



UNLV
Dietetic Internship Program
Student Manual
Revised for ACEND 2022
Educational Standards
Effective Fall 2022

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INTRODUCTION TO UNLV

UNLV's Vision and Mission

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

UNLV's Top Tier Vision, Mission, and Values

Our [Top Tier vision and mission guide](#) our efforts at UNLV, and we have made remarkable progress on our journey. Top Tier 2.0, the next evolution of our strategic plan, is a forward-looking roadmap that our university will continue to refine and follow over the next decade. It builds on our progress and recognizes our opportunities as we continue on our path to becoming a top public research university that transforms our community – and beyond.

Top Tier 2.0 is focused around core areas:

- Student Achievement;
- Research, Scholarship, and Creative Activity;
- UNLV Health;
- Socio-Economic Development;
- Community Partnerships; and
- Social Justice, Equity, and Inclusion.

Our Vision

Improving the lives of our diverse students and transforming our communities through education and engagement.

Our Mission

As a minority-serving institution rich with diversity and committed to equity, UNLV:

- provides access to world class educational experiences that are responsive to the needs of our students and stakeholders;
- engages in groundbreaking research, scholarship, professional, and creative activities that have impact and cross boundaries; and
- offers high value, cutting-edge interdisciplinary physical and mental health care to support our community.

We create value for the individuals and communities we serve by fostering a climate of innovation, stimulating economic diversification and workforce development, promoting social justice and inclusion of all voices, and enriching cultural vitality.

Our Values

- Access and Equity
- Excellence and Integrity
- Collaboration and Stewardship
- Compassion and Inclusion

Core Areas

- The university recognizes the importance of Philanthropy and Alumni Engagement, as well as Infrastructure and Shared Governance in all aspects. These foundational goal areas are measured and monitored as part of the strategic plan. The culture of philanthropy and alumni connection is key to everything we do, and an improved infrastructure and a healthy shared government model are pivotal in order to accomplish the goals within the six core areas. The university continually develops and leverages the conditions necessary for success, which includes enhancing our financial stability, creating lifelong alumni, improving our infrastructure and management of resources, meaningful faculty engagement in shared governance, and the capacity for informed decision-making.
- The core areas of Top Tier 2.0 their strategic objectives, tasks, and indicators of achievement express the mission of the university. The core areas describe in broad statements what UNLV plans to accomplish and reflect the values that are shared by faculty and staff. Evaluation of the metrics associated with the indicators of achievement will demonstrate how effectively UNLV is carrying out its mission.

Core Areas

- Advance Student Achievement
- Bolster Research, Scholarship, Creative Activity
- Create UNLV Health
- Stimulate Socio-Economic Development
- Foster Community Partnerships
- Promote Social Justice, Equity, and Inclusion

Foundational Core Areas

- Philanthropy and Alumni Engagement
- Infrastructure and Shared Governance

We will evaluate our success as a leading research university by our progress on the measures established in each area. As a measure of overall university effectiveness and progress, UNLV will prepare, implement, and disseminate a progress card.

UNLV Graduate College: Mission Statement and Goals

With an institutional mission of advancing graduate education at UNLV, the Graduate College supports more than 175 graduate certificate, master's, specialist, and doctoral programs. We work closely with departments and the graduate faculty to provide UNLV's more than 5,000 graduate and professional students with the highest quality academic experience, not only through course work, but also through research/creative activity and professional development opportunities. Our overarching goal is to support and promote UNLV's unique blend of graduate programs while providing services that facilitate graduate study and enhance student learning.

Our Graduate College top tier mission is to provide strong, collaborative leadership promoting a lively intellectual climate where:

1. the highest quality graduate scholarship and research can flourish;

2. we provide advanced educational opportunities to graduate students and empower them to succeed;
3. we offer exemplary student services across the graduate lifecycle;
4. we cultivate a graduate community of faculty and student scholars who thrive in collaboration with partners throughout Nevada; and
5. we strategically grow our professional graduate programs and our research doctoral community.

Our core values and guiding principles are: excellence, equity, diversity, opportunity, and impact.

We strive daily to cultivate a campus climate that celebrates new ideas and diversity of perspectives, to encourage and support outstanding graduate research and creative activity, and to advocate for graduate education and the numerous benefits it brings to faculty, our campus, our students, and the community. The Graduate College collaborates with academic colleges and departments to provide outstanding graduate programs and to assist graduate students from admissions through graduation.

Areas of Responsibility

To accomplish these objectives, the Graduate College's areas of responsibilities include the following:

1. Recruitment. Collaborate with graduate programs to support the recruitment of diverse and outstanding new graduate students.
2. Admissions. Prospective graduate students apply for admission for graduate study in the Graduate College and the department or program in which they wish to study, simultaneously. The Graduate College evaluates applicant transcripts, foreign credential evaluations, GPA, and English proficiency. Departments recommend applicants for admission (or they deny their application), and the Graduate College renders the final decision. Meeting Graduate College admissions requirements is a necessary, but not sufficient, condition for graduate admission.
3. Retention and graduation. The Graduate College utilizes graduate tracking data, best practices, and innovative programs to foster successful student retention and to stimulate the pipeline to graduation.
4. Graduate student probation and separation. The Graduate College is responsible for handling graduate student probation, and for separating students who are failing to successfully progress in their graduate programs.
5. Graduate Student Records. The Graduate College is responsible for the maintenance of all graduate student academic records and required forms.
6. Electronic Systems & Data. The Graduate College is responsible for the design, management, and coordination of electronic systems & strategic data to support graduate students, graduate faculty, staff, and graduate programs.
7. Conferral of Degrees. The Graduate College is responsible for certifying and posting all graduate degrees and certificates.
8. Program Review. This involves the periodic review of all programs and departments that offer graduate or professional degrees, in conjunction with the Graduate

- Council and the Faculty Senate (excluding The Law School and the School of Dental Medicine).
9. Curriculum and Program Development. The Graduate College works closely with the Graduate Council to oversee: all graduate and professional curriculum development; new, innovative, graduate program development; and to review and approve all changes to existing graduate programs.
 10. Graduate Student Funding. The Graduate College oversees and runs the GA program, and is the centralized unit for the distribution of graduate scholarships and fellowships. We coordinate with Financial Aid on periodic cost of living studies for graduate students, and on the awarding of scholarships, and other graduate student financial matters. We collaborate with the UNLV Foundation in the development of new graduate funding sources and graduate scholarship and fellowship awards.
 11. Graduate Student Services. The Graduate College provides professional development opportunities for graduate students, non-academic advisement, and outreach services, and handles all graduate student academic appeals.
 12. Graduate & Professional Student Association (GPSA). The Graduate College works closely in support of the GPSA, and the GPSA manager, and co-sponsors events such as the Annual GPSA Research Forum.
 13. Graduate Faculty. The privileges, rights, and responsibilities associated with full and associate graduate faculty status are designated by the Graduate College, which reviews and approves all applications for GFS. Further, the Graduate College is committed to supporting graduate faculty in their scholarship, mentorship, and other professional endeavors related to, and supportive of, graduate education.
 14. Awards and Recognition of Achievement. The Graduate College runs several prestigious award competitions each year to recognize outstanding accomplishments by graduate students and graduate faculty. Striving for excellence is a collaborative effort. The Graduate College works closely with the Graduate Council, graduate faculty, the GPSA and graduate students, and graduate programs, to maintain and enhance excellence in individual disciplines and to achieve our shared mission, goals, and objectives.

