

**California State University, Chico
MS/DI Program**

Accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of
Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
312-899-0040 ext. 5400
312-899-4817 (fax)
www.eatrightpro.org/ACEND

PROGRAM HANDBOOK

Nutrition & Food Sciences



California State University, Chico
Chico, CA 95929-0002
Created August 2022

PROGRAM MISSION AND GOALS

The mission of the California State University, Chico Dietetic Internship Program in Dietetics is to prepare graduate students to become competent entry-level Registered Dietitian/Nutritionists (RDN) who will enhance the quality of life and health of individuals and families through their service in institutions and agencies. Students in the Masters and Dietetic Internship Program will be provided an integrated didactic and supervised practice curriculum to prepare competent, evidence-based, entry-level Registered Dietitian/Nutritionists (RDN) who will enhance the quality of life and health of individuals and families. The curriculum provides students with educational experiences to increase their expertise in the science of nutrition and nutrition education and enhance their confidence to conduct and analyze research.

The goals of the Dietetic Internship and MS/DI include:

1. Program graduates will meet eligibility requirements for becoming a Registered Dietitian Nutritionist as established by the Commission on Dietetic Registration (CDR); and
2. Program graduates will be able to fulfill employment requirements for entry-level dietitians; and
3. Program graduates will become competent dietetic professionals who will develop and implement evidence-based practice and work effectively with other team members to enhance the health and well-being of individuals and populations served (Applies to MS/DI Students only).

STUDENT LEARNING OBJECTIVES AND OUTCOMES

Graduates of the CSU, Chico Dietetic Internship and MS/DI program should:

- At least 80% of students complete program/degree requirements within 2.5 years (150% of program length) (MS/DI)
 - At least 80% of students complete program/degree requirements within 45 weeks (150% of program length) (non-degree VSO DI)
- At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
- 80% of program graduates will report that the program developed their competency to meet performance requirements for entry-level dietitians and additional requirements related to the nutrition education concentration at the proficiency or mastery level.
- Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation
- 80% of employers will rate graduates' ability to meet performance requirements for entry-level dietitians at the proficiency or mastery level
- Students will demonstrate the ability to critically evaluate and analyze the scientific literature in a variety of areas of nutritional science
- Students will demonstrate a master breadth of knowledge in key content areas of nutritional science including macronutrients and micronutrients
- Students will demonstrate the ability to design and conduct an independent research project (a research project paper)
- Students will demonstrate effective oral communication skills

- Students will demonstrate effective written communication skills

INTRODUCTION

This handbook was created to serve as a resource for the graduate students at the California State University, Chico (CSUC) MS/DI Program to facilitate your progress to the master's degree and DI verification statement. The handbook covers the policies and procedures related to the CSUC MS/DI and what to expect during the program. In 2022, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) revised the Eligibility Requirements and Accreditation Standards (ERAS) for Dietetic Internships and these revisions have been included in this handbook. Keep this handbook in your DI Binder as a resource during your internship. Welcome aboard!

The Office of Graduate Studies (Student Services Center 460) also has "A Guide to Graduate Studies. Policies, Procedures, and Format" available at:

https://www.csuchico.edu/graduatestudies/_assets/documents/a-guide-to-graduate-studies-policies-procedures-and-format.pdf.

EARNING A MASTERS DEGREE IN NUTRITIONAL SCIENCE

To receive a master's degree in Nutritional Science, you must complete all requirements as outlined in the 2022-23 University Catalog [at: http://catalog.csuchico.edu/viewer/18/NFSC.html](http://catalog.csuchico.edu/viewer/18/NFSC.html). You must complete all requirements within five years from the end of the semester of enrollment in the oldest course on the approved program plan. You must also maintain a grade point average of at least 3.0 in all course work on the approved plan, as well as in all course work taken subsequent to admission to the master's program. There are two options listed in the University Catalog.

The Option in Nutrition Education is designed for students who wish to work with individuals and groups in community or private agencies that address health behavior as well as to promote optimal nutritional status. This option is required of those students who plan to apply for the Dietetic Internship at CSU, Chico. Most students who complete this option become Registered Dietitian Nutritionists and find jobs in healthcare, state or federally funded programs, or education.

Weblink:

<http://catalog.csuchico.edu/viewer/18/NFSC/NUFSNONEPN.html> - MS degree requirements for both options

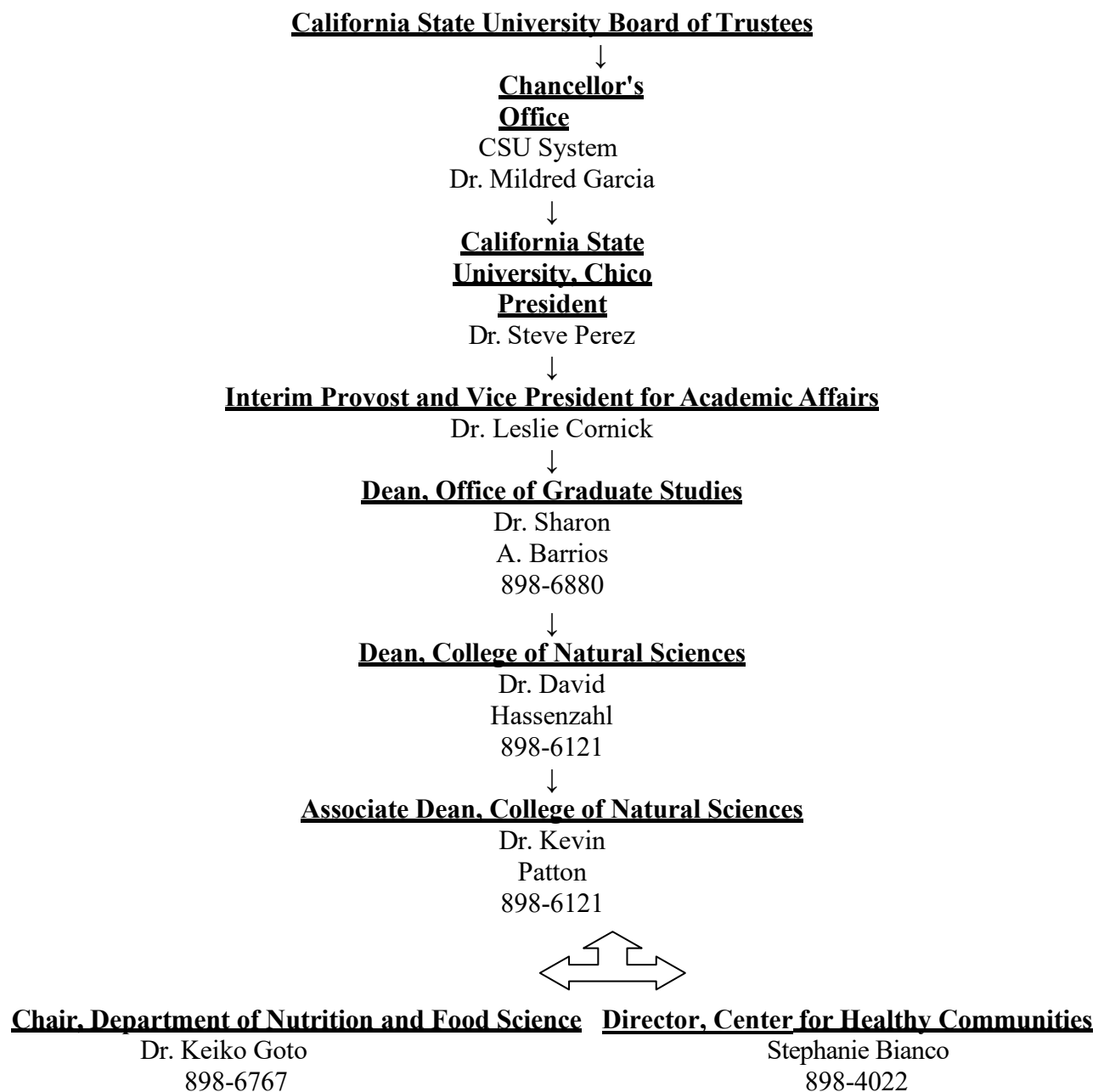
REQUIREMENTS TO BECOME A REGISTERED/DIETITIAN NUTRITIONIST (RDN)

