

Appendix 3.1

Position Description Dietetic Internship (DI) Director

Qualifications:

Education: The DI Director must hold a minimum of a Masters Degree in Dietetic or a closely related field and be a Registered Dietitian with active registration by the Commission on Dietetic Registration.

Experience: The DI Director will have a minimum of 3-5 years professional work experience in dietetics in addition to college/university level teaching experience.

Position Summary: The responsibilities of the DI Director include the assessment, planning, implementation, and evaluation of the DI curriculum and supervised practice activities. In addition, the director will teach in foods and nutrition courses offered through the Food Science and Nutrition program, engage in scholarly and professional dietetics activities and make professional contributions to the department and university communities. Six (6) quarter hour assigned time is allotted during the fall, spring, and winter quarters for the duties specific to the DI Director position.

Responsibilities:

- Managing the Dietetic Internship at Central Washington University
- Maintain accreditation status for the DI
- Establish and implement goals and expected outcomes for the program
- Recruit students to the program
- Develop recruitment materials including web based materials for the departmental website
- Advise, evaluate, and counsel students within the program
- Develop, coordinate, and maintain supervised practice sites for the DI
- Developing, reviewing, and revising policies and procedures.
- Develop and implement application requirements
- Develop and implement applicant review and selection procedures
- Conduct clinical site visits
- Provide intern oversight
- Participate in evaluation and assessment of intern performance
- Complete documentation of intern completion and submit to Commission on Dietetic Registration
- Conduct on-going program assessment and implement curricular changes when warranted
- Maintain records of complaints about the DI and disposition of those complaints

- Provide references as requested by students
- Maintain active skills and knowledge in nutrition and dietetic, and teaching through continuing education, professional meetings and on-going experience
- Teach classes within the DPD curriculum
- Engage in scholarly activities
- Provide service to the department and university communities

Approved:

Vince Nethery, PhD
Department C0-chair, Interim
Health, Human Performance and Nutrition
Central Washington University

Connie Lambert, PhD
Dean
College of Education and Professional Studies
Central Washington University

Appendix 3.1.5

ACADEMIC APPEALS

Academic grievances are defined as the following:

1. A claim by the student that an assigned grade is the result of arbitrary and capricious application of otherwise valid standards of academic evaluation; or
2. A claim by the student that the standards for evaluation are arbitrary or capricious; or
3. A claim by the student that the instructor has taken an arbitrary or capricious action which adversely affects the student's academic progress; or
4. A claim by the student that a university department, program, or office has made a decision not in keeping with university policy or taken an arbitrary, capricious, or discriminatory action which adversely affects the student's academic progress.

A student wishing to pursue an academic grievance must take the following steps to try to resolve the grievance prior to the filing of an official academic appeal:

1. The student shall first attempt to resolve the matter with the instructor.
2. If resolution is not achieved between the student and instructor. The student shall ask the department chair to resolve the grievance.
3. If resolution is not achieved at the department chair level, the chair shall forward a written summary to the dean of the school or college in a further effort to achieve resolution.
4. If resolution is not achieved at this point, the student may petition for a hearing before the Board of Academic Appeals. (An appointment should be made to meet with the Associate or Assistant V.P. for Student Affairs to obtain the necessary forms and information relative to filing the position.)

COMPLAINT BEFORE THE BOARD OF ACADEMIC APPEALS

Name of Complainant: _____

Address: _____ Phone: _____

Status: _____ Student _____ Faculty _____ Administration _____ Staff

Name of Person Against Whom Complaint is made: _____

Address: _____

Status: _____ Student _____ Faculty _____ Administration _____ Staff

Statement of Complaint Verifying compliances with Section V (a), (b) and (c) of the Rules Governing the Board of Academic Appeals:

V (a) I have complied with the requirements of V (a) in the following manner:

V (b) I have complied with the requirements of V (b) in the following manner:

V (c) I have complied with the requirements of V (c) in the following manner:

Complaint – State in concise terms the exact nature of the complaint, identify specific dates as precisely as possible and state the remedy or relief sought.

Identify those persons (eyewitnesses) who may have personal knowledge of the circumstances which form the basis for your complaint, listing them by name, address, phone number, and relationship with CWU, if any. Indicate the general nature of their knowledge.

- | | | |
|----|---|---|
| 1. | Name _____
Address _____

Phone _____
Status _____
Relationship _____ | Nature of Knowledge _____

_____ |
| 2. | Name _____
Address _____

Phone _____
Status _____
Relationship _____ | Nature of Knowledge _____

_____ |
| 3. | Name _____
Address _____

Phone _____
Status _____
Relationship _____ | Nature of Knowledge _____

_____ |
| 4. | Name _____
Address _____

Phone _____
Status _____
Relationship _____ | Nature of Knowledge _____

_____ |

Give the names of those listed on previous page who are essential to the presentation of your position:

State the dates and times during which you would be available to present the complaint before the Board of Academic Appeals:

Month (s)		Date (s)
Year	Hour (s)	

I hereby certify under penalty of perjury that the complaint set forth above is a bona fide complaint and is being submitted in good faith without malicious intent and contains no false accusations.

Signature of Complainant

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ 20_____

NOTARY PUBLIC in and for the State of Washington,
residing in _____

**(MODEL/STANDARD CLINICAL AFFILIATION AGREEMENT – NON-UW
AFFILIATES (10/2004))**

AFFILIATION AGREEMENT

This Agreement is made and entered into between (“School”), located at , Washington, and (“Training Site”), located at , Washington. The purpose of this Agreement is for Training Site, which is committed to training health care professionals, to provide desirable clinical learning experiences and facilities for School’s students who are enrolled in its program (the "education program"). In consideration of the mutual covenants and agreements contained herein, School and Training Site agree as follows:

I. GENERAL PROVISIONS

A. School and Training Site agree that contemporaneous with or following execution of this Agreement and within the scope of its provisions, School may develop letter agreements with Training Site to formalize operational details of the clinical education program. These details include, but are not limited to, the following:

- Beginning dates and length of experience (to be mutually agreed upon at least one month before the beginning of the clinical education program);
- Number of students eligible to participate in the clinical education program;
- Specific days, hours and locations for the clinical education program;
- Specific learning objectives and performance expectations for students;
- Specific allocation of responsibilities for the faculty Liaison, clinical education Supervisor, and Preceptors, if any, referenced elsewhere in this Agreement;
- Deadlines and format for student progress reports and evaluation forms.

Any such letter agreements will be considered to be attachments to this Agreement, will be binding when signed by authorized representatives of each party, and may be modified by subsequent letter agreements signed by authorized representatives of each party.

B. School and Training Site will jointly plan the clinical education program and jointly evaluate students. Exchange of information will be maintained by on-site visits when practical and by letter or telephone in other instances.

C. School and Training Site will instruct their respective faculty, staff, and students participating in the clinical education program, to maintain confidentiality of student and patient information as required by law and by the policies and procedures of School and Training Site.

D. There will be no payment of charges or fees between School and Training Site.

E. There will be no discrimination against any program participant or applicant covered under this Agreement because of race, color, religion, national origin, age, handicap, status as a Vietnam era or disabled veteran, sex, or sexual orientation, nor will School or Training Site engage in such discrimination in their employment or personnel policies.