[UNLV School of Integrated Health Sciences](#)

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

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

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

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

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

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

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

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

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

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

UNLV Nutrition Sciences

The Nevada Board of Regents approved the Bachelor of Science degree in Nutrition Sciences in the College of Health Sciences (now the School of Integrated Health Sciences) at UNLV in June of 1999 and the Masters of Science degree in Nutrition Sciences in 2017. The Dietetic Internship Program was approved by the UNLV Graduate College in 2005. The School of IHS provides an appropriate environment for the support of a science-based program emphasizing medical nutrition therapy, reflective of a current trend in nutrition programs across the nation. As our nation assesses our current medical care, medical reimbursement,

and welfare reform programs, the time is right for emphasis to be placed on nutrition as prevention of chronic disease, employee productivity, and reduced medical expenses for acute and chronic disease. A nutrition degree program within a School of IHS affords a perfect opportunity to include medical nutrition therapy in the education of future health care providers and develop a nutrition degree program with a strong medical perspective.

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

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

120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: (800) 877-1600, ext. 5400
E-mail: acend@eatright.org
Website: <http://www.eatright.org/acend>

Bachelor of Science in Nutrition Sciences

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

Concentrations

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

Career Possibilities

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

Nutrition Sciences graduates may also enjoy helping professional or student athletes in sports ranging from sprinting to stock car racing. Others may find employment in health clubs, spas, or neighborhood gyms. Others may work in food service for corporations, schools, airlines and the military. Those with inquiring minds may prefer the laboratory, conducting experiments for quality assurance departments, new products offices or drug companies to delineate metabolic pathways. As a young, emerging science, nutrition will be offering opportunities in the future that today are unforeseeable.

INTRODUCTION TO THE UNLV DIETETIC INTERNSHIP PROGRAM

The UNLV Dietetic Internship (DI) is administered through the UNLV Department of Kinesiology and Nutrition Sciences. The program consists of one week of program orientation plus 1000 hours minimum of supervised practice in community nutrition, food service management, and clinical nutrition and dietetics, plus additional hours for check in progress/activity meetings, homework, and professional meeting attendance. All hours are scheduled to be completed in 26 weeks. The UNLV Dietetic Internship Program is designed to provide well-trained, entry-level nutrition & dietetics professionals for the growing Southern Nevada region.

Mission

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

Program Goal 1

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

Program Objectives for Goal 1

1. At least 80% of interns complete program requirements within 45 months (150% of planned program length of 30 months).
2. Of graduates who seek employment, at least 70% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. At least 70% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. 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%.
5. At least 75% of employers will give program graduates in their employ a mean rating of three (3) or "satisfactory" for graduate's preparation for entry-level practice. (Rating scale: 5=consistently exceeds expectations; 4=consistently meets, sometimes exceeds expectations; 3=consistently meets expectations; 2=fails to consistently meet expectations; 1=does not meet expectations).
6. At least 75% of employed graduates will rate themselves as being prepared for their first job. (Rating scale: "well-prepared", "prepared", "somewhat prepared", and "not well-prepared").
7. At least 75% of program graduates will report being comfortable working with a culturally diverse population (to serve the needs of the Las Vegas Community). (Rate scale: "very comfortable", "comfortable", "somewhat comfortable", and "uncomfortable").

Program Goal 2

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

Program Objectives for Goal 2

1. At least 80% of program graduates will create their draft CDR learning portfolio for later submission to CDR.
2. At least 80% of program graduates will indicate that they participated in continuing education and professional development activities

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

UNLV FACULTY AND PRECEPTORS

Name	Phone
Dr. Laura Kruskall, PhD, RDN, LD, CSSD, FACSM, FAND DI Program Director	Office: 702-895-4985 Cell: 702-274-0370 (text preferred) laura.kruskall@unlv.edu BHS 330
Dawn Matusz, MS, NDTR DI Program Coordinator Rotation Coordinator: Community, FB-FI	702-895-4985 Cell: 702-234-0057 dawn.matusz@unlv.edu or dietetic.internship@unlv.edu BHS 330
Graduate Assistant Clinical Liaisons:	
Enrique Nieto	benigno.nieto@unlv.edu
Brittney Rench	Brittney.rench@unlv.edu

[Preceptor Contact Information: See Rotation Schedule](#)

IN ORDER TO BECOME A REGISTERED DIETITIAN/NUTRITIONIST (RDN) STUDENTS MUST:

- Complete and ACEND*-Accredited Didactic Program in Nutrition and Dietetics (DPND).
- Apply for, become accepted into, and complete an ACEND-Accredited Dietetic Internship (DI). The UNLV DI meeting this step in the process.
- Pass the Commission on Dietetic Registration (CDR) National Registration Examination for Dietitians. The eligibility requirements for this exam and exam content are set by CDR. Additional information can be found at <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification> and <https://www.cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>
- NOTE: Effective January 1, 2024, students must hold a M.S. degree in order to sit for the National Registration Examination for Dietitians. UNLV does offer a M.S. in Nutrition Sciences degree, requiring application for admission after earning the B.S. degree.
- NOTE: Once the RDN credential is earned, one may apply for their Dietetics license in Nevada. No additional courses or credentials are required to be eligible for the license to practice. Information about this process can be found at: <http://dph.nv.gov/Reg/Dietitian/Dietitian - Home/>

*The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered.

ACEND® can be contacted by:

Email: ACEND@eatright.org
Phone: 800/877-1600, ext. 5400
Mail: 120 South Riverside Plaza
Suite 2190, Chicago, IL 60606-6995

ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND® is recognized by the U.S. Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND® meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. USDE can be contacted by:

Phone: 1-800-USA-LEARN (1-800-872-5327)
Mail: U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

UNLV DIETETIC INTERNSHIP PROGRAM- 2 OPTIONS

- 1) Dietetic Internship Program Only
- 2) Combined Master's Degree & Dietetic Internship Program

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

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

IMPORTANT NOTICE: UNLV Dietetic Internship Program (DI) graduates who have completed their baccalaureate degree, DPD and UNLV DI supervised practice requirements, by or before December 31, 2023, be processed for registration eligibility with CDR, to take the RDN exam.

To meet CDR's requirement for both a Master's degree and the Dietetic Internship to become an RDN, a MS-DI subplan within the M.S. Nutrition Sciences degree is offered through which the Master's degree and the Dietetic Internship Program are both completed

within 2.5 years. Students complete graduate courses full time in the first year and the Dietetic Internship supervised practice in the second year.

Therefore, the UNLV DI will accept interns with a baccalaureate degree and DPD Verification Statement for the 2022-2023 academic year.