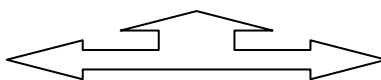
The education and supervised practice requirements to prepare one to take the RDN Exam and practice in the profession of dietetics are twofold: (a) completion of an undergraduate degree in an academic program which has been accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) as a Didactic Program in Dietetics (DPD) and (b) a minimum of 1,000 supervised practice hours in the areas of medical nutrition therapy (MNT), food service administration, and community nutrition in an ACEND accredited supervised practice program. A signed verification form from your undergraduate program is necessary before proceeding with the supervised practice. The supervised practice experience may

be fulfilled by completing the ACEND accredited California State University, Chico Dietetic Internship (DI). At the successful completion of the DI, the Dietetic Internship Director will provide the graduates with a DI verification form.

ORGANIZATIONAL STRUCTURE

The graduate program in Nutritional Science is part of the Department of Nutrition and Food Science. See how the department fits into the following CSUC organizational chart.





Didactic Program Director

Laura Curtis
898-6327

Graduate Coordinator

Dr. Cynthia Klobodu
898- 4762

Dietetic Internship Director

Dr. Joan Giampaoli
898 – 6401

GRADUATE ADMISSION

If you wish to apply to the Master's program in Nutritional Science, you must apply through the Office of Graduate Studies rather than through the Office of Admissions. For information on graduate admission, admission requirements, or classification status refer to the 2018-19 University Catalog available at the web links below.

Web links:

<http://www.csuchico.edu/graduatestudies/apply/graduate-admissions.shtml>

- graduate admission

<http://catalog.csuchico.edu/viewer/18/GREDADMIS.html>

– admission requirements/classification status

COSTS TO STUDNETS/FINANCIAL AID/SCHOLARSHIPS

A description of fees charged by CSU, Chico is outlined in the 2018-2019 University Catalog and may be found at <http://www.csuchico.edu/sfin/fees-tuition/reg-fees/index.shtml> and estimated costs found at <http://www.csuchico.edu/fa/costs/cost.shtml>. Additional charges may be assessed on a class-by-class basis for such items as breakage fees. The cost for student membership in the Academy of Nutrition and Dietetics is \$58/yr

(<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>). You may want to consider joining the Northern Area Dietetic Association (NADA) of the California Dietetic Association. Membership is \$25/yr (<https://www.dietitian.org/northern-area/page/membership-enrollment>)

Information on eligibility and applying for financial aid or scholarships is outlined in the 2018-19 University Catalog and may be found at <http://www.csuchico.edu/fa/>. In addition, the graduate school offers the California Pre-Doctoral Scholars Program, Chancellor's Doctoral Incentive Program, and the Graduate Equity Fellowship Program, and others.

Web links:

<http://www.csuchico.edu/schedule/fees.shtml> - Fees

<http://www.csuchico.edu/schedule/> - Schedule of classes

<http://www.csuchico.edu/fa/> -Financial aid/scholarships

<http://www.csuchico.edu/graduatestudies/fellowships/index.shtml> - Fellowships and Awards

ENROLLMENT AND ROTATIONS

In order to enroll in the program, the DI Director and supervising RDNs/preceptors must agree upon the placement. The facility supervisors and DI Clinical Coordinator will determine the schedule for rotations.

Supervised practice hours will be completed during the semester and summer months between academic years. Day to day assignments in all rotations will be scheduled by the supervising RDN and will follow the facility schedule, e.g., evenings, weekends and holidays may be scheduled. The MNT rotation is completed during the summer session between academic years and the fourth semester of the program. A total of 520 hours in a clinical setting will be obtained. This rotation includes 80 hours a long-term care facility or rehab center, and 40 - 80 hours of staff relief. The administrative foodservice rotation is completed during the second semester of the program and includes 240 hours in a clinical or school foodservice setting. The community nutrition rotations is completed during the first semester of the program and includes a total of 240 hours and may include rotations in the greater north state service area. Transportation and additional associated costs are the responsibility of the Intern. In addition to all the rotations, the Intern will attend class as scheduled by the DI Director and complete all assignments.

REQUIRED ADVISING

Advising is required for all graduate students prior to their registration for classes each semester. Please contact the graduate coordinator, Dr. Cynthia Klobodu (cklobodu@csuchico.edu), to set-up an appointment. These advising sessions are important because the graduate coordinator will assist you in developing your program plan, course schedule, identifying potential research project paper advisors, identifying graduate internship experiences, and planning for your future career.

PLACEMENT PROCESS

There are several facilities in which the Intern may be placed for the MNT and administrative rotations: Enloe Medical Center, Oroville Hospital, St. Elizabeth Community Hospital, Adventist Health Rideout Memorial Hospital, school foodservice programs, and others. During the community nutrition rotation, interns may complete a rotation at the California Department of Education or Aging in Sacramento in addition to rotations at WIC, schools, and other agencies (e.g., Northern Valley Indian Health, Cooperative Extension Service, Area Agency on Aging).

ORIENTATION

Orientation will be held prior to the beginning of the program. The orientation will provide the Interns with: (1) an overview of procedures for the program and each rotation; (2) review of forms used in the program; (3) procedures for communicating with the graduate coordinator, DI Director, and site supervisors; (4) instructions for completing competencies; (5) instructions for completing the research project; and, (6) expectations for professional behavior and conduct during the program and supervised practice.

DI Resource Manual and Student Handbook

At orientation, the Graduate Coordinator and DI Director will provide students with a student/program handbook containing orientation information, class materials, program policies and procedures, various forms and evaluation tools, a graduate program checklist, guidelines for completing the research project, the foodservice administrative, MNT, and community nutrition rotation syllabi (competency forms), and case study and menu project preparation guidelines.

REMUNERATION & EDUCATIONAL PURPOSE

The Dietetic Internship is a supervised practice experience for which professional education is provided and for which no monetary compensation will be made. *Interns completing their supervised practice hours are NOT to be used to replace employees in facilities/organizations in which they complete rotations. The supervised practice experience is intended to develop the Interns knowledge and skills to become competent entry-level dietitians.*

PROGRAM COMPLETION REQUIREMENTS & ISSUING OF VERIFICATION STATEMENT

Students can graduate from program once the Graduate Coordinator and DI Director have confirmed that the student has completed 39 units of graduate coursework, submitted an approved research project paper, completed 1,000 hours of supervised practice in all three major rotations, all core and nutrition education competencies have been met at the proficient level, and all assignments and evaluation tools have been completed.

