UNLV
Dietetic Internship

Student Manual
INTRODUCTION TO UNLV

UNLV’s Mission Statement

The University of Nevada, Las Vegas is a research institution committed to rigorous educational programs and the highest standards of a liberal education. We produce accomplished graduates who are well prepared to enter the work force or to continue their education in graduate and professional programs. Our faculty, students, and staff enthusiastically confront the challenges of economic and cultural diversification, urban growth, social justice, and sustainability. Our commitment to our dynamic region and State centrally influences our research and educational programs, which improves our local communities.

Our commitment to the national and international communities ensures that our research and educational programs engage both traditional and innovative areas of study and global concerns. UNLV’s distinctive identity and values permeate a unique institution that brings the best of the world to our region and, in turn, produces knowledge to improve the region and world around us.

UNLV is committed to and driven by these shared values that will guide our decision making:

- High expectations for student learning and success;
- Discovery through research, scholarship, and creative activity;
- Nurturing equity, diversity, and inclusiveness that promotes respect, support, and empowerment;
- Social, environmental, and economic sustainability;
- Strong, reciprocal, and interdependent relationships between UNLV and the region around us;
- An entrepreneurial, innovative, and unconventional spirit.

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: Promote Student Learning and Success
- Core Theme 2: Advance Research, Scholarship, and Creative Activity
- Core Theme 3: Foster a Diverse Campus Population and Engagement with the Community
UNLV Graduate College: Mission Statement and Goals

The Graduate College provides strong leadership to facilitate outstanding graduate education, extends educational opportunities to graduate students, ensures the consistent and fair application of policies, and provides support for graduate faculty and programs by cultivating an environment in which the highest quality graduate scholarship and research can thrive. Our four guiding principles are: quality, excellence, equity, and opportunity.

The Graduate College is a central administrative unit within the Office of Research and Graduate Studies. The GC reports to the Vice President for Research and Dean of the Graduate College, who in turn reports to the Executive Vice President and Provost.

More specifically, the Graduate College is responsible for:

- Final, official admissions decisions. Prospective graduate students apply for admission to graduate study to The Graduate College and the department or program in which they wish to study, simultaneously. Departments recommend applicants’ for admission (or they deny their application), and the GC renders the final decision. The UNLV GC admissions standards are necessary, but not sufficient, conditions for graduate admission.
- Graduate Student Records: The maintenance of all graduate student academic records and required forms.
- Coordination of electronic systems to support graduate students, faculty and programs.
- Granting all graduate academic degrees and certificates.
- The periodic review of all programs or departments that offer graduate or professional degrees, in conjunction with the Graduate Council and the Faculty Senate (excluding The Law School and the School of Dental Medicine).
- Working with the Graduate Council to oversee all graduate and some professional curriculum, distribution of centralized graduate scholarships and fellowships, coordination of centralized professional development opportunities for graduate students, review of many graduate student appeals, the development of new graduate programs and the revision of existing programs.

Goals

Our primary and guiding goals are: (1) To establish and maintain University–wide graduate standards and policies; (2) To support and maintain program-level graduate requirements and policies, and graduate curriculum; (3) To foster scholarly and creative excellence through graduate research, teaching, and professional development opportunities.

The organization of The Graduate College supports the accomplishment of these seven major objectives:

- To establish and maintain NSHE, University, and Graduate College policies and standards in a fair, consistent and equitable manner;
- 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;
- To increase graduate student diversity through focused outreach strategies and internal programming targeted at identifying and admitting under-represented applicants;
- To address graduate student retention issues and improve graduation rates through better tracking and assessment mechanisms, effective outreach, seamless support to graduate programs, and an overall paradigm of service to our constituents;
- To enhance opportunities and the level of support available for graduate student funding — in the form of GA support, research funding, scholarships and fellowships.
- To provide responsive and efficient customer service and support to our constituents.
- To support and enable faculty governance at the department and graduate program level.

Striving for excellence is a collaborative effort. The Graduate College works closely with the Graduate Council, graduate faculty, the GPSA and graduate students, and graduate programs, to maintain and enhance excellence in individual disciplines and to achieve our shared goals.