Effective Fall 2023, students wishing to pursue education at UNLV to be eligible to earn the RDN credential must:

- 1) Have a DPD Verification Statement and a Master's degree from a regionally accredited college or university. The college or university must be located in the U.S. or its territories and accredited in good standing by a U.S. institutional accrediting body for higher education recognized by the United States Department of Education (USDE). The master's degree must be in nutrition or closely related field and deemed equivalent to the Masters in Science in Nutrition Sciences degree at UNLV. Transcripts and syllabi will be reviewed for equivalency. Students in this track will be enrolled in NUTR 796: Supervised Practice: Community Nutrition and Dietetics (2 credits), NUTR 797: Supervised Practice: Food Service Management (2 credits), NUTR 798: Supervised Practice: Clinical Nutrition and Dietetics (2 credits), and NUTR 794 Preparation for Nutrition & Dietetics Practice (1 credit). Additional coursework may be required, depending on coursework completed in current master's degree. The DI supervised practice is 1040 hours minimum or 26 weeks in length. Specialty concentrations, when offered, require an extra 120 hours of supervised practice. Students must complete the program within 150% of the expected timeframe, unless part-time arrangements are made prior to admission.

OR

- 2) Have a baccalaureate degree and DPD Verification Statement to apply for the Clinical Nutrition & Dietetics Subplan within the M.S. Nutrition Sciences degree. This program is a total of 34 credits and includes the 6 credits of required DI supervised practice experience. The program length is 2.5 years in length. Students must complete the program within 150% of the expected timeframe, unless part-time arrangements are made prior to admission. The program length is 2.5 years in length. Students must complete the program within 150% of the expected timeframe, unless part-time arrangements are made prior to admission. The program length is 2.5 years in length. Students must complete the program within 150% of the expected timeframe, unless part-time arrangements are made prior to admission.

Clinical Nutrition & Dietetics Subplan- M.S. Nutrition Sciences

Students from the UNLV DPD: UNLV DPD graduates can apply for preselection by February 1 (Spring Match) or September 1 (Fall Match) for this combined MS-DI subplan. If selected, the applicant must accept their placement and does not enter Spring matching with D&D Digital. The application must be submitted *in DICAS* to the UNLV DI by January 15 (Spring Match) or August 15 (Fall Match) along with email notification to the DI Director, at

dietetic.internship@unlv.edu of your application submission to MS-DI subplan for preselection.

Students from DPD Programs Outside of UNLV: Applicants who are not UNLV DPD graduates who are applying to the combined MS-DI subplan will submit their application *in DICAS* to the UNLV DI by February 15, along with email notification to the DI Director at dietetic.internship@unlv.edu.

All who apply for the MS-DI subplan within the M.S. Nutrition Sciences degree, must apply to the graduate program by the deadline for the year they expect to enter the program. Acceptance to the M.S. Nutrition Sciences program occurs after acceptance to the internship by computer match.

The DI consists of a minimum of 1040 contact hours (40 hours per week for six months). Those students in the Food Insecurity-Food Banking (FI-FB) concentration will complete a minimum of 120 additional hours throughout the program. An additional 15-20 hours per week will be required for preparation of the rotations and to complete assignments in fulfillment of the graduate courses. Upon successful completion of the DI, students will be eligible to take the National Registration Examination for Dietitians set by the Commission on Dietetic Registration (CDR).

The program currently accepts up to 34 interns per year, up to 17 in each six-month period [3 each round dedicated to the FI-FB concentration]. Of the 1040 hours minimum, 640 are devoted to clinical experience, 160 to food service management, 120 to community experience, and 40 for an elective experience that is developed by the intern and approved by the preceptor. Students in the FI-FB have 120 additional hours to complete. Below is an overview of the rotations with a sample schedule included. The community experience will take place at various sites in the Las Vegas community. For the food service and clinical rotations, interns will be placed at one of the several participating hospitals: Sunrise Hospital, St. Rose, Summerlin, Desert Springs, Southern Hills, Mountainview, Spring Valley, Henderson, Centennial Hills, Horizon Specialty, Mountains Edge Hospital, University Medical Center, or the VA. Below is an overview of the rotations. Interns are assigned their sites for the program. Students are not required to locate their own learning sites unless desired in the elective week. Please note, students must choose an elective week at a site where an Educational Affiliation Agreement (EAA) is executed. If a student wishes to pursue another site, the DI Director must approve the site. Attempts will be made to obtain an EAA, but it cannot be guaranteed. If an EAA cannot be executed, the intern must choose another experience.

COMMUNITY NUTRITION OVERVIEW

The goal of the Community Component of the Dietetic Internship is to provide the intern with the opportunity to observe and gain information from a variety of diverse community nutrition programs as well as a more intensive work experience in one or two aspects of community nutrition programming. This format will provide each intern with the opportunity to observe the diversity within community nutrition and to actively participate in nutrition program development and implementation. Topics pertinent to all areas of

practice such as professional development and the Code of Ethics will be covered in detail during the Community Rotation. The Community Nutrition Component of the dietetic internship will provide 160 hours of supervised practice.

Learning Experiences

Each intern will spend 160 hours (4 weeks) at a primary site. Interns may be assigned additional days at other sites, depending on availability of preceptors at those sites. The in-depth site learning experience provides the interns with the opportunity to participate in the development and implementation of nutrition programming to a great degree. The goal of these rotations is to provide the intern with a broad perspective of the variety of nutrition programming in the community and the duties performed by an RDN at these various sites.

At each site the intern will learn about the mission and vision of the agency/organization, funding source, target audiences served and major program areas within the agency/organization. (S)he will also work on specific aspects of nutrition programming within the agency/organization. At the in-depth site each intern will also work on a specific project that culminates in a written and oral report. Depending on the particular project in which the intern is involved (s)he may participate in the needs assessment/planning component of a program under development, implementation of a new or existing program, program marketing or a program evaluation. The specific learning experience for each intern will depend on the particular agency/organization at which the intern spends his/her rotation and the programming of that agency/ organization.

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

Classroom Experience and Reports

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

Competencies

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

Food and Beverage Management Rotation Overview

Each student will spend 160 hours (4 weeks) in the food service management rotation. Individual projects will vary and will be assigned by the preceptor at the start of the rotation. During the six-week period, interns will learn and acquire skills in the following areas:

Production (assessing inventory, ordering, deliveries/receiving, storage, production sheets, food production, entree preparation with patient survey); Tray line supervision for breakfast and dinner shifts (introduction, times, temperatures, scheduling, and presentation); Cafeteria, physician's lounge; Catering (operations, scheduling, presentation, cashier duties, food safety, cleanliness), and Diet Office/Diet Technician duties/supervision.

Clinical Rotation Overview

Each intern will spend 680 hours (17 weeks) in the clinical rotation. During the seventeen-week period, interns will learn and acquire skills in the following areas:

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

Elective Experience

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

Staff Relief

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

Food Insecurity-Food Banking Concentration

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

Program Admission and Selection of Interns

Students may apply for one or both of the concentrations. The Clinical Concentration admits up to 14 students per round. The Food Insecurity-Food Banking Concentration

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

Successful applicants must meet the following minimum admission standards:

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

If accepted into the DI Program, students must complete an application to the UNLV Graduate College to become:

- 1) Admitted to the M.S. nutrition Sciences degree program- Clinical Nutrition & Dietetics Subplan (MS-DI Option). This application can be found at the [Graduate College Admissions](#) page.

