



Cal Poly San Luis Obispo  
Dietetic Internship  
2018-2019  
  
Student Handbook

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## **CAL POLY SAN LUIS OBISPO DIETETIC INTERNSHIP PROGRAM MISSION**

The mission of the Cal Poly dietetic internship is to prepare interns to become competent, well-rounded, culturally sensitive entry-level Registered Dietitian Nutritionists. The learning experiences in the dietetic internship reflect Cal Poly's "learn by doing" philosophy; interns make a meaningful impact on each of the varied communities served during their rotations, and graduates are poised to become leaders in the dietetics field, equipped to meet the diverse needs of society.

## **PROGRAM GOALS**

The goals of the dietetic internship (DI) are:

**Goal #1:** Prepare graduates to be fully competent, well-rounded, highly qualified entry-level Registered Dietitian Nutritionists who seek out and secure RDN positions in a variety of dietetics practice settings.

**Goal #2:** Prepare graduates to meet the diverse needs of society, and to expand their impact in the field of dietetics through pursuing leadership and continuing education opportunities.

## **OUTCOME MEASURES**

### Program Objectives for Goal 1:

- At least 80% of program interns complete program requirements within fifteen months (150% of the program length).
- At least 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 90% of respondents to the employer survey answer yes to the following question: *Based on this employee's entry-level competence and current performance, would you hire another graduate from our Dietetic Internship program?*
- At least 90% of alumni survey respondents rate themselves as "prepared" or "very prepared" to be a competent professional entry-level Registered Dietitian Nutritionist in their employment setting.
- At least 90% of the program graduates responding to the exit survey answer yes to the following: *Would you recommend the Cal Poly SLO DI to others?*

### Program Objectives for Goal 2:

- At least 90% of exit survey respondents answer yes to the following: *Do you feel that the Cal Poly SLO DI prepared you for professional practice in a variety of community settings and among diverse populations?*

- At least 60% of graduate survey respondents report participating in at least one leadership activity within 1 year of program completion.
- At least 60% of graduates who respond to an alumni survey answer yes to the following question: *Are you in the process of or have you obtained any additional degrees and/or professional certifications since graduation?*

## **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 2190, 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 effective written communication, thoughtful answers to all required questions, and indications that Cal Poly is a good match for the applicant's personal and professional goals
- 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](mailto: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.dnddigital.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 by February 15.

**THE APPLICANT MUST PAY THE \$65 APPLICATION FEE ONLINE IN ORDER TO BE CONSIDERED FOR ADMISSION INTO THE CAL POLY SLO INTERNSHIP.** Please see our website for instructions to pay the application fee online.

## 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 10 interns annually. Three of the interns will be based in Santa Barbara and do the majority of their rotations in that county. The remaining seven interns will be based in San Luis Obispo County.

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

### Emphasis Area

Nutrition Therapy	14 weeks	448 hours
Foodservice Management	8 weeks	256 hours
Community	12 weeks	384 hours
Elective Weeks	2 weeks	64 hours
Professional Staff Experience	<u>2 weeks</u>	<u>64 hours</u>
	38 weeks	1216 hours

Class & Seminar (Mondays)	31 weeks	165 hours
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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 morning and afternoon sessions) 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, research centers, 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 where the intern has completed a previous rotation, 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. When applicable, 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 4-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 sessions). 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.

## **SUPERVISED PRACTICE FACILITIES AND PRECEPTORS**

The criteria and process for supervised practice facility selection are as follows:

- Each facility / agency must offer the appropriate experiences required for DI students to meet associated competencies and complete required rotation projects.
- Each facility must commit to assigning at least one primary preceptor to overseeing the interns’ work in supervised practice.
- The facility must assure that adequate time and support are available to their preceptor to provide the learning experiences required to meet required competencies.
- The facility must assure the assigned preceptors will meet the DI’s predetermined standards for preceptors (as outlined further below).
- The appropriate representative of the facility must willingly enter into and sign the Cal Poly DI affiliation agreements.
- The facility and assigned preceptors must participate in continuous evaluation of their site and provide annual feedback to confirm the site continues to meet the facility agreements and site criteria set by the Cal Poly DI.
- The DI director meets with appropriate representatives at the proposed partner supervised practice facilities (either in person or over the phone) to determine site suitability.
- Each intern makes initial contact with any proposed elective sites that do not already partner with the Cal Poly DI as one of its regular rotation options. Interns share the elective rotation evaluation template with prospective preceptors. Interns must submit a Request for Elective Form, which outlines expected rotation experiences and intern-designed learning objectives for the rotation and is used by the DI Director to determine appropriateness of the site. The