**UNLV School of Allied Health Sciences**

The School of Allied Health Sciences (AHS) is under the Division of Health Sciences, which also includes the Schools of Dental Medicine, Nursing, and Community Health Sciences.

The School of Allied Health Sciences at the University of Nevada, Las Vegas houses the departments of:

- Health Physics and Diagnostic Sciences
- Kinesiology and Nutrition Sciences
- Physical Therapy

Allied Health Sciences offers ten undergraduate and graduate degree programs, two minors, a certificate program, and a post-baccalaureate 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 Allied 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 Allied 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 AHS is listed below.

| University of Nevada, Las Vegas          |
| School of Allied Health Sciences        |
| Box 453019                              |
| 4505 S. Maryland Parkway                |
| Las Vegas, NV 89154-3019                |
| Phone: 702-895-3693                     |
| Fax: 702-895-1356                       |
| Email: alliedhealthsciences@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 Allied Health Sciences) at UNLV in June of 1999. The School of AHS 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 AHS 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 number of students declaring a major in nutrition sciences has doubled each year for the past three years, and the number of those who are accepted for the dietetic internship has quadrupled since 2006.

The Nutrition Sciences Program, within the Department of Kinesiology and Nutrition Sciences, currently offers a Bachelor of Science degree, has a Didactic Program in Nutrition and Dietetics (DPND) and a Dietetic Internship Program. In 2005 the DPND program was granted Full Accreditation, and in 2009 the DI was granted Full Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition & 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

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.

Learning Objectives
There are extensive student learning outcomes (SLOs) in the program. The SLOs fall into one of these categories:
▫ Scientific and Evidence Base of Practice: integration of scientific information and research into practice.
▫ Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
▫ Clinical and Customer Services: development and delivery of information, products and services to individuals, groups, and populations.
Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.
Support Knowledge: knowledge underlying the requirements specified above.

**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 Didactic 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 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).
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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| Dr. Laura Kruskall, PhD, RDN, LD, CSSD, FACSM, FAND | Office: 702-895-4985  
Cell: 702-274-0370  
(lawra.kruskall@unlv.edu  
BHS 330) |
| DI Program Director                              |                                                                      |
| Dawn Matusz, BS                                  | 702-895-4875  
Fax: 702-895-5081  
Cell: 702-234-0057  
Dawn.matusz@unlv.edu or  
Dietetic.internship@unlv.edu  
BHS 330 |
| DI Program Assistant                             |                                                                      |
| Audrey Coffee, AAIV                              | 702-895-4328  
Audrey.coffee@unlv.edu  
BHS 330 |
| Department Administrative Assistant              |                                                                      |
| Samantha Coogan, MS, RDN, LD, UNLV DPND          | 702-895-4478  
Cell: 702-209-5546  
BHS 332 |
| Director & Community Coordinator                 |                                                                      |

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. 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
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. In 2009 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, 2019. 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 1200 contact hours (40 hours per week for seven months). 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 24 interns per year, up to 12 in each seven-month period. Of the 1200 hours, 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. 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, Moutainview, Spring Valley, Henderson, Centennial Hills, Horizon Specialty, 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.

**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. The time will be allotted as follows:

- 160 hours in depth learning at an assigned site
- 80 hours at a secondary assigned site

**In Depth Single Learning Experiences**
Each intern will spend 4 weeks (160 hours) at a single site followed by 2 weeks (80 hours) at a different. 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.

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.
Additional Experience
Each intern will spend 80 hours at a site providing nutrition services in the community. Learning experiences at this site will include delivering group and individual nutrition education and documentation using the Nutrition Care Process in a setting outside of a hospital. The intern will also obtain information on mission, funding, target audience and major programs at each site (s)he visits. 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.

Assignments will be made such that an agency/organization providing an in depth experience for an intern will not provide a short term experience for that same intern. 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 oral presentation to undergraduate students. 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. 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 and 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.

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/](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 Assistant’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. 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 ~$95.

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, Rubeola, Chicken Pox (Varicella), Hep A & B, Tetanus & Diphtheria), 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, or Advanced Nurse Practitioner (APN) (See above- immunizations will be submitted through the Pre-Check system).