OR

- 2) Admitted as a non-degree seeking student for those entering the program with an existing approved Master's degree and needing to complete the DI supervised practice experience only). This application can be found at the [Graduate College Admissions](#) page.
- 3) THIS STEP IS ONLY FOR ACCEPTED INTERNS. DO NOT COMPLETE THIS STEP AS PART OF THE APPLICATION PROCESS. There is a fee to apply.

Selection of Applicants

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

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

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

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

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

Students who are accepted into the program must:

1. The Program Coordinator's name is Dawn Matusz. She and the DI Director will be contacting you frequently, primarily through email. Please make sure you respond to our messages.
2. Once you are enrolled at UNLV, you will be given a UNLV email address. This is the address that will be used once the program begins. If you have another email address, you may want to forward to your UNLV address since that is our method of communicating with you. You must respond to our email messages.
3. You will need to apply to the [UNLV Graduate College](#) as either a degree-seeking or non-degree seeking student. Once this is processed, you will receive an NSHE ID number. This number will allow you to register for courses. There is an application fee.
4. Your Program Director will instruct you when to enroll for three, two credit courses (NUTR 796, Supervised Practice: Community Nutrition; NUTR 797, Supervised Practice: Food Service Management; and NUTR 798, Supervised Practice: Clinical Nutrition). We will assist you in getting registered as the call numbers are not published. Students in the DI supervised practice only option will register shortly after admission to the DI. Students in the MS-DI option will be enrolling in the supervised practice in the second year of the program.
5. You will be billed for program tuition and fees through MyUNLV. Once you have your NSHE number, you will have access to this. Please email Dawn if you need assistance.
6. You will have to complete a criminal background check and 10-panel drug screen through Pre-Check or Compio. You will be given instructions on which system to use. Immunizations must be submitted to this system and will be verified. You must be able to produce your immunization records to your assigned hospital and/or community site upon request. The cost is ~\$120.
7. Obtain a food handlers card. This can be obtained through the Southern Nevada Health District. For more information about SNHD call 702-759-1000 or visit their website at www.southernnevadahealthdistrict.org.
8. You will need to be CPR/BLS certified through the American Heart Association.
9. Complete a two-step TB test. Many students choose to go to UNLV Student Health or the Southern Nevada Health District. For more information about SNHD call 702-

759-1000 or visit their website at www.southernnevadahealthdistrict.org. You may choose another medical provider if you choose. PLEASE BEGIN THIS PROCESS NOW AS IT TAKES TIME.

10. Provide proof of immunizations (2-step TB, MMR, Chicken Pox (Varicella), Hep B, Tetanus & Diphtheria (or Tdap), Influenza). COVID-19 vaccination protocols are being established and must be followed. More information will be provided as this evolves.
11. Medical insurance coverage, and a statement from your physician that you are in good health and that you can complete the DI. This letter needs to come from an MD, DO, PA, or Advanced Nurse Practitioner (APN) (See above- immunizations will be submitted through the Pre-Check or Complio system).
12. A couple of you may need additional testing (it will depend on who I assign to which site). I will be working on that over the next several weeks. I will notify you if you need additional testing.
13. Provide proof of Academy of Nutrition & Dietetics (AND) membership.
14. Student Membership in the Nevada Academy of Nutrition of Dietetics: Cost Varies. Free if selected as part of your national membership.
15. Obtain liability insurance from Proliability (<https://www.proliability.com/professional-liability-insurance/students-individuals.html>).
16. Provide a copy of your official DPND Verification Statement. This is the document you will receive from your DPND Director once you complete all of your coursework.
17. Provide a copy of your official transcript with degree posted. Please check with your university to see when degrees are posted.
18. The Program Checklist (items to be completed) and orientation schedule will be sent shortly after program admission. If you are not compliant with your paperwork and assignments, we cannot admit you to the internship. Parking permits can be purchased from UNLV Paring services. You may also use the parking meters or Pay by Phone app. If you need to make copies of anything, you are welcome to come early and use our machine.
19. Fingerprinting, which can only be done at Metro's Fingerprint Bureau. Students need cash.
20. VA interns will need Federal Fingerprinting as well. Once I have the rotation schedules finalized, I will let you know if you are one of those interns. Please do not take care of this step until I notify you if you need local or Federal fingerprinting.
21. Lab Coat may be required.
22. Instructions will be given to pick up name tags.

Assignments & Preparation for the Internship

1. Training for all Interns:

Online Training Through UNLV Risk Management:

- <http://rms.unlv.edu/occupational/training>
- Back Safety
- General Workplace Safety

- HIPAA
 - Blood Borne Pathogens
 - Radiation Safety for Radiation Producing Devices
2. Once you are registered, you will need to go to WebCampus/Blackboard. This is accessible on the UNLV homepage. This is a website for the course. It will appear as NUTR 796, 797, 798 when you log in.
 3. Please purchase Cengage Unlimited for 12 months (separate instructions will be sent). You will be reimbursed in the form of a scholarship. You may add as many text books as you wish with your unlimited subscription. For example, in addition to the 3 books required below, you may add their MNT book, general nutrition texts, food science, food service etc books. You can access these for the full year.
 4. Add Nelms Medical Nutrition Therapy- A Case Study Approach to your Cengage Unlimited Account. Access the [Link to MindTap \(Clinical Case Studies\)](#) in the Modules area of Webcampus. Complete these activities. You will also see these in the Assignments area, but I prefer to work in Modules. This book will be used during Community.
 5. Add Medical Terminology for Health Professions, 8e. Ehrlich & Schroeder to your Cengage Unlimited Account. Access the [Link to MindTap \(Medical Terminology\)](#) in the Modules area of Webcampus. Complete these activities. You will also see these in the Assignments area, but I prefer to work in Modules. This book will be used as pre-internship homework.
 6. Add Nutrition & Diet Therapy, 12e. Roth & Wehrle to your Cengage Unlimited Account. Access the [Link to MindTap \(Medical Terminology\)](#) in the Modules area of Webcampus. Complete these activities. You will also see these in the Assignments area, but I prefer to work in Modules. This book will be used as pre-internship homework.
 7. I will be sending (or putting on your webpage) a few additional exercises for you to complete. You will need resources from your DPND Program to complete these (i.e. a Nutrition Assessment book, a MNT book, a medical dictionary, etc). Cengage has many great texts that you can add to your account at no additional cost!

COST TO STUDENTS

[Dietetic Internship Program- Supervised Practice Costs \(NUTR 796, 797, 798\)](#)

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

- Enrollment as a student for 6 credits of nutrition practice (NUTR 796, NUTR 797, NUTR 798).
- Tuition and fees for enrollment in NUTR 796, 797, and 798 is estimated to be \$2405.00 for Nevada residents and \$4421 for non-residents. Please go to the UNLV [tuition and fees page](#) for more information and updates.
- Fees for the DI are \$6,000 for 1,040 supervised practice hours.

