Business causal and closed toed shoes. No jeans or open-toed shoes. When working in the kitchen wear black slacks, ¾ to long sleeve shirts and aprons will be supplied.

**Additional Information:** Call or email Sharon 2 of weeks before rotation start.

**Directions:** From 101 North or 101 South exit at Fairview Avenue. If you are on 101 South you will turn left from the off ramp onto Fairview Ave. If you are on 101 North you will turn right from the off ramp onto Fairview Ave. Stay in the left lane through the traffic lights. GUSD will be on your left about ½ from the freeway. You will pass Von’s and other banks on your left before you get to GUSD. There is a public library right across the street. If you get to Cathedral Oaks Road you have gone too far. The central kitchen is facing the front parking lot. The Food Service office is on the back side of the long building facing the parking lot. You will see a sign ‘Food Service.’

**Parking:** No restrictions on parking.
La Ventana

Rotation Type: Community
Rotation Area: Santa Barbara County

Mailing Address: 601 E. Arrellaga St., Suite 101
                Santa Barbara, CA 93103

Contact Information: Athena Cameranesi, RD
                     Registered Dietitian
                     Phone: 368-1569
                     Email: AthenaC@LaVentanaTreatment.com

Additional Information: Contact the preceptor two weeks before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.
Ridley Tree Cancer Center

Rotation Type: Community
Rotation Area: Santa Barbara County

Mailing Address: 540 West Pueblo Street
Santa Barbara, CA 93105

Contact Information: Sarah Washburn, RD,MS, CD, CSO, Dietitian
Phone: 682-9201
Email: sarah@ccsb.org

Dress Code: Business causal (no jeans, tank tops)

Additional Information: Call or email Sarah 2 weeks before rotation starts. Bring a notebook and folder.

Directions: From the South take 101 North, exit at Pueblo, take a right on Pueblo, 1st driveway on left. It is the 2nd building from freeway on left side. From the North take 101 South and get off at Mission. Left on Mission and get on freeway going north by making a left onto freeway. Get off at Pueblo, immediate right and left into 1st driveway.

Parking: No restrictions on parking
Santa Barbara Cottage Hospital & Goleta Valley Cottage Hospital

**Rotation Type:** Nutrition Therapy  
**Rotation Area:** Santa Barbara County

**Mailing Address:**  
Santa Barbara Cottage Hospital  
400 West Pueblo Street  
Santa Barbara, CA 93105

**Contact Information:**  
Sara Hanifin, MS, RD, CNSC  
Clinical Nutrition Manager  
569-7230  
shanifin@sbch.org

Gloria Alford, RD, CNSC  
Stacy Bailey, MS, RD, CDE  
Jeannee Diaz, RD  
Christina Ervin, RD, CNSC  
Dena Green, RD, CNSC  
Kerri Hedden, RD  
Natalie Metz, RD, CNSC  
Samin Moham, RD  
Jaclyn Rangel, RD  
Leslie Sanderson, RD, CNSC  
Sharon Smith, MS, RD, CDE  
Jan Waldron, RD, CDE  
Colleen Wise, RD  
Danielle Zerey, RD, CNSC

**Dress Code:** Dress professional casual. Pants must be a non-denim material. Wear comfortable walking shoes. No tank tops/sleeveless blouses. Jackets must be worn over t-shirt type tops.

**Additional Information:** Contact Clinical Nutrition Manager (Sara Hanifin) one week before rotation to start for more information and time/meeting place on first day. Interns must bring a calculator and clinical nutrition notebook for reference material. A recent pocket medication guide would also be helpful although not required.

**Directions to Cottage:**  
From the 101, take the Mission St. exit. Head away from the beach. Turn left onto Bath St. Turn left onto W. Pueblo St.

**Parking:** Park in employee parking lot.
Directions to Goleta Hospital:

From Santa Barbara take 101 going North and exit at Patterson, make a right at Patterson and go to Hollister. It is at the corner of Patterson and Hollister on the right side of the street.