II. SCHOOL'S RESPONSIBILITIES

A. School will provide information to Training Site concerning its curriculum and the professional and academic credentials of its faculty for the students at Training Site. School will designate an appropriately qualified and credentialed faculty member to coordinate and act as the Liaison with Training Site. School will be responsible for instruction and administration of the students' academic education program. School will notify Training Site in writing of any change or proposed change of its Liaison. School will have the final responsibility for grading students.

B. School's faculty will meet with the Training Site clinical education Supervisor Preceptors, if any, at the beginning and end of the clinical education program to discuss and evaluate the clinical education program. These meetings will take place in person if practicable, otherwise by telephone conference. School is responsible for arranging and planning the meetings.

C. School will provide the names and information pertaining to relevant education and training for all students enrolled in the clinical education program at least four weeks before the beginning date of the clinical education program. School is responsible for supplying any additional information required by Training Site as set forth in this Agreement, prior to the arrival of students. School will notify Training Site in writing of any change or proposed change in a student's status.

D. School will obtain evidence of current immunizations against diphtheria, tetanus, poliomyelitis, measles (rubeola), mumps, rubella (or a positive rubella titer), and of hepatitis B immunity status, documented by a protective titer, for those students who will be in contact with patients/clients. For each student born after 1956, School will maintain on file records of positive titer or of post-1967 immunization for rubella and rubeola. At the time of immunization, students with no history of exposure to chickenpox will be advised to get an immune titer. School will require yearly PPD testing or follow-up as recommended if the students are PPD-positive or have had BCG. School will provide information to Training Site regarding student status concerning the above requirements.

E. School will assign to Training Site only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum and who have evidence of completion of a CPR course based on American Heart Association or American Red Cross guidelines and related to the age group(s) with whom they will be working.

F. School shall ask each student who may be placed in Training Site to obtain his/her criminal history background record from the Washington State Patrol, pursuant to RCW 43.43.834 and RCW 43.43.838, to release a copy of that record to the School, and to authorize

the School to transmit that record or copy thereof to Training Site. Before the start of training, School will provide Training Site with the names of any students who have failed to provide the requested records, or who refuse to authorize the release of records to Training Site. The students will be informed that, whether or not they agree to obtain the record and agree to release it to School and Training Site, Training Site may conduct the background inquiry directly and the Training Site may refuse placement of a student who does not provide the requested records or who has a record of prior criminal conduct.

Training Site understands and agrees that any information forwarded to it by School has been procured through this process. School does not certify the veracity of the records provided and, furthermore, the obligation to conduct appropriate background checks and the liability for non-compliance therewith remains the responsibility of Training Site.

G. School will comply with and ensure to the extent possible that students comply with the policies and procedures established by Training Site. School will notify each student of his/her status and responsibilities pursuant to this Agreement.

H. School will encourage each student participating in the clinical education program to acquire comprehensive health and accident insurance that will provide continuous coverage of such student during his or her participation in the education program. School will inform students that they are responsible for their own health needs, health care costs, and health insurance coverage.

III. TRAINING SITE'S RESPONSIBILITIES

A. Training Site will provide students with a desirable clinical education experience within the scope of health care services provided by Training Site. Training Site will designate in writing Preceptors, if any, to be responsible for the clinical education program, and will designate in writing one person as the clinical education Supervisor, who will maintain contact with the School-designated Liaison to assure mutual participation in and review of the clinical education program and student progress. Training Site will submit in writing to School the professional and academic credentials for the Preceptors and clinical education Supervisor. Training Site will notify School in writing of any change or proposed change of the Preceptors or clinical education Supervisor.

B. Training Site will provide students with access to sources of information necessary for the education program, within Training Site's policies and procedures and commensurate with patients' rights, including library resources and reference materials.

C. Training Site will make available to students basic supplies and equipment necessary for care of patients/clients and the clinical education program. Within the limitation of facilities, Training Site will make available office and conference space for students and, if applicable, School faculty.

D. Training Site will submit required reports on each student's performance and will provide an evaluation to School on forms provided by School.

E. Training Site retains full responsibility for the care of patients/clients, and will maintain the quality of patient care without relying on the students' clinical training activities for staffing purposes.

F. Training Site will have the right to take immediate temporary action to correct a situation where a student's actions endanger patient care. As soon as possible thereafter, Training Site's clinical education Supervisor will notify School of the action taken. All final resolutions of the student's academic status in such situations will be made solely by School after reviewing the matter and considering whatever written factual information Training Site provides for School; however, Training Site reserves the right to terminate the use of its facilities by a particular student where necessary to maintain its operation free of disruption and to ensure quality of patient care.

G. On any day when a student is participating in the clinical education program at its facilities, Training Site will provide to such student necessary emergency health care or first aid for accidents occurring in its facilities. The student will be responsible for the costs of any and all care.

H. Except as provided in this Agreement, Training Site will have no obligation to furnish medical or surgical care to any student.

IV. STUDENTS' STATUS AND RESPONSIBILITIES

A. Students will have the status of learners and will not replace Training Site personnel. Any service rendered by students is incidental to the educational purpose of the clinical education program.

B. Students are required to adhere to the standards, policies, and regulations of Training Site during their clinical education program.

C. Students will wear appropriate attire and name tags, and will conform to the standards and practices established by School during their clinical education program at Training Site.

D. Students assigned to Training Site will be and will remain students of School, and will in no sense be considered employees of Training Site. Training Site does not and will not assume any liability under any law relating to Worker's Compensation on account of any School student's performing, receiving training, or traveling pursuant to this Agreement. Students will not be entitled to any monetary or other remuneration for services performed by them at Training Site, nor will Training Site otherwise have any monetary obligation to School or its students by virtue of this Agreement.

V. LIABILITY COVERAGE PROVISIONS

A. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement

B. School is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (Chapter 4.92 RCW). Claims against School and its employees, officers, and agents in the performance of their duties under this Agreement will be paid from the tort claims liability account as provided in Chapter 4.92 RCW. Students are covered under the student medical malpractice policy offered by the State of Washington, Office of Financial Management, Risk Management division, while working in the Training Site.

C. Training Site maintains professional liability insurance coverage with _____ [insurance company]. Through that coverage, Training Site provides liability coverage for its employees, officers, and agents in the performance of this Agreement, and further provides the means for defense and payment of claims that may arise against such individuals. [Optional: Training Site also maintains liability insurance coverage with _____ [insurance company] for students performing under this Agreement at the Training Site.

VI. TERM

A. This Agreement is effective beginning _____, 200____, and will continue thereafter from year to year. This agreement will be reviewed no later than three years from its effective date, or earlier at the request of either party. School and Training Site will jointly plan student placement in advance of each year's beginning, taking into account the needs of the school for clinical placement, maximum number of students for whom Training Site can provide a desirable clinical education experience, and the needs of other disciplines or schools requesting clinical placements.

B. This agreement may be canceled by written notice one year prior to termination; however, such termination shall not become effective for the students then enrolled in the clinical education program if such termination prevents completion of their requirements for completion of the clinical education program.

VII. PROVISIONS REGARDING BLOOD-BORNE PATHOGENS

A. School certifies that it has trained each student it sends to Training Site in universal precautions and transmission of blood-borne pathogens, and that it will send to Training Site only students who have been trained in and have practiced using universal precautions. School has recommended the Hepatitis B (HBV) screening to all clinical education program students before assignment to Training Site. Students may waive the HBV series, but are required to have a TB screening and be up-to-date on all other immunizations. Training Site

will provide personal protection equipment that is appropriate for the tasks assigned to School's students.