- Total program fee, UNLV tuition and fees = approximately \$8,405 for Nevada residents and \$10,421 for non-residents.
- Health insurance is required. Cost varies.
- Criminal Background Check, Drug Screen, and Immunization Record Verification. Specific instructions are given to students admitted to the program. \$120.
- Select UNLV Risk Management courses. These courses are available to admitted interns through UNLV. There is no charge for these courses.
- A non-refundable \$50 internship application fee.
- Books: approximately \$200.
- Visual Veggies RDN Exam Subscription. Price varies depending on number of devices, method of installation, and additions (\$200-500).
- Supplies (calculator, general office supplies): approximately \$10.
- Personal room, board, and travel to practice sites.
- Liability insurance, available through Marsh Affinity Group Services, a service of Seabury and Smith, 1440 Renaissance Drive, Park Ridge, IL 60068-1400. Phone: (800) 503-9230. Click here for [website](#). The cost is \$35-40 per year, depending on chosen coverage.
- Parking at UNLV: \$150 Annual, \$13.75 per month, \$9 per week, or \$4.50 per day. Metered parking or Pay by Phone (required app) in short increments also available. A free lot is available and a short walk to the BHS building. Students will only need parking for several days in the program and therefore daily permits are recommended.
- The average one-bedroom rental unit in Las Vegas is approximately \$1,421 per month. This cost varies significantly with size, location, and amenities offered with the property.
- Depending on the housing that the intern selects. All sites within the program are within comfortable driving distance.
- Student Membership in the Academy of Nutrition of Dietetics: \$58.
- Student Membership in the Nevada Academy of Nutrition of Dietetics: Cost Varies. Free if selected as part of your national membership.
- Students must apply to the UNLV Graduate College if they are accepted to the internship. The Graduate College application fee is \$60.
- Students must have a personal use computer with internet access and MS Office.

Special Note due to COVID-19

While our program costs are transparent, there could be slight changes to the tuition and program supplies due to COVID-19. There could be medical costs associated with COVID-19 testing, vaccination, etc. Additional subscriptions or materials could be required if students are displaced from their site due to COVID-19.

Financial Aid

Most interns are not eligible for federal financial aid because the UNLV DI does not grant a degree. Students simultaneously enrolled in the MS Nutrition Sciences program are eligible. Most interns are eligible for private student loans. We will certify to lending agencies that the intern is enrolled in six graduate credits and is enrolled in full-time supervised practice. For more information on financial aid please click here for the [website](#).

[UNLV Graduate College Tuition & Fees](#)

M.S. Nutrition Sciences degree- Clinical Nutrition & Dietetics Subplan (MS-DI)

- This subplan is a total of 34 credits
- 6 credits are earned as part of the DI supervised practice experience (see tuition & fees listed above)
- An additional 28 credits are required to earn the M.S. Nutrition Sciences degree
- Nevada resident tuition & fees semester cost is approximately \$3,452.
- Non-resident tuition & fees semester cost is approximately \$11,723.
- Visit the [UNLV Tuition & Fees Page](#) for more details and a semester calculator.

CAREER OPPORTUNITIES

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

EVALUATION PROCESS

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

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

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

POLICIES

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

Tracking Supervised Practice Hours

Students in the program are required to complete a minimum of 1040 hours of supervised practice within the 6-month (26 week) program. Students in the Food Insecurity/Food Banking concentration are required to complete an additional 120 hours of supervised practice. Please note, orientations, educational meetings and sessions and any travel time do not count towards these hours. Interns are provided with an electronic hours log for preceptors to approve and sign.

In addition to total hours, students are also required to track patients of varying ages from infants to older adults and with various diseases and conditions. An electronic tracking form will be provided for you to easily track and document these specific experiences.

Dietetic Internship Program Completion Requirements

Dietetic Internship Supervised Practice Program Only

Policy for Issuing an ACEND Verification Statement- (Students completing all program requirements before December 31, 2023)

Upon completion of the ACEND-accredited UNLV Dietetic Internship Supervised Practice Program, graduates receive a Verification Statement of program completion which is required for eligibility to take the Commission on Dietetic Registration's (CDR) [dietetic registration exam](#). The exam must be passed to become a Registered Dietitian Nutritionist (RDN) which also fulfills requirements in the [State of Nevada to become a Licensed Dietitian](#).

If the program completion requirements are met, the DI Director will issue the final Verification Statement and will follow the procedures established by CDR for submitting and verifying eligibility for the dietetic registration exam. Successful program completion includes:

- 1) Completing the minimum required supervised practice contact hours and earning at least a satisfactory rating on all competencies and student learning outcomes. The DI supervised practice is 1040 hours minimum or 26 weeks in length. Specialty concentrations, when offered, require an extra 120 hours of supervised practice. Students must complete the program within 150% of the expected timeframe, unless part-time arrangements are made prior to admission.

- 2) Completing an adequate learning portfolio, documenting meeting competency. Template is provided by the program.
- 3) Completion of the CDR demographic information.
- 4) Master's degree earned and approved prior to UNLV program admission.

M.S. Nutrition Sciences degree- Clinical Nutrition & Dietetics Subplan (MS-DI)

Draft from the actual 2022-2023 UNLV Graduate Catalog

Subplan 1 Requirements: Clinical Nutrition and Dietetics (34 total credits required)

- Course Requirements
 - Research Methods (6 credits)
 - Must complete the following courses or other advisor-approved methods courses.
 - KIN 750 Research Methods in Kinesiology and Nutrition Sciences Research (3 credits)
 - KIN 751 Selected Application of Statistical Techniques (3 credits)
 - Core (20 Credits)
 - Must complete the following courses (2 credits)
 - NUTR 793 Research Practicum in Nutrition and Dietetics Supervised Practice (1 credit)
 - NUTR 794 Preparation for Nutrition and Dietetics Practice (1 credit)
 - Must complete the following courses or other advisor approved courses (9 credits)
 - NUTR 705 Advanced Sports Nutrition Seminar (3 credits)
 - NUTR 754 Epidemiology of Nutrition & Physical Activity (3 credits)
 - KIN 745 Human Energy Metabolism (3 credits)
 - Must complete 1 of the following courses, or other advisor-approved courses (3 credits)
 - NUTR 607 Complementary and Integrative MNT (3 credits)
 - KIN 754 Health Science Writing and Communication (3 credits)
 - Full-time students must complete the following supervised practice courses (6 credits)
 - NUTR 796 Supervised Practice: Community Nutrition and Dietetics (2 credits)
 - NUTR 797 Supervised Practice: Food Service Management (2 credits)

