



UNLV
Dietetic Internship Program

Student Manual

INTRODUCTION TO UNLV

UNLV's Vision and Mission

Our mission is for UNLV's diverse faculty, students, staff, and alumni promote community well-being and individual achievement through education, research, scholarship, creative activities, and clinical services. We stimulate economic development and diversification, foster a climate of innovation, promote health, and enrich the cultural vitality of the communities that we serve. Our vision is that by 2025, UNLV will be recognized as a top tier public university in research, education, and community impact.

UNLV's Top Tier Vision

UNLV's drive to rise among the nation's top public research universities took a major step forward this week when it was elevated to R1 "very high research activity" status by the Carnegie Classification of Institutions of Higher Education.

R1 is the gold standard for university research classifications, and out of 4,000 institutions nationwide, UNLV now is one of just 130 with the distinction. UNLV had been classified as "high research activity," or R2, in Carnegie's last update in 2015.

The news comes as UNLV continues to press forward on its Top Tier Initiative, a campuswide strategic plan to join the ranks of the nation's top public universities in research, education, and community impact by 2025. This plan includes earning the top classification by Carnegie.

"This achievement is validation of the commitment and efforts of many individuals, and a step along our journey for UNLV to be the very best it can be," said UNLV President Marta Meana. "Reaching the highest Carnegie classification is years in the making and will have a wide-ranging impact from recruitment of top faculty and students, to broadening our research efforts, to attracting new businesses that will boost economic growth in our state. This is a proud day for UNLV and the community, and we will continue our meaningful work in Southern Nevada and beyond."

According to Carnegie's classification website, data from the National Center for Education Statistics and National Science Foundation (NSF) surveys is pulled to determine the classifications. The organization calculates research activity in a variety of categories, including but not limited to doctoral degrees granted, NSF-reported research expenditures, and the number of post-doctoral and non-faculty researchers.

NSF-reported research expenditures are on the rise at UNLV, from \$42 million in fiscal year 2015 to \$66 million in 2017. The university has also grown its doctoral programs across the disciplines and is awarding more doctoral degrees overall, moving from 124 research doctoral degrees in 2013-14 to 162 degrees in 2017-18.

“We could not have reached this major milestone of our Top Tier strategic plan without all the hard work, dedication and ongoing collaboration among our college deans, chairs, faculty, and staff,” said UNLV Provost and Executive Vice President Diane Chase. “It is a testament to the spirit of our UNLV faculty, staff and students whose creativity and innovation drive so much of our research.”

UNLV joins 18 other institutions, including the University of Nevada, Reno, as new arrivals to Carnegie's top classification for 2018.

The Carnegie Classification has been the leading framework for classifying the research activities of colleges and universities in the U.S. for more than 40 years. The first classification was published in 1973, nearly 20 years before UNLV awarded its first Ph.D. in English in 1991.

UNLV's first Carnegie designation was earned in 1987, when it was classified as a “Comprehensive I” institution, recognizing its offering of graduate education through master's degrees. Seven years later, UNLV was reclassified as a “Comprehensive Master's-granting University,” with more than 40 master's degrees, and earned a “Doctoral/Research University-Intensive” designation in 2000.

Since 2000, UNLV has greatly expanded its graduate degree programs campuswide, which includes a School of Dental Medicine and the Boyd School of Law, both firsts for Nevada, and a School of Public Health. UNLV awarded 171 professional practice degrees – in law and dental medicine – last year, with those numbers expected to rise with the 2017 launch of the UNLV School of Medicine.

About UNLV

UNLV is a doctoral-degree-granting institution of more than 30,000 students and 3,500 faculty and staff that is recognized as “very high research activity” by the Carnegie Classification of Institutions of Higher Education. UNLV offers a broad range of respected academic programs and is on a path to join the top tier of national public research universities. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada.

UNLV's Top Tier Mission

UNLV's diverse faculty, students, staff, and alumni promote community well-being and individual achievement through education, research, scholarship, creative activities, and clinical services. We stimulate economic development and diversification, foster a climate of innovation, promote health, and enrich the cultural vitality of the communities that we serve.

We will evaluate our success as a leading research university by our progress on these key measures:

- Impact of our research, scholarship, and creative activities.
- Student achievement of learning outcomes.
- Placement into preferred employment or post-graduate educational opportunities.
- Student, faculty, and staff diversity, including maintaining UNLV's Minority Serving Institution (MSI) status and Hispanic Serving Institution (HSI) status.
- Intellectual activity, patents, and entrepreneurial activity fostered by UNLV.
- Quality and impact of our clinical services.
- Alignment of our physical infrastructure and organizational effectiveness with our Top Tier mission.
- A deeper engagement of UNLV with Las Vegas and our region to ensure ongoing alignment with our diverse community's needs and interests.
- Carnegie Classification criteria (research expenditures; doctoral degrees granted per year; number of non-faculty research staff, such as postdocs; and Carnegie Community Engagement status).

As a measure of overall university effectiveness and progress, UNLV will prepare, implement, and disseminate a progress card.

UNLV's Core Themes

The core themes of UNLV, the objectives, and their indicators of achievement express the mission of the university. The core themes describe in broad statements what UNLV plans to accomplish and reflect the values that are shared by faculty and staff. Evaluation of the metrics associated with the indicators of achievement will demonstrate how effectively UNLV is carrying out its mission.

- Core Theme 1: Advance Student Achievement
- Core Theme 2: Promote Research, Scholarship, Creative Activity
- Core Theme 3: Create an Academic Health Center
- Core Theme 4: Foster Community Partnerships

UNLV Graduate College: Mission Statement and Goals

The Graduate College provides strong leadership to facilitate Top Tier graduate education, extend educational opportunities to graduate students, ensure the consistent and fair application of policies, and provide support for graduate faculty and programs by cultivating an environment in which the highest quality graduate scholarship and research can thrive. Our guiding principles are: excellence, equity, diversity, opportunity, and impact. These core values reflect our commitment to creating a campus culture in which graduate education and graduate students flourish. The role of the Graduate College is to promote excellence in

graduate education, and foster a community of graduate faculty and scholars that is characterized by diversity, openness to new ideas, and the production of cutting edge research, scholarship and creative activity, and to provide 100% Solutions.

Goals

The overarching and guiding goals of the Graduate College are:

1. To establish and maintain University-wide graduate standards, policies, and best practices that advance our top tier mission and promote excellence.
2. To support program-level graduate requirements and policies, as well as graduate curriculum and innovative new program development.
3. To successfully recruit, admit, retain, progress, support, and graduate a diverse and outstanding graduate student body.
4. To provide outstanding opportunities for career and professional development throughout the graduate student lifecycle.
5. To foster scholarly and creative excellence among the graduate faculty and graduate students through research, teaching, and professional development opportunities.

Objectives

The organization of the Graduate College supports the accomplishment of these major objectives, in pursuit of our goals:

1. To establish and maintain NSHE, University, and Graduate College policies and standards in a fair, consistent and equitable manner.
2. To strategically create high quality, innovative, and responsive traditional and interdisciplinary graduate programs that meet the needs of the region, the state, and the broader discipline, and to periodically review all graduate programs via routine assessment and scheduled program review processes to ensure high quality educational programs.
3. To support and maintain academic quality in graduate programs and curriculum, through collaboration with graduate programs, the Graduate Council, and the Faculty Senate program review process.
4. To increase graduate student diversity and quality through focused outreach strategies and internal programming targeted at identifying, admitting, and supporting under-represented applicants and all students.
5. To be attentive to graduate student retention issues and improve graduation rates through strategic tracking and assessment mechanisms, effective outreach, seamless support to graduate programs, student professional development opportunities, and an overall paradigm of service to our constituents.
6. To enhance opportunities and support available for graduate student funding in the form of graduate assistantship (GA) packages, research funding, scholarships, and fellowships.
7. To provide responsive and efficient customer service and support to our constituents as befits our 100% Solutions mantra.

8. To support and enable graduate faculty governance, and to nourish a climate of excellence for and among our graduate faculty, including graduate faculty support for outstanding graduate student mentorship.
9. To work closely with the Graduate Council, graduate faculty, the Graduate & Professional Student Association (GPSA) and graduate students, and graduate programs, to achieve our shared goals and enhance the graduate community at UNLV; we strongly believe that striving for excellence is a collaborative effort.

UNLV School of Integrated Health Sciences

The School of Integrated Health Sciences (IHS) is under the Division of Health Sciences, which also includes the Schools of Dental Medicine, Nursing, and Community Health Sciences. The School of Integrated Health Sciences at the University of Nevada, Las Vegas houses the departments of:

- Health Physics and Diagnostic Sciences
- Kinesiology and Nutrition Sciences
- Physical Therapy
- Brain Sciences (Occupational Therapy Program)

The School of Integrated Health Sciences prepares students for entry-level health-related positions and further graduate or professional studies with classroom instruction, laboratory/clinical practice, research, and mentoring.

Integrated Health Sciences offers multiple undergraduate and graduate degree programs, minors, certificate programs, and a post-baccalaureate dietetic internship.

Students interested in medical physics, nuclear medicine, comprehensive medical imaging, radiochemistry, and radiography should contact the Health Physics and Diagnostic Sciences department. Those interested in athletic training should contact the Kinesiology and Nutrition Sciences department.

Students have opportunities to participate in and lead research studies with access to many on-campus laboratories and guidance by experienced faculty members. Since some programs can be entered on a competitive basis only, students should contact the respective program director for additional admissions details.

The School of Integrated Health Sciences continues to make a positive impact and fosters evolutionary changes in health care on local and national levels. The demand for exceptional care and for caring, knowledgeable professions is at an all-time high. The school meets that demand by graduating students who are expertly trained and prepared to not only continue the delivery of top-notch health care but also advance innovation, research, and enhanced delivery methods throughout the industry.

Faculty and staff within Integrated Health Sciences hail from around the globe and bring their experiences within government agencies, professional associations, research collaborations, and industry-leading organizations to their classrooms. Their work appears in a host of peer-reviewed publications, contributes to the school's active research program, and supports UNLV's goal of becoming a nationally recognized, Tier One institution.