B. In the event a student sustains a needle-stick injury or other substantial exposure to bodily fluids of another or other potentially infectious material while participating in the clinical education program at Training Site, Training Site agrees to provide the following services:

- Being seen by Training Site's employee health service and/or emergency department as soon as possible after the injury;
- Emergency medical care following the injury;
- Initiation of HBV, Hepatitis C (HCV) and HIV protocol;
- HIV counseling and appropriate testing.

The student will be responsible for the costs of any and all care, testing, counseling, and obtaining necessary follow-up care.

C. The source patient's HBV, HCV and HIV status will be determined by Training Site in the usual manner to the extent possible.

VIII. MISCELLANEOUS PROVISIONS

A. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein.

B. Amendment. This Agreement may be modified only by a subsequent written Agreement executed by the parties. The provisions in this Agreement may not be modified by any attachment or letter agreement as described elsewhere in this Agreement.

C. Order of Precedence. Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order:

1. This Agreement;
2. Attachments to this Agreement in reverse chronological order.

D. Governing Law. The parties' rights or obligations under this Agreement will be construed in accordance with, and any claim or dispute relating thereto will be governed by, the laws of the State of Washington.

E. Notices. All notices, demands, requests, or other communications required to be given or sent by School or Training Site, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

(a) To School:

(b) To Training Site:

Each party may designate a change of address by notice in writing. All notices, demands, requests, or communications that are not hand-delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile transmission.

F. Survival. School and Training Site expressly intend and agree that the liability coverage provisions of this Agreement will survive the termination of this Agreement for any reason.

G. Severability. If any provision of this Agreement, or of any other agreement, document or writing pursuant to or in connection with this Agreement, shall be held to be wholly or partially invalid or unenforceable under applicable law, said provision will be ineffective to that extent only, without in any way affecting the remaining parts or provisions of said agreement.

H. Waiver. Neither the waiver by any of the parties hereto of a breach of or a default under any of the provisions of this Agreement, nor the failure of either of the parties, on one or more occasions, to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights or privileges hereunder.

I. Inspection. Training Site will permit, on reasonable notice and request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of School.

J. HIPPA. School voluntarily provides students with training on the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Training Site will provide additional training on Training Site's specific HIPAA policies and procedures. School will direct its students and faculty to comply with the policies and procedures of Training Site. No protected healthcare information (PHI) is anticipated to be exchanged between Training Site and School. Solely for the purpose of defining students' role in relation to the use and disclosure of Training Site's PHI, students acting pursuant to this Agreement are defined as members of Training Site's workforce. However, School's students and faculty shall not be considered to be employees of Training Site.

COLLEGE

By _____

By _____
President, College

Approved as to form:

Assistant Attorney General
Attorney for College

MEDICAL CENTER

By _____

By _____
Executive Director/ CEO

Dietetic Internship Information

The Dietetic Internship Program at Central Washington University (CWU) offers an accredited Dietetic Internship (DI) through the Department of Health, Human Performance and Nutrition. The Dietetic Internship is currently granted accreditation status by the Commission on Accreditation/ Approval for Dietetic Education of the American Dietetic Association. This program provides the opportunity for:

- Certificate of completion of performance requirements for entry level dietitians through a 1200+ hour supervised practice and didactic experience
- Accredited supervised practice program experience required to become a Registered Dietitian
- Preparation to write the registration examination of the ADA

A Master of Science (MS) degree with an emphasis on Nutrition and Dietetic is optional.

The Dietetic Internship experience, in conjunction with the course work, provides a foundation for clinical application. Our program incorporates theory, analysis, and problem solving that is essential to build a career in dietetics. The course work provides advanced study in nutrition, biochemistry, clinical and community nutrition, food systems management and research. The field experience component emphasizes the implementation of knowledge in an application-based setting.

Please direct any questions to the Assistant Professor and Dietetic Internship Director, Linda Cashman, at cashmanl@cwu.edu.

Master of Science Degree

CWU's DI Program is affiliated with its graduate program in nutrition. The 23 course work credits earned in the DI Program can be applied toward an M.S. degree following acceptance into graduate school. A minimum of 45 credits and completion of a thesis or project is required for completion of an M.S. degree. Graduate assistantships are available. GRE scores are required for admission to the graduate program.

Dietetic Internship Entrance Requirements

- Baccalaureate degree in Dietetic or Foods and Nutrition
- Verification of DPD completion or declaration of intent to complete DPD program
- GPA of 2.8 or higher (4.0 scale)
- Evidence of ability and willingness to work productively

Program Rotation Sites

Dietetic Interns complete their supervised practice experiences in a variety of sites under the direction of internship preceptors. At the current time, Interns are placed in three locations - the Yakima Valley area, Wenatchee, and the Tri-Cities. In each of these areas, the internship utilizes various health care facilities including hospitals, community clinics, health departments, and school district child nutrition service offices. The Yakima valley area and Wenatchee are

located in the midst of the Washington fruit and wine country. The Tri-Cities is located further southeast of Ellensburg near Columbia River.

The following rotations are included as part of the dietetic internship:

Medical Nutrition Therapy

Over an eleven-week period, the dietetic intern will gradually assume the responsibilities of the clinical dietitian and will develop the competencies for an entry-level dietitian.

Renal Nutrition

The dietetic intern will spend two weeks working with a registered dietitian in an out patient renal dialysis unit. During this time the intern will have an opportunity to work directly with patients undergoing dialysis and provide appropriate nutrition therapy.

Community Nutrition

Over a seven-week period, the dietetic intern will actively participate in the responsibilities of a dietitian working in a community health clinic. During this rotation, the dietetic intern will gradually assume the responsibilities of a dietitian in a community clinic and will provide nutrition care to WIC clients and clients needing medical nutrition therapy education.

One additional week is spent in the following community settings to determine how nutritional services are provided - a diabetic clinic, an outpatient clinic for individuals with cancer, and an Infusion Care program for individuals receiving home enteral & parenteral nutrition.

Foodservice Management

Over a ten-week period, the dietetic intern will actively participate in the responsibilities of a dietitian or food service manager in a public school or college foodservice. During this rotation the intern will have an opportunity to develop his or her foodservice management skills including skills in menu planning, food production and service, food and equipment purchasing, and human resource management.

Hospital Foodservice Management

During the time spent in the healthcare setting the dietetic interns will also spend 3 weeks in hospital foodservice. This experience will include food production and service, quality assurance, foodservice sanitation, menu planning, and budgeting.

Long Term Care

Two weeks will be spent working directly with a consulting dietitian in long-term care and providing nutrition care to patients in this setting.

Optional Experience

A one-week optional experience allows the dietetic intern to design an individual rotation to

explore an area of dietetics where registered dietitians are employed or could be employed.

Completion Requirements

- Students must demonstrate satisfactory performance skills as judged by the DI Program director and CWU faculty
- Maintenance of 3.0 or higher (4.0 scale) GPA

The Curriculum

The DI Program is a 14-month (five quarter) program that begins each summer quarter. The student will complete 23 credits of course work during two summer sessions. During the fall, winter, and spring quarter, the student will complete 54 credits of supervised practice experience.