11. 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. Student Membership in the Nevada Academy of Nutrition of Dietetics: Cost Varies. Free if selected as part of your national membership.
14. Obtain liability insurance. You can do this through the American Dietetic Association website or through Seabury & Smith (http://www.seaburychicago.com/) and keep proof for your file.
15. 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.
16. Provide a copy of your official transcript with degree posted. Please check with your university to see when degrees are posted.
17. Please plan on coming to UNLV at Noon on Tuesday January 9th. This is your orientation with me. Your rotations will begin on Monday January 15th and will continue for 30 weeks. 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.
18. Fingerprinting.
   Metro's Fingerprint Bureau
   Students Need cash
19. A couple of you who will be working at the VA 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.
20. Lab Coat required. Dawn will purchase for you.
21. A UNLV Nutrition Sciences Polo shirt will be provided.

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 when you log in.
3. You will need to complete a case study book/self study course. The book you need to purchase is: The book you need to purchase is: Medical Nutrition & Disease: A Case Study Approach (5th Ed). Wiley-Blackwell. You need to complete parts 3 and 4 (Chapters 6-13). You should complete the “Case Questions” within each chapter. I realize that the answers are in the text, so I do expect you to work on these and
submit your responses in your own words. Please make sure you do this in MS Word or at least be able to save the responses as a pdf file. I will be creating an electronic assignment within Webcampus for you to submit your work prior to January 13th.


5. You may purchase these books from any source (i.e. Amazon, the publisher, etc). Please be prepared to turn in your medical terminology book at orientation. You will get it back for reference.

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).

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 $274.75 per credit + fees for Nevada residents and $274.75 + $302.25 per credit + fees for out of state residents. Fees are approximately $442. 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 = $8126.50 for Nevada residents and $9940 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. The program will attempt to cover this cost when permitted by the university.
- 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 $300.
- 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, available through Marsh Affinity Group Services, a service of Seabury and Smith, 1440 Renaissance Drive, Park Ridge, IL 60068-1400. Phone: (800) 503-9230. Website: http://www.proliability.com. 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 $858 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.
• Estimated total cost (excluding room, board, travel, vaccinations, physical exam, and health insurance): Approximately $8,700 for Nevada residents and $10,500 for non-residents.
• NOTE: travel expenses are included in the program fee for all travel required to professional meetings.
• We will certify on request for lending agencies that the student is working full time in the program.

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. 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 Allied 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. Students must complete the program within 150% of the expected timeframe (46.5-48 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 ACADEMIC POLICIES**

All UNLV policies can be found at [http://www.unlv.edu/](http://www.unlv.edu/)
Student Academic Misconduct Policy

The complete policy can be found at: https://www.unlv.edu/studentconduct

I. Expectations
Integrity is a concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the Student Academic Misconduct Policy and are expected to always engage in ethical decision-making. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV’s function as an educational institution.

Honesty is the foundation of teaching, learning, research and service; and the prerequisite for full realization of trust, fairness, respect and responsibility. Students and faculty alike must be honest with themselves and others.

Trust. The UNLV community fosters a climate of mutual trust and encourages the free exchange of ideas. Only with trust can the public believe in the social value and meaning of an institution’s scholarship and degrees.

Fairness. We strive to establish clear standards, practices, and procedures and expect fairness in the interactions of students, faculty and administrators. Important components of fairness are predictability, clear expectations, a predictable and transparent process, as well as consistent and just responses.

Respect. As an academic community of integrity, we recognize the participatory nature of the learning process and honor and respect a wide range of opinions and ideas. Students and faculty must respect themselves and each other as individuals. All must show respect for the contribution of others by acknowledging their intellectual debts.

Responsibility. Every member of an academic community – each student, faculty member and administrator – is responsible for upholding the integrity of scholarship and research. Individuals must take responsibility for their own academic honesty and must not tolerate or ignore academic dishonesty on the part of others.

Professionalism. Because students are aspiring professionals, our community expects them to exercise professional conduct during their career as students and uphold the core value of integrity.