- NUTR 798 Supervised Practice: Clinical Nutrition and Dietetics (2 credits)
- Part-time students must complete the following supervised practice courses (6 credits)
 - NUTR 799 Individualized Supervised Practice - Food Service, Community, & Clinical Nutrition and Dietetics (1-2 credits per semester)
- Electives (5 credits)
 - Must complete 5 credits from the following list of courses, or other advisor-approved courses
 - KIN 691 Exercise Physiology (3 credits)
 - KIN 740 Advanced Exercise Physiology (3 credits)
 - NUTR 605 Advanced Sports Nutrition (3 credits)
 - NUTR 651 Nutrition and Metabolism (3 credits)
 - NUTR 652 Advanced Nutrition (3 credits)
 - NUTR 700 Special Topics in Nutrition Sciences (1-6 credits)
 - NUTR 720 Lifestyle Modification for Chronic Disease (3 credits)
 - NUTR 727 Advanced Clinical Nutrition and Dietetics (3 credits)
 - NUTR 732 Nutrition Assessment (3 credits)
 - NUTR 753 Experimental Techniques in Nutrition and Metabolism (3 credits)
 - NUTR 791 Independent Study in Nutrition Sciences (1-3 credits)
 - NUTR 795 Practicum in Nutrition Sciences (1-3 credits)
- Culminating Experience (3 credits)
 - Must complete 3 credits of culminating experience
 - NUTR 747 - Clinical Professional Paper - Clinical Case Study or Community Intervention Project (3 credits)

Degree Requirements

1. Completion of a minimum of 34 credits with a minimum GPA of 3.00.
2. Culminating experience requires major advisor plus one other graduate faculty member to assess competency. Student is guided by advisor through clinical project. Clinical project is also presented at their clinical site. Project is supervised by advisor.
3. Students have 6 years to complete this degree.

Graduation Requirements

1. The student must submit all required forms to the Graduate College as well as apply for graduation up to two semesters prior to completing their degree requirements.

2. The student must submit and successfully defend a professional paper and submit a Culminating Experience Results form to the Graduate College by the posted deadline.

Policy for Issuing an ACEND Verification Statement- Clinical Nutrition & Dietetics Subplan of the M.S. Nutrition Sciences (MS-DI Option)

Upon completion of the ACEND-accredited UNLV Dietetic Internship Program, graduates receive a Verification Statement of program completion which is required for eligibility to take the Commission on Dietetic Registration's (CDR) [dietetic registration exam](#). The exam must be passed to become a Registered Dietitian Nutritionist (RDN) which also fulfills requirements in the [State of Nevada to become a Licensed Dietitian](#).

If the program completion requirements are met, the DI Director will issue the final Verification Statement and will follow the procedures established by CDR for submitting and verifying eligibility for the dietetic registration exam. Successful program completion includes:

- 1) Completing the minimum required supervised practice contact hours and earning at least a satisfactory rating on all competencies and student learning outcomes. The program length is 2.5 years in length. Students must complete the program within 150% of the expected timeframe, unless part-time arrangements are made prior to admission.
- 2) Completing an adequate learning portfolio, documenting meeting competency. Template is provided by the program.
- 3) Completion of the CDR demographic information.
- 4) Master's degree earned during this program (M.S. Nutrition Sciences).

Policy for Issuing an ACEND Verification Statement- Dietetic Internship Program Only (Students entering with an existing Master's degree)

Upon completion of the ACEND-accredited UNLV Dietetic Internship Program, graduates receive a Verification Statement of program completion which is required for eligibility to take the Commission on Dietetic Registration's (CDR) [dietetic registration exam](#). The exam must be passed to become a Registered Dietitian Nutritionist (RDN) which also fulfills requirements in the [State of Nevada to become a Licensed Dietitian](#).

If the program completion requirements are met, the DI Director will issue the final Verification Statement and will follow the procedures established by CDR for submitting and verifying eligibility for the dietetic registration exam. Successful program completion includes:

- 5) Completing the minimum required supervised practice contact hours and earning at least a satisfactory rating on all competencies and student learning outcomes. The DI supervised practice is 1040 hours minimum or 26 weeks in length. Specialty concentrations, when offered, require an extra 120 hours of supervised practice. Students must

complete the program within 150% of the expected timeframe, unless part-time arrangements are made prior to admission.

- 6) Completing an adequate learning portfolio, documenting meeting competency. Template is provided by the program.
- 7) Completion of the CDR demographic information.
- 8) Master's degree earned and approved prior to UNLV program admission.

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

UNLV DIETETIC INTERNSHIP PROGRAM EDUCATIONAL AFFILIATION AGREEMENT POLICY

[Site Participation with the UNLV Dietetic Internship Program](#)

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

- You have an RDN/LD (or more) on staff who is dedicated to student learning through supervision and mentoring and is willing to formally assess student competence for entry level RDN work.
- Your hospital may be an official teaching hospital for UNLV. All facilities and community sites must execute an Educational Affiliation Agreement (EAA) for students to be on site. The UNLV DI Program Director, program staff, and UNLV Legal Counsel work with your facility to execute and maintain these agreements. You as a preceptor often does not need to do anything for this to happen. Occasionally we may reach out to you in the event of a personnel change in administration at your facility. These are kept on file with the UNLV Program Director and UNLV Office of the Provost. The DI Program Director maintains a spreadsheet of all active agreements with a timeline to initiate a renewal. Most EAAs are valid from three years of execution. Your facility may choose to retain a copy as well. Further information on the EAA policy is listed below.
- As a preceptor you must: 1) Be in good standing with CDR and hold the RDN credential; 2) Hold a license to practice dietetics in Nevada (LD); 3) Participate in continuing education; and 4) Complete a preceptor qualification form for UNLV.

- As a preceptor, you will be required to approve and sign student supervised practice hours. The program requires a minimum of 1200 supervised practice hours. Please note, travel time and passive educational sessions do not count towards these hours.
- Students give formal feedback to the DI Program after program completion (twice per year) regarding their preparedness for entry-level practice, the facility, and the preceptors. UNLV has never had to dismiss a site. In fact, most students comment on the talented and skilled preceptors in our program. The DI Program Director will notify you of any conflict or complaints.

Hospital/Medical Facility

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

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

Purpose and General Policy of the Affiliation:

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

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

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

Institution seeks to achieve the following goals with this Agreement:

- To provide its students with the necessary clinical experience to prepare them for (medical/nursing/other) careers;

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

Community Site

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

- Placement Site is capable of providing a site for teaching and practical experience; and,
- Placement Site has made it a professional responsibility to assist in the educational experience of university students and is interested in providing assistance in particular to Institution with its curricula; and,
- Institution is currently conducting (teaching/other) programs for which it desires a Placement Site to further the training and experience of Institution's students.

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

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

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

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

NSHE Site

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

UNLV Site

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

UNLV DIETETIC INTERNSHIP PROGRAM SAMPLE CALENDAR- SUBJECT TO CHANGE

M.S. Nutrition Sciences Degree- Clinical Nutrition & Dietetics Subplan (MS-DI Option)

- See UNLV Graduate College separate documents for the Fall and Spring admissions degree worksheet.