Contact information for the Dean of the School of IHS is listed below.

University of Nevada, Las Vegas
School of Integrated Health Sciences
Box 453019
4505 S. Maryland Parkway
Las Vegas, NV 89154-3019
Phone: 702-895-3693
Fax: 702-895-1356
Email: Integratedhealthsciences@unlv.edu
Campus Location: Rod Lee Bigelow Health Sciences, Room 542

UNLV Nutrition Sciences

The Nevada Board of Regents approved the Bachelor of Science degree in Nutrition Sciences in the College of Health Sciences (now the School of Integrated Health Sciences) at UNLV in June of 1999. The School of IHS provides an appropriate environment for the support of a science based program emphasizing medical nutrition therapy, reflective of a current trend in nutrition programs across the nation. As our nation assesses our current medical care, medical reimbursement, and welfare reform programs, the time is right for emphasis to be placed on nutrition as prevention of chronic disease, employee productivity, and reduced medical expenses for acute and chronic disease. A nutrition degree program within a School of IHS affords a perfect opportunity to include medical nutrition therapy in the education of future health care providers and develop a nutrition degree program with a strong medical perspective.

Nutrition Sciences prepares students for the health care field with an evidence-based approach to nutrition and dietetics and medical nutrition therapy. Nutrition Sciences programs are student-focused with contact hours provided through lecture-based courses, laboratory courses, and field experiences supervised by registered dietitians/nutritionists. Summer and part-time work, or volunteer experiences in the profession, are encouraged to help bolster a competitive application for the dietetic internship. Nutrition and dietetics professionals have a unique knowledge of the science and art of nutrition. The blend of scientific knowledge and social and cultural factors influencing what people eat enables registered dietitians/nutritionists to assist individuals in health promotion, disease prevention, and disease management.

The Nutrition Sciences Programs, within the Department of Kinesiology and Nutrition Sciences, currently offers a Bachelor of Science degree, a Didactic Program in Nutrition and Dietetics (DPND), a Dietetic Internship Program, and an MS in Nutrition Sciences Program. The DPND program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition & Dietetics through June 30, 2024 and the Dietetic Internship through June 30, 2027. Contact information for ACEND is:

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: (800) 877-1600, ext. 5400

E-mail: acend@eatright.org

Website: <http://www.eatright.org/acend>

Bachelor of Science in Nutrition Sciences

The Bachelor of Science in Nutrition Sciences degree is designed to prepare students with an interest in human nutrition to enter the health care field. Programs within Nutrition Sciences are student-focused with contact hours provided through lecture-based courses, laboratory courses, and field experiences with practitioners. Summer and part-time work or volunteer experiences in the profession are encouraged.

Concentrations

- **Dietetics:** This general program will allow students to meet all Didactic Program in Nutrition and Dietetics (DPND) requirements.
- **Sports Nutrition:** This concentration allows the students to take specialized courses in sports nutrition and kinesiology. Students in this concentration will meet DPND requirements.

Career Possibilities

Graduates will have a B.S. degree in Nutrition Sciences. They may also have chosen to complete the requirements set by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy Nutrition and Dietetics (AND) for the Didactic Program in Nutrition and Dietetics (DPND). If the student goes on to complete the requirements to become a Registered Dietitian/Nutritionist (RDN) (completing the ACEND-Accredited Dietetic Internship and passing the national Registration Examination for Dietitians) they will have earned the Registered Dietitian/Nutritionist (RDN) credential. With the RDN, the graduate's career choices are much broader enabling them to be eligible for positions as clinical dietitians in hospitals and other health care facilities, such as long term care agencies. In addition, the RDN credential is required to become licensed in states that require this for dietetics practice (Nevada is a state that requires a license for nutrition and dietetics practice).

Nutrition Sciences graduates may also enjoy helping professional or student athletes in sports ranging from sprinting to stock car racing. Others may find employment in health clubs, spas, or neighborhood gyms. Others may work in food service for corporations, schools, airlines and the military. Those with inquiring minds may prefer the laboratory,

conducting experiments for quality assurance departments, new products offices or drug companies to delineate metabolic pathways. As a young, emerging science, nutrition will be offering opportunities in the future that today are unforeseeable.

INTRODUCTION TO THE UNLV DIETETIC INTERNSHIP PROGRAM

Mission

To prepare and graduate entry-level Registered Dietitian Nutritionists (RDNs) who have the skills and knowledge to be comfortable and competent in their first employment opportunity, serving as professionals capable of providing excellent nutrition and dietetics services to the community. The UNLV DI will provide dietetic interns with a variety of practical experiences that 1) challenge their application of didactic knowledge, 2) are broad in scope and provide the entry level knowledge and skills outlined in the competencies/student learning outcomes determined by ACEND, 3) take place in facilities that are common to our profession (i.e., hospitals, community settings), 4) encourage participation in educational and professional activities, and 5) introduce DI students to a culturally diverse population in a fast growing city. Evidence-based practice will be emphasized throughout the DI program.

Program Goals and Objectives

Program Goal 1

Prepare program graduates to become competent entry-level practitioners in dietetics.

Program Objectives for Goal 1

1. At least 80% percent of program interns complete program/degree requirements within 10.5 months (150% of the program length) (Clinical Concentration)/within 11.6 months (150% of the program length)(Food Insecurity-Food Banking Concentration).
2. Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
3. 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%.
4. Of graduates who seek employment, 70% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
5. At least 80% of employed graduates will rate themselves as being prepared for their first job (Rating scale: "well-prepared", "prepared", "somewhat prepared", and "not well-prepared").
6. At least 80% of employers will give program graduates in their employ a mean rating of 3 or "satisfactory" for graduate's preparation for entry-level practice. (Rating scale: 5 = consistently exceeds expectations; 4 = consistently meets, sometimes exceeds expectations; 3 = consistently meets expectations; 2 = fails to consistently meet expectations; 1 = does not meet expectations).
7. At least 70% of program graduates will report being comfortable working with a culturally diverse population (to serve the needs of the Las Vegas Community).

Rating scale: “very comfortable”, “comfortable”, “somewhat comfortable”, “and uncomfortable”.

8. At least 70% of the program graduates will report being prepared to work with a culturally diverse population (to serve the needs of the Las Vegas Community).
Rating scale: “very prepared”, “prepared”, “somewhat prepared” and “not prepared”.

Program Goal 2

Prepare program graduates to participate in continuous learning/ professional development activities.

Program Objectives for Goal 2

1. At least 80% of credentialed program graduates will submit their learning plan to CDR within 12 months of earning the RD credential.
2. At least 80% of program graduates will indicate that they participate in continuing education and professional development activities.

Program Outcomes Data are available upon request. Please contact dietetic.internship@unlv.edu.

UNLV FACULTY AND PRECEPTORS

UNLV Contact Information

Name	Phone
Dr. Laura Kruskall, PhD, RDN, LD, CSSD, FACSM, FAND DI Program Director	Office: 702-895-4985 Cell: 702-274-0370 (text preferred) laura.kruskall@unlv.edu BHS 330
Dawn Matusz, MS, NDTR DI Program Coordinator Rotation Coordinator: Community, FB-FI	702-895-4985 Fax: 702-895-5081 Cell: 702-234-0057 dawn.matusz@unlv.edu or dietetic.internship@unlv.edu BHS 330
Clinical Liaison: Nancy Zheng	408-386-7477 nancy.zheng@unlv.edu

Preceptor Contact Information: See Rotation Schedule

Structure of the Program

The UNLV Dietetic Internship (DI) is administered through the UNLV Department of Kinesiology and Nutrition Sciences. The program consists of 1200 hours of supervised practice in community nutrition, food service management, and clinical nutrition and dietetics, plus additional hours for orientation, classroom activities, homework, and professional meeting attendance. All hours are scheduled to be completed in 31-32 weeks. Students enrolled in the Food Insecurity-Food Banking (FI-FB) concentration will have an additional 3 weeks (120 hours) to complete with experiences dedicated to that specialty area. Both the DPND and Dietetic Internship are designed to provide well-trained, entry-level nutrition & dietetics professionals for the growing Southern Nevada region.

In order to become a Registered Dietitian/Nutritionist (RDN) students must:

- Complete and ACEND-Accredited Didactic Program in Nutrition and Dietetics (DPND).
- Apply for, become accepted into, and complete an ACEND-Accredited Dietetic Internship (DI). The UNLV DI meeting this step in the process.
- Pass the Commission on Dietetic Registration (CDR) National Registration Examination for Dietitians. The eligibility requirements for this exam and exam content are set by CDR. Additional information can be found at <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification> and <https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>

- NOTE: Effective January 1, 2024, students must hold a M.S. degree in order to sit for the National Registration Examination for Dietitians. UNLV does offer a M.S. in Nutrition Sciences degree, requiring application for admission after earning the B.S. degree.
- NOTE: Once the RDN credential is earned, one may apply for their Dietetics license in Nevada. No additional courses or credentials are required to be eligible for the license to practice. Information about this process can be found at:
<http://dpbh.nv.gov/Reg/Dietitian/Dietitian - Home/>

The DI is designed to prepare interns to meet entry-level skills expected of the Registered Dietitian Nutritionist (RDN). In 2019 the UNLV DI received Full Accreditation from The Accreditation Council for Education and Dietetics (ACEND) of the Academy of Nutrition of Dietetics. The program is accredited through June 30, 2027. The contact information for ACEND is listed below:

The Accreditation Council for Education and Dietetics
 Academy of Nutrition of Dietetics
 120 South Riverside Plaza, Suite 2190
 Chicago, IL 60606-6995
 Phone: (800) 877-1600, ext. 5400
 E-mail: acend@eatright.org
 Website: <http://www.eatright.org/acend>

Interns must apply to the UNLV Graduate College as a non-degree seeking graduate student and will receive a total of 6 graduate credits. There is an application fee required for this process. Interns must be enrolled in NUTR 796 (Supervised Practice: Community Nutrition), NUTR 797 (Supervised Practice: Foodservice Management), and NUTR 798 (Supervised Practice: Clinical Nutrition). Upon successful completion of the program, these credits will become part of the official transcript and can be used as elective credit towards earning the M.S. degree in Nutrition Sciences at UNLV. Other institutions of higher education may choose to allow a transfer of these credits- it is up to that intuition. In addition, the DI consists of a minimum of 1200 contact hours (40 hours per week for seven months). Those students in the Food Insecurity-Food Banking (FI-FB) concentration will complete a minimum of 120 additional hours throughout the program. An additional 15-20 hours per week will be required for preparation of the rotations and to complete assignments in fulfillment of the graduate courses. Upon successful completion of the DI, students will be eligible to take the National Registration Examination for Dietitians.