II. Academic Misconduct Violations – Definitions
Academic Misconduct is any intentional or unintentional occurrence of the following:

- Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
- Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes, but is not limited to:
  - Providing or receiving aid in connection with any academic assignment;
  - Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes,
commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment;

- Communication in any manner with another student;
- Working with others on graded coursework, including in-class, on-line and take-home examinations; or
- Possessing, reading, buying, selling or using any materials intended for an academic evaluation or assignment in advance of its administration.
- Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor.
- Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
- Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats and making unauthorized changes to any academic record.
- Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity.
- Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.
- Facilitating, permitting or tolerating any of the above-listed items.

III. Procedures for Handling Student Academic Misconduct

These procedures are designed to encourage a fair and appropriate response to allegations of student academic misconduct. They may be modified in individual cases, so long as the student agrees in writing to the proposed modifications, is provided an opportunity to respond to allegations of academic misconduct within a reasonable time after the allegations have been made, and the modifications do not violate fair process.

1. Anyone with a good faith basis for believing a student has violated this policy may report the alleged violation to the responsible instructor, chair/director, dean or appropriate designee within the academic unit. The person who pursues the allegation may be the responsible instructor or a designee appointed by the supervisor of the academic unit in which the course is located. It is expected that appropriate review and consultation with a supervisor or chair or dean is a part of this process.

2. A faculty member or primary course instructor who suspects that a student has committed an act of academic misconduct:
   - Shall notify the student of the nature of the allegation and offer the student an opportunity for an initial meeting to discuss the allegation and to present any
relevant information. When possible, this initial meeting shall occur within five (5) college working days of discovery of the alleged violation.

- Shall notify the student of the nature of the allegation and schedule an initial meeting with the student within five (5) college working days of discovery of the alleged violation. The message shall contain the following: “This message concerns the ____________ (paper, report, assignment, etc) that you submitted in partial fulfillment of the course requirement in your ____________ (course number and section) class on __________ (date). My initial examination of that (paper, report, assignment) reveals that you may have violated the UNLV Student Academic Misconduct Policy. I request that you meet with me on _______ (date of initial meeting) at ________ (time) in __________ (location).” (parenthetical material deleted)

3. Proceedings in case discussions are informal and non-adversarial. The responsible instructor/designee may make a verbal agreement on, or provide the student with a written or electronic notice of, a scheduled meeting. The responsible instructor/designee may request a witness to be present for this meeting. In compelling circumstances, this initial meeting may also be referred to the appropriate Office of Student Conduct (OSC) officer or designee. This option shall occur only after consultation with OSC.

4. The purpose of this initial meeting will be to review and discuss the charges before a decision is reached. The responsible instructor/designee may use documentary evidence, provided the student is allowed to respond to it at the meeting. At the sole discretion of the responsible instructor/designee, a student may bring relevant witnesses and/or an advisor. Neither the responsible instructor/designee nor the student may have legal counsel as their advisor at an initial meeting. An advisor is not permitted to participate directly or speak for the student, but only may be present during initial meetings or any subsequent university hearings.

5. At this initial meeting, the following results may occur:
   - The allegations are dismissed.
   - The student accepts responsibility for the violation and accepts the academic sanction(s).
   - The responsible instructor/designee believes a violation occurred with the student not admitting responsibility and requesting a hearing.
   - The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing.

6. In any of the above circumstances, the “UNLV Alleged Academic Misconduct Report” form shall be completed with a signed copy being provided to the student. Authority and jurisdiction for actual determination of academic misconduct and appropriate academic sanctions are with the primary instructor of the class and/or assignment or the approved departmental process in accordance with the academic unit chair’s/director’s/supervisor’s/ dean’s approval. If the responsible instructor/designee facilitating the initial meeting is not the primary instructor, appropriate communication regarding such sanctions is necessary before signing the UNLV Alleged Academic Misconduct Report form.
7. Upon completion of this initial meeting/approved departmental process, if the responsible instructor/designee believes academic misconduct has occurred at any level, he or she shall notify the Office of Student Conduct (OSC) for resolution of a UNLV Student Conduct Code violation. Notification to OSC shall include a copy of the signed UNLV Alleged Academic Misconduct Report form and copies of any relevant documentation used in determining the violation. The responsible instructor/designee shall forward the Alleged Academic Misconduct Report and copies of relevant documentation within ten (10) college working days of discovery and/or the initial meeting with the student.