Schedule

Summer: Year One	
Courses	Credits
NUTR 540: Nutrition Education	3
NUTR 541: Application in Dietetics	5
NUTR 543: Advanced Nutrition & Biochemistry	3

Fall: Year One	
Courses	Credits
NUTR 492: Dietetic Practicum (supervised practice rotation)	18

Winter: Year One	
Courses	Credits
NUTR 492: Dietetic Practicum (supervised practice rotation)	18

Spring: Year One	
Courses	Credits
NUTR 492: Dietetic Practicum (supervised practice rotation)	18

Summer: Year Two	
Courses	Credits
NUTR 545: Advanced Studies in Dev. Nutrition	4
NUTR 547: Nutrition Update	4
HRM 381: Management of Human Resources	5

Approximate Cost

These fees are approximations, and are subject to change without prior notice.

- Dietetic Internship Application Fee: \$35
- CWU Application Fee: \$35
- Computer Matching Fee: \$50

Tuition & Fees (Years 2007/2008):

- Tuition (2007/2008): Residents of the State of Washington: \$4,611.00 (for 3 quarters)
- Tuition: Nonresidents of the State of Washington: \$14,013.00 (for 3 quarters)
- Fees: \$375.00 (for 3 quarters)
- Summer Registration: \$80 (\$40 per quarter; two summers)
- Summer Tuition \$175 per credit
- Textbooks: \$500
- Lab Coat: \$25
- Professional Liability Insurance: \$15 per year
- Housing: Variable
- Miscellaneous: Variable (Plan for a minimum of \$500)
- Transportation: A vehicle is needed to provide transportation to supervised practice sites
- ADA Affiliate Membership: \$50 (variable)

Appendix 3.7a

Central Washington University Dietetic Internship Program 2009 Application Procedures

Applications to the Central Washington University Dietetic Internship Program must be postmarked no later than **February 17, 2009**. For applications to be complete, the following materials are required:

1. A completed Dietetic Internship application. A photocopy with original signature will be accepted. A resume may supplement the application, but not replace it.
2. A letter of application which introduces you to the selection committee, includes your short and long-term goals, why you chose the program at Central Washington University, how the program meets your goals, and other information pertinent to the selection. The letter of application should not exceed 2 pages and is a significant part of the application packet.
3. Official transcript(s) from all colleges and universities attended. It is preferred that transcripts are sealed in an envelope by the issuing institution and then included in the application packet. Or, the official transcript can be mailed directly to Linda Cashman, DI Director, at the address below.
4. Verification of Completion or Declaration of Intent to Complete Didactic Program in Dietetics Academic Requirements completed by the director of your undergraduate didactic program. Date of completion must precede the beginning date of the internship which will be June 22, 2009.
5. References from at least three professionals qualified to give pertinent information regarding your character, abilities and potential professional performance. One reference must be from a major professor. Use the American Dietetic Association Recommendation Form. Letters of reference are optional.
6. Attach a check or money order payable to Central Washington University Dietetic Internship Program for \$35 in payment of the application fee, which is non-refundable and not applicable to tuition.
7. Submit all application materials in one packet to:
Linda Cashman, MS, RD
Dietetic Internship Program Director
Central Washington University
Health Human Performance and Nutrition Department
400 E. University Way
Ellensburg, 98926-7572

All applicants to the Central Washington University Dietetic Internship Program must participate in computer matching. Information about computer matching may be obtained from D&D Digital Systems, 304 Main Street Suite 301, Ames, IA 50010 or from your didactic program director.

Appendix 3.7b

Dietetic Internship Program Application

Verify application requirements of each program to which you wish to apply.
Not all programs use this form. All information must be typed/printed.

Date _____

Name _____
(Last) (First) (Middle or Maiden)

Present Address

(Street) (Apt #)

(City) (State) (Zip Code) (Phone) **XXX-XXX-XXXX**

Permanent Address (if different)

(Street) (Apt #)

(City) (State) (Zip Code) (Phone)

Cell Phone Number (Phone number where you can be reached on Appointment Day.)

E-mail address Social Security Number

Actual or Expected Date (Month/Year)
Baccalaureate Degree conferred.

Actual or Expected Date (Month/Year)
DPD Course requirements completed.

Foreign Applicants: Designate Immigration Status _____ Expiration Date: _____

Grade Point Averages:

Overall Undergraduate (See page 6.)	DPD (See page 6.)	Overall Graduate (If applicable)
_____	_____	_____

Graduate Record Exam Results:

(If taken, include a copy with your application.)

- Not all programs require GRE scores.
 - Check each program's admission requirements.
 - Leave blank if not applicable.
- | Date Taken (Month/Year) | Verbal Score | Quantitative Score | Analytical Writing Score |
|-------------------------|--------------|--------------------|--------------------------|
| _____ | _____ | _____ | _____ |

Education: List all colleges or universities attended, with most recent listed first.

College/University	Address (City/State)	Start and End Dates (Month/Year)	Degree

Recommendations: List the names of the 3 individuals who will complete your recommendation forms.

Name	Title	Address	E-mail and Phone
			Email: Phone:
			Email: Phone:
			Email: Phone:

Honors and/or extracurricular activities after beginning college: List organizations, appointed or elected offices held, scholarships, honors, and certifications received. Include dates for honors

Professional Organization Memberships: List professional organizations of which you are a member.

Work experiences in the past five (5) years: List all experiences, including volunteer, beginning with the most recent. Indicate if the experience was paid, volunteer or part of a practicum/field experience associated with a college course. Briefly describe key responsibilities. When indicating the amount of hours, use hrs/wk for reoccurring work and volunteer experiences and total hours for limited time volunteer and practicum/field experiences. (Note: if you have professional dietetics work experience from over five years ago, you may include it.) Use additional pages as needed.

Name of Employer / Organization	Position Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
1.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
2.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
3.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
4.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
5.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				
6.				
Supervisor's Name and Title:			Email:	
			Phone:	
Key Responsibilities:				

Work experiences in the past five (5) years, continued

Place of Employment and/or Practicum	Position, Title	Start and End Dates (Month/Year)	Hrs/Wk or Total Hours	Paid, Volunteer, or Practicum
7.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
8.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
9.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
10.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
11.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	
12.				
Supervisor's Name and Title:			Email:	
Key Responsibilities:			Phone:	

Didactic Program in Dietetic (DPD) Courses: Include all courses required to meet DPD requirements at your college or university. If a course has not been completed, indicated INC in the No. of Credits column. See instructions on page 6. Use additional pages as needed. (If you have earned credits from multiple educational systems that use different credit units, e.g. semesters and quarters, you must convert all credits to one type of unit.)

College or University	Course Prefix & No.	Course Title	Lab / Practicum	Term & Year	No. of Credits	Grade Earned	Grade Points Earned
			<input type="checkbox"/>				
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					Totals Credits		Total Grade Points

I certify the information I have provided in this application is true and accurate and recognize any false or incorrect statements made herein will be grounds for my dismissal from the program. I understand I must provide an original copy of a signed Verification Statement substantiating completion of academic requirements prior to start date of program.

_____ **Date**

_____ **Signature**

Appendix 3.7c

WAIVER and RECOMMENDATION FORM

To the applicant: Please complete the following:

Name: _____ Date of Graduation: _____
(Last, first, middle or maiden)

The applicant should sign and date one of the following statements:

- 1) I wish to have access to this letter and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this recommendation.

Applicant's Signature _____ Date _____

- 2) I wish this letter to be confidential and I hereby waive any and all access rights granted me by the above laws to this recommendation.

Applicant's Signature _____ Date _____

Please rate the applicant on the qualities you feel you can judge on the grid below. Indicate your perception of the student's readiness to function in a dietetic internship program at this time. Provide comments of ratings and your signature on next page.