The DI Director will issue a DI Verification statement of program completion at the exit interview after confirming all requirements have been met. The program Verification is a statement that the intern is ready to sit for the registration examination for RDNs and demonstrates the skills necessary to practice as an entry-level dietitian. Continuous evaluation toward these goals will be performed throughout the 69-week experience. After issuing the Verification statements, the DI Director will submit intern names to the Commission on Dietetic Registration (CDR) for eligibility for the RDN exam. Interns are expected to meet all program completion requirements within this schedule. Students have 2.5 years to complete all requirements.

PROGRAM SCHEDULE AND COURSES

YEAR 1

Fall Semester

NFSC 600 – Research Methods in Nutritional Research (4)

NFSC 601 – Nutritional Epidemiology (2)

NFSC 680A – Dietetics Professional Practicum I (1)

NFSC 681A – Dietetics Practice in Foodservice Administration (2)

Spring Semester

NFSC 671 – Advanced Clinical Nutrition (3)

NFSC 560 – Principles of Motivational Interviewing in Nutrition Counseling (3)

NFSC 680B – Dietetics Professional Practicum II (1)

NFSC 681B - Dietetics Practice in Clinical Nutrition I (3)

Summer Session

NFSC 681C – Dietetics Practice in Clinical Nutrition II (3)

YEAR 2

Fall Semester

NFSC 663 – Public Health Nutrition (3)

NFSC 664 – Nutrition Communication and Leadership (2)

NFSC 680C – Dietetics Professional Practicum III (1)

NFSC 681D – Dietetics Practice in Community Nutrition (3)

Spring Semester

NFSC 643 – Advanced Topics in Macro and Micronutrient (4)

NFSC 644 – Nutritional Genomics (2)

NFSC 699P– Research Project Paper (2)

EVALUATION AND MONITORING PROCESS

Competencies and Planned Activities

The CSU Chico DI Rotation Syllabi (competencies and planned supervised practice and didactic experiences) were developed based on the 2022 ACEND Accreditation Standards for Internship Programs in Nutrition & Dietetics. Interns must meet these competencies at the proficient level or better in order to demonstrate acquisition of the skills. In order to ascertain competency completion, each experience will be evaluated and tracked by the Intern, supervising preceptors, and the DI Clinical Coordinator.

Bi-Weekly Reports

Documentation of supervised practice hours and progress toward meeting competencies will be electronically submitted using the Bi-Weekly Report Form. **Interns are required to complete one report every two weeks during the rotations** for a total of eight reports during the MNT rotation, and about four reports each during the food service administration and community nutrition rotations.

Conferences & Evaluation

Interns will conference with the DI Director and DI Clinical Coordinator as needed. Topics for the conference will be mutually decided upon and include Bi-Weekly Reports, fulfillment of competencies, as well as the strengths and areas/skills needing improvement. Plans for improvement of weaknesses will be made at these conferences. The DI Director will communicate with supervising RDNs periodically and will be available for informal discussions with the Intern.

Progress toward the achievement of competencies will be measured by the Rotation Syllabi (competency forms), Mid and Final Unit Evaluation forms, Evaluations of Teaching, Case Study Presentation and Counseling Skills, and Plans for Staff Relief form. Final evaluation of acquisition of competencies for entry-level dietitians will be assessed at the end of the program.

Access to Personal Files

Interns have access to their files which are kept in the DI Director's office and securely online. Please request to see your file at least two days in advance. All Intern information is kept confidential and secure.

SUPERVISED PRACTICE DOCUMENTATION

Tracking Hours

Students will track the number of supervised practice hours completed at each individual rotation. The supervising RDN will sign off on all hours and completed tracking sheets are submitted to the DI Director.

STUDENT SUPPORT SERVICES

Students in the MS/DI program will have access to the student learning center, IT support services, the student health center, counseling center, chico state basic needs the career center, office of diversity and inclusion, gender and sexuality equity coalition and cross-cultural leadership center.

Student Learning Center

The SLC prepares and supports students in their college course work by offering a variety of programs and resources including subject area tutoring, writing center and supplemental instruction. Visit the Student Learning Center website at <https://www.csuchico.edu/slc/> for more information. Additional student services information can be found on the Current Students page of the CSU Chico web site: <https://www.csuchico.edu/current-students/index.shtml>

IT Support Services

Computer labs for student use are located on the first and fourth floor of the Meriam Library, Rooms 116 and 450. You can get help using your computer from IT Support Services; contact them at: <https://www.csuchico.edu/itss/index.shtml>

Additional Resources

WellCat Health Center <https://www.csuchico.edu/healthcenter/>

WellCat Counseling Center <http://www.csuchico.edu/counseling/>

Chico State Basic Needs <https://www.csuchico.edu/basic-needs/index.shtml>

Career Center & Student Employment <http://www.csuchico.edu/careers/>

Office of Diversity & Inclusion <http://www.csuchico.edu/diversity/index.shtml>

Gender & Sexuality Equity Coalition (GSEC) <https://www.csuchico.edu/mcgs/gsec/index.shtml>

Cross-Cultural Leadership Center (CCLC) <http://www.csuchico.edu/cclc/>

PROGRAM COSTS

Approximate costs for program completion include:

Tuition and fees:	\$3,199.00 (0-6 units)/ \$3,988.00 (6.1+ units)
Books and supplies:	\$200 +
Housing:	Varies
Transportation:	Varies
(Students must have reliable transportation)	
Immunizations, TB test,	Varies
CPR/blood born pathogen training	Varies
Pre Check Background Check	\$39.50
Drug Screening	\$42.00
Professional Liability Insurance:	\$40
White Lab Coat	\$25

AND Student Membership:	\$50
Medical Insurance	Varies
General Liability Insurance	No cost

The supervised practice experience for which professional education is provided and for which no monetary compensation will be provided.

Students must complete a *Request for Withdrawal* form to be liable for a prorated assessment of fees and/or tuition for any classes which are dropped on or after the first day of classes up to the 65th day of the term, after which no adjustment of feeds is made. withdraw from classes by the fourth week of the semester to receive a refund of tuition.

CREDIT/ASSESSMENT FOR PRIOR LEARNING

The DI does not grant credit for prior learning. The DI does not assess for prior learning.

HOUSING

Interns are expected to find housing in the area of their primary placement. Housing rates vary. It may also be necessary to obtain lodging for rotations in the greater north state region.

TRANSPORTATION

Interns are responsible for their own transportation during all rotations. As required by the State of California Department of Motor Vehicles, proof of liability insurance for the automobile must be available. Public transportation is available in some communities, but an automobile will be necessary for many rotations.

DRESS CODE

Interns are expected to act and dress professionally at all times. In general, a lab coat over dress clothes and low-heeled, closed-toe shoes are appropriate. No jeans, tank tops, exercise shoes, or shorts are to be worn in supervised practice facilities. Interns should check with the supervisor of each facility to confirm the dress code for their organization. Intern ID badges are to be worn at all times when in supervised practice facilities.

INSURANCE

Professional Liability Insurance

The program assumes no liability for safety to or from assigned experiences. In addition to personal automobile insurance, the Intern must obtain professional liability insurance as a “student.” Application information is provided at the DI Orientation.

Medical Insurance

The University recommends that students have personal insurance to cover cost of care beyond that provided by the Student Health Service. A low-cost accident and health insurance plan that is designed especially for CSU students is available through Student Health Services. For information please see http://www.csuchico.edu/shs/top-nav/students/current_students/nocostlowcost.shtml

It is required that Interns purchase an individual policy for coverage for the duration of the MS/DI. A copy of proof of personal insurance must be on file with the DI Director before you begin your supervised practice the DI.

General Liability Insurance

A copy of proof of general liability insurance must be on file with the DI Director and your rotation site supervisor before you begin your supervised practice. All students are covered for general liability under the university.