The program currently accepts up to 34 interns per year, up to 17 in each seven-month period [3 each round dedicated to the FI-FB concentration]. Of the 1200 hours minimum, 680 are devoted to clinical experience, 240 to food service management, 240 to community experience, and 40 for an elective experience that is developed by the intern and approved by the preceptor. Students in the FI-FB have 120 additional hours to complete. Below is an overview of the rotations with a sample schedule included. The community experience will

take place at various sites in the Las Vegas community. For the food service and clinical rotations, interns will be placed at one of the several participating hospitals: Sunrise Hospital, St. Rose, Summerlin, Desert Springs, Southern Hills, Mountainview, Spring Valley, Henderson, Centennial Hills, Horizon Specialty, Mountains Edge Hospital, University Medical Center, or the VA. Below is an overview of the rotations. Interns are assigned their sites for the program. Students are not required to locate their own learning sites unless desired in the elective week. Please note, students must choose an elective week at a site where an Educational Affiliation Agreement (EAA) is executed. If a student wishes to pursue another site, the DI Director must approve the site. Attempts will be made to obtain an EAA, but it cannot be guaranteed. If an EAA cannot be executed, the intern must choose another experience.

Community Nutrition Overview

The goal of the Community Component of the Dietetic Internship is to provide the intern with the opportunity to observe and gain information from a variety of diverse community nutrition programs as well as a more intensive work experience in one or two aspects of community nutrition programming. This format will provide each intern with the opportunity to observe the diversity within community nutrition and to actively participate in nutrition program development and implementation. Topics pertinent to all areas of practice such as professional development and the Code of Ethics will be covered in detail during the Community Rotation. The Community Nutrition Component of the dietetic internship will provide 240 hours of supervised practice.

Learning Experiences

Each intern will spend 4-6 weeks at a single site. Interns may be assigned additional days at other sites, depending on availability of preceptors at those sites. The in-depth site learning experience provides the interns with the opportunity to participate in the development and implementation of nutrition programming to a great degree. The goal of these rotations is to provide the intern with a broad perspective of the variety of nutrition programming in the community and the duties performed by an RDN at these various sites.

At each site the intern will learn about the mission and vision of the agency/organization, funding source, target audiences served and major program areas within the agency/organization. (S)he will also work on specific aspects of nutrition programming within the agency/organization. At the in depth site each intern will also work on a specific project that culminates in a written and oral report. The oral reports will be scheduled for presentation that is open to current Nutrition Sciences undergraduate students. This will provide an audience for the interns and an opportunity for undergraduate students to observe one component of the internship program. Depending on the particular project in which the intern is involved (s)he may participate in the needs assessment/planning component of a program under development, implementation of a new or existing program, program marketing or a program evaluation. The specific learning experience for each intern will depend on the particular agency/organization at which the intern spends his/her rotation and the programming of that agency/ organization.

Assignments are made based on a student's background coming into the program and efforts will be made to give each student a different experience from those already received prior to admission to the DI.

Classroom Experience and Reports

The interns will spend an additional 8-12 hours participating in formal class sessions during their community rotation plus time spent giving their final oral presentation. Other meetings will be held occasionally throughout the internship experience. Part of the meeting time will be devoted to presentations by preceptors and guest speakers designed to provide additional background and knowledge to interns on specific nutrition and health topics such as coding and billing, nutrition policy, and the legislative process. A portion of the meeting time will be for interns to present case studies, project reports, or panel discussions for DPND students.

Competencies

Activities assigned at the in depth learning sites and through classroom assignments will enable the interns to meet the required competencies related to community programming and operation. Because of the unique nature of the activities performed by specific organizations/facilities or specific RDN's, these sites have been asked to specifically provide activities relative to meet the ACEND competencies.

Food and Beverage Management Rotation Overview

Each student will spend 6 weeks in the food service management rotation. Individual projects will vary and will be assigned by the preceptor at the start of the rotation. During the six-week period, interns will learn and acquire skills in the following areas: Production (assessing inventory, ordering, deliveries/receiving, storage, production sheets, food production, entree preparation with patient survey); Tray line supervision for breakfast and dinner shifts (introduction, times, temperatures, scheduling, and presentation); Cafeteria, physician's lounge; Catering (operations, scheduling, presentation, cashier duties, food safety, cleanliness), and Diet Office/Diet Technician duties/supervision.

Clinical Rotation Overview

Each intern will spend 17 weeks in the clinical rotation. During the seventeen-week period, interns will learn and acquire skills in the following areas:

- Orientation to facility, diet office, and modified menu planning.
- Nutritional Screening and Assessment.
- The Nutrition Care Process and Medical Nutrition Therapy for various disease states (i.e. Outpatient Care, Weight Management, Diabetes Mellitus, Gestational Diabetes Mellitus, Cardiopulmonary Diseases, Gastrointestinal Diseases, Oncology, Orthopedics and Surgery, Rehabilitation and Neurology, Intensive Care and Nutrition Support, Renal Disease, Pediatrics, Trauma).

Elective Experience

Each intern will develop an idea for a one-week elective experience and will obtain approval from the DI Director and preceptor to complete this rotation.

Staff Relief

Interns doing supervised practice will not be used to replace employees. Interns must, however, learn various roles and will sometimes act like a manager and step into an unplanned role or position for the effective function of the unit. Interns are assigned a staff relief rotation at the end of the program that ensures the student can meet entry-level practice in nutrition and dietetics.

Food Insecurity-Food Banking Concentration

Students in this concentration will complete an additional 120 hours throughout the program at the UNLV Food Pantry as part of the UNLV Nutrition Center and/or Three Square Food Bank. Students will conduct mini assessments of willing clients, develop recipes, and develop and deliver education related to addressing food insecurity and related issues with health and academic performance.

Program Admission and Selection of Interns

Students may apply for one or both of the concentrations. The Clinical Concentration admits up to 14 students per round. The Food Insecurity-Food Banking Concentration admits up to 3 students per round. Students are evaluated and ranked separately for each concentration. Applicants are reminded to enter the proper code for the desired concentration(s) in D&D Computer Matching and must indicate the desired concentration(s) in the supplemental application. Applicants applying for both concentrations have the option of a) writing one personal statement for both concentrations, or b) writing a personal statement for each concentration, placing the second personal statement in the supplemental materials section of the DICAS application.

Successful applicants must meet the following minimum admission standards:

- A baccalaureate or advanced degree from a regionally accredited four-year college or university.
- Minimum overall GPA of 2.75 (4.00 = A) for the bachelor's degree. The 2.75 minimum GPA applies to the total, sciences, and DPND GPAs.
- Didactic Program in Dietetics Verification Statement or Intent to Complete Form.

If accepted into the DI Program, students must complete an application to the UNLV Graduate College to become a non-degree seeking student. This application can be found at http://graduatecollege.unlv.edu/prospective/non-degree/become_a_student/. THIS STEP IS ONLY FOR ACCEPTED INTERNS. DO NOT COMPLETE THIS STEP AS PART OF THE APPLICATION PROCESS. There is a fee to apply.

Selection of Applicants

Applications are reviewed by UNLV Nutrition Sciences faculty, one of which is the DPND Director and Community Preceptor. We examine GPA (science, DPND, and overall), work and volunteer experience, and letters of recommendation. Applicants are compared to others in the pool, so it is different each round. We often have had many high quality applicants, who excel in all three areas. The best thing to do is to make sure those areas are strong. We cannot disclose the information in your letters, so you must judge the quality of your letters by talking to the person you selected to write for you. Unfortunately, if your GPA is not stellar, then the only way to correct that is to re-take classes and we realize this is not an easy or inexpensive endeavor. Gaining experience is always an option and through that experience, it may be possible to gain strong letters.

Successful candidates are strong in all three areas and demonstrate exceptional skills through projects or experience. These individuals clearly demonstrate their skills, relate it to the internship, and are perfectly polished in the interview process.

If selected for an interview, applications are forwarded to our Hospital Preceptors. The interview is a panel with the DI Director, DPND Director/Community Preceptor and preceptors from our hospitals. Interviews can be done in person or via Skype and are 15-20 minutes in length.

If applying for both concentrations, students will be ranked separately in each of the two concentrations. It is possible to be interviewed for positions in one or both concentrations.