Student's Name _____

Actual or Expected
Date of Graduation _____

O - Outstanding; MS - More than Satisfactory; SAT - Satisfactory; NI - Needs Improvement, U - unsatisfactory

	O	MS	SAT	NI	U	Unable to Evaluate
Application of Knowledge						
Nutrition Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Nutrition Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foodservice Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical Skills/Problem Solving						
Conceptual Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills						
Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills						
Peers/Co-Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers/Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to Stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility/Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Potential as a Dietitian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Relationship to Applicant: Advisor: Teacher: Work Supervisor: Other:

If Other, please indicate relationship: _____

How long have you known applicant? _____

How well do you know applicant? _____

Do You: (Check appropriate box.)
 Highly Recommend 5 4 Recommend 3 2 Not Recommend 1

Prepared by The American Dietetic Association and Dietetic Educators of Practitioners Practice Group for optional use by dietetics education programs (2004).

Additional Information: Use to amplify or add to characteristics rated on previous page. Indicate applicant's strengths and those qualities that require further development. (May use a separate sheet or letter.)

Strengths:

Qualities that Require Further Development:

Name _____
Signature _____ **Date** _____
Position _____
Place of Employment _____
Address _____

Phone XXX-XXX-XXXX _____ **E-mail** _____

Appendix 3.7d

Central Washington Dietetic Internship Screening Criteria

Applicant Name _____

Reviewer's Initials _____

<u>Application Materials</u>	5 points	
1. Is the application complete as requested? See Dietetic Internship Packet Checklist (over)		
2. Are the application materials fully completed, in an organized manner?		
3. Is the application clear and neat?		
<u>Application Letter</u>	15 points	
1. Is the letter written in a clear, concise manner? Grammatically correct and free of misspelled words?		
2. Does the letter tell you something about the applicant? Why s/he chose the profession of dietetics, why s/he chose our internship program?		
<u>Grades</u> See criteria below	25 points	
<u>Work Experience</u>	25 points	
1. Has the applicant had relevant experience in the profession? Was it paid experience, a contracted field experience (with learning objectives) or a volunteer experience?		
2. How long was the experience?		
3. What was the level of responsibility?		
<u>Extracurricular Activity</u>	5 points	
1. Has the applicant participated in relevant extracurricular activities, which are related to the profession? Campus Nutrition Club?		
2. Has the applicant had leadership experience as part of the activity?		
3. Does the activity demonstrate that the applicant has a 'well rounded' background?		
4. Has the applicant received any awards?		
<u>References</u>	20 points	
1. How do the persons writing the letter rate the applicant in the criteria listed?		
2. Does the person writing the letter highly recommend the applicant? Recommend the applicant? Not recommend the applicant?		
3. Does the letter illustrate personal or professional qualifications of significance?		
4. Are the significant strengths described?		
5. Are they significant weakness described?		
<u>Bonus Points</u>	5 points	
1. Does the applicant's grades show consistent improvement throughout the academic program?		
2. Does the applicant possess additional qualifications, which should be considered, such as ability to speak Spanish, computer skills etc.?		
3. Has the applicant had to work to put her or himself through college or had additional family responsibilities?		
4. Has the applicant applied to our internship in the past, but was not selected due to the number of applications received?		
5. Other factors you would like to consider.		
Total Points	100 Points Possible	

GPA (DPD) Evaluation Criteria

- 3.5 – 4.0 25 points
- 3.0 – 3.4 20 points
- 2.5 – 2.9 15 points

SCORE SHEET FOR DIETETIC INTERNSHIP INTERVIEWS

Total Points – 50

Applicant Name _____

Reviewer Name _____

Question	Possible Points	Points Given	Comments
General	10		
Management	10		
Medical Nutrition Therapy	10		
Community	10		
Overall Composure	10		
Total Points	50		

Appendix 3.8

Central Washington University Health, Human Performance and Nutrition Dietetic Internship Program Policies and Procedures

Policy #1 - Equal Opportunity

Policy: Student appointments, rotations, and affiliations are made in accordance with Central Washington University policies and practices that affirm and actively promote the rights of all individuals to equal opportunity in education without regard to race, color, religion, nation origin, sex, sexual orientation, age, marital status, disability or Vietnam era veterans.

Procedure

1. Inquiries regarding violations of this policy and further information on federal equal opportunity mandates should be directed to the Affirmative Action Office, central Washington University.
2. The Minority Affairs Office is responsible for planning and implementing programs for recruiting, admission, retention and graduation of ethnic minority and economical disadvantaged students into the health profession.

Revised 2/95; Reviewed: 6/04

Policy #2 - Retention of Student Records

Policy: The contents of student records shall be consistent (as listed below) and shall be retained for five years after completion of the program. After this period, unnecessary student records will be destroyed following University procedures.

Procedure

1. The student records shall containing the following:
 - All program application materials.
 - All program performance appraisals
 - Copies of special projects and reports
 - American Dietetic Association and Commission on Dietetics endorsement letters.
 - Communication with the student following completion of the program.
2. These records shall be maintained on file in the internship director's office for a minimum of five years following completion of the dietetic internship program.
3. After a period of five years, the internship director will destroy the following records:
 - All student performance evaluation
 - All copies of reports and projects, unless necessary for records of the University.

4. The reduced student records, containing endorsement letters, all original application materials and communication from the student will be retained permanently.

Revised 2/95; Reviewed: 6/04

Policy #3 - Access to Personal Files

Policy: A student is entitled to access to her/her personal records at any time.

Procedure

1. All dietetic intern records are on file in the internship director's office. This includes performance appraisals from affiliating instructions and agencies.
2. The student may request access to his/her record at any time and may review them in the presence of the internship director. A student may not have access to another student's file.
3. Prior to showing the student his/her file, the internship director will remove any program application recommendations, which the intern has waived his/her right to review.

Revised 2/95; Reviewed: 6/04

Policy #4 – Student Illness or Absence

Policy: A student will be required to make up dietetic internship experiences if six (6) or more days are missed from the program. In the event that a student misses time in any one rotation, which interferes with the student's ability to meet the competencies of the rotation, the student will be required to make up this time.

Procedure

1. The preceptors in affiliating institution will notify the internship director of any days missed by the student during his/her rotation. The student will also be responsible for notifying the internship director of any personal absences.
2. Students may be required to make up missed time in the following ways:
 - The student may be required to continue in the supervised practice beyond the end of the scheduled rotation.
 - If appropriate, the student may be schedule to work 6 days/week until the time is made up.
 -

Revised: 6/04; Reviewed: 6/03

Policy # 5 – Insurance and Criminal Background Checks

Policy: The affiliation agreements between the dietetic internship program and the institutions or organizations which provide supervised practice experiences for dietetic interns specifies that each intern must carry their own medical and liability insurance policy. Additionally, some institutions require proof of a Washington State Criminal History background check prior to being placed in the institution or organization. It is the student's choice whether or not to participate in the affiliation by providing proof of this insurance or the criminal history check. If the student chooses not to participate, s/he may seek an affiliation that does not require the insurance or background check. The dietetic internship director must approve alternate affiliations.

Procedure

1. Students must provide the dietetic internship director with proof of medical and malpractice insurance and or background checks, as appropriate, prior to being placed in the supervised practice experiences.
2. In the event that a student chooses not to purchase the insurance or participate in the background check, s/he may look for affiliations that do not have these requirements. The Dietetic Internship Director must approve all alternate affiliations.