Director follows up with the intern (and/or the prospective preceptor) if there are any potential concerns with the proposed elective sites.

- The DI Director contacts preceptors of approved elective sites to initiate the affiliation agreement process and address any questions or concerns the preceptors have regarding the rotation expectations.

Changes in facility structure, staffing, and/or resources that might impact facilities' ability to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve are discussed by facility preceptors/managers and the DI Director as they occur. Additionally, in the spring of each year the DI Director reaches out to all onsite supervised practice preceptors to discuss scheduling for the upcoming program year as appropriate to the needs and resources of the facility in order to ensure that they are able to offer the appropriate learning experiences to interns placed at their facilities. Feedback provided for each rotation experience by interns and preceptors during end-of-rotation evaluation meetings and on end-of-rotation surveys is used to assess whether/how to appropriately utilize supervised practice facilities going forward.

The Cal Poly Dietetic Internship secures an affiliation agreement, delineating the rights and responsibilities of both agencies, for each supervised practice rotation prior to the intern's rotation start date. Each agreement is signed by appropriate representatives of Cal Poly as well as the supervised practice facility (and, when applicable, by the intern as well). Signatures for affiliation agreements are obtained through a secure online electronic signature system (DocuSign). Executed agreements are maintained in the electronic Dietetic Internship files, which are stored on a secure server. All supervised practice experiences must be completed under the oversight of a facility with whom Cal Poly has an affiliation agreement in place, and/or under the oversight of a Cal Poly employee.

All preceptors in the Cal Poly DI have an appropriate level of expertise in the area of practice for which they are precepting and are credentialed or licensed as appropriate to meet state and federal regulations for the area in which they are supervising interns; most are registered dietitian nutritionists. All primary preceptors have completed at least one year of practice post-credentialing. Qualifications of each preceptor are verified by the Program Director at the point of selection. Additionally, preceptors are required to submit annual updates to the Program Director through resumes and/or reports on professional work, graduate education, continuing education, scholarship/research or other activities leading to professional growth in the advancement of their profession to ensure they demonstrate continued competence appropriate to their teaching or precepting responsibilities.

Interns identify potential preceptors for their elective rotations with the expectation that they meet the same criteria described above in relation to expertise, credentialing, and experience in the field. Appropriate qualifications of each potential elective preceptor are verified by the Program Director during the Request for Elective process.

When new partner sites are considering joining the internship team, the potential preceptors meet with the DI Director to discuss expectations and responsibilities of the preceptor and the site. The Director answers questions posed by the preceptor (and/or other members of the team at the facility), addresses next steps, and provides rotation-specific information (such as Rotation

Project Lists and Rotation Learning Experience Checklists) for their reference. This serves as their initial introduction into their anticipated role in the internship process. After formally agreeing to become preceptors for the program, new preceptors' attendance at preceptor meetings and continued review of "Orientation" information, the Preceptor Manual, and other program and rotation materials are utilized for the purpose of continued training in their preceptor roles.

## **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 in the "Rotation Sites" sections.

## **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 evidenced-based information into accurate, practical wellness promotion recommendations for consumers/clients/patients.

**WP 5.3** Effectively communicate wellness promotion messages to the public that encourage attainable healthy eating and physical activity behavior change among community members across the lifespan.