STUDENT RESPONSIBILITIES (TO ALLOW SUPERVISED PRACTICE EXPERIENCE AT THE SITES)

Students who are accepted into the program must:

1. The Program Coordinator's name is Dawn Matusz. She and the DI Director will be contacting you frequently, primarily through email. Please make sure you respond to our messages.
2. Once you are enrolled at UNLV, you will be given a UNLV email address. This is the address that will be used once the program begins. If you have another email address, you may want to forward to your UNLV address since that is our method of communicating with you. You must respond to our email messages.
3. You will need to apply to the UNLV Graduate College as a non-degree seeking student. Go to: http://graduatecollege.unlv.edu/prospective/non-degree/become_a_student/ and follow the instructions for Non-Degree Graduate Student Application. Once this is processed, you will receive an NSHE ID number. This number will allow you to register for courses. There is an application fee.
4. Once you are admitted to the Graduate College as a non-degree seeking student, you will need to enroll for three, two credit courses (NUTR 796, Supervised Practice: Community Nutrition; NUTR 797, Supervised Practice: Food Service Management; and NUTR 798, Supervised Practice: Clinical Nutrition). We will assist you in getting registered as the call numbers are not published.
5. You will be billed for program tuition and fees through MyUNLV. Once you have your NSHE number, you will have access to this. Please email Dawn if you need assistance.
6. You will have to complete a criminal background check and 8-panel drug screen through Pre-Check or Complio. You will be given instructions on which system to use. Immunizations must be submitted to this system and will be verified. You must be able to produce your immunization records to your assigned hospital and/or community site upon request. The cost is ~\$120.
7. Obtain a food handlers card. This can be obtained through the Southern Nevada Health District. For more information about SNHD call 702-759-1000 or visit their website at www.southernnevadahealthdistrict.org.
8. You will need to be CPR/BLS certified through the American Heart Association.
9. Complete a two-step TB test. Many students choose to go to UNLV Student Health or the Southern Nevada Health District. For more information about SNHD call 702-759-1000 or visit their website at www.southernnevadahealthdistrict.org. You may choose another medical provider if you choose. PLEASE BEGIN THIS PROCESS NOW AS IT TAKES TIME.
10. Provide proof of immunizations (2-step TB, MMR, Chicken Pox (Varicella), Hep B, Tetanus & Diphtheria (or Tdap), Influenza). COVID-19 vaccination protocols are being established and must be followed. More information will be provided as this evolves.
11. Medical insurance coverage, and a statement from your physician that you are in good health and that you can complete the DI. This letter needs to come from an

- MD, DO, PA, or Advanced Nurse Practitioner (APN) (See above- immunizations will be submitted through the Pre-Check or Complio system).
12. A couple of you may need additional testing (it will depend on who I assign to which site). I will be working on that over the next several weeks. I will notify you if you need additional testing.
 13. Provide proof of Academy of Nutrition & Dietetics (AND) membership.
 14. Student Membership in the Nevada Academy of Nutrition of Dietetics: Cost Varies. Free if selected as part of your national membership.
 15. Obtain liability insurance from Proliability (<https://www.proliability.com/professional-liability-insurance/students-individuals.html>).
 16. Provide a copy of your official DPND Verification Statement. This is the document you will receive from your DPND Director once you complete all of your coursework.
 17. Provide a copy of your official transcript with degree posted. Please check with your university to see when degrees are posted.
 18. Orientation will be via WebEx on January 11, 12, & 13, 2021. Your rotations will begin on Monday January 18th and will continue for 30 weeks (33 weeks for the FB-FI concentration). If you are not compliant with your paperwork and assignments, we cannot admit you to the internship. Parking permits can be purchased from UNLV Parking services. You may also use the parking meters. If you need to make copies of anything, you are welcome to come early and use our machine.
 19. Fingerprinting, which can only be done at Metro's Fingerprint Bureau. Students need cash.
 20. VA interns will need Federal Fingerprinting as well. Once I have the rotation schedules finalized, I will let you know if you are one of those interns. Please do not take care of this step until I notify you if you need local or Federal fingerprinting.
 21. Lab Coat may be required.
 22. Instructions will be given to pick up name tags.

ASSIGNMENTS & PREPARATION FOR THE INTERNSHIP

1. Training for all Interns:
 - Online Training Through UNLV Risk Management:
 - <http://rms.unlv.edu/occupational/training>
 - Back Safety
 - General Workplace Safety
 - HIPAA
 - Blood Borne Pathogens
 - Radiation Safety for Radiation Producing Devices
2. Once you are registered, you will need to go to WebCampus/Blackboard. This is accessible on the UNLV homepage. This is a website for the course. It will appear as NUTR 796, 797, 798 when you log in.
3. Please purchase Cengage Unlimited for 12 months (separate instructions will be sent). You will be reimbursed in the form of a scholarship. You may add as many text books as you wish with your unlimited subscription. For example, in addition to

- the 2 books required below, you may add their MNT book, general nutrition texts, food science, food service etc books. You can access these for the full year.
4. Add Nelms Medical Nutrition Therapy- A Case Study Approach to your Cengage Unlimited Account. Access the **[Link to MindTap \(Clinical Case Studies\)](#)** in the Modules area of Webcampus. Complete these activities. You will also see these in the Assignments area, but I prefer to work in Modules.
 5. Add Nelms Medical Nutrition Therapy- A Case Study Approach to your Cengage Unlimited Account. Access the **[Link to MindTap \(Medical Terminology\)](#)** in the Modules area of Webcampus. Complete these activities. You will also see these in the Assignments area, but I prefer to work in Modules.
 6. I will be sending (or putting on your webpage) a few additional exercises for you to complete. You will need resources from your DPND Program to complete these (i.e. a Nutrition Assessment book, a MNT book, a medical dictionary, etc). Cengage has many great texts that you can add to your account at no additional cost!

COST TO STUDENTS

Dietetic Internship Program Costs

Students participating in the UNLV DI will be responsible for the following costs (subject to change annually):

- Enrollment as a student for 6 credits of nutrition practice (NUTR 796, NUTR 797, NUTR 798).
- Tuition is currently \$305.50 per credit + fees for Nevada residents and \$305.50 + \$336 per credit + fees for out of state residents. Fees are approximately \$500 (not including late fees and reinstatement fees). Please go to <http://www.unlv.edu/cashiering/tuition-fees> for more information and updates.
- Fees for the DI are \$6,000 for 1,200 practice hours.
- Total program fee, UNLV tuition and fees = approximately \$8,333 for Nevada residents and \$10,349 for non-residents.
- Health insurance is required. Cost varies.
- Criminal Background Check, Drug Screen, and Immunization Record Verification. Specific instructions are given to students admitted to the program. \$120.
- Select UNLV Risk Management courses. These courses are available to admitted interns through UNLV. There is no charge for these courses.
- A non-refundable \$50 internship application fee.
- Books: approximately \$200.
- Visual Veggies RDN Exam Subscription. Price varies depending on number of devices, method of installation, and additions (\$200-500).
- Supplies (calculator, general office supplies): approximately \$10.
- Personal room, board, and travel to practice sites.
- Liability insurance. The cost is \$35-40 per year, depending on chosen coverage.
- Parking at UNLV: \$56.25-112.50 for the term, \$12.50 per month, \$8 per week, or \$4 per day. A free lot is available and a short walk to the BHS building. Students will only

need parking for several days in the program and therefore daily permits are recommended.

- The median one bedroom rental unit in Las Vegas is approximately \$957-1,025 per month. This cost varies significantly with size, location, and amenities offered with the property.
- Depending on the housing that the intern selects. All sites within the program are within comfortable driving distance.
- Student Membership in the Academy of Nutrition of Dietetics: \$58.
- Student Membership in the Nevada Academy of Nutrition of Dietetics: Cost Varies. Free if selected as part of your national membership.
- Students must apply to the UNLV Graduate College if they are accepted to the internship. The Graduate College application fee is \$35.

Financial Aid

Most interns are not eligible for federal financial aid because the UNLV DI does not grant a degree. Most interns are eligible for private student loans. We will certify to lending agencies that the intern is enrolled in six graduate credits and is enrolled in full-time supervised practice. For more information on financial aid please visit:

<http://www.unlv.edu/finaid>.

CAREER OPPORTUNITIES

Upon passing the Registration Examination, career opportunities include clinical dietetics (hospital, outpatient, home care, long-term residential care), community dietetics, private practice, food service management, government, and private industry (wellness, sales).

EVALUATION PROCESS

A variety of constituencies are involved in the development of the program. The DI Director is the primary coordinator, but assistance is received from the program preceptors, and students. Interns are evaluated informally throughout each rotation and formally at the end of each rotation. Interns will meet at UNLV approximately twice per month to review progress towards meeting competencies. Specific evaluation rubrics are used to evaluate general performance regarding attitude and behavior and specific competencies. A rating of 3 or higher is required for each competency. **Please note that most satisfactory ratings will likely be at a 3. While 4s and 5s are possible, they are rare since your time in an internship is to make you a minimally competent dietitian, and may not be feasible to receive higher competency ratings/fully master particular topics in this amount of time.** If an intern receives a 2 or 1, a project improvement plan (or program improvement plan if multiple issues are observed) will be developed to help the intern meet entry-level competency in that area. The UNLV Clinical Liaison is a Graduate Assistant who is an RDN is available to provide extra help if needed. Based upon the feedback received from the preceptor, the DI director evaluates interns and decides if the intern has passed the rotation. The DI director will be in close contact with each preceptor throughout the year.

Interns will evaluate the rotations at the completion of the program. This feedback will be used to make modifications and/or improvements to the program. Feedback will also be sought from supervising dietitians.

The School of Integrated Health Sciences Dean will evaluate the DI Director annually. The DI Director is responsible for communication about the DI to all department members and university administrators.

POLICIES

It is viewed as a privilege for students to participate in the program. All interns must conform to the policies and procedures of the program and of the participating institutions. All aspects of the experience must be completed in a professional manner. Below is a list of such policies.

Tracking Supervised Practice Hours

Students in the Clinical concentration are required to complete a minimum of 1200 hours of supervised practice within the 7 month (30 week) program. Students in the Food Insecurity/Food Banking concentration are required to complete a minimum of 1320 hours of supervised practice within the 7.75 month (33 week) program. Please note, orientations, educational meetings and sessions and any travel time do not count towards these hours. Interns are provided with an electronic hours log for preceptors to approve and sign. In addition to total hours, students are also required to track patients of varying ages from infants to older adults and with various diseases and conditions. An electronic tracking form will be provided for you to easily track and document these specific experiences.

Assessment of Prior Learning

Completion of this program will not result in a graduate degree. Prior learning experience or earned credits from a graduate program cannot waive the requirement for registration into NUTR 796 (Supervised Practice: Community Dietetics), NUTR 797 (Supervised Practice: Food Service Management), and NUTR 798 (Supervised Practice: Clinical Dietetics). Registration in these courses is required in order to have access to university services.