Revised: 6/00; Reviewed: 6/04

Policy # 6 - Liability for Travel

Policy: Students in the dietetic internship program will provide proof of a valid driver's license and Auto insurance upon entering the internship program. Automobile insurance is the responsibility of the dietetic intern.

Procedure

Each student will provide proof of a valid driver's license and automobile insurance before s/he will be scheduled for the internship rotations in the affiliating institutions.

Revised: 6/99; Reviewed: 6/04

Policy # 7 - Withdrawal and Reinstatement in the Dietetic Internship Program

Policy: A student who has satisfactorily completed at least 12 weeks and who withdraws from the internship program in good standing can re-enter the program within a three-year period from the date of withdrawal.

Procedure

1. A student who wishes to withdraw from the internship program must submit a letter of withdrawal to the internship director.
2. There will be no tuition reimbursement for the student who has withdrawn from the program. Students re-enrolling will be required to pay tuition at the current rate until the program is completed.
3. A former student seeking reinstatement to the internship must notify the internship director of his/her desire to be reinstated.
4. The internship director will determine the length of time and type of experience(s) required to complete the program and the starting date to complete the program.
5. Reinstatement into the program and completion of program requirements will be made considering the needs of the affiliating institution and the current students in the program. Current students in the program will be given first consideration.

***Reasons for withdrawal in good standing:**

- Health problems
- Unforeseen family commitments
- In cases of an acute personal illness, an intern who has satisfactorily completed at least 6 weeks in the program may be considered for reinstatement.

Revised: 6/01; Reviewed: 6/04

Policy # 8 - Dietetic Intern Schedules and Assignments

Policy: The dietetic internship director is responsible for planning the supervised practice rotation schedule for each of the students. The affiliating institutions that provide the supervised practice rotations for students will be responsible for planning student experiences and making student assignments under the direction of the dietetic internship director.

Procedure

1. Students will participate in his/her learning experiences on the days of the week and the times scheduled by the affiliating institution. Students may be scheduled to work holidays at the discretion of the internship preceptors in the affiliating institutions.
2. Each student will be given a one-week vacation during the internship.
3. Absences from assigned rotations are made up at the discretion of the internship director and internship preceptors based on the students' progress in the rotation.
4. Students may be excused from supervised practice rotations for special meetings and workshops, which have been approved by the internship director. These meetings and workshop will be considered 'on-duty' time for the intern. However, they will not relieve the intern from successfully completing the competencies and assignments of the rotation,
5. In the event of extenuating circumstances and or special requests* the student will obtain permission from the internship director and make arrangements with the affiliating institution to be absent from a scheduled rotation.
6. The intern is responsible for completing any assigned work and or special projects by the given deadline. This may require being present in the affiliating institution or facility at time other than when the student is scheduled.

*Definition of extenuating circumstances: Death or critical illness in family or personal health needs

*Definition of Special Requests: Job interviews or Family Celebrations

Revised: 6/04; Reviewed: 6/03

Policy # 9 - Program Completion Requirements

Policy: Students must successfully complete all didactic coursework and supervised practice rotations in the dietetic internship program in order to receive verification of completion of the dietetic internship program.

Procedure

1. In order to successfully complete the dietetic internship program, students must satisfactorily complete all assignments and experiences for each rotation. This includes satisfactory completion of each of the Dietetic Practicum courses, in sequence, in the internship program.
2. In the event a Dietetic Practicum course is not successfully completed, it may not be repeated.
3. Satisfactory completion will be based on:
 - Demonstration of entry-level knowledge and performance skills as indicated on the program competencies.
 - 80% accuracy on all assignments.
 - A C grade or better on all graded coursework.
4. A student must arrange in advance, with the internship director, to correct or make up missed assignments or assignments which do not meet the completion criteria.

Revised: 11/96; Reviewed: 6/04

Policy #10 - Performance Appraisal

Policy: Performance appraisals will be completed and discussed with the student at the completion of each internship rotation.

Procedure

1. The student is responsible for setting up a time for the performance appraisal with the preceptor and the internship director for the last week of the rotation.
2. If for some reason an appointment for the appraisal is not possible during the last week of the rotation, it should be made as soon as possible after the end of the rotation (within the next week if possible).
3. The preceptor will use a written form for the appraisal. The student may also use this form to appraise his/her own performance.

4. All assignments for the rotation must be completed prior to the performance appraisal. Assignments should be given to the preceptor and the Internship Director prior to the appraisal or by a prearranged due date.

Revised: 6/99; Reviewed: 6/04

Policy #11 - Privacy of Information

Policy: A Student's assignments and performance appraisals are a private matter between the student and his/or her supervisors.

Procedure

1. The dietetic intern's assignments or evaluation is to be discussed in private with only the student and supervising preceptor and/or dietetic internship director present. The only exception will be if the student, preceptor or dietetic internship director requests other person to be present. In this case, the student, preceptor, or internship director must agree to the presence of another party.
2. The dietetic intern will be given a written copy of all evaluations.
3. The dietetic internship director will keep selected assignments and all written evaluations.
4. Assignments will be returned to the intern after they are reviewed.
5. Before any intern assignments are shared with another student or interested party, the preceptor or dietetic internship director will obtain permission from the interns to share the information.

Revised 2/95; Reviewed: 6/04

Policy #12 -Unsatisfactory Student Performance

Policy: The student who is not performing satisfactorily in a supervised practice rotation will be notified of his or her unsatisfactory performance as soon as possible to allow for appropriate changes in performance prior to the completion of the rotation.

Procedure

1. The preceptor will notify the internship director of the student's unsatisfactory performance.
2. The preceptor and/or internship director shall notify the student of his/her unsatisfactory performance as soon as possible.
3. A conference will be held including the student, the preceptor and the program director to discuss the students' performance. The purpose of the conference is to discuss the student performance and to arrive at a plan for correction of the unsatisfactory performance.

4. A written plan will be developed to allow for the student to his or her performance. If necessary, a student may be asked to spend additional time in a supervised practice rotation to assure competence.

5. In the event that a student is unable to meet the requirements of the supervised practice experience, a grade of unsatisfactory will be given to the student and the student will not be allowed to proceed in the internship program.

Revised: 6/96; Reviewed: 6/04

Policy #13- Discipline and Termination

Policy: Students who fail to adhere to the policies and procedures of the University, the Dietetic Internship Program and/or the affiliating institutions or who exhibit inappropriate behavior may be subject to disciplinary action and termination from the program.

Procedure

1. Students are expected to comply by the policies and procedures of the University, the Dietetic internship Program and of the affiliating institutions in which they are placed.

2. Disciplinary action, including termination from the program may occur if a student fails to comply with these policies and procedures.

3. Inappropriate behavior which would be cause for disciplinary action includes, but is not limited, to the following:

- Disruptive and disorderly conduct,
- Academic dishonesty, including copying another student's papers,
- Forgery or alteration of records including student records,
- Theft or destruction damage or misuse of property,
- Harassment of any sort,
- Recklessly engaging in conduct, which creates a substantial risk or physical harm to another person,
- Disclosure of confidential information, including confidential patient information,
- Use of alcohol or illegal drugs while in class or on duty in an assigned affiliation,
- Behavior or conduct, which may interfere with the activities of the affiliating institution(s), the Dietetic Internship Program, or the University.