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

### **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 weekly Dietetic Internship classes) 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 project 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 with the Code of Ethics by the preceptors, facility staff, and the internship Director
2. Preceptor evaluations of projects and 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:

<u>Score</u>	<u>Rating</u>	<u>Criteria</u>
5	Excellent	The intern was able to perform competency without RD supervision by the end of the rotation and showed outstanding knowledge / skill <i>beyond expectations for entry-level practice</i> .
4	Good	Homework, if applicable, received an assessment of >95%. The intern was able to perform competency without RD supervision by the end of the rotation and showed knowledge / skill <i>above a basic level</i> (supports <i>ability to perform consistently successfully in entry-level practice</i> ). Homework, if applicable, received a minimum assessment of 85%.
3	Satisfactory	The intern was able to perform competency without RD supervision by the end of the rotation and is <i>ready for entry-level practice with the expectation of continued growth with additional experience</i> . Homework, if applicable, received a minimum assessment of 80%.
2	Needs Improvement	The intern has demonstrated basic skills related to competency but is unable to perform consistently and/or without RD supervision. The intern <i>requires additional supervised practice</i> or similar opportunities to demonstrate this competency <i>prior to beginning entry-level practice</i> .
1	Unsatisfactory	The intern has not yet successfully demonstrated even basic skills related to competency. The intern <i>requires additional supervised practice</i> or similar opportunities to demonstrate this competency <i>prior to beginning entry-level practice</i> .
N/A	Not Observed	Intern was <i>not observed</i> completing this competency. Unable to rate.

## 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 Academy of Nutrition 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 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 pre-determined 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 at the rotation site on time, ready for job performance. Tardiness will act as a negative on the evaluation for that rotation. Any missed time caused by tardiness 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 classes 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, s/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 email) 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

Interns will be notified of additional medical clearances required by specific supervised practice rotation sites so that all site requirements are met and verified prior to the start of the relevant rotations.

## **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. 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. Information on obtaining a criminal clearance and child abuse record checks will be provided to interns when required. 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 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 ACADEMY OF NUTRITION AND DIETETICS / COMMISSION ON DIETETIC REGISTRATION CODE OF ETHICS**

The current Academy of Nutrition and Dietetics Code of Ethics, effective as of June 1, 2018, governs all members of the Academy of Nutrition and Dietetics, and all Cal Poly dietetic interns are required to abide by its principles. The following is all quoted directly from the Academy's Code of Ethics:

### **Preamble:**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### **Principles and Standards:**

#### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.

- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

## **2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

## **3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.

- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

#### **4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

#### **Glossary of Terms:**

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

#### **References:**

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).



## **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 manner. 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, and provided to the intern in writing. 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, and provided to the intern in writing.

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.

Any formal complaints submitted will be maintained in a file organized chronologically, stored in a locked file cabinet and/or on a secure computer server.

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 ACEND at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600 extension 5400.

## **PROGRAM EVALUATIONS**

Student evaluations are conducted at the end of each rotation. Supervised practice experiences will be evaluated by the interns at the end of each rotation, and the entire program will be evaluated by each intern at the end of 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](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.

<b>Tuition and Fees:</b>	
Tuition, non-refundable	\$15,300
Application fee, due with application and non-refundable	\$65
<b>Other Internship Related Expenses:</b>	
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
CAND Meeting (registration, hotel and travel), if applicable	\$400-\$500
Campus Parking (\$5.00 x 22-24 weeks-parking for class days) <i>Note: Interns also have the option to park on the street for free or take the bus for free.</i>	up to \$120
Books, supplies, meetings • Some institutions may require a lab coat.	\$300-\$400
TB Test & Hepatitis B Vaccination	\$2 TB \$175 HepB
<b>Living Expenses:</b>	
Rent • Interns must make their own living arrangements. Estimate is for renting a room, sharing an apartment or a one bedroom or studio.	\$600- \$1200/mo.
Transportation	Varies

<ul style="list-style-type: none"> <li>• Interns must provide their own transportation. California law requires that all drivers carry a minimum of collision and liability insurance.</li> </ul>	
<b>Personal Health Insurance</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	Varies

## **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.

## ***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](http://www.eatright.org)
- California Academy of Nutrition and Dietetics (free with Academy membership)
- Coastal Tri-Counties (CTC) Dietetic Association – interns can register as student members