Prior learning from employment will not be considered as a partial waiver of course credits or supervised practice hours. Interns with prior experience may be given assignments or projects that are appropriate for their background and that are most useful for the intern and the institution.

Dietetic Internship Program Completion Requirements

Students must successfully complete all of the competencies and student learning outcomes as part of the DI curriculum which meets the standards set by ACEND (see competency table and syllabi provided separately). Students/Interns are ultimately responsible for working with preceptors to ensure competencies are met. Our preceptors are very experienced with dietetic interns and the competencies. Interns are evaluated informally throughout each rotation and formally at the end of each rotation. Based upon the feedback received from the preceptor, the DI Director evaluates interns and decides if

the intern has passed the rotation. The DI Director will be in close contact with each preceptor throughout the program.

The program consists of 1200 hours of supervised practice in community nutrition, food service management, and clinical nutrition and dietetics, plus additional hours for orientation, classroom activities, homework, and professional meeting attendance. All hours are scheduled to be completed in 31-32 weeks. To meet ACEND requirements and receive a Verification Statement, students must complete the program within 150% of the expected timeframe (46.5-48 weeks). Students in the FB-FI concentration must complete a minimum of 1320 hours in 34-35 weeks and to meet ACEND requirements and receive a Verification Statement must complete the program within 150% of the expected timeframe (51-52.5 weeks).

UNLV DIETETIC INTERNSHIP PROGRAM EDUCATIONAL AFFILIATION AGREEMENT POLICY

Site Participation with the UNLV Dietetic Internship Program

Your site has been selected to participate in our UNLV Dietetic Internship Program due to many factors:

- You have an RDN/LD (or more) on staff who is dedicated to student learning through supervision and mentoring and is willing to formally assess student competence for entry level RDN work.
- Your hospital may be an official teaching hospital for UNLV. All facilities and community sites must execute an Educational Affiliation Agreement (EAA) for students to be on site. The UNLV DI Program Director, program staff, and UNLV Legal Counsel work with your facility to execute and maintain these agreements. You as a preceptor often does not need to do anything for this to happen. Occasionally we may reach out to you in the event of a personnel change in administration at your facility. These are kept on file with the UNLV Program Director and UNLV Office of the Provost. The DI Program Director maintains a spreadsheet of all active agreements with a timeline to initiate a renewal. Most EAAs are valid from three years of execution. Your facility may choose to retain a copy as well. Further information on the EAA policy is listed below.
- As a preceptor you must: 1) Be in good standing with CDR and hold the RDN credential; 2) Hold a license to practice dietetics in Nevada (LD); 3) Participate in continuing education; and 4) Complete a preceptor qualification form for UNLV.
- As a preceptor, you will be required to approve and sign student supervised practice hours. The program requires a minimum of 1200 supervised practice hours. Please note, travel time and passive educational sessions do not count towards these hours.
- Students give formal feedback to the DI Program after program completion (twice per year) regarding their preparedness for entry-level practice, the facility, and the preceptors. UNLV has never had to dismiss a site. In fact, most students comment on the talented and skilled preceptors in our program. The DI Program Director will notify you of any conflict or complaints.

Hospital/Medical Facility

Students placed at hospitals and medical facilities not part of The Nevada System of Higher Education (NSHE) require an Educational Affiliation Agreement (EAA) between UNLV and Hospital/Facility. Recitals:

- Hospital/Facility is the operator of Hospital/Facility; and,
- Hospital/Facility has the capability to provide a site for teaching and practical experience; and,
- Hospital/Facility has made it a professional responsibility to assist in the educational experience of students by providing a medical/clinical program; and,
- Institution is currently conducting programs for which it desires to obtain the assistance of Hospital/Facility to further the training and experience Institution's students can receive toward their educational objectives; and,
- Institution employs physicians/faculty interested in working at Hospital/Facility while retaining their status as employees of Institution.

Purpose and General Policy of the Affiliation:

- Institution and Hospital/Facility agree to affiliate and cooperate for their mutual benefit in order to provide a high standard of health and medical services to the public and to provide research and training programs for medical students, as well as greater service than would be possible without affiliating, through this Clinical Program. Each party may continue to provide professional or Hospital/Facility services outside of this affiliation.

Hospital/Facility seeks to achieve the following goals with this Agreement:

- To improve the quality of care while providing an environment conducive to education; To improve its recruitment ability; To establish an affiliate clinical program consistent with the values and needs of Hospital/Facility.

Institution seeks to achieve the following goals with this Agreement:

- To provide its students with the necessary clinical experience to prepare them for (medical/nursing/other) careers;
- To provide its students and faculty with the opportunity to stay current in the (medical/nursing/other) field; and
- To enhance and maintain strong ties to local Hospital/Facility.

Community Site

Students placed at community sites not part of The Nevada System of Higher Education (NSHE) require an Educational Affiliation Agreement (EAA) between UNLV and Hospital/Facility. Recitals:

- Placement Site is capable of providing a site for teaching and practical experience; and,
- Placement Site has made it a professional responsibility to assist in the educational experience of university students and is interested in providing assistance in particular to Institution with its curricula; and,

- Institution is currently conducting (teaching/other) programs for which it desires a Placement Site to further the training and experience of Institution's students.

Terms: In consideration of the mutual promises and conditions contained in this Agreement, Institution and Placement Site agree as follows:

- Institution and Placement Site agree to affiliate and cooperate for their mutual benefit. Placement Site will provide a facility for Institution students to obtain appropriate, high quality (practical/clinical) training and experience (Nutrition and Dietetics), and Institution will provide students to support the mission and efforts of Placement Site. The overall intention is to provide training and service with greater success than would be possible without affiliating.

In particular, Institution seeks to achieve the following goals with this Agreement:

- Provide its students with the necessary experience to prepare them for careers in nutrition and dietetics;
- Provide its students and faculty with the opportunity for professional interaction with practitioners to learn the newest techniques in the field; and
- Enhance and maintain strong ties to local organizations.
- Placement Site seeks to achieve the following goals with this Agreement:
 - Improve the quality of (teaching) while providing an environment conducive to program and experiential training;
 - Improve its recruitment ability; and
 - Establish an affiliate (clinical/other) program consistent with the values and needs of Placement Site.

NSHE Site

Students placed at an NSHE site requires a cooperative agreement that is made and entered into by and between the (name of institution) and the (name of institution), both entities within the Nevada System of Higher Education. The Standard Inter-Institutional Agreement Form set in the NSHE Procedure Manual is used for this purpose.

UNLV Site

For students placed within a unit at UNLV, an EAA is not required. A Memo of Understanding (MOU) may be completed if requested by one or both units.

UNLV Dietetic Internship Program Sample Calendar- Subject to Change

January Start Date

Date	Rotation	Location
Mid-January	Orientation	UNLV
Begin Mid-January Weeks 1-6 Week 4	Food Service Management Experience Sharing-Competency Check in	Assigned Hospital UNLV
Weeks 7-9 Week 8	Clinical Nutrition & Dietetics Experience Sharing-Competency Check in	Assigned Hospital UNLV
Weeks 10-15	Community Orientation Community Nutrition Policy Day & NVAND Reimbursement Representative	UNLV Assigned Multiple Sites UNLV
Week 15	Community Nutrition Community Presentations	Assigned In-Depth Site UNLV
Weeks 16-31 Weeks 18, 21, 24, 27	Clinical Nutrition & Dietetics Experience Sharing-Competency Check in	Assigned Hospital UNLV
2 days within clinical*	Clinical- Renal Dialysis	Davita Dialysis
1 week toward end of clinical	Elective Week	Chosen by Intern
Weeks 30-31 Week 30	Staff Relief Experience Sharing-Competency Check in	Assigned Hospital UNLV
Food Insecurity-Food Banking Concentration:		
Weeks 32-35 or throughout program	Food Banking	UNLV

*More time is possible at Davita Dialysis for students interested in renal dietetics

July Start Date		
Date	Rotation	Location
Early July	Orientation	UNLV
Begin Early July Weeks 1-6 Week 4	Food Service Management Experience Sharing-Competency Check in	Assigned Hospital UNLV
Weeks 7-9 Week 8	Clinical Nutrition & Dietetics Experience Sharing-Competency Check in	Assigned Multiple Sites UNLV
Weeks 10-15	Community Orientation Community Nutrition Policy Day & NVAND Reimbursement Representative	UNLV Assigned In-Depth Site UNLV
Week 15	Community Nutrition Community Presentations	Assigned Hospital UNLV
Weeks 16-31 Weeks 18, 21, 24, 27	Clinical Nutrition & Dietetics Experience Sharing-Competency Check in	Assigned Hospital UNLV
2 days within clinical*	Clinical- Renal Dialysis	Davita Dialysis
1 week toward end of clinical	Elective Week	Chosen by Intern
Weeks 30-31 Week 30	Staff Relief Experience Sharing-Competency Check in	Assigned Hospital UNLV
Food Insecurity-Food Banking Concentration:		
Weeks 32-35 or throughout program	Food Banking	UNLV

*More time is possible at Davita Dialysis for students interested in renal dietetics

UNLV ACADEMIC POLICIES

All UNLV policies can be found at <http://www.unlv.edu/>

Student Academic Misconduct Policy

The complete policy can be found at:

<https://www.unlv.edu/studentconduct/misconduct/policy>. The general headings are listed below.