8. OSC will notify the charged student per notification procedures specified in the UNLV Student Conduct Code, which can be found on the Student Conduct Page. The student will be informed of his or her applicable rights and the process(es) for accepting the academic and conduct sanctions and/or appealing the academic decision and sanctions.

9. If the student does not attend the initial meeting, the instructor shall forward the charge to the Office of Student Conduct.

IV. Hearing and Appeal Procedures for Academic Misconduct

In any case where a student requests a hearing beyond the initial meeting, it shall occur in the following order:

If the student wishes to appeal the findings of the responsible instructor or department chair/director/designee/committee, he/she must file the appeal of the decision and any sanctions to the UNLV Academic Integrity Appeal Board. This appeal must be filed within five (5) college working days of the student’s initial meeting with the Office of Student Conduct. The Academic Integrity Appeal Board will meet and all parties will be notified within fifteen (15) college working days of the outcome of the appeal; sending their decision to the student, instructor, department/unit and Office of Student Conduct. The decision of the Academic Integrity Appeal Board will serve as the final place of appeal.

The UNLV Academic Integrity Appeal Board shall have the option of inviting the student and responsible instructor or department designee, and allow for witnesses of each party. If the Academic Integrity Appeal Board invites either party of the allegation to the hearing, both parties shall be invited.

When a student is appealing the academic sanctions given as a result of an allegation of academic misconduct, and when such sanctions are provided in departmental publications and/or in the responsible instructor’s class syllabus, close consideration of materials will be given based on the clarity of the publication.

In cases involving suspension, the Academic Integrity Appeal Board’s decision shall constitute a recommendation to the Vice President of Student Affairs (VPSA), who shall have final authority. In case involving expulsion, the Academic Integrity Appeal Board’s decision shall constitute a recommendation to the President, who shall have final authority.

A student alleged to have committed academic misconduct is not permitted to withdraw from the class in question unless the matter is resolved in the student’s favor, without the
responsible instructor’s expressed permission, and may not be permitted to do so if withdrawing from the class would negate the academic sanction.

V. Confidentiality of Records
All records in relation to a student misconduct case will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the U.S. Department of Education guidelines for implementation. Transcripts of academic records shall contain information about academic status, including disqualification for academic or conduct reasons, and expulsion, suspension and revocation of admission for disciplinary reasons. In accordance with UNLV policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. UNLV’s FERPA policy.

VI. Sanctions for Academic Misconduct

Potential sanctions for academic misconduct may include, but are not limited to, any one of the sanctions listed below singularly or in combination with each other:

Note: Each of the above may be agreed upon at the initial meeting.

1. Academic Sanctions
   - Resubmitting an assignment
   - Reduction of points/letter grade for the assignment
   - Dropping a class
   - Reduction of points/letter grade for class
   - Failing grade for assignment
   - Failing grade for class

2. Conduct Sanctions
   - Reflection Letter of Understanding
   - Skill Remediation
   - Academic Integrity Seminar
   - Conduct Warning or Probation
   - Loss of Privileges*
   - Transcript notation (approved by Dean/Academic Unit Equivalent)
   - Suspension or Removal from program, school or college (approved by Dean/Academic Unit Equivalent)
   - Suspension
   - Expulsion
   - Withdrawal of credit for previously accepted course or requirement
   - Revocation of a degree or certificate
   - Referral to the appropriate legal authorities

*In instances where it is determined that the academic misconduct is of both an intentional and egregious nature, and the resulting academic sanction is a failing grade in the course, the student may lose the privilege of evaluating a course instructor.
VII. General Points
1. All time limits specified in this policy should be extended for good cause.
2. This policy is not intended to address differences of opinion over grades issued by an instructor exercising good faith and professional judgment regarding a student’s work.
3. Before any action is taken under this policy that may result in the withdrawal, suspension or expulsion of an international student; both the student and the academic program are advised to consult with the UNLV Office of International Students and Scholars.