The University Student Travel Accident insurance may provide coverage in excess of your own insurance if you are involved in an accident while traveling to or from a University-sponsored activity that is part of a course requirement.

Injury or illness while in the facility for supervised practice:

Worker's Compensation coverage is provided by either the employer or the University. This depends on the terms of the contract for placement of students with the employer.

DRUG TESTING, BACKGROUND CHECKS, IMMUNIZATION RECORDS, CPR-BLS, AND BLOODBORNE PATHOGEN TRAINING

Some rotation facilities may require drug testing as well as a criminal background check, CPR and immunization records. Immunizations required may include tetanus, diphtheria, and pertussis (Tdap), negative tuberculosis skin test (PPD), measles, mumps, rubella (MMR), hepatitis B, chicken pox (varicella), and COVID-19. Annual influenza vaccination, and vaccination against meningitis. It is the responsibility of the Intern to complete specific requirements (including any required facility orientations) before supervised practice begins. In addition, CPR-BLS Training and Bloodborne Pathogen Training are required.

VACATIONS, HOLIDAYS, & ILLNESS/INJURY

Days off will be specified in the Intern's rotation schedule provided by the DI Director. The program will follow the university's academic calendar. Students will have the week of thanksgiving off, a five-week winter break from the end of December to the end of January and spring break off, which includes one week in March. Students will be attending supervised practice sites during the summer months between academic years. Vacation dates are subject to change per scheduling requirements.

Intern Absence

Intern absence due to illness or injury must be reported immediately to the respective site supervisor and the DI Director. Any absence requiring three or more days off must be verified by a physician's note. Non-excused absences, i.e., not due to illness or injury, must also be reported immediately. Missed time must be made up by the Intern at the respective site in order to meet the required supervised practice hours.

On-site injury

If an injury occurs at a supervised practice facility, the Intern must notify the site supervisor and DI Director immediately.

TRANSCRIPTS

You will need to submit official transcripts displaying your highest degree earned to the DI Director. These will be due by the end of December and are essential to submit your paperwork to CDR to be eligible to sit for the RDN Exam.

PROCESS FOR HANDLING PROGRAM COMPLAINTS FROM INTERNS AND PRECEPTORS

Handling Complaints from Interns:

The filing and handling of formal complaints from Interns will include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by an Intern, the complaint will be discussed in detail with the Intern and the DI Director. The next step will include the Dietetic Internship Director discussing the complaint with the Chair of the Department of Nutrition and Food Science (NFSC). When necessary, the situation will be discussed with the Dean of the College of Natural Sciences (NS). If necessary, a meeting may be held between the DI Director, the Intern and the Chair of NFSC. Each step in the complaint process will be documented and will culminate in a written summary and action plan.

Handling Complaints from Preceptors:

The filing and handling of formal complaints from Preceptors will include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by a Preceptor, the complaint will be discussed in detail with the DI Director and the Intern. The Preceptor will be apprised of the steps discussed to remedy the situation in a written format. The next step will include the Dietetic Internship Director discussing the complaint with the Chair of the Department of Nutrition and Food Science (NFSC). When necessary, the situation will be discussed with the Dean of the College of Natural Sciences (NS). If necessary, a meeting may be held between the DI Director, the Intern, the Preceptor, and the Chair of NFSC. Each step in the complaint process will be documented and will culminate in a written summary and action plan.

PROCESS FOR SUBMISSION OF COMPLAINTS TO ACEND ABOUT PROGRAM NONCOMPLIANCE

The DI Director makes every effort to ensure the DI Program is in compliance with ACEND Standards. New Interns receive orientation to the DI Program. Preceptors receive training regarding the CSUC DI Program expectations, competencies, and procedures and receive a Preceptor Handbook detailing the aforementioned items. Further, a Program Review will be conducted annually to ensure the DI Program is in compliance with ACEND Standards and any concerns arising from the Program Review will be addressed. However, if an Intern or Preceptor wishes to submit a complaint about the program and all other options have been exhausted, the process for doing so is below.

The ACEND Policy and Procedure Manual is found at:

<http://www.eatrightpro.org/~media/eatrightpro%20files/acend/acend-policy-procedure-manual.ashx>

Pages 53 and 54 detail the procedure for submitting complaints to ACEND about program noncompliance.

In case of a complaint, the ACEND contact information www.eatright.org/ACEND or 312-899-0040.

DISCIPLINARY/TERMINATION PROCEDURES

If an Intern violates a CSU, Chico DI policy or regulation, appropriate disciplinary action

will be initiated. Efforts to correct inappropriate actions will be made to help the Intern before termination action is taken. The consequences will depend upon the seriousness of the offense, the circumstances involved, and the Intern's previous record. The following sequence of action will be taken and documented:

1. Verbal reprimand;
2. Meeting with appropriate administrative personnel;
3. Written warning when the action has not been remedied;
4. Termination from the program.

Grievance Procedure for Disciplinary Issues

In the event of a grievance, CSU Chico maintains a procedure for resolution. The first step is that of an informal resolution. The Intern must meet in person with the Coordinator of Student Judicial Affairs within 30 days of the incident in question. The Coordinator will then attempt to resolve the issue to the satisfaction of both the Intern and the DI Director. If no resolution is achieved, a formal procedure will then be followed. Executive Memorandum 94-22 describes the procedures for grievance by CSU Chico students.

NONDISCRIMINATION POLICY

CSU Chico does not discriminate on the basis of race, color, national origin, sex, gender, or sexual orientation in its educational programs or activities it conducts. Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and other federal and state laws prohibit such discrimination on any of the CSU campuses.

Policy for Disabled Students

Likewise, CSU Chico does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Section 504 and 508 of The Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and state laws prohibit such discrimination. Inquiries concerning compliance may be addressed to the CSU Chico Accessibility Resource Center.

Protection of Privacy of Information

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99), set requirements designed to protect the privacy of students concerning their records as maintained by CSU Chico. Copies of the policies and procedures governing implementation of the regulations may be obtained at the Office of Student Records and Registration.

RETENTION & REMEDIATION PROCEDURES

Every effort is made to ensure Intern's are successful in the DI Program. However, an Intern may be terminated from the DI program for unsatisfactory performance such as not completing assignments, not completing competencies, or the Interns performance is below the minimum standard set by the supervised practice site. The procedures for retention and remediation when an Interns' performance is below minimum standards is as follows:

1. The Preceptor at the supervised practice site will notify the Intern that their performance is below minimum standards.
2. The Preceptor at the supervised practice site will notify the DI Director that the Interns' performance is below minimum standards.
3. A meeting will be held with the Intern, the Preceptor of the supervised practice site, and the DI Director. A written plan for improvement identifying specific knowledge and skills that must be satisfactorily demonstrated and the expected timeframe for completion will be developed and signed by all parties.
4. The DI Director will explore possible sources of tutorial support and remedial instruction available to the Intern. The Intern will also be informed of any student support services available to them that may be of assistance.
5. If the Interns' performance improves to an acceptable level by the timeframe agreed upon by the parties involved, the Intern will be allowed to continue in the DI program.
6. If there is no improvement, the Intern will receive a written notification.
7. If there is a second written notification of the Interns' performance showing no or minimal improvement, the Intern will be terminated from the program.