4. Students may be removed from an affiliating institution and or placed on suspension during the time an investigation is occurring regarding an incident or complaint.

5. Procedures for disciplinary action are outlined in the Central Washington University Undergraduate/Graduate Catalogue - Initiation, Investigation and Disposition of Complaints.

Revised: 6/96; Reviewed: 6/04

Policy #14 - Grievance Procedures

Policy: A student has the right to appeal an appraisal of performance believed to be unfair.

Procedure

1. Immediately after receiving an appraisal believed to be unfair, the student should discuss the appraisal with the appropriate preceptor and internship director.
2. The student should notify the internship director in writing of his/her dissatisfaction with an evaluation within one week after the evaluation has been given.
3. The student may proceed in one of two ways:
 - The student may request that a rebuttal statement concerning all or portions of the appraisal be attached to the evaluation in question. A copy of this rebuttal will be sent to the preceptor and the internship director. The preceptor has the right to issue an explanation, which will also be attached to the appraisal with a copy given to the student.
 - The student may request a conference with the internship director and the preceptor. If the student feels that satisfactory settlement is not reached, he/she may write a rebuttal statement to attach to the evaluation.
4. In the event that no agreement is reached, the student may initiate a formal appeal through the Department of Family and Consumer Sciences following the University Grievance Procedure.

Revised: 6/96; Reviewed: 6/04

Policy #15 – Program Evaluation

A number of methods are used to assess Central Washington University Dietetic Internship Program effectiveness and outcomes. The results of this evaluation are used to make changes in the Program, as appropriate. This Program evaluation includes:

Student Education and Experiences

1. Student evaluations of individual program experiences, including evaluations of assignments and of individual Preceptors occur as the student finishes each affiliation

experience. These evaluations are confidential and will be shared in summary format with the affiliating institution annually.

2. At the end of the program, students will be asked to evaluate the entire Program, including classes, seminars, individual experiences, and the effectiveness of the Program Coordinator.

3. At the end of each internship year, affiliating Institutions, including the individual Preceptors, will be asked to evaluate the Program. This includes evaluating both the educational experiences and student assignments for the individual rotations.

Student Outcomes

1. Student achievement of the Registration examination is used as one measure of student outcomes. Particular attention is paid to student achievement on the specific areas of emphasis within the examination.

2. A survey of graduates of the internship and of the graduate's first employer will be conducted one year after graduation to determine preparedness for his or her first position as a dietitian.

Program Goals and Objectives

1. The results of the survey of Program Graduates is used to assist in evaluating program goals and objectives, including program effectiveness in preparing students for positions within the profession.

2. Feedback from the Program Advisory Committee is used to determine the Program's effectiveness, as well as the effectiveness of the Program in meeting the dietetic needs of the region and the state, including the future needs of the profession.

3. Informal and formal feedback from dietetic practitioners, customers and employers of dietetic practitioners regarding the program is continually sought at dietetic meetings and in other appropriate situations.

Revised: 12/96; Reviewed: 6/04

Policy #16 - Review of Policies and Procedures

Policy: The policies and procedures of the dietetic internship program will be reviewed at least annually.

Procedure

1. The dietetic internship director will review policies and procedures of the dietetic internship annually.
2. Recommendations for changes to the internship policies and procedures may be made at any time by contacting the dietetic internship director.
3. Major changes including additions or deletions of policies and procedures will be reviewed with the program faculty including the preceptors in the program and the advisory committee.
4. The policies and procedures of the program will be reviewed the dietetic interns when they enter the program.

Revised: 6/03; Reviewed: 04

Appendix 3.8.1.1

Withdrawal From a Course

[^ TOP](#)

Peremptory (uncontested) withdrawals will not be permitted after the first six weeks of instruction. Students who withdraw after the change of schedule period from 25 percent or more of the coursework for which they have registered for two or more quarters each academic year are subject to dismissal. Students who have been dismissed under this policy may not enroll for courses without submitting an approved plan of study signed by an academic advisor to the Office of the Provost/Senior Vice President for Academic Affairs. To continue enrollment, the student must satisfactorily complete all credits enrolled during the first quarter of readmission. Students who do not meet this requirement will not be allowed to register for one calendar year.

Peremptory withdrawals will be noted on the student's transcript with "+W." Class rosters will reflect the +W for students who have used their peremptory withdrawal.

Withdrawals after the sixth week of instruction will be granted only for reasons of hardship and then only upon written petition to and written approval by the registrar. The student must contact the course instructor and obtain the faculty member's signature on the hardship withdrawal petition. The signature serves merely to acknowledge the petition and implies neither support nor rejection of the request. The registrar may consult with affected faculty when evaluating a petition and will notify the instructor if the hardship withdrawal has been approved. Hardship withdrawals will be noted on the student's transcript with an "HW" (hardship withdrawal). Hardship withdrawals from individual courses will not be permitted during or after the final examination period.

Conversions of incompletes to withdrawals must be petitioned as if they were hardship withdrawals. They may be changed only upon petition to the registrar. Withdrawals will not be included in calculating grade point averages. There are no tuition refunds in cases of withdrawal from individual courses.

Withdrawal From the University

[^ TOP](#)

A student may withdraw from the University for reasons of illness or other extenuating circumstances at any time prior to finals week. An official withdrawal form is available at Registrar Services or University center offices. A student may not withdraw from the University during finals week except with approval of the registrar. A complete withdrawal from the University will be noted on the student's transcript with a "W." The registrar will notify affected faculty members when a student has withdrawn from the University. Students who plan to leave the University must complete the official withdrawal form. Failure to do so may

result in failing grades. There is no refund of tuition and fees if total withdrawal occurs after the 30th calendar day of the beginning of the quarter. See refund policy for specific details.

Withdrawal From the University Due to Military Exigency

[^ TOP](#)

Students who have been called into military service of the United States due to a national emergency will be eligible for withdrawal from the University or the granting of credit. The policy does not apply to regular National Guard or Reserve duty or to annual active-duty requirements.

- Students who must withdraw from the University during the first third of the quarter will be granted a total University withdrawal (W).
- Students who must withdraw from the University during the second third of the quarter may request either an uncontested withdrawal (+W) or an incomplete (I) in each course with specified deadline for completion to be determined by the dean in consultation with the instructor or a total University withdrawal from all courses (W).
- Students who must withdraw from the University during the last third of the quarter may request an uncontested withdrawal (+W) or an incomplete (I) or credit if the coursework is satisfactory, to be determined by the dean in consultation with the instructor or a total University withdrawal from all courses (W). If credit is awarded, the instructors must report either a letter grade or a satisfactory (S) for each course depending upon the quality of the student's work. If credit is received and the course(s) complete(s) all requirements for the baccalaureate degree, the degree will be awarded.
- In all circumstances, students will be expected to attend classes up to fifteen (15) calendar days prior to induction.
- Students need to contact Registrar Services or their University center office as soon as possible to complete the appropriate paperwork, and to submit a copy of the Federal Activation Orders.

Tuition Refund Schedule

[^ TOP](#)

A continuing student will receive a 100 percent refund of tuition and fees if a complete withdrawal from the university occurs prior to the sixth day of the quarter.

A student will receive a 50 percent refund of tuition and fees if a complete withdrawal from the university occurs on or after the sixth day of the quarter and within 30 calendar days of the beginning of the quarter.

There is no refund of tuition and fees if withdrawal from the university occurs after the 30th calendar day of the quarter.