VIII. Academic Integrity Appeal Board
The Academic Integrity Appeal Board members will come from a variety of areas on campus and will serve a two-year term, with the exception of the members from the UNLV Faculty Senate Academic Standards Committee. To create the overall campus-wide pool of Academic Integrity Appeal Board members:

The faculty of each College/School shall designate:
Two (2) faculty members
Each Dean’s Office/Academic Unit Equivalent shall designate:
Two (2) administrative faculty
Two (2) undergraduate students
Two (2) graduate students
In addition, the following will be members of the pool:
All members of the UNLV Faculty Senate Academic Standards Committee, during their term on the Committee (see VIII.B. below)When an appeal of an academic misconduct case is forwarded to the Academic Integrity Appeal Board, the hearing panel for each case will consist of the following, drawn from the pool:
When an appeal of an academic misconduct case is forwarded to the Academic Integrity Appeal Board, the hearing panel for each case will consist of the following, drawn from the pool:
One (1) academic faculty member
One (1) student
One (1) administrative faculty or Academic Standards Committee Member
Any member of the Academic Integrity Appeal Board pool may serve on a hearing panel unless there are compelling academic discipline issues to be addressed at such hearing. In such cases, specifically designated pool members may be assigned from the
college/school in which the alleged academic misconduct occurred. All efforts to eliminate or avoid conflict of interest and bias will be given in each case.

Before serving on an Academic Integrity Appeal Board hearing, members shall receive an orientation and training on academic integrity and misconduct.

Recruitment, training and facilitation of the Academic Integrity Appeal Board will be the responsibility of the Office of Student Conduct, in collaboration with the UNLV Faculty Senate; and with appropriate authority and jurisdiction being afforded to university designees as dictated in the NSHE and UNLV Student Conduct Codes.

IX. Transcript Notation for Academic Misconduct

In instances where it is determined that the academic misconduct is of both an intentional and egregious nature, the conduct sanction shall be recorded on the student’s official and unofficial transcript with a transcript notation. The transcript of the student shall be marked “Disciplinary Notation due to Academic Dishonesty in (class) during (semester).” The transcript notation shall occur only upon completion of the student conduct proceedings. The conduct sanction notation shall not affect the grade point average, course repeatability or determination of academic standing. This conduct sanction notation is intended to denote a failure to accept and exhibit the fundamental value of academic honesty.

Once a conduct sanction notation is made, the student may file a written petition to the Academic Integrity Appeal Board to have the notation removed. The decision to remove the conduct sanction notation shall rest in the discretion and judgment of a majority of a quorum of the Board; provided that:

At the time the petition is received, at least 180 calendar days shall have elapsed since the conduct sanction notation was recorded.

At the time the petition is received, the student shall have successfully completed the designated non-credit Academic Integrity Seminar, as administered by the Office of Student Conduct; or, for the person no longer enrolled at the University, an equivalent activity as determined by the Office of Student Conduct.

The Office of Student Conduct certifies that to the best of its knowledge the student has not been found responsible for any other act of academic misconduct or similar disciplinary offense at the University of Nevada, Las Vegas or another institution.

Prior to deciding a petition, the Academic Integrity Appeal Board will review the record of the case and consult with the Office of Student Conduct and responsible instructor or appropriate chair/director/supervisor. The decision of the Appeal Board shall not be subject to subsequent Appeal Board reconsideration for at least 180 calendar days, unless the Appeal Board specifies an earlier date on which the petition may be reconsidered. Subsequent Appeal Board determinations pertaining to the removal of
the conduct sanction notation may be appealed to the Vice President for Student Life. If the Vice President removes the conduct sanction notation from the student’s transcript, the Vice President shall provide a written rationale to the Appeal Board.

No student with a student conduct notation on the student’s transcript shall be permitted to represent the University in any extracurricular activity, or run for or hold an executive office in any student organization which is allowed to use University facilities, or which receives University funds.

DI GENERAL POLICIES

- 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 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.
**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 Allied Health Sciences, at their rotation sites unless such injury or loss arises solely out of the sites gross negligence or willful misconduct.