## **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 2018-2019**

Orientation: 09/4/18 - 09/10/18 (weekdays only)

Rotations begin: 09/11/18

Thanksgiving break: 11/19/18 - 11/23/18

Winter break: 12/24/18 – 1/4/19

Rotations end: 06/21/19

Graduation: 6/25/19

Typically, interns will be in didactic classes 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 (FSN 541) 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 four-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**

*Kati Fosselius, MS, RDN*

Director, Dietetic Internship

*Mailing:*

Food Science and Nutrition Department

1 Grand Avenue

California Polytechnic State University

San Luis Obispo, CA 93407

*Office:*

Building 24, Room 105C

805.756.6132

[kfosseli@calpoly.edu](mailto: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 confidentially *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 Head 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.

### **Prior Learning**

The program does not grant credit for interns' prior learning, and therefore does not have a procedure for assessing interns' prior learning or competence.

## **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. 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 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.

### **Health Services**

Due to their enrollment in a non-degree post-baccalaureate program, interns do *not* have free access to Cal Poly health and counseling services. Interns must maintain individual health insurance throughout the internship program. There *are* free community-access counseling services available on campus, of which interns can take advantage.

# **Rotation Sites**

**San Luis Obispo County**

## **California Correctional Health Care Services [CCHCS]**

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

**Mailing Address:** California Men's Colony  
Correctional Treatment Center  
Colony Drive  
San Luis Obispo, CA 93409

**Contact Information:** LaDon Silva, MBA, RD  
Correctional Registered Dietitian  
547-7900 ext 5060  
[LaDon.Silva@cdcr.ca.gov](mailto:LaDon.Silva@cdcr.ca.gov)

**Additional Information:** Contact the preceptor at least one month before rotation is scheduled to start for more information regarding dress code, parking, time/meeting place on first day, etc.

## **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:** Kaitlin Gibbons, RDN  
Registered Dietitian & Sustainability Coordinator  
756.1185  
[kwgibbon@calpoly.edu](mailto:kwgibbon@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.



**CAPSLO**  
**(Community Action Partnership of San Luis Obispo County, Inc. )**

**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](mailto:wminarik@capslo.org)

Bryan Brown, Food Service Manager  
544-4355 Ext. 250  
[bbrown@capslo.org](mailto: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 [CC 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](mailto: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.

## **Central Coast Treatment Center [CC Treatment Ctr]**

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

**Mailing Address:** 508 Higuera St.  
San Luis Obispo, CA 93401

**Contact Information:** Marlena Tanner, RD, CEDRD  
Registered Dietitian, Program Manager  
Phone: 591-0712  
Email: [Marlena@CentralCoastTreatmentCenter.com](mailto:Marlena@CentralCoastTreatmentCenter.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.

## **Compass Health, Inc.**

**Rotation Type:** Nutrition Therapy  
**Rotation Area:** San Luis Obispo County  
**Mailing Address:** 200 South 13<sup>th</sup> Street Suite 208  
Grover Beach, CA 93433  
**Contact Information:** Dawn Brown, RD, CSG, Corporate Dietitian  
[dbrown@compass-health.com](mailto:dbrown@compass-health.com)  
400-5774

### **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  
Tracie Chavoor

San Luis Transitional Care  
1575 Bishop Street  
San Luis Obispo, CA 93401  
545-7575  
Briana Loudermilk, RD

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

**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 - Central Coast Kidney Center [DaVita CCKC]**

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

**Mailing Address:** 2263 South Depot Street  
Santa Maria, CA 93455

**Contact Information:** Barbara Cosio, RD  
Phone: 349.8600  
[barbara.cosio@davita.com](mailto:barbara.cosio@davita.com)

Susan Farrington, RD  
Phone: 349.8600  
[susan.farrington@davita.com](mailto:susan.farrington@davita.com)

Diane Kelly, RD  
Phone: 349.8600  
[susan.farrington@davita.com](mailto:susan.farrington@davita.com)

### **Facilities:**

2263 South Depot Street  
Santa Maria, CA 93455

**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.

## **DaVita - Pismo Beach, San Luis Obispo, and Templeton [DaVita SLO Co]**

**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](mailto: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](mailto: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:** 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](mailto: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.

