



## SCHOOL OF GRADUATE STUDIES

# Master of Science in Nutrition and Dietetics / Dietetic Internship (MS / DI)

## Handbook

The Master of Science in Nutrition and Dietetics / Dietetic Internship (MS/DI) Handbook serves as a reference guide regarding the Program's policies, procedures, and information about services. This handbook is not intended to, nor does it contain the complete and exact text of all rules, regulations, policies and procedures that relate to graduate students. The Messiah University Graduate Student Catalog also contains policies, procedures, and information, about services for graduate students, and should be used in conjunction with this program-specific handbook. It is common for individual programs to establish policies and expectations that exceed the minimum standards delineated in the general Graduate Student Catalog. When this occurs, the text of this program-specific handbook supersedes that which addresses the same topic in the Graduate Student Catalog.

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# INTRODUCTION

## The Messiah University MS/DI

The Messiah University MS/DI is for individuals who have completed step one of the RDN credentialing process. It is a full-time, in-person graduate program, which fulfills steps two and three of the RDN credentialing process. The Messiah University MS/DI requires the completion of a minimum of 1000 supervised practice hours and offers a 1 year or 2 year track for completion. The supervised practice sites and preceptors are selected by Messiah University and will be located in central Pennsylvania. Students will be assigned to sites and preceptors by the MS/DI Program. The program is organized over three semesters (summer-fall-spring) including a one one-week summer intensive course or 6 semesters (summer-fall-spring-summer-fall-spring). Individuals who successfully complete the program will earn a Master of Science in Nutrition and Dietetics from Messiah University, receive 35 graduate credits, and be awarded a dietetic internship verification statement.

After successful completion of the MS/DI, an individual is eligible to take the national RDN exam.

- Passing the RDN exam earns an individual the RDN credential.
- In order to maintain the RDN credential, individuals must regularly evaluate their professional knowledge, skills, and needs, and document participation in 75 hours of appropriate continuing education every 5 years.
- State licensure standards typically require the RDN credential. In recent years, many states have enacted licensure requirements for individuals who wish to practice nutrition care.
- In Pennsylvania, the RDN credential is required to obtain a state license, though licensure is voluntary.

## Accreditation Status

The Messiah University MS/DI program is accredited by ACEND, the Accreditation Council for Education in Nutrition and Dietetics – which 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 at:

**Website:** [www.eatright.org](http://www.eatright.org)

**Email:** [ACEND@eatright.org](mailto:ACEND@eatright.org)

**Phone:** 800/877-1600, ext. 5400

**Mail:** 120 South Riverside Plaza Suite  
2190, Chicago, IL 60606-6995

## ADMISSIONS

There are two different types of application to the Messiah University MS/DI program: Preselect Option – open to Messiah University DPD seniors with a minimum 3.0 GPA  
National Match Option - open to all DPD and Foreign Dietitian Education (FDE) graduates

### A. Preselect Option

Messiah University students in their senior year of their Didactic Program in Dietetics may apply via this option. Application materials will be distributed to eligible and interested students in November of their junior year in a course TBD by DPD director.

Preselect eligibility criteria includes:

- Anticipated completion of a Bachelor's degree and all Didactic Program in Dietetics (DPD) academic requirements from Messiah University the following year.
- By the end of the fall semester of their junior year, applicants must have a DPD GPA of at least 3.0 on a 4.0 scale, no grade of less than a C in any DPD course, as well as a cumulative GPA of at least 3.0.
- Completion of at least 150 hours of work or volunteer experience in the two years prior to application, with at least 100 paid hours in jobs directly related to nutrition and dietetics such as dietary aide, nutrition education, and food production.

Preference will be given to applicants with experience in two or more of the following three areas: medical nutrition, community nutrition, and food service.