**Attendance**

Full-time attendance is required. 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 the number of credit hours involved for each course. 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, the student must notify the preceptor or supervisor. 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.

**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; breech 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.

**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](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](https://www.unlv.edu/compliance)

As a Federal contractor by virtue of its research and student financial aid programs subject to the provisions of 41 CFR 60, the University of Nevada, Las Vegas undertakes an annual evaluation of the representation of women and ethnic and racial minorities among its employees in relation to the availability of women and ethnic and racial minorities in the labor market as part of its broader EEO/AA Program.
President’s Statement on Diversity

As UNLV continues its upward trajectory on a number of fronts, diversity is and will remain a crucial part of the fabric of everything we do. As President, I am committed to diversity and to full participation and full engagement both horizontally and vertically throughout this great institution of ours. A large part of this commitment may be seen in the President’s Advisory Council that meets with me on a regular basis and especially in UNLV’s Office of Diversity Initiatives. These two resources as well as a number of important and progressive endeavors that are ongoing speak to the high prominence I place on diversity, fairness, and inclusion at UNLV.

Two such endeavors are the recent policy statement regarding diversity in hiring at UNLV, announced jointly by the Executive Vice President & Provost and the Vice President for Diversity Initiatives; and the newly unveiled Leadership Development Academy, one of whose goals is to increase the representation of women and minority faculty in various leadership positions on campus. I fully support these critical undertakings and encourage all members of the UNLV community to become familiar with them as additional important signposts on our forward path.

Reaffirmation of Commitment to Equal Educational and Employment Opportunity (EEO)

The University of Nevada, Las Vegas (UNLV) is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation — except where sex, age, or ability represent bona fide educational or employment qualifications or where marital or veteran status are statutorily defined eligibility criteria for federal or state benefit programs. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and may extend preference in initial employment to such individuals among substantially equally qualified candidates, as well as to veterans, Nevada residents, and current state employees seeking promotion.

This affirmation is published in accordance with 41 CFR 60 and is in keeping with Title VII & Title IX of the Civil Rights Act of 1964, as amended; Executive Order 11246; the

To ensure that equal educational and employment opportunity exists throughout the university, a results-oriented equal opportunity/affirmative action program has been implemented to overcome the effects of past discrimination and to eliminate any artificial barriers to educational or employment opportunities for all qualified individuals that may exist in any of our programs. The university aims to achieve, within all areas of the university community, a diverse student body, faculty, and staff capable of providing for excellence in the education of its students and for the enrichment of the university community.

The University of Nevada, Las Vegas reaffirms its commitment to equality of educational and employment opportunity in its relationships with all members of the university community and its commitment to the elimination of any documented historical and continuing underutilization of women and minorities among the student body or employee complement. The University of Nevada, Las Vegas is committed to this program and is aware that with its implementation, positive benefits will be received from the greater utilization and development of previously underutilized human resources.

Unlawful Harassment, Personal Discrimination, and Retaliation

The University of Nevada, Las Vegas affirms that students and employees are entitled to an educational and employment environment free from unlawful harassment or personal discrimination and expressly prohibits unlawful harassment or personal discrimination of any individual among the university community engaged in educational or employment pursuits based on that individual's race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation. Further, no student or employee shall be subject to retaliation for bringing a good faith complaint pertaining to unlawful harassment or personal discrimination or for protesting such behavior directed against another member of the university community.

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 Allied Health Sciences is listed in the UNLV DI Student Manual.
- Interns may contact the administrators within the School of Allied 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 Allied Health Sciences Academic Standards Committee
  - Associate Dean, School of Allied Health Sciences
• Dean, School of Allied 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 Allied 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 Allied Health Sciences Academic Standards Committee
   B. Associate Dean, School of Allied Health Sciences
   C. Dean, School of Allied 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 may 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 work 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 of 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.

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
All books can be purchased or ordered at the UNLV Bookstore or a vendor of your choice.

- A medical abbreviations handbook.
- A medical dictionary of your choice.
- Calculator.
UNLV DIETETIC INTERNSHIP

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

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 Allied 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
UNLV DIETETIC INTERNSHIP

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

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

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