Sample Calendar- Subject to Change

January Start Date

Date	Rotation	Location
Mid-January Week 1	Orientation	UNLV
Begin Mid-January Weeks 2-5 Week 5	Food Service Management Experience Sharing-Competency Check in	Assigned Hospital UNLV
Weeks 6-9 Week 8	Clinical Nutrition & Dietetics Experience Sharing-Competency Check in	Assigned Hospital UNLV
Weeks 10-13	Community Orientation Community Nutrition Policy Day & NVAND Reimbursement Representative	UNLV Assigned Multiple Sites UNLV
Week 13	Community Nutrition Community Presentations	Assigned In-Depth Site UNLV
Weeks 14-26 Weeks 18, 21, 24, 26	Clinical Nutrition & Dietetics Experience Sharing-Competency Check in	Assigned Hospital UNLV
2 days within clinical	Clinical- Renal Dialysis	Davita Dialysis
1 week toward end of clinical	Elective Week	Chosen by Intern
Weeks 25-26 Week 26	Staff Relief Experience Sharing-Competency Check in	Assigned Hospital UNLV

July Start Date

Date	Rotation	Location
Early July Week 1	Orientation	UNLV
Begin Early July Weeks 2-5 Week 5	Food Service Management Experience Sharing-Competency Check in	Assigned Hospital UNLV
Weeks 6-9 Week 8	Clinical Nutrition & Dietetics Experience Sharing-Competency Check in	Assigned Multiple Sites UNLV
Weeks 10-13	Community Orientation Community Nutrition Policy Day & NVAND Reimbursement Representative	UNLV Assigned In-Depth Site UNLV
Week 13	Community Nutrition Community Presentations	Assigned Hospital UNLV
Weeks 14-26 Weeks 18, 21, 24, 26	Clinical Nutrition & Dietetics Experience Sharing-Competency Check in	Assigned Hospital UNLV
2 days within clinical	Clinical- Renal Dialysis	Davita Dialysis
1 week toward end of clinical	Elective Week	Chosen by Intern
Weeks 25-26 Week 26	Staff Relief Experience Sharing-Competency Check in	Assigned Hospital UNLV

UNLV ACADEMIC POLICIES

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

Student Academic Misconduct Policy

The complete policy can be found at:

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

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

DI GENERAL POLICIES

- This Dietetic Internship is full time with no room for vacation time. There will be approximately 40 contact hours per week, plus additional time required for homework, reading, projects, case study preparation, etc. While you are on site approximately 8 hours per day, you must be available 24/7 for this program. Some weeks you may be assigned a traditional 8:00-5:00 schedule, while other weeks you may have a 6:00am -2:00 pm or an evening schedule. Much of your time will be Monday-Friday, but other times you will be required to be on site on weekends.
- As mentioned in your invitation to interview, by accepting your appointment in to this program, you agree to be available for your assigned schedule during the entire length of the program.
- This program requires that you be on your feet or otherwise mobile for approximately 8 hours per day in a hospital kitchen, hospital medical and patient floors, and in various community settings. Traveling in person around the hospital setting (back and forth from patient floors to kitchen) is required in a timely manner in order to complete the assigned patient load for competency. Patient load will be increased throughout the program as students obtain competency in treating patients using the Nutrition Care Process.
- This program requires various vaccinations/immunizations (see website/subject to change). By agreeing to enter the program, you are agreeing to provide proof of vaccinations, immunizations, have titers drawn, or receive the required

vaccinations/immunizations prior to the start of the program. There are many other items you must complete prior to beginning the internship (i.e. criminal background check, fingerprinting, medical clearance, drug screening, online training, and homework assignments). By agreeing to the interview, you agree to complete all assigned tasks by the date requested. This is critical for placement into hospitals and community sites. If you do not meet any of the deadlines, you may be dismissed from the program and will not be given another opportunity for admission.

- Drug testing is required. Please note- while marijuana is legal for recreational use in Nevada, it is NOT permitted to be in your system. If you test positive for marijuana use (or any other non-permitted substance), you may be dismissed from the program.
- Please note that this program requires flexibility. We rely on practice sites for your experience and these sites and preceptors donate their time to your supervised practice. You may be assigned to a site early in the program and then have a change if the site becomes unavailable. While this does not happen often, it is a possibility.
- Participating facility. It is the intern's responsibility to confirm these policies with the preceptor prior to the start of the rotation. This includes use of cellular. Interns will contact the preceptor for each rotation the week prior to the start date of that rotation. Phone numbers for each preceptor are provided in this manual.
- Interns will conform to the dress code of the participating facility. Appropriate business attire is expected. A general work attire policy is included later in the manual. Interns will confirm the dress code with each preceptor prior to the start of the rotation.
- Interns will check in with the preceptor or supervising dietitian for their daily schedule. Interns will be responsible for confirming the next day's start time before leaving for the day.
- Many readings and assignments are to be completed prior to a given rotation or section of a rotation. Failure to complete such assignments will result in disciplinary action with the DI Director.
- Interns will conform to all policies of the phones, receipt of personal phone calls, and breaks. Failure to conform to such policies will result in disciplinary action with the DI Director.
- The internship does not allow for any vacation period given its short length. Any time off for the observance of religious holidays must be approved by the preceptor. Any time off will result in additional contact hours throughout or at the end of the program.
- All interns are responsible for entering the program with a strong didactic knowledge base. Some of the assigned readings will include a review of this material.

- Interns will are nor viewed as replacement employees and will not be treated as such. Interns, however, will act as “staff relief” towards the end of their clinical rotation where supervision is minimized in order to ensure that the intern can function as an entry-level dietetics professional.
- Any problems that arise during a rotation should first be discussed with the rotation preceptor. Interns may communicate any concerns to the DI Director at any time.
- Students must complete the program in 150% of the planned time for completion (39 weeks). Failure to complete the program in this time frame will result in dismissal from the program and a Verification Statement will not be issued.
- Alcohol or marijuana may not be used or present in the body while at a clinical site.

Statement of Responsibility

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

School of Integrated Health Sciences Statement of Responsibility

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

Attendance

Full-time attendance is required, as scheduled. Students are required to keep an hours log signed by the preceptor each week. Each student is expected to arrive on time each day during rotations. The day will begin and end at times established by the DI Director, preceptors and/or supervising dietitian and will reflect a schedule to allow completion of the supervised practice within the program time frame. Lunch periods and breaks are assigned at the discretion of each individual preceptor or supervisor. No student shall expect, request, or otherwise arrange for altered hours or early release in order to participate in paid employment or any outside activity.

Student Absences

Students are expected to be in their assigned department, ready for instruction, at the assigned time. If the student is unable to be there for a legitimate reason, the student must notify the preceptor or supervisor immediately. It is at the discretion of the DI Director or preceptor to make up lost time from tardiness and/or sick leave based on the evaluation of

progress toward student competencies. Students must be supervised by an RDN, LD and therefore make-up hours are limited to availability of your preceptor. Preceptors are volunteers in the program and are not required to alter their work schedule to accommodate lost time of a student.

Holidays

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

Staff Relief

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

Behavior and Conduct

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

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

Student Relationship with Clinical Personnel

During the internship experience, the student will interact with preceptors, supervisors, patients as well as other health care professionals. The student is expected to exhibit a professional and cooperative manner at all times. The student has the responsibility to assimilate into the clinical, food service, and community environment and to function as a professional. The internship experience is a time of transition from student to practitioner.