- I. Expectations
- II. Academic Misconduct Violations – Definitions
- III. Procedures for Handling Student Academic Misconduct
- IV. Hearing and Appeal Procedures for Academic Misconduct
- V. Confidentiality of Records
- VI. Sanctions for Academic Misconduct
- VII. General Points
- VIII. Academic Integrity Appeal Board
- IX. Transcript Notation for Academic Misconduct

DI GENERAL POLICIES

- This Dietetic Internship is full time with no room for vacation time. There will be approximately 40 contact hours per week, plus additional time required for homework, reading, projects, case study preparation, etc. While you are on site approximately 8 hours per day, you must be available 24/7 for this program. Some weeks you may be assigned a traditional 8:00-5:00 schedule, while other weeks you may have a 6:00am - 2:00 pm or an evening schedule. Much of your time will be Monday-Friday, but other times you will be required to be on site on weekends.
- As mentioned in your invitation to interview, by accepting your appointment in to this program, you agree to be available for your assigned schedule during the entire length of the program.
- This program requires that you be on your feet or otherwise mobile for approximately 8 hours per day in a hospital kitchen, hospital medical and patient floors, and in various community settings. Traveling in person around the hospital setting (back and forth from patient floors to kitchen) is required in a timely manner in order to complete the assigned patient load for competency. Patient load will be increased throughout the program as students obtain competency in treating patients using the Nutrition Care Process.
- This program requires various vaccinations/immunizations (see website/subject to change). By agreeing to enter the program, you are agreeing to provide proof of vaccinations, immunizations, have titers drawn, or receive the required vaccinations/immunizations prior to the start of the program. There are many other items you must complete prior to beginning the internship (i.e. background check, fingerprinting, medical clearance, online training, and homework assignments). By agreeing to the interview, you agree to complete all assigned tasks by the date requested. This is critical for placement into hospitals and community sites. If you do not meet any of the deadlines, you may be dismissed from the program and will not be given another opportunity for admission.
- Please note that this program requires flexibility. We rely on practice sites for your experience and these sites and preceptors donate their time to your supervised practice. You may be assigned to a site early in the program and then have a change if the site becomes unavailable. While this does not happen often, it is a possibility.
- Participating facility. It is the intern's responsibility to confirm these policies with the preceptor prior to the start of the rotation. This includes use of cellular. Interns will contact the preceptor for each rotation the week prior to the start date of that rotation. Phone numbers for each preceptor are provided in this manual.
- Interns will conform to the dress code of the participating facility. Appropriate business attire is expected. A general work attire policy is included later in the manual. Interns will confirm the dress code with each preceptor prior to the start of the rotation.
- Interns will check in with the preceptor or supervising dietitian for their daily schedule. Interns will be responsible for confirming the next day's start time before leaving for the day.

- Many readings and assignments are to be completed prior to a given rotation or section of a rotation. Failure to complete such assignments will result in disciplinary action with the DI Director.
- Interns will conform to all policies of the phones, receipt of personal phone calls, and breaks. Failure to conform to such policies will result in disciplinary action with the DI Director.
- The internship does not allow for any vacation period given its short length. Any time off for the observance of religious holidays must be approved by the preceptor. Any time off will result in additional contact hours throughout or at the end of the program.
- All interns are responsible for entering the program with a strong didactic knowledge base. Some of the assigned readings will include a review of this material.
- Interns will are nor viewed as replacement employees and will not be treated as such. Interns, however, will act as “staff relief” towards the end of their clinical rotation where supervision is minimized in order to ensure that the intern can function as an entry-level dietetics professional.
- Any problems that arise during a rotation should first be discussed with the rotation preceptor. Interns may communicate any concerns to the DI Director at any time.
- Students must complete the program in 150% of the planned time for completion (45.5-52.5 weeks). Failure to complete the program in this time frame will result in dismissal from the program and a Verification Statement will not be issued.
- Alcohol or marijuana may not be used or present in the body while at a clinical site.

Statement of Responsibility

Each intern assumes all risks and is solely responsible for any injury or loss sustained while traveling to or participating in the UNLV DI, operated by the University of Nevada, Las Vegas, School of Integrated Health Sciences, at their rotation sites unless such injury or loss arises solely out of the sites gross negligence or willful misconduct.

School of Integrated Health Sciences Statement of Responsibility

As a student participating in an internship or off-site clinical training, the undersigned assumes all risks and is solely responsible for any injury, illness, or loss sustained while traveling to or from, or participating in the UNLV Dietetic Internship Program, operated by the Board of Regents of the Nevada System of Higher Education, the University of Nevada, Las Vegas, School of Integrated Health Sciences, and their agents, officers, and employees, at its rotation sites and throughout its programs unless such injury or loss arises solely out of the sites’ gross negligence or willful misconduct.

Attendance

Full-time attendance is required, as scheduled. Students are required to keep an hours log signed by the preceptor each week. Each student is expected to arrive on time each day during rotations. The day will begin and end at times established by the DI Director, preceptors and/or supervising dietitian and will reflect a schedule to allow completion of the supervised practice within the program time frame. Lunch periods and breaks are

assigned at the discretion of each individual preceptor or supervisor. No student shall expect, request, or otherwise arrange for altered hours or early release in order to participate in paid employment or any outside activity.

Student Absences

Students are expected to be in their assigned department, ready for instruction, at the assigned time. If the student is unable to be there for a legitimate reason, the student must notify the preceptor or supervisor immediately. It is at the discretion of the DI Director or preceptor to make up lost time from tardiness and/or sick leave based on the evaluation of progress toward student competencies. Students must be supervised by an RDN, LD and therefore make-up hours are limited to availability of your preceptor. Preceptors are volunteers in the program and are not required to alter their work schedule to accommodate lost time of a student.

Holidays

The preceptor for that rotation will determine time off on holidays. Any time off for the observance of religious holidays must be approved by the preceptor. Any time off will result in additional contact hours throughout or at the end of the program.

Staff Relief

Interns doing supervised practice will not be used to replace employees. Interns must, however, learn various roles and will sometimes act like a manager and step into an unplanned role or position for the effective function of the unit. Interns are assigned a staff relief rotation at the end of the program that ensures the student can meet entry-level practice in nutrition and dietetics.

Behavior and Conduct

In accordance with the University regulations on classroom conduct, the university statement on Academic Dishonesty, and the Code of Ethics, students in the UNLV DI must act in a safe and professional manner. Unsafe or unprofessional behavior displayed in the clinical practicum or classroom may be ground for immediate suspension from the program, regardless of previous academic or clinical performance.

Examples of unsafe or unprofessional behavior include, but are not limited to: inadequate preparation for safe patient care; failure to seek appropriate assistance with new or unfamiliar procedures; breach of patient confidentiality or other dishonest or unprofessional interactions with patients, family members, staff, faculty or peers; engaging in practice when not mentally or physically fit; placing or leaving a patient in a hazardous condition or circumstance; and/or failure to comply with safety regulations. In addition to these examples, students may be drug/substance tested at any time at the expense of the student. Having alcohol in your body while at a clinical site will result in dismissal from the program. Please note- while marijuana use is legal under defined circumstances in Nevada, it is not permitted at any time during the Dietetic Internship Program. Any student under the influence of alcohol, marijuana, or other illicit substance will be dismissed from the program.

Student Relationship with Clinical Personnel

During the internship experience, the student will interact with preceptors, supervisors, patients as well as other health care professionals. The student is expected to exhibit a professional and cooperative manner at all times. The student has the responsibility to assimilate into the clinical, food service, and community environment and to function as a professional. The internship experience is a time of transition from student to practitioner. The DI Director works closely with preceptors to coordinate each student's supervised experience. Since the preceptors are closely involved in student practical instruction, the student shall, at all times, show appropriate respect. The student shall accept duties assigned by the DI Director, preceptor, or supervising dietitian.

Preceptors and supervising dietitians within each facility are responsible for training each student. To this end, preceptors and supervisors have developed a list of student assignments in order to assure an orderly workflow and adequate experience. Students will be assigned to the different areas on a rotational basis. The student will be under the supervision of the preceptor and/or another dietitian. The preceptor and supervising dietitian will assess the student's knowledge and skills through observation of task performance and report data on the student evaluation form. The preceptor and supervising dietitian will communicate with the DI Director and the director will use this feedback toward assigning a final grade in the graduate courses.

Student Relationship with Clients and Patients

During the clinical practicum courses, the student may have contact with various clients and patients. The student shall greet each client and/or patient in a professional manner and shall perform all appropriate procedures with due respect. The student shall never indiscriminately discuss clients or patients. Refer to the code of ethics section below.

Professional Code of Ethics

All interns must follow the Code of Ethics for the Profession of Dietetics. The Code of Ethics for the Profession of Dietetics will be provided to each intern or can be accessed at www.eatright.org.

Non-Compliance with Program Policies

Instances when the student does not conform to the program policies will be documented and placed in the student's file. Dependent upon the nature of the infraction, the student may not be allowed to participate in the clinical session and may be sent home. Repeated episodes of non-compliance will affect the student's evaluation. Habitual non-compliance may be grounds for disciplinary action and/or eventual dismissal from the program. Individual facilities may have additional restrictions that must be followed while attending that site.

Program Grading Policy

Final course grades will be subject to the general university grading system listed in the Graduate Catalog <https://catalog.unlv.edu/index.php?catoid=20>

Each course will have its own performance standards, exam schedules and course objectives. Course syllabi will be given to all students at the beginning of the program.

Policy for Issuing the Final Verification Statement

If the program completion requirements are met, the DI Director will issue the final Verification Statement and will follow the procedures established by the Commission on Dietetic Registration for submitting and verifying eligibility for the RD examination. Successful program completion includes completing the minimum required contact hours, earning at least a satisfactory rating on all competencies and student learning outcomes, completing an adequate learning portfolio, and completion of the CDR exit packet (Name/Address Verification Form, RDE Misuse form, and Transcript Degree/Confirmation Release Form). The Clinical Nutrition and Dietetics concentration is 30 weeks plus orientation and the Food Insecurity/Food Banking concentration is 33 weeks in length plus orientation. Students must complete the program within 150% of the expected timeframe (45 weeks and 50 weeks respectively). Grades for NUTR 796, NUTR 797, and NUTR 798 will be issued with the Office of the Registrar.

Student Records

All student records are kept in a locked file cabinet, in a locked office at UNLV and/or via electronic storage on servers protected by UNLV OIT. Student records are confidential and only authorized personnel may access. Students may access their own records by coming in person to the office or in writing.

Student Employment

Students are expected to commit their time to the development of professional performance skills during their internship. While it is recognized that financial requirements might necessitate student employment, at no time shall that employment interfere with the rotation schedule or jeopardize the student's performance during the program.