From San Luis Obispo take 101 going South and exit at Patterson, make a left at Patterson and go to Hollister. It is at the corner of Patterson and Hollister on the right side of the street.
Santa Barbara Cottage Hospital & Goleta Valley Cottage Hospital

**Rotation Type:** Food Service Management  
**Rotation Area:** Santa Barbara County

**Mailing Address:**  
Santa Barbara Cottage Hospital  
400 West Pueblo Street  
Santa Barbara, CA 93105

**Contact Information:**  
Sara Hanifin, MS, RD, CNSC  
Clinical Nutrition Manager  
569-7230  
shanifin@sbch.org

Jessica Freese MS, RDN  
Culinary Dietitian/Nutrition Supervisor  
Phone: 805-682-7111 EXT: 52945  
Fax: 805-569-8216  
jfreese@sbch.org

**Dress Code:** Dress professional casual. Pants must be a non-denim material. Wear comfortable walking shoes. No tank tops/sleeveless blouses. Jackets must be worn over t-shirt type tops.

**Additional Information:** Contact Sara Hanifin one week before rotation to start for more information and time/meeting place on first day.

**Directions:**  
From the 101, take the Mission St. exit. Head away from the beach. Turn left onto Bath St. Turn left onto W. Pueblo St.

**Parking:** Park in employee parking lot.
Santa Barbara County Public Health Department

Rotation Type: Community
Rotation Area: Santa Barbara County

Mailing Address: 315 Camino Del Remedio
Santa Barbara, CA 93110

Contact Information: Susan Liles, MS, RD
696-1128
Susan.Liles@sbcphd.org

Dress Code: Casual business.

Additional Information: Contact the preceptor three to four weeks before rotation to start for more information and time/meeting place on first day. Bring notebook for notes and handouts.

Directions: From the 101, take the Turnpike exit. Head north on Turnpike. Turn right on Calle Real. Turn left on Camino Del Remedio.

Parking: Park in public parking lot.
Valle Verde

**Rotation Type:** Nutrition Therapy

**Rotation Area:** Santa Barbara

**Mailing Address:**
900 Calle de los Amigos  
Santa Barbara, CA 93105

**Contact Information:**  
Tamara Philpot, RD  
Registered Dietitian  
Phone: 883-4011  
Email: TPhilpot@abhow.com

**Dress Code:**  Dress casual professionally.

**Additional Information:** Contact the preceptor two weeks before rotation to start for more information and time/meeting place on first day.

**Parking:** Park in available lot.
VERIFICATION OF RECEIPT AND AGREEMENT
AND CONFIDENTIALITY STATEMENT
FILE COPY

I, ___________________________________________ have received a copy of the Cal Poly SLO Dietetic Internship Student Handbook and understand that it contains important information regarding the Internship’s policies and my obligations as a Dietetic Intern.

I have familiarized myself with the material in the handbook and understand that I am governed by its contents. I attest that I understand all of the material presented in this handbook (and that I have consulted with the Director of the Dietetic Internship to clarify any policies or information for which I desired/required clarification).

I understand and agree that I am bound by all policies and procedures outlined in the handbook, as well as by the American Dietetic Association’s Code of Ethics (which governs all members of the Academy of Nutrition and Dietetics).

I understand and agree that the granting of a Verification Statement from the Cal Poly SLO Dietetic Internship is no guarantee that I will be licensed, certified, or accepted for practice by professional licensing agencies.

I also understand and agree that in my performance as a Dietetic Intern, I will maintain the confidentiality of all medical and/or personal information regarding the patient, client, resident, and/or family at all times. I understand that any violation of this confidentiality will constitute a breach of the Health Insurance Portability and Accountability Act (HIPAA), the Academic Integrity Policy of Cal Poly SLO, and the American Dietetic Association’s Code of Ethics.

INTERN SIGNATURE ___________________________________________

DATE __________________________________________________________________