NFSC 699P – RESEARCH PROJECT PAPER (CAPSTONE PROJECT) GUIDELINES

1. The goal of this capstone project is for the intern to complete a practice-based or research-based project. The intern can choose between these two options. Interns must sign up for 3 units of NFSC 699P in their final semester of the MSDI Program.
2. The committee comprises of the DI Director (Joan) or a TT faculty member of your choice based on your topic of interest, preceptor, and another interested faculty member. The Graduate Coordinator will also review the research paper project.

Examples of practice-based projects:

- a. Program evaluation studies which should include recommendations for the program based on the evaluation.
- b. Development of nutrition education materials or development of a program.

Examples of research-based projects:

- c. Research using secondary data. Secondary data is information that has already been collected for a purpose other than the current research or analysis. It's data that exists from previous studies, reports, or records, making it readily available and often more cost-effective to use. IRB approval should not be required for projects using secondary data.
- d. Reviews (e.g. systematic, narrative). Systematic reviews are a type of research that uses explicit, systematic methods to identify, select, and critically appraise relevant research, then synthesize the findings to answer a specific research question. They aim to minimize bias and provide a comprehensive overview of the available evidence on a topic. Systematic review should follow the Academy of Nutrition and Dietetics (AND) guidelines for systematic review (see AND guidelines for systematic reviews). A narrative review, also known as a [traditional literature review](#), is a type of scholarly

- work that summarizes, synthesizes, and critiques the existing literature on a specific topic. Unlike [systematic reviews](#), narrative reviews don't adhere to strict methodological protocols for selecting and analyzing studies. They offer a broad overview of the field, highlighting key findings, identifying trends, and suggesting future research directions
- e. Original research using human subjects. If you choose to do an original research study using human subjects, it will probably require IRB approval. Be aware IRB approval will take additional time so include this in your project time line.
3. Write capstone proposal. Once you have identified a topic for research, you will need to write a Capstone Proposal. The proposal is to be 10-15 pages and include the following sections: 1) introduction (literature review); 2) purpose/objectives of the research project; 3) research questions and/or research hypotheses; 4) methods; and 5) data analysis. **The Capstone Proposal must be approved by the research committee and the Graduate Coordinator before the research can be implemented.**
 4. The research project should lead to publication in either a newsletter, poster session or journal. Project citations and references should follow the guidelines of the journal where the project is being submitted.
 5. Write the Research Project Paper: The student and their graduate advisory committee will select an appropriate or current peer-reviewed journal in Nutritional Science. The student must follow the formatting and style guidelines as supplied by the journal. The student will submit a copy of the author guidelines and an example of a recently published article to his/her graduate advisory committee with his/her professional paper. Make sure your project paper chair has read and approved your paper **PRIOR TO** giving your paper to other committee members for review.
 6. The research project will be presented to the research committee and the preceptors where the research was conducted. The committee comprises Joan (DI Director) or faculty member of your choice based on your topic of interest, preceptor, and any other interested faculty.
 7. It is the goal to have the capstone projects displayed on website (see example from USC School of Gerontology) below”
<https://gero.usc.edu/msnhl-supervised-practice/past-capstone-projects/>

Below are example topics from Oregon Health and Science University for your reference:

1. Development of a Meal Plan for Adolescents with Eating Disorders
2. Impacts of COVID-19 on Food Insecurity of Female Sex Workers in Kenya
3. Development of a Geriatric Nutrition Curriculum for Caregivers of Older Adults
4. Increasing Perceived Food Accessibility for Community Members with One of Three Chronic Diseases in Clark County Washington
5. Perception and Use of Probiotics in the Acute Care Setting - A Market Analysis
6. Agriculture Education in Lao People’s Democratic Republic: Enhancement of the Farmer Nutrition School Curriculum
7. Evaluation of the Feeding Management Referral Process for Very Low Birth Weight (VLBW) High Risk Infants from the Neonatal Intensive Care Unit (NICU)

8. Safety and Efficacy of Intraoperative Enteral Nutrition During Burn Surgeries
9. Developing an Educational Booklet for Women with Maple Syrup Urine Disease (MSUD) During and After Pregnancy
10. Review of Evidence on Essential Fatty Acid Supplementation for Children with Autism Spectrum Disorder and Development of Clinical Guidelines and Educational Handout on Mealtime Behavior Interventions
11. Nutrition Education Handbook for Children with Thalassemia
12. Childhood Development and Rehabilitation Center (CDRC) Feeding and Swallowing Disorders Program Patient Guide for Blenderized Tube Feeding
13. Increasing Self-Efficacy and Body Appreciation in Collegiate Athletes as Part of a Cooking Education Intervention
14. Development of Dietary Guide and Analysis of Blood Phenylalanine and Protein Consumption Trends in Adults with Phenylketonuria Starting Enzyme Substitution

DEADLINES

Deadlines for application for graduation and thesis approval and oral exams are found on the Web or may be picked up at the Office of Graduate Studies (Student Services Center - 460).

Web link: - <http://www.csuchico.edu/graduatestudies/prospective-students/dates-deadlines.shtml#table2deadlines>

Appendix A

CSU, Chico Department of Nutrition and Food Science

COURSE OUTLINE

Nutrition and Food Science (NFSC) 699P (3.0 units)

Research Project Paper

Instructor: Individual faculty members in NFSC

Course Prerequisites:

Advancement to candidacy in the MS degree program; faculty permission

Course Description and Requirements:

1. The student will select a graduate advisory committee that will consist of a chair and at least one member.
2. The student will submit a 2 - 3 page concept paper. This concept paper will include a brief introduction, the need for the student's proposed research, the purpose of the research, and a brief outline of the research design. Once the graduate advisory committee approves the student's concept paper, the student may proceed to write their research proposal.
3. The student will submit a research proposal to the graduate advisory committee before the student begins the research. The proposal will include a literature review, a statement of the problem and purpose or hypothesis of the research, research design, and methods to be used. The proposal is a formal document that must have appropriate attention given to the matters of format, documentation, and quality of writing. Upon receiving approval of the research proposal, the student may begin their research.
4. If human subjects are a part of the student's research, the student must receive approval of their research protocol before he/she begins the research. The use of human subjects in research at CSUC is governed by executive memorandum 93-04 and by the policies of the University Human Subjects in Research Committee, which follow the code of Federal Regulations for the protection of human subjects. These regulations and policies must be complied with and proper procedures followed.
5. Upon completion of the research, the student will submit a research project paper to the graduate advisory committee for review. Once the graduate advisory committee approves the research project paper, the student will schedule an oral defense. To avoid plagiarism, the research project paper must be checked using "turn-it-in."

6. The candidate's graduate advisory committee shall conduct an oral defense of the research project paper. The oral defense is generally limited to matters within the scope of the paper.
7. The candidate is also required to attend at least five thesis defenses by other graduate students.

Evaluation:

This course is to be taken for CR/NC only. The research project paper will be given a combined grade by the committee. A grade of “B-” or higher from the committee will be required in order for the student to receive NFSC 699P credit. If the student fails to complete the research project paper during the semester he/she enrolls in NFSC 699P, a “RP” will be given. University policy requires that the student must complete the course requirements and have the “RP” replaced with a CR within one year of the date of the original grade assignment.

Course Objectives:

- to develop competency in reviewing, analyzing, evaluating, and synthesizing nutrition research by writing a literature review.
- to conceptualize and write an original research proposal.
- to acquire the skills necessary to conduct nutrition research.
- to prepare a research project paper in manuscript format.
- to present the research findings before the candidate’s graduate advisory committee.