The DI Director works closely with preceptors to coordinate each student's supervised experience. Since the preceptors are closely involved in student practical instruction, the

student shall, at all times, show appropriate respect. The student shall accept duties assigned by the DI Director, preceptor, or supervising dietitian.

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

Student Relationship with Clients and Patients

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

Professional Code of Ethics

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

Non-Compliance with Program Policies

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

Program Grading Policy

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

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

Student Records

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

Student Employment

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

Equitable Treatment Policies for Students

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

UNLV is committed to providing a workplace and educational environment, as well as other benefits, programs and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, UNLV has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. UNLV values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. The President has designated the Office of Equal Employment and Title IX as the office who will respond to complaints of unlawful discrimination and harassment.

The Office of Equal Employment and Title IX is also responsible for overseeing the interactive process for employees required under the Americans with Disabilities Act (ADA).

The Office of Equal Employment and Title IX reviews all concerns under Title 4, Chapter 8, Section 13 of the Nevada System of Higher Education (NSHE) Handbook. Please note there are separate processes for Title IX concerns and non-Title IX concerns of unlawful discrimination and harassment.

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

Michelle Sposito, Director and Title IX Coordinator

Box 451062

4505 S. Maryland Parkway

Las Vegas, NV 89154-1062

Phone: 702-895-4055

FAX: 702-895-0415

Email: titleixcoordinator@unlv.edu

University Statements and Compliance

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

- Office of Equal Employment and Title IX Policies and Procedures
- President's Statement on Diversity
- UNLV's Commitment to EEO
- Freedom from Harassment and Discrimination
- EEO Federal Law Poster and Supplemental Document

Please visit the [Policies and Statements page](#) to view the full official statements.

ASSESSMENT OF PRIOR LEARNING

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

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

PROTECTION OF PRIVACY OF INTERN INFORMATION

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

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

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

COMPLAINTS

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

Procedure

- The intern should first discuss the problem with the preceptor of that rotation. If the complaint is against the preceptor, the intern should file the complaint with the DI Director.

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

Appeals Procedure

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

Complaints Not Resolved at the University Level

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

The Accreditation Council for Education and Dietetics
 Academy of Nutrition and Dietetics
 120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995
Phone: (800) 877-1600, ext. 5400
E-mail: acend@eatright.org
Website: <http://www.eatright.org/acend>

Procedure for Complaints against the DI Program

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

The complaint investigation form can be found on the [complaint section of the ACEND website](#).

RE-DIRECTION POLICY FOR INTERNS

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

Students may be referred to the [UNLV Academic Success Center](#) for tutoring, help with oral or written skills, or other academic support services.

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

Procedure

- The deficiency or problem will be documented with anecdotal notes by the preceptor or supervisor.

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

Appeals Procedure

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

WITHDRAWAL AND REFUNDS

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

RETENTION OF STUDENT RECORDS

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

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

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

WORK ATTIRE POLICY

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

- Appropriate business attire is expected. This may include skirts, dresses, and pants. Skirts must be no shorter than three inches above the knee. Slacks are to be full length. Cardigans and sweaters may be worn for warmth. All garments must be clean, pressed, and well-fitting.
- Clean, pressed lab coats must be worn over appropriate business attire.
- Clothing displaying the insignia of any other facility may not be worn.
- The following clothing items may not be worn: leotards, spandex, tight fitting clothing, clothing with logos, writing or cartoons, white t-shirts, visible strapless tank tops, tank tops, sweat shirts, sundresses or sleeveless clothing (unless worn with a matching cover), sheer clothing, low-cut blouses, unbuttoned shirts/blouses, large slits in skirts/dresses, or any item made of denim.
- Women will wear nylons with skirts and dresses. Men and women will wear appropriate socks/stockings with pants/slacks.

- Shoes will be worn at all times. Thongs, sandals, open toed shoes, backless shoes (except clogs), slippers and moccasins are not permitted in patient care areas, as they present a safety hazard. Shoes will be clean and polished as needed.
- Appropriate undergarments will be worn. No underclothing may be worn which reveals the color of the undergarment through clothing, Bra straps shall not be visible.
- Fingernails will be clean and neatly manicured. Polish color should be in good taste and present a professional appearance. Excessively long nails, which interfere with the delivery of services, are not permitted. Decorations implanted into the nail bed are not permitted as they may be hazardous and can transmit infections.
- Hair will be neat and clean and be of appropriate length, which presents a professional image. Long hair needs to be secured at the nape of the neck in order to prevent it from falling forward. Excessive ornaments, headbands, or scarves are prohibited. Simple barrettes, combs, and pins are acceptable. Fads in hair color and style are not appropriate for the work place.
- Jewelry shall be simple rings and earrings (no dangling or excessive long earrings). Bracelets or concealed chains may be worn as long as they are not excessive.
- Sunglasses are not permitted. Tinted prescription glasses are acceptable.
- Employee ID badges and/or name tags shall be worn while on duty.
- Strong odors such as perfumes and cigarette smoke are to be avoided as they may cause respiratory or allergic reactions and/or nausea for patients.
- Visible body piercing other, than ears will be covered or removed while on duty.
- Tattoos will be covered during work hours.
- Facial hair shall be neat and trimmed.

CAMPUS STUDENT SERVICES

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

A complete list of campus services can be found at the UNLV [Center for Academic enrichment and Outreach](#) and UNLV [Student Life](#).

HEALTH INSURANCE

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

MANDATORY IMMUNIZATION REQUIREMENTS

Nevada state law requires that all newly admitted students submit proof of immunization before they may register for classes. All students, regardless of age, must provide documentation of immunization within the last 10 years for Tetanus-Diphtheria. Students

born in or after 1957, must provide documentation of immunity for two (2) doses of live measles, (Rubeola) one mumps, and one rubella vaccination. If documentation is unavailable, immunizations must be repeated prior to registering for classes.

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

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

STUDENT FINANCIAL SERVICES

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

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

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

REQUIRED MATERIALS

Many books can be added to your Cengage Unlimited account

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

**UNLV DIETETIC INTERNSHIP PROGRAM – PRIVATE COMPUTER PROGRAM
UTILIZATION CONTRACT**

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

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

Student Signature Date

Printed Student's Name Date

UNLV DIETETIC INTERNSHIP PROGRAM - STATEMENT OF RESPONSIBILITY

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

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

Student Signature Date

Printed Student's Name Date

SCHOOL OF INTEGRATED HEALTH SCIENCES - STATEMENT OF RESPONSIBILITY

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

Student Signature Date

Printed Student's Name Date

UNLV DIETETIC INTERNSHIP PROGRAM - STUDENT CONFIDENTIALITY STATEMENT

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

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

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

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

Student Signature Date

Printed Student's Name Date

UNLV DIETETIC INTERNSHIP PROGRAM - ACKNOWLEDGEMENT OF SCHEDULING POLICY

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

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

Student Signature Date

Printed Student's Name Date

UNLV DIETETIC INTERNSHIP PROGRAM - RECEIPT OF STUDENT MANUAL

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

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

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

Student Signature Date

Printed Student's Name Date

COVID-19 SUPERVISED PRACTICE SITE POLICIES

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

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

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

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

Student Signature

Date

Student Name Printed

Date