## **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](mailto:Antonella.Rietkerk@DignityHealth.org)  
Phone: 542-6229  
Fax: 542-6248

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

**Dress Code:** Dress professionally and wear closed toed shoes.

**Additional Information:** Contact preceptor (Antonella Reitkerk) 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.

## **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](mailto: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](mailto: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:** MVME Wellness Solutions  
P.O. Box 193  
Avila Beach, CA 93424

**Contact Information:** Julian J. Varela, MS-CSCS, MA, MFTI  
Founder & CEO  
704-4007  
[julian@mvmewell.com](mailto:julian@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.

## **Project Teen Health**

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

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

**Contact Information:** Jenna Miller  
Wellness Project Supervisor  
Phone: 544-2484 x713  
Email: [jmiller@capslo.org](mailto:jmiller@capslo.org)

**Sites:** Arroyo Grande High School  
Nipomo High School  
Paso Robles High School  
Santa Maria High School

**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.

## **Santa Maria-Bonita School District**

**Rotation Type:** Community  
**Rotation Area:** San Luis Obispo County  
**Mailing Address:** 708 South Miller Street  
Santa Maria, CA 93454  
**Contact Information:** Harold Litwiler  
Coordinator of Food Services  
Phone: 361-8101  
Email: [hlitwiler@smbd.net](mailto:hlitwiler@smbd.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.

**San Luis Coastal Unified School District [SLO Coastal SD]**

**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](mailto: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)**

**[SLO Co Health]**

**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](mailto:schasuk@co.slo.ca.us)

Dawn Wilt, RD, CLE  
[dwilt@co.slo.ca.us](mailto:dwilt@co.slo.ca.us)

Wendy Fertschneider, RD  
[Wfertschneider@co.slo.ca.us](mailto:Wfertschneider@co.slo.ca.us)

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

**Additional Information:** Contact Suzanne Chasuk two weeks 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:** Shannon Burman, RD  
Lead Dietitian  
546-7665  
[ShannonBurman@IamMorrison.com](mailto:ShannonBurman@IamMorrison.com)

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

**Additional Information:** Call preceptor two weeks 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:** Shannon Burman, RD  
Lead Dietitian  
546-7665  
[ShannonBurman@IamMorrison.com](mailto:ShannonBurman@IamMorrison.com)

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

**Additional Information:** Contact Shannon 2 months before rotation starts for background checks, paper work, TB test, and drug testing and orientation. Call Shannon 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](mailto: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 again 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](mailto: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 [UC Coop Ext]**

**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](mailto:sklisch@ucanr.edu)

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

**Additional Information:** Contact the preceptors 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](mailto:KPowell@CovenantCare.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.

**Map:**

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

**Parking:** Park in available lot.



**Carpinteria Unified School District [Carp USD]**

**Rotation Type:** Community  
Food Service Management

**Rotation Area:** Santa Barbara County

**Mailing Address:** 1400 Linden Ave.  
Carpinteria, CA 93013

**Contact Information:** Janet Velarde Loubet  
Child Nutrition and Wellness Coordinator  
805-684-4511 ext 231  
Jvelardeloubet@CUSD.net

**Additional Information:** Call or email preceptor at least 2 weeks before rotation start.

## **DaVita Moorpark**

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

**Mailing Address:** 883 Patriot Drive Suite C  
Moorpark, CA 93021

**Contact Information:** Jaclyn Harhart MS, RD  
Renal Dietitian  
Moorpark: 805-517-1442  
Westlake Village: 818-707-7834  
[Jaclyn.M.Morris@Davita.com](mailto:Jaclyn.M.Morris@Davita.com)

### **Additional Possible Rotation Locations:**

DaVita Camarillo  
2438 N Ponderosa Drive, Suite C-101  
Camarillo, CA 93010

DaVita Oxnard  
1900 Outlet Center Drive  
Oxnard, CA 93036

DaVita Westlake Village  
30730 Russell Ranch Road A  
Thousand Oaks, CA 91362

**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 one month before rotation is scheduled to start for more information and time/meeting place on first day.