There is no refund for individual class withdrawals after the change of schedule period.

Tuition and fees may be refunded to students unable to complete coursework as a result of being called to active duty in the Armed Forces of the United States.

Appendix 3.8.3

May 17, 2007

Dear Dietetic Intern,

Congratulations! We are excited to have you as part of Central Washington University's (CWU) 2007-2008 Dietetic Internship class, which starts June 18, 2007. To register for your first quarter in our Dietetic Internship program you will need to do several things which are outlined below.

Admission to CWU

You need to apply for admission to CWU. Since you are beginning a new certificate you must apply for admission to CWU whether or not you recently completed a degree through CWU. You may apply on line at: <http://www.cwu.edu/~cwuadmis>. Click on the 'Apply to CWU' link and follow the instructions. You will need to apply as a post-baccalaureate student since you have already completed your bachelor's degree. Please note that a \$50.00 fee must also be paid at this time. As part of the admission process, you will be asked to submit official transcripts from all colleges you attended. If you will email me, I can provide the official transcripts that you submitted with your application to speed up the admission process.

Each of you will need to be sure that an official copy of your transcript, showing the awarding of your undergraduate degree, is provided to both admissions and the Dietetic Internship. Admissions and the Dietetic Internship maintain different files in different locations and each is required to maintain the transcript for the permanent file. If the transcript showing degree granted was part of your internship application, I will have forwarded it to admissions for that process. I will then need an official transcript to complete your permanent internship file.

Graduate School

If you are interested in graduate school, you will need to submit a completed graduate school application by March 1, 2008 for full consideration. GRE scores are also required for admission to graduate school. Upon admission to graduate school your academic classification will be changed. By waiting to apply to graduate school until March 2008 you will not have to pay graduate tuition for the Dietetic Practicum credits (September 2007 – June 2008), which are part of the dietetic internship but are not part of your graduate coursework.

Summer School

You also need to enroll in summer school. You can complete enrollment online at <http://cwuce.org/summer/registration.asp>. You will enroll as a non-matriculating (non-degree seeking) student at this time. When you have received the letter with your CWU Student ID and PIN, you can enroll online for the following courses:

- NUTR 541 Application in Dietetics, 5 credits – MTWR, 9:10 – 10:40 AM
- NUTR 543 Advanced Nutrition and Biochemistry, 3 credits - MTWR, 10:50 – 11:55 AM
- NUTR 540 Nutrition Education, 3 credits – MTWR, 2:10 – 3:15 PM

Each of the above classes will meet from June 18 through July 27, 2007. Information on cost of registration and fees for summer can be found at <http://cwuce.org/summer/tuition.asp>. There will be a \$40 summer school registration fee in addition to the credit hour based tuition/fees.

Textbooks

Textbooks for this summer school session will be available at the University Bookstore on the campus. Plan to spend approximately \$350 for these books. Additionally, I encourage you to bring any reference nutrition books that you have. They will be helpful when completing case studies and assignments during the internship. Also, please bring a foodservice management textbook with you for use during your foodservice rotations.

Dress Code

In all rotations you are expected to dress professionally, e.g. low-heeled closed toe shoes (no sandals), a minimum amount of jewelry, and no jeans. Hairnets are usually provided as needed in some food service rotations. You may need a white lab coat for some rotations. Dress for summer school class is casual.

Miscellaneous Records

Please obtain xerox copies of the following records and *bring them to the first day of class for NUTR 541 on June 18*.

- 1) Proof of a two (2) step tuberculosis test in the past 6 months.
- 2) Proof of up-to-date immunizations (past 3 years) for: Hepatitis B, Diphtheria, Tetanus and MMR (measles, mumps, and rubella).
- 3) Current driver's license.
- 4) Current automobile insurance (a copy of your card showing proof of insurance is preferred).
- 5) Current health insurance (a copy of your card showing proof of insurance is preferred).
- 6) Washington State Food Handler's Permit good through June 2008 (available through local county health departments for a small fee).
- 7) Proof of a Washington State Criminal Background check. The background check requires you be fingerprinted by the Washington State Patrol. Further information will be provided for this process.
- 8) Certificate of completion of Bloodborne Pathogens/Infectious Disease training. (Training will be available during the summer school schedule. A \$5 fee has been required in the past.)
- 9) Certificate of completion of Health Care Provider level CPR. (Training will be available during the summer school schedule. A

- \$30 fee has been required in the past.)
- 10) Negative drug Screen (This can be completed in Ellensburg during the summer with a local agency. The cost is \$40. If you wish to have it completed before arriving in Ellensburg, please contact me to be sure that you have the appropriate level of screening.)
 - 11) Proof of professional liability insurance. Interns can purchase this through CWU for \$14.

(If you are coming from out of state you will need to wait until you come to Washington to obtain your Washington State Food Handler's permit and the Washington State Criminal Background check.)

Intern training sites have been arranged by contract between the sites and CWU. Those contracts specify requirements such as the list above and those requirements may change as contracts are renegotiated or renewed throughout the year. The Dietetic Internship's intention is to minimize changes in requirements during any one internship year; however, that is not always possible and accommodations may need to be made to maintain the ability to place interns in training sites.

Housing

Current dietetic training sites are in Wenatchee, the Yakima area, and the Tri Cities. For those students who will be looking for housing, I suggest that you wait until rotations are established to determine where you will be housed during September 2007 through June 2008. If you are coming from outside the area, you might want to live on the CWU campus this summer and look for other housing during the summer for fall. For information about housing at Central go to: <http://www.cwu.edu/~housing>.

Rotation Schedules

The supervised practice rotations through the various training sites will begin on September 17th. You will have August 3 – September 10 off. The weeks of July 30 – August 3 and September 10-14 will likely include 2-3 days of site visits to various training facilities. Please, do not schedule vacation time during these times and be available for the site visits.

Schedules for the supervised practice rotations will be available in late summer. You will register for an 18-credit Dietetic Practicum course for fall quarter 2007, winter quarter 2008, and spring quarter 2008.

The CWU Dietetic Internship currently uses hospitals, school food services, and clinics in three locations – Yakima, Tri-Cities, and Wenatchee. Every attempt is made to place students in a general geographic location for the period of September 2007 through June 2008. However, facility availability and preceptor staffing frequently change throughout the year. Such changes will potentially impact and possibly alter the assigned practice rotations. Please let me know if you are interested in going to either Wenatchee or the Tri Cities for your practice rotations.

Accommodations

If you require accommodations for a disability or have any questions about accommodations, please contact the Office for Equal Opportunity at (509) 963-2171.

Financial Aid

I do not recommend working during the dietetic internship. You will spend 40+ hours per week in your rotations. In addition to this, you will have other assigned reading and work, which will need to be completed for each rotation. Many dietetic interns have been successful in obtaining Federal Direct Loans. You can fill out applications for these loans on line at www.fafsa.ed.gov. If you have questions regarding financial aid, please contact the Financial Aid Office on campus at (509) 963-1611. They will be glad to discuss your individual eligibility for loans and other assistance.

I am very excited to have you in the Dietetic Internship class at CWU. I am confident you will have a wonderful internship year. If you have any questions please feel free to contact me at (509) 963-2786.

Sincerely,

Linda Cashman, MS, RD
Dietetic Internship Program Director
509-963-2786 office phone
509-521-8764 cell phone
cashmanl@cwu.edu