Non-Discrimination Policies for Students

<https://www.unlv.edu/compliance>

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form at https://cm.maxient.com/reportingform.php?UnivofNevadaLasVegas&layout_id=18, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

University Statements and Compliance

The following reflects the university's commitment and policy on the following issues:

- EEO/AA Tagline
- Faculty Senate Statement on Civility (2011)
- Reaffirmation of Commitment to Equal Educational and Employment Opportunity
- Statement of Commitment to the Recruitment of Diverse Students at UNLV
- Statement on Diversity in the University Community (2014)
- Unlawful Harassment, Personal Discrimination, and Retaliation
- UNLV Statement on Illegality of Medical Marijuana on Campus
- Digital and Media Copyright Compliance
- Web Accessibility Statement

Please visit <https://www.unlv.edu/about/statements-compliance> to view the full official statements.

ASSESSMENT OF PRIOR LEARNING

Completion of this program will not result in a graduate degree. Prior learning experience or earned credits from a graduate program cannot waive the requirement for registration into NUTR 796 (Supervised Practice: Community Dietetics), NUTR 797 (Supervised Practice: Food Service Management), and NUTR 798 (Supervised Practice: Clinical Dietetics). Registration in these courses is required in order to have access to university services. Prior learning from employment will not be considered as a partial waiver of course credits or supervised practice hours. Interns with prior experience may be given assignments or projects that are appropriate for their background and that are most useful for the intern and the institution.

PROTECTION OF PRIVACY OF INTERN INFORMATION

See the Nevada System of Higher Education Privacy Statement presented at the end of this manual.

All UNLV employees must be in compliance with the Federal Family Education Rights and Privacy Act. No information will be shared with individuals not affiliated with the UNLV DI without written consent of the student.

Student files will be kept in a locked file cabinet in the Department of Nutrition Sciences. UNLV ensures confidentiality of student records by requiring a password for all electronic access to registration and grades.

COMPLAINTS

If an intern has a complaint, the following procedures should be followed:

Procedure

- The intern should first discuss the problem with the preceptor of that rotation. If the complaint is against the preceptor, the intern should file the complaint with the DI Director.
- The preceptor will notify the DI Director (when appropriate). The DI director and preceptor will discuss the problem with the intern and develop a plan of action.

- Serious cases of misconduct, as defined by the Rules of Disciplinary Procedures for Members of the University Committee, will be referred to the administrative officer of the rules for appropriate action. From the referral point, the policies and procedures detailed in Chapter 6 of the University of Nevada System Code will be followed.
- Contact information for the Associate Dean and Dean of the School of Integrated Health Sciences is listed in the UNLV DI Student Manual.
- Interns may contact the administrators within the School of Integrated Health Sciences without fear of retaliation. The DI Director respects the rights of the student intern and encourages the intern to follow the procedural chain if the dispute cannot be resolved with the DI Director.

Appeals Procedure

- In the case of an appeal, it is expected that the student and DI Director will attempt to resolve the disagreement prior to the beginning of the formal appeal process. When this initial discussion does not provide a satisfactory resolution to the problem, the student may initiate the formal appeal process.
- A decision made by the DI Director may be appealed. The student must petition, in writing, the DI Director.
- If the decision cannot be resolved to the student's satisfaction, the student can further appeal within UNLV as outlined below:
 - School of Integrated Health Sciences Academic Standards Committee
 - Associate Dean, School of Integrated Health Sciences
 - Dean, School of Integrated Health Sciences
 - University Academic Standards Committee
 - Faculty Senate Grievance Petition
 - Executive Vice President and Provost, Vice Provost for Academic Affairs
- These grievance and appeals procedures are further detailed on the UNLV Graduate College Website: <http://graduatecollege.unlv.edu/>

Complaints Not Resolved at the University Level

If the complaint relates to accreditation status or the performance of the DI, ***and all other options with the program and UNLV have been exhausted***, then students should contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics

The Accreditation Council for Education and Dietetics

Academy of Nutrition of Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: (800) 877-1600, ext. 5400

E-mail: acend@eatright.org

Website: <http://www.eatright.org/acend>

Procedure for Complaints against the DI Program

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

The complaint investigation form can be found on the ACEND website:

<http://www.eatrightacend.org/ACEND/> . The process is as follows:

- ACEND staff forwards all written complaints to the ACEND® chair within three weeks of receipt of the complaint. If the complainant, requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
- If the ACEND® chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
- If the ACEND® chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
- At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND®, receive copies of the correspondence by first class mail.
- The ACEND® chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
- The ACEND® chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
- The ACEND® chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND® board at its next scheduled meeting.
- In determining the appropriate action, the ACEND® board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.

- The ACEND® board or the ACEND® chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND® board and legal counsel to identify a plan to address the complaint.
- If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
- If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND® board determines that the program is not in compliance with the accreditation standards or policies, the ACEND® board may place the program on probation or withdraw accreditation.
- The program director and administration of the sponsoring institution are notified of the ACEND® board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
- The program has the right to request the ACEND® board to reconsider a decision to withdraw accreditation or probationary accreditation.

RE-DIRECTION POLICY FOR INTERNS

If an intern is unable to meet the learning objectives or goals of any rotation, he/she will be given the opportunity to spend additional time in that area. If an intern exhibits inappropriate behavior or conduct during any rotation, he/she will be consulted and given the opportunity to correct the problem. Extra help is available from the Clinical Liaison(s) assigned to the program. These are graduate assistants who are RDNs. You will also be meeting on campus approximately twice per month to share experiences with other interns and to meet with the Clinical Liaisons(s) to assess your progress toward meeting competency.

As mentioned previously, instances when the student does not conform to the program policies will be documented and placed in the student's file. Dependent upon the nature of the infraction, the student may not be allowed to participate in the clinical session and may be sent home. Repeated episodes of non-compliance will affect the student's evaluation. Habitual non-compliance may be grounds for disciplinary action and/or eventual dismissal from the program. Individual facilities may have additional restrictions that must be followed while attending that site.

Procedure

- The deficiency or problem will be documented with anecdotal notes by the preceptor or supervisor.
- The preceptor will notify the DI Director. The director, preceptor and/or supervisor will discuss the problem with the intern and develop a plan of action. The plan may include additional work in any specific area of concern and/or extension of the rotation in the area of concern.

- If the intern needs to spend additional days in any rotation, the other participating facilities will be notified and the schedule adjusted as necessary. Interns may be required to spend additional time above and beyond the standard rotation schedule to complete the assigned tasks. The program length may be extended to accommodate the additional time necessary to become competent in an area.
- Any intern needing extensive additional time on more than one occasion will be re-evaluated by the DI Director, preceptor, and supervisor(s). The individual may be re-directed towards another avenue of registration.
- Any intern needing to be counseled on more than two occasions regarding professional or ethical behavior will be re-evaluated by the DI Director, preceptor, and supervisor(s). The Interim Dean of the School of Integrated Health Sciences may consult with all parties involved as appropriate. The intern may be dismissed from the program.
- The DI Director is responsible for coordinating the intern's re-direction and communicating the decisions of involved parties to the intern.
- Serious cases of misconduct, as defined by the Rules of Disciplinary Procedures for Members of the University Committee, will be referred to the administrative officer of the rules for appropriate action. From the referral point, the policies and procedures detailed in Chapter 6 of the University of Nevada System Code will be followed.

Appeals Procedure

1. In the case of an appeal, it is expected that the student and DI Director will attempt to resolve the disagreement prior to the beginning of the formal appeal process. When this initial discussion does not provide a satisfactory resolution to the problem, the student may initiate the formal appeal process.
2. A decision made by the DI Director may be appealed. The student must petition, in writing, the DI Director.
3. If the decision cannot be resolved to the student's satisfaction, the student can further appeal within UNLV as outlined below:
 - A. School of Integrated Health Sciences Academic Standards Committee
 - B. Associate Dean, School of Integrated Health Sciences
 - C. Dean, School of Integrated Health Sciences
 - D. University Academic Standards Committee
 - E. Faculty Senate Grievance Petition
 - F. Executive Vice President and Provost, Vice Provost for Academic Affairs
 - G. President
4. These grievance and appeals procedures are further detailed on the UNLV Graduate Catalog website: <http://graduatecollege.unlv.edu>

WITHDRAWAL AND REFUNDS

Students who withdraw from the university receive a refund of fees according to the schedule listed at: <http://www.unlv.edu/cashiering>, which is subject to change by the Board of Regents. All requests for exception to the refund policy for extraordinary circumstances must be made to Student Enrollment Services or the Fee Appeal Committee. An appeal

form is available at Student Enrollment Services, Cashier's Office or the Bursar's Office website.

RETENTION OF STUDENT RECORDS

UNLV Dietetic Internship records include such information as: copies of application and admission materials, current contact information, copies of all correspondence, transcripts, progression in the program, and advising notes.

Students may have access to their files by an appointment with the DI Director. Student files are kept secure in a locked file cabinet.

In addition to the program files, each student has a file in the Registrar's Office. Student academic records are retained indefinitely; grade sheets are retained for five years, as are admissions files.

WORK ATTIRE POLICY

Each employee, uniformed and non-uniformed, shall present a well-groomed, professional appearance which inspires confidence of patients, families and visitors. Personal cleanliness is expected at all times. The preceptor or supervising dietitian will monitor individual dress for appropriateness. This policy is in effect while on duty and in the appropriate areas. Guidelines are outlined below. Each facility will have a specific policy. Please contact your preceptor/supervising dietitian prior to the rotation to confirm their policy.