At that time, you will also need to provide the preceptor with the following information:

- phone number
- email address
- home address
- SS#
- DOB
- start/end date of rotation

## **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:** Lee Sherman  
Director of Community Impact  
403-5679  
[lsherman@foodbanksbc.org](mailto:lsherman@foodbanksbc.org)

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

**Additional Information:** Please email preceptor two weeks 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  
Food Service Management

**Rotation Area:** Santa Barbara County

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

**Contact Information:** Kim Leung, RDN  
Food Services Director  
681-1200 Ext. 255  
[kleung@goleta.k12.ca.us](mailto:kleung@goleta.k12.ca.us)

**Dress Code:** Business casual 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 preceptor 2 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.

## **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](mailto:sarah@ccsb.org)

**Dress Code:** Business casual (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 101North, exit at Pueblo, take a right on Pueblo, 1<sup>st</sup> driveway on left. It is the 2<sup>nd</sup> building from freeway on left side. From the North take 101South 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 1<sup>st</sup> driveway.

**Parking:** No restrictions on parking

## **Sansum Clinic**

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

**Mailing Address:** 317 W Pueblo  
Santa Barbara, CA 93105

**Contact Information:** Christina Archer, MS, RD  
Clinical Dietitian  
737-8775  
[carcher@sansumclinic.org](mailto:carcher@sansumclinic.org)

**Physical Locations:** 317 W Pueblo  
Santa Barbara, CA 93105

1225 North H Street  
Lompoc, CA 93436

**Dress Code:** Professional dress. No faded blue jeans, spaghetti straps or midriff exposed.

**Additional Information:** Contact the preceptor two weeks prior to start of rotation.

**Parking:** Park in the staff parking lot.

## **Sansum Diabetes Research Institute**

**Rotation Type:** Community  
**Rotation Area:** Santa Barbara County  
  
**Mailing Address:** 2219 Bath Street,  
Santa Barbara, CA 93105  
  
**Contact Information:** Jamie Creason, MPH RD  
Director of Education  
805 682 7640 ext 231  
[jcreason@sansum.org](mailto:jcreason@sansum.org)

**Additional Information:** Contact the preceptor two weeks prior to start of rotation for more information regarding dress code, parking, time/meeting place on first day, etc.

## **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](mailto:shanifin@sbch.org)

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

## **St. John's Regional Medical Center**

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

**Mailing Address:** 1600 North Rose Avenue  
Oxnard, CA 93030

**Contact Information:** Erin Rasmussen, RD  
Patient Services Manager, Nutrition Services  
805.988.2500 Ext 3575  
[erin.rasmussen@dignityhealth.org](mailto:erin.rasmussen@dignityhealth.org)

**Additional Possible Rotation Location:**  
St. John's Pleasant Valley Hospital  
2309 Antonio Ave.  
Camarillo, CA 93010

**Additional Information:** Contact preceptor at least one month before rotation to start for more information regarding dress code, parking, time/meeting place on first day, etc.

## **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](mailto: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.

## **Vandenberg Air Force Base**

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

**Mailing Address:** 747 Nebraska Ave.  
Vandenberg Air Force Base, CA 93437

**Contact Information:** Melinda Reed RD, CDE  
Health Promotion Manager/Dietitian, AFSPC Nutrition Consultant  
Health Promotions, 30th MDG, Vandenberg AFB, CA  
606-3404 extension 2221  
[melinda.s.reed3.civ@mail.mil](mailto:melinda.s.reed3.civ@mail.mil)

**Additional Information:** Call or email preceptor at least 1 month before rotation starts for more information regarding dress code, parking, time/meeting place on first day, etc.



Cal Poly Food Science and Nutrition  
Dietetic Internship  
Student Handbook, 2018-2019

**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 Academy of Nutrition and Dietetics' Code of Ethics.

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 Academy of Nutrition and Dietetics' Code of Ethics.

INTERN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_