Preselect application requirements include:

- Completion of the Messiah University Graduate Programs Application.
- Personal Statement of Purpose (1000-word statement) addressing the following:
  1. Why do you want to enter the dietetics profession?
  2. Discuss experiences that have helped to prepare you for your career.
  3. Why are you interested in completing a MS/DI at Messiah University?
  4. What are your short and long-term goals?
  5. What are your strengths and weaknesses or areas needing improvement?
  6. What other information do you consider important for the selection panel to know about you?
- Three letters of recommendation using the form provided on our admissions website.
  - One recommendation must be from a volunteer or work supervisor
  - One recommendation must be from a Messiah University faculty member in the Department of Nutrition and Dietetics
  - One recommendation from a person of your choice
- Participate in at least one interview by a panel consisting of representatives from Messiah University and Wellspan Health (panel members subject to change). The interview will consist of general questions as well as knowledge-based questions.

Preselect applications will be due on a date TBD and applicants will be notified by mid-January (exact date TBD). Dates will be determined based on the University school calendar and the ability to confirm an applicant's fall GPA's.

Individuals accepted for the preselect option are not eligible to participate in the national match process.

**B. National Match Option**

The National Match is a computer-based method, which provides an orderly and fair way to match the preferences of applicants with the preferences of program directors. The Academy contracts with a company called D&D Digital to operate the match.

National Match eligibility criteria includes:

- Completion, or anticipated completion, of a Bachelor's degree, along with a verification statement from an ACEND-accredited Didactic Program in Dietetics (DPD) University or Foreign Dietitian Education program (FDE), by the time the program begins.
- At the time of application, applicants must have a DPD GPA of at least 3.0 on a 4.0 scale, no grade of less than a C in any DPD course, as well as a cumulative GPA of at least 3.0.
- Completion of at least 150 hours of work or volunteer experience in the two years prior to application, with at least 100 paid hours in jobs directly related to nutrition and dietetics such as dietary aide, nutrition education, and food production.

Preference will be given to applicants with experience in two or more of the following three areas: medical nutrition, community nutrition, and food service.

National Match application requirements include:

- Completion of the Messiah University Graduate Programs Application
- Completion of the application for the Messiah University internship through D&D Digital.
- Three letters of recommendation using the standard D&D Digital recommendation form. We suggest the following sources for recommendations:
  - One recommendation from a volunteer or work supervisor
  - One recommendation from a Department of Nutrition and Dietetics faculty member
  - One recommendation from a person of your choice

National Match applicants will be notified if they have been selected for an interview by the Messiah University MS/DI department Administrative Assistant. Applicants will then be scheduled for interviews.

- Participate in at least one interview by a panel consisting of representatives from Messiah University and Wellspan Health (panel members subject to change). The interview will consist of general type questions as well as knowledge-based questions.
- Applicants will be notified via the standard D&D Digital Match process.

## CRITERIA TO DETERMINE SUCCESS IN THE MS/DI PROGRAM

MS/DI students must possess certain skills and abilities to be able to meet the core competencies required for professional registration. The table in Appendix A describes these skills and abilities, and gives examples of how they are used to meet professional standards. The purpose of this table is to:

- a) inform prospective students of program requirements so they can assess their personal fit with the program
- b) provide a standard to ensure that interns have the required skills and abilities for successful performance at various practice locations.

Please note: this list is not all-inclusive.

When appropriate, efforts will be made to negotiate reasonable accommodations of student needs with third-party facilities so that the student can meet the expectations of the program.

Any prospective or current student with concerns about whether or not he or she has the required skills and abilities to progress through the MS/DI program can contact the program director, Michelle Sanford at [msanford@messiah.edu](mailto:msanford@messiah.edu).

## DESCRIPTION OF PROGRAM

## A. Program Mission

To prepare students to become entry-level registered dietitian nutritionists who serve and lead with excellence as they provide nutrition care grounded in current scientific evidence.