- Appropriate business attire is expected. This may include skirts, dresses, and pants. Skirts must be no shorter than three inches above the knee. Slacks are to be full length. Cardigans and sweaters may be worn for warmth. All garments must be clean, pressed, and well-fitting.
- Clean, pressed lab coats must be worn over appropriate business attire.
- Clothing displaying the insignia of any other facility may not be worn.
- The following clothing items may not be worn: leotards, spandex, tight fitting clothing, clothing with logos, writing or cartoons, white t-shirts, visible strapless tank tops, tank tops, sweat shirts, sundresses or sleeveless clothing (unless worn with a matching cover), sheer clothing, low-cut blouses, unbuttoned shirts/blouses, large slits in skirts/dresses, or any item made of denim.
- Women will wear nylons with skirts and dresses. Men and women will wear appropriate socks/stockings with pants/slacks.
- Shoes will be worn at all times. Thongs, sandals, open toed shoes, backless shoes (except clogs), slippers and moccasins are not permitted in patient care areas, as they present a safety hazard. Shoes will be clean and polished as needed.
- Appropriate undergarments will be worn. No underclothing may be worn which reveals the color of the undergarment through clothing, Bra straps shall not be visible.
- Fingernails will be clean and neatly manicured. Polish color should be in good taste and present a professional appearance. Excessively long nails, which interfere with the delivery of services, are not permitted. Decorations implanted into the nail bed are not permitted as they may be hazardous and can transmit infections.

- Hair will be neat and clean and be of appropriate length, which presents a professional image. Long hair needs to be secured at the nape of the neck in order to prevent it from falling forward. Excessive ornaments, headbands, or scarves are prohibited. Simple barrettes, combs, and pins are acceptable. Fads in hair color and style are not appropriate for the work place.
- Jewelry shall be simple rings and earrings (no dangling or excessive long earrings). Bracelets or concealed chains may be worn as long as they are not excessive.
- Sunglasses are not permitted. Tinted prescription glasses are acceptable.
- Employee ID badges and/or name tags shall be worn while on duty.
- Strong odors such as perfumes and cigarette smoke are to be avoided as they may cause respiratory or allergic reactions and/or nausea for patients.
- Visible body piercing other, than ears will be covered or removed while on duty.
- Tattoos will be covered during work hours.
- Facial hair shall be neat and trimmed.

CAMPUS STUDENT SERVICES

Student services include: Academic Success Center, Counseling and Psychological Services, Disability Resource Center, Financial Aid, Graduate College, Registrar, Student Recreation and Wellness Center, Student Health Center, Women's Center.

A complete list of campus services can be found at <http://caeo.unlv.edu/sss/>

HEALTH INSURANCE

Students are required to carry a personal health insurance policy at the time of admission into the program. Documentation of current student health coverage is validated at the start of the program.

MANDATORY IMMUNIZATION REQUIREMENTS

Nevada state law requires that all newly admitted students submit proof of immunization before they may register for classes. All students, regardless of age, must provide documentation of immunization within the last 10 years for Tetanus-Diphtheria. Students born in or after 1957, must provide documentation of immunity for two (2) doses of live measles, (Rubeola) one mumps, and one rubella vaccination. If documentation is unavailable, immunizations must be repeated prior to registering for classes.

COVID-19 Vaccination policies and protocols are being established and must be followed. Each hospital and practice site has policies and procedures for handling COVID-19 issues, including vaccinations. These policies may change throughout the program for the protection of students, faculty, preceptors, patients, and the general public.

At the time of admission to the program, students must provide proof of the required immunizations. Additionally, documentation of a current tuberculin skin test may be required. See earlier in this manual for a complete list of required immunizations. Please contact the Southern Nevada Health District at (702) 385 1291 or <http://>

www.southernnevadahealthdistrict.org/ for more information on receipt of these immunizations.

STUDENT FINANCIAL SERVICES

Most interns are not eligible for federal financial aid because the UNLV DI does not grant a degree. Most interns are eligible for private student loans. The DI director will certify to lending agencies that the intern is enrolled in six graduate credits and is enrolled in full-time supervised practice.

The University provides a wide variety of financial resources for qualified students. Assistance such as loans, grants, scholarships, student employment and grant-in-aid are awarded to students with financial need, to recognize special achievement, or to reward service to the community or University.

Applications for financial aid, academic scholarship and grant-in-aid programs may be obtained from Student Financial Services. Students must submit an application and supporting documents to determine eligibility. <http://www.unlv.edu/finaid>

REQUIRED MATERIALS

Many books can be added to your Cengage Unlimited account

- General Science of Nutrition text.
- Medical Nutrition Therapy text.
- Nutrition Care Manual (Academy of Nutrition and Dietetics).
- Nutrition and Diagnosis-Related Care. Sylvia Escott-Stump. Lippincott, Williams, and Wilkins. Current Edition (Not a Cengage book).
- A food-medications interaction book.
- Nutrition Assessment Pocket Guide (Academy of Nutrition and Dietetics).
- Nutrition Focused Physical Exam Pocket Guide (Academy of Nutrition and Dietetics).
- A medical abbreviations handbook.
- A medical dictionary of your choice.
- Calculator.

UNLV DIETETIC INTERNSHIP PROGRAM - COMPUTER PROGRAM UTILIZATION CONTRACT

As an intern at UNLV I understand and agree to follow the copyright restrictions pertaining to the use of computer programs here at UNLV. I know that I must not make copies of programs or disks that are on library loan from the UNLV DI Program nor use the program in any way other than designated within the course I am currently taking.

Failure to follow the UNLV copyright policy may result in dismissal from the program or dismissal from the University.

Student Signature _____ Date _____

Printed Student's Name _____ Date _____

UNLV DIETETIC INTERNSHIP PROGRAM - STATEMENT OF RESPONSIBILITY

Each intern assumes all risks and is solely responsible for any injury, illness, or loss sustained while traveling to or participating in the UNLV DI, operated by the University of Nevada, Las Vegas, School of Integrated Health Sciences, at their rotation sites and throughout their program unless such injury or loss arises solely out of the sites gross negligence or willful misconduct.

As an intern at UNLV, I agree to accept the responsibilities described above.

Student Signature _____ Date _____

Printed Student's Name _____ Date _____

SCHOOL OF INTEGRATED HEALTH SCIENCES - STATEMENT OF RESPONSIBILITY

As a student participating in an internship or off-site clinical training, the undersigned assumes all risks and is solely responsible for any injury, illness, or loss sustained while traveling to or from, or participating in the UNLV Dietetic Internship program, operated by the Board of Regents of the Nevada System of Higher Education, the University of Nevada, Las Vegas, School of Integrated Health Sciences, and their agents, officers, and employees, at its rotation sites and throughout its programs unless such injury or loss arises solely out of the sites' gross negligence or willful misconduct.

Student Signature _____ Date _____

Printed Student's Name _____ Date _____

UNLV DIETETIC INTERNSHIP PROGRAM - STUDENT CONFIDENTIALITY STATEMENT

The undersigned understands that all medical information acquired as a result of his or her participation in work and/or health care activities while participating in the UNLV DI and attending participating facilities is confidential and that the undersigned is prohibited from disclosing that information to any person or persons not involved in the care or treatment of the patients, in the instruction of students, or in the performance of administrative responsibilities at the hospital/facility

The undersigned agrees to protect the confidentiality of patient information as required by law at all times both during and following his or her relationship with the hospital or facility. Conversations between physicians, nurses, and other health care professionals in connection with or in the presence of a patient receiving care or between the undersigned and a patient are also protected and may not be discussed.

The undersigned recognizes that other sources of medical information include medical records, emergency room department and ambulance records, Nevada Revised Statutes 433A.150 applications, child abuse reporting forms, elderly abuse reporting forms, laboratory requests and results, and x-ray requests and results.

The undersigned understands that breach of this confidentiality by him or her may result in an action for damages against him or her as well as against the Hospital, Facility and/or University. Hospital, facility and/or University may terminate the undersigned's relationship with the hospital or facility and/or the University based upon a single breach of confidentiality by him or her.

Student Signature _____ Date _____

Printed Student's Name _____ Date _____

UNLV DIETETIC INTERNSHIP PROGRAM - ACKNOWLEDGEMENT OF SCHEDULING POLICY

As an intern at UNLV, I understand that I will be assigned a work schedule (approximately 40 hours per week) that may vary by daily hours or by day of the week. I understand that I must adhere to the schedule given to me. In the event of a legitimate personal/family emergency or illness, I understand that I will contact my preceptor in a timely fashion and get permission to alter the assigned schedule. If time off is granted, I understand that I must make up those hours at another time agreed upon by the preceptor.

I understand that failure to comply with this policy or any other University and/or program policies in either the campus or the participating facilities may result in immediate dismissal from the program.

Student Signature Date

Printed Student's Name Date

UNLV DIETETIC INTERNSHIP PROGRAM - RECEIPT OF STUDENT MANUAL

As an intern at UNLV, I have received a copy of the UNLV Dietetic Internship Student Manual.

The Dietetic Internship Director reviewed the contents of the manual and discussed the general program policies, essential tasks, competencies, professional code of ethics, student's rights, attire code, and the program policies relating to satisfactory progression and disciplinary action.

I understand that failure to comply with University and/or Program policies in either the campus or the participating facilities may result in immediate dismissal from the program. I understand the policies concerning appeals and the procedures and rights I have as a student at UNLV.

Student Signature Date

Printed Student's Name Date

COVID-19 Supervised Practice Site Policies

As a student participating the UNLV Dietetic Internship Program operated by the Board of Regents of the Nevada System of Higher Education, the University of Nevada, Las Vegas, School of Integrated Health Sciences, I agree to be compliant with all policies and procedures of my supervised practice site.

Policies and procedures include but are not limited to dress code, daily schedule, conducting oneself according to the Code of Ethics for the Code of Ethics for the Nutrition and Dietetics Profession set by The Academy of Nutrition and Dietetics, and conducting oneself in a socially responsible manner for the protection of all others for whom you have contact with.

Specific to COVID-19, I agree to follow all laws and governances set by the State of Nevada and will follow all protocols set by supervised practice site with regard to symptom checking and reporting, temperature checking, COVID-19 testing, sanitation schedules, personal sanitation, wearing of face masks and/or face shields.

I agree that policies and procedures that protect the student, program faculty & preceptors, and the public can be updated at any time and I will be expected to conform to these updates if I am to continue at my practice site.

Student Signature

Date

Student's Name Printed

Date