Format and Style Guidelines for the Research Project Paper:

The student and his/her graduate advisory committee will select an appropriate and current peer-reviewed journal in Nutritional Science. The student must follow the formatting and style guidelines as supplied by the journal. The student will submit a copy of the author guidelines and an example of a recently published article to his/her graduate advisory committee with his/her research project paper.

Appendix B

NUTRITION AND FOOD SCIENCE GUIDELINES FOR THE RESEARCH PROJECT PAPER

The proposal is like a series of guide signs on the highway. Its purpose is for you to communicate, in writing, with your Graduate Advisory Committee members and inform them of the current state of knowledge regarding your research topic and why and where you plan to go with your research endeavor. You are to give your Committee members and the NFSC Graduate Coordinator a copy of your written proposal. Request feedback on your proposal from your graduate advisory committee chair before you provide copies to your other committee member(s) and the Graduate Coordinator. All review steps are important in order for you to get the feedback necessary before you begin your research study. **No data may be collected until the proposal signature sheet is signed by the Graduate Advisory Committee Members and the Graduate Coordinator. A copy of the approved proposal must be on file with the Graduate Coordinator. Additionally, your committee chair will not sign your human subjects application form until you submit your draft proposal to the chair.** The signed proposal serves as a contract between you and the committee as to what you are expected to complete before your thesis/ research project paper is considered finished.

Before you begin writing the proposal make sure you conduct an extensive and exhaustive search of the literature pertaining to your topic. Be sure to locate the key studies that relate to your topic. You are also required to develop a statistical approach summary table (see page 23 for the template). Here is a useful link for choosing statistical methods: <https://stats.idre.ucla.edu/other/mult-pkg/whatstat/>

The proposal will contain at a minimum 2 chapters:

- Chapter 1: The Literature Review
- Chapter 2: Research Design and Methods that consists of the following headings:
 - Research questions/hypotheses
 - Research design
 - Preliminary studies (if applicable)
 - Participants (including sample size calculation)
 - Instrumentation/surveys
 - Data collection procedures
 - Statistical analysis (or data analysis if the research is qualitative)
 - Limitations
 - Timeline
 - References (about 30-50 references)
 - Appendices
 - Instrumentation/surveys
 - The statistical approach summary table (see page 23)
 - A copy of the human subjects approval letter

CHAPTER I: REVIEW OF THE LITERATURE

The review should be laid out in major sections introduced by an organizational generalization. These generalizations are then brought together at the end of the review in a summary of the review.

The purpose of this chapter is to cite major findings, conclusions, and methodological issues. It is written for knowledgeable peers, and uses easily retrievable sources only, of the most recent issue possible.

You will acquaint the reader with existing studies relative to what is known about your research topic; who has done the work; when and where the latest research was completed, and what approaches involving research methodology, instrumentation, and statistical analyses were followed to attack problems relevant to your own research topic. If you find very little literature, describe each study fully (purpose, methods and procedures, major findings, conclusions). If the body of literature on your topic is quite developed, choose only the most recent and most pertinent articles and summarize the populations studied, primary methods used, key findings, and conclusions.

Firmly establish the need for your study. You can defend your methods and procedures here by pointing out other relevant studies that used similar methodologies. This type of information may be addressed in more detail in the methodology chapter.

Here are criteria to keep in mind when evaluating your literature review. Do you address topics in a logical order? Do you discuss original research related to your topic? Are your sources recent and is a reference cited for each key fact? Are your references from primary sources? What about the quality of the studies you cite? Have you built a case for your proposed study?

End your review of the literature with a summary paragraph. Clearly state the study problem/purpose of your proposed research. Include broad statement(s) indicating the goal of your research.

To help you evaluate past studies, please review “How to Understand and Interpret Food and Health-Related Scientific Studies” available from the International Food Information Council.

<http://www.foodinsight.org/Content/6/FINAL%20IFIC%20Fndtn%20CPE%20Module%20Communicating%20Food%20and%20Nutrition%20Science%20with%20graphics.11.02.07.pdf>

Here is a checklist to keep in mind when you are evaluating past studies and describing the research study you propose

- _____ Is the research question worthy of investigation and is it clearly defined?
Is the significance of the question discussed and justified?
- _____ What are the dependent and independent variables? Are there potential confounding variables the authors overlooked?
- _____ What type of research design is used? Is it appropriate given the research question? Based on the type of design used, how strong will the findings be in terms of strength of scientific evidence?
- _____ Is the subject group appropriate in size and method of selection? Are possible sources of sampling bias discussed? Are control variables identified?
- _____ What do you think of the instruments/surveys used? What about validation, accuracy and reliability? For biochemical assays – are they accurate, reliable and precise?
- _____ Are the results of prior research presented clearly? Can you interpret these results in simple terms?
- _____ Are the conclusions drawn by the researchers warranted based on the evidence presented? Did the researchers point out the limitations of the research?

CHAPTER II: RESEARCH DESIGN AND METHODS

This chapter is important because it describes to your Graduate Advisory Committee members how you plan to answer your research question. It outlines your research plan. The primary purpose of this chapter is to give the experienced investigator enough information to replicate your research study and determine if your design is a good one. Here is a checklist to use as a guide while you are writing chapter 2 of your research proposal.

- _____ Research question: Briefly restate the research question and outline your objectives and/or hypotheses of the study in the first paragraph or two of this chapter.
- _____ Research design: What type of study design is used, i.e., experimental, quasi-experimental, survey, case-control, etc. Specify the independent, dependent, and/or control/confounding variables.
- _____ Preliminary studies: If you conducted a preliminary study, describe what you did as it relates to your research design, development of instrumentation or apparatus, data collection techniques, and/or characteristics of the sample for your current study.
- _____ Description of the subject(s): Fully describe whom you plan to use for subjects. Where and how will you recruit subjects? How do you plan to select subjects? If you need human or animal subjects' approval, describe this. How many subjects do you plan to use? How was this determined? Is the proposed number of subjects sufficient in size to adequately answer your research question?
- _____ Description of the apparatus /instrumentation/surveys: Fully describe what you plan to use to collect data, e.g. surveys/questionnaires, measures, observations, scales and your testing instruments, testing apparatus, etc. Provide a draft of your proposed data collection instrument(s) as an attachment.
- _____ Description of the procedures: Describe fully how you plan to collect the data in the field, classroom, laboratory, or other circumstance. You must include discussion of such things as instructions to subjects, distribution of materials, and/or systematic recording of data.
- _____ Data processing and analysis: Identify the statistical analysis program and version that you plan to use and provide a detailed description of what statistics of inference you will use to test your research hypotheses.
- _____ Is your research plan clearly delineated? Is it doable given the resources available to you? Have you included a timeline and are the dates specified reasonable? What are limitations of your proposed research?
- _____ Appendices: Are instrumentation/surveys, the statistical approach summary table and a copy of the human subjects approval letter (if applicable) attached?

Signature Page

THE SNACKING HABITS OF STUDENTS OF CALIFORNIA STATE UNIVERSITY AT CHICO AND ITS
RELATIONSHIP TO HEALTH ATTITUDES

A Proposal

by

Might T. Hungry

Spring 2018

APPROVED BY THE GRADUATE ADVISORY COMMITTEE:

Keiko Goto, PhD
Graduate Coordinator

Committee chair's name, degree, Chair

Committee member's name, degree

Statistical Approach Summary Table (template)

Research question/hypothesis	Dependent variable	Independent variable(s) (and covariates)	Survey question(s) for dependent variable	Survey question(s) for independent variable(s) (e.g. Q2. a-m)	Statistical method(s)
Q1					
Q2					
Q3					
Q4					

Appendix C

GRADUATE ADVISORY COMMITTEE RESEARCH AUTHORIZATIONS

All research project papers submitted to the Graduate Coordinator must be accompanied by this check-sheet signed by the candidate's Graduate Advisory Committee. The committee's signatures, with all relevant attachments, will serve to verify that the research project paper being submitted has been checked for compliance with the University policies addressed below.

Candidate's name: _____ Semester: _____

Option in Nutritional Science (check one): _____ General Nutritional Science OR _____ Nutrition Education

1. PLAGIARISM (please initial):

_____ Efforts were made to insure that no plagiarism issues exist in the document. A "turn-it-in" report is required.

2. COPYRIGHT RELEASES (check one):

a. _____ Not applicable to this research project paper.

b. _____ All relevant copyright rules have been followed, and when appropriate, copyright releases have been obtained. **Copies of all release letters signed by the copyright holder must be attached to this form.**

3. HUMAN SUBJECTS IN RESEARCH (check one):

a. _____ Not applicable to this research project paper.

b. _____ University policies for the conduct of research involving human subjects have been followed. **A copy of the clearance letter from the Human Subjects in Research Committee must be attached to this form.**

5. DOCUMENT FORMATTING (check one):

a. _____ The research project paper follows the formatting/author guidelines for the journal as titled below and a copy of these guidelines are attached.

Signatures of the candidate's Graduate Advisory Committee:

Committee chair: _____

Committee member: _____

Committee member: _____

Please contact Keiko Goto (x6767), Graduate Coordinator for the Nutritional Science Program for additional information or clarification

Signature Page

THE SNACKING HABITS OF STUDENTS OF CALIFORNIA STATE UNIVERSITY AT
CHICO AND ITS RELATIONSHIP TO HEALTH ATTITUDES

A
Research
Project
Paper
by
Might T.
Hungry
Spring
2026

APPROVED BY THE GRADUATE ADVISORY COMMITTEE:

Keiko Goto, PhD
degree, Chair Graduate Coordinator

Committee chair's name,

Committee member's name, degree

Appendix D

California State University, Chico
Dietetic Internship
Bi-Weekly Report Form*

Intern Name: _____

Rotation: _____

Facility: _____

Supervisor(s) _____

Dates _____ - _____ Absences (in hours) _____

Supervised Practice Hours _____

Competencies Completed: _____

Competencies Completed or General Accomplishments

List competencies or general accomplishments completed or in progress during this reporting period. Include competency number and briefly specify activities associated with each.

*Submit electronically once every two weeks of supervised practice.

Appendix E

California State University, Chico
Dietetic Internship
Mid-Unit Rotation Evaluation Completed by the Preceptor(s)*

Intern Name _____

Rotation & Facility/Agency _____

Supervisor Signature _____ Reporting dates _____ - _____

Comments Regarding Overall Performance:

Intern Strengths:

Specific Areas Needing Improvement:

*Required half way through the food service administration and primary MNT rotations.

Appendix F

California State University, Chico
Dietetic Internship
Final Unit Rotation Evaluation Completed by the Preceptor(s)

Intern Name _____

Rotation & Facility/Agency _____

Supervisor _____ Reporting date _____ through _____

Signatures _____
Intern/Date _____ Supervisor/Date _____

For each characteristic below circle or check the specific items that apply to the Intern's ability and provide written comments as desired. If a characteristic was not observed write N/A under comments.

Characteristic	Mastery (3)	Proficiency (2)	Lack of Proficiency (1)	Comments
Attitude/interest	Promotes the profession without prompting.	Promotes the profession with minimal prompting.	Resists opportunity to promote the profession.	
	Expresses sincere interest in each aspect of dietetics.	Usually shows interest in each aspect of dietetics.	Complains about or resists participation in any aspect of dietetics.	
	Takes responsibility for own learning.	Manages own learning with some direction.	Expects to be taught. Waits for information to be given.	
Promptness & Dependability	Arrives earlier than assigned time and prepared to work.	Arrives at assigned work hours.	Arrives later than assigned work hours. Fails to call.	
	Precedes deadlines.	Meets deadlines.	Fails to meet deadlines.	
	Consistently follows through on assignments and responsibilities.	Usually follows through on assignments and responsibilities.	Fails to follow through on assignments and responsibilities.	
	Accountable for own actions.	Usually accountable for ability for own actions.	Does not assume account-	
Professionalism	Expresses needs, opinions in a direct way.	Able to promote self.	Timid, passive aggressive.	
	Displays confidence under pressure.	Minimal anxiety visible under pressure.	Cries if anxious, irritable, under pressure.	
	Welcomes constructive criticism.	Accepts critique without hurt or anger.	Becomes defensive or angry when criticized.	
	Consistently uses suggestions for self-improvement.	Usually uses suggestions for self-improvement.	Does not use suggestions for self-improvement.	
	Does more than her/his share.	Does her/his share.	Fails to do own share.	

Characteristic	Mastery (3)	Proficiency (2)	Lack of Proficiency (1)	Comments
Professionalism continued	Offers to help others.	Helps others when asked.	Resists helping others.	
	Always follows dress code.	Usually follows dress code.	Fails to follow dress code.	
	Always establishes rapport and treats others with respect.	Usually establishes rapport and treats others with respect.	Fails to establish rapport and treats others with disrespect.	
	Always works effectively with clients and staff.	Usually works effectively with clients and staff.	Fails to work effectively with clients and staff.	
	Needs no supervision.	Needs some supervision.	Needs constant supervision.	
Communication Skills	Consistently delivers quality oral presentations.	Delivers acceptable oral presentations.	Unable to deliver acceptable oral presentations.	
	Effectively communicates in one on one verbal interactions.	Usually communicates effectively in one on one verbal interactions.	Unable to communicate effectively in one on one verbal interactions.	
	Uses proper grammar at all times.	Uses proper grammar most of the time.	Frequently uses improper grammar.	
	Always demonstrates clear written communication.	Usually demonstrates clear written communication.	Unable to write clear and pertinent information.	
	Always follows documentation policy/procedures.	Usually follows documentation policy/procedures.	Fails to follow documentation policy/procedures.	
Critical thinking, decision making, problem solving skills	Solves own problems independently.	Asks for guidance in solving problems.	Expects others to solve problems.	
	Independently sets and addresses priorities.	Sets and addresses priorities with some guidance.	Unable to set priorities.	
	Manages multiple, simultaneous tasks with ease.	Able to manage multiple, simultaneous tasks.	Unable to manage multiple, simultaneous tasks.	
	Accurately assesses situation and develops appropriate care plan.	Able to assess situation and develop appropriate care plan with little direction.	Unable to accurately assess situation and develop care plan.	

Intern Strengths:

Specific Areas Needing Improvement:

Appendix G

California State University, Chico
Dietetic Internship
Evaluation of Teaching Presentation Completed by the Preceptor(s)

Intern Name _____ Date _____

Rotation & Facility/Agency _____ DI Competency (CRDN) met _____

Topic/Audience _____ Evaluated by _____

Please circle on the scale the extent to which the Intern demonstrates each characteristic below.

1=lack of proficiency implies the Intern has not achieved a minimum knowledge or skill level expected of an entry-level dietitian

2=proficiency implies thorough competence obtained through practice and expected of an entry-level dietitian

3=mastery implies extraordinary proficiency characteristic of an experienced practitioner and exceeding that expected of an entry-level dietitian

Lack of Proficiency	Proficiency	Mastery		
1. Introduces self, topic, and learning objectives appropriately.	1	2	3	
2. Uses instructional strategy appropriate to presentation and audience, e.g., lecture, demo	1	2	3	
3. Prepares and uses effective visual aids.	1	2	3	
4. Accuracy and progression of content.	1	2	3	
5. Uses relevant examples to illustrate main points. Delineates evidence-based facts from opinions.	1	2	3	
6. Develops conclusion appropriate to presentation purpose and content.	1	2	3	
7. Uses terminology and language suitable for audience.	1	2	3	
8. Covers amount of material appropriate for time constraints, audience limitations.	1	2	3	
9. Speaks effectively with suitable pace, volume, grammar, eye contact, gestures.	1	2	3	
10. Overall effectiveness.	1	2	3	

Comments:

Appendix H

California State University, Chico
Dietetic Internship

Preceptor Evaluation of Case Study Presentation Completed by the Preceptor(s)

Intern Name _____ Date _____

Facility _____ Topic/Audience _____

Evaluated by _____

Please circle on the scale the extent to which the Intern demonstrates each characteristic below.

1=lack of proficiency implies the Intern has not achieved a minimum knowledge or skill level expected of an entry-level dietitian

2=proficiency implies thorough competence obtained through practice and expected of an entry-level dietitian

3=mastery implies extraordinary proficiency characteristic of an experienced practitioner and exceeding that expected of an entry-level dietitian

Lack of Proficiency	Proficiency	Mastery		
1. Introduces self, topic, and learning objectives appropriately.	1	2	3	
2. Uses instructional strategy appropriate to presentation and audience, e.g., lecture, demo	1	2	3	
3. Prepares and uses effective visual aids.	1	2	3	
4. Accuracy/adequacy of management of patient.	1	2	3	
5. Uses relevant examples to illustrate main points. Delineates evidence-based facts from opinions.	1	2	3	
6. Develops conclusion appropriate to presentation purpose and content.	1	2	3	
7. Uses terminology and language suitable for audience.	1	2	3	
8. Covers amount of material appropriate for time constraints, audience limitations.	1	2	3	
9. Speaks effectively with suitable pace, volume, grammar, eye contact, gestures.	1	2	3	
10. Overall effectiveness.	1	2	3	

Comments:

Appendix I

California State University, Chico
Dietetic Internship
Evaluation of Counseling Skills Completed by the Preceptor(s)

Intern Name _____ Date _____

Rotation & Facility/Agency _____ DI Competency (CRDN) met _____

Type of Diet _____ Evaluated by _____

Please circle on the scale the extent to which the Intern demonstrates each characteristic below.

1=lack of proficiency implies the Intern has not achieved a minimum knowledge or skill level expected of an entry-level dietitian

2=proficiency implies thorough competence obtained through practice and expected of an entry-level dietitian

3=mastery implies extraordinary proficiency characteristic of an experienced practitioner and exceeding that expected of an entry-level dietitian

Lack of Proficiency Mastery
 Proficiency

1. Adequately prepared for counseling session	1	2	3
2. Begins session by building rapport with client	1	2	3
3. Determines client's understanding of session purpose	1	2	3
4. Uses terminology appropriate to situation and client	1	2	3
5. Asks open-ended questions	1	2	3
6. Provides affirmations to facilitate client self-efficacy	1	2	3
7. Demonstrates reflective listening	1	2	3
8. Expresses empathy	1	2	3
9. Is non-judgmental	1	2	3
10. Selects and utilizes appropriate education materials	1	2	3
11. Provides clear and adequate instructions based on client readiness to change	1	2	3
12. Assesses client's reaction to and understanding of information using verbal and non-verbal cues	1	2	3
13. Skillfully addresses client's questions and concerns	1	2	3
14. Provides referral if necessary	1	2	3
15. Provides follow up contact information if necessary	1	2	3
16. Summarizes and closes session appropriately	1	2	3

Comments:

Appendix J

California State University, Chico
Dietetic Internship
Plans for Staff Relief Completed by the Preceptor(s)

Intern Name _____

Staff Relief Dates _____

MNT Facility _____ Administrative Facility _____

Objectives and planned activities for staff relief:

Planned evaluation for staff relief:

Intern Signature/Date _____

Supervisor Signature/Date _____

Appendix KCalifornia State University, Chico
Dietetic Internship**Intern Evaluation of Rotation**

Intern Name _____ Date _____
Rotation, Facility, and Preceptor(s) _____

Please complete this form objectively and honestly so that this experience can be improved for future Interns. Anonymous and aggregate data may be shared with preceptors.

1. What activity/activities was(were) the most valuable in this rotation? Why?

2. What activity/activities was (were) the least valuable in this rotation? Why?

3. Was adequate time spent in this rotation to complete competencies? Yes ____ No ____
Please elaborate

4. Were you adequately prepared for the rotation through previous coursework, reading, and work experience? Yes ____ No ____
Please elaborate

5. Was (were) the supervising RD(s) well-informed on current trends in the specialty?

Yes _____ No _____

Please elaborate

6. Were you allowed to use independent judgment and develop decision making skills during this rotation? Yes _____ No _____

Please elaborate

7. Describe your overall impression of the rotation and supervision received.

8. What suggestions would you make to improve the rotation?

Appendix L

INTERN WRITTEN WARNING NOTICE

Intern Warning Notice Date: _____

Intern's Name: _____

Supervisor's Name: _____

Violation of Expectations, Responsibilities, and/or Policies & Procedures:

- 1. Unprofessional Conduct
- 2. Unprofessional Appearance
- 3. Lack of Cooperation
- 4. Poor Attitude
- 5. Unsatisfactory Work Performance
- 6. Five Unexcused Tardiness Episodes – Dates: _____
- 7. Other:

Description of incidence:

Preceptor Signature:

Intern Signature:

DI Director Signature:

Appendix M

SAMPLE

**CSU, Chico Dietetic Internship
2017-18 Tentative Schedule*****

**Student
Phone Number
Email Address**

DATES (weeks) FACILITY SITE SUPERVISOR

FOOD SERVICE ADMINISTRATION ROTATION (8 weeks)

8/21-10/6 (7) Feather River Hospital
10/9-10/13 (1) Feather River Hospital Staff Relief

MNT ROTATION (16 weeks)*

10/16-12/1 (7) Feather River Hospital
12/4-12/15 (2) Feather River Hospital Staff Relief

12/18-12/29 (2) Winter Break

1/1-1/20 (3) Oroville Hospital ICU & Outpt
1/22-2/2 (2) Chico Creek LTC rotation
2/5-2/16 (2) Oroville Dialysis Clinic

COMMUNITY NUTRITION ROTATION (8 weeks)

2/19-3/16 (4) TBA

*****3/19-3/23

(1) Spring Break

3/26-4/20 (4) TBA (Dates/weeks are subject to change)

5/7/17 Exit Interviews

Work Schedule: Monday-Friday (weekends maybe required per preceptor), hours/additional days to be determined by site supervisor. Minimum hours required per rotation competencies.

Class Schedule: Meets Monday afternoons as scheduled at Enloe Conference Center, 1528 Esplanade, Chico. A half day of supervised practice is expected on class days. DI Class hours do not count toward supervised practice.

Holiday: Thanksgiving 11/23-11/24/17

*The first several weeks of the MNT rotation will be at the primary facility and then include assignments in outpatient, dialysis, and LTC settings before returning to the primary facility for additional weeks plus staff relief.

***All dates, rotations and length of the DI is subject to change at any time.