## B. Goals and Outcome Objectives for Each Goal (program outcomes data available upon request)

**Goal 1: To prepare graduates to succeed as RDN's in entry- level jobs in disciplines related to nutrition and dietetics.**

Objectives: (Data for each objective will be assessed annually as a three-year rolling average)

**Objective 1.1:** At least 80% of students beginning the Messiah University MS/DI will complete it within 27 months (150 percent of the 18-month program length).

**Objective 1.2:** Of graduates who seek employment, 85% are employed in nutrition and dietetics or related fields within 12 months of graduation.

**Objective 1.3:** The Messiah University MS/DI one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for RDN is at least 80%.

**Objective 1.4:** 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

**Objective 1.5:** At least 80% of Messiah University MS/DI graduates will report that their overall preparation was “good” or “excellent”. \*

**Objective 1.6:** The employers of at least 80% of Messiah University MS/DI graduates will report that the graduate's overall preparation was “good” or “excellent”. \*

**Goal 2: To prepare graduates who are servant leaders and life- long learners.**

Objectives: (Data for each objective will be assessed annually as a three-year rolling average)

**Objective 2.1:** By the end of the internship, at least 90% of Messiah University MS/DI graduates will be able to describe two ways nutrition and dietetics practitioners can incorporate servant leadership principles in practice.

**Objective 2.2:** At least 80% of Messiah University MS/DI graduates will rate the degree to which they are prepared to be servant leaders (leaders who make a priority of understanding and meeting the needs of those they are leading) as “good” or “excellent”. \*

**Objective 2.3:** The employers of at least 80% of Messiah University MS/DI graduates will rate the degree to which the graduate is “a leader who makes a priority of understanding and meeting the needs of the people he or she is leading as “good” or “excellent”. \*

**Objective 2.4:** By graduation, at least 90% of Messiah University MS/DI students will be able to assess their learning needs and identify resources for continuing professional development.

**Objective 2.5:** At least 80% of Messiah University MS/DI graduates will rate the degree to which the program prepared them to assess their learning needs and identify resources for continuing professional development as “good” or “excellent”. \*

**Objective 2.6:** The employers of at least 80% of Messiah University MS/DI graduates will rate the degree to which the graduate is able to assess their learning needs and identify resources for continuing



professional development as “good” or “excellent”. \*

\* Graduates and their employers will be surveyed 18 months after graduates have completed the program.

## THE RDN CREDENTIALING PROCESS

To earn the Registered Dietitian Nutritionist (RDN) credential, which may also be called the Registered Dietitian (RD) credential, an individual must complete a multi-step process:

STEP ONE: Complete a bachelor's degree and receive a verification statement from an ACEND-accredited program

([Didactic Program in Dietetics, Coordinated Program, Future Graduate Program, Foreign or International Dietitian Education Program](#))

STEP TWO: Complete a graduate degree in order to be eligible to take the Commission on Dietetic

Registration. ([Dietetic registration exam](#).) Note, effective January 1, 2024.

STEP THREE: Complete an ACEND-accredited supervised practice [dietetic internship program](#) or Individual Supervised

Practice Pathway is an option. Supervised practice/experiential learning is combined with the [Coordinated Program, Future Graduate Program, and International Dietitian Education Program](#) and receive a verification statement upon completing program requirements.

STEP FOUR: Pass the Commission on Dietetic Registration's dietetic [registration](#)

[exam](#). STEP FIVE: Gain [licensure](#) in your state of practice, if applicable.

Effective January 1, 2024, the CDR will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist. In addition, CDR requires that individual's complete coursework and supervised practice in program(s) accredited by ACEND. For more information about educational pathways to become an RDN please visit

<https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/high-school-students/5-steps-to-become-a-registered-dietitian-nutritionist>

For additional information on dietetics education, contact ACEND at: Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 606066995, Phone: 312-899-0040 Ext. 5400, [acend@eatright.org](mailto:acend@eatright.org) or [www.eatright.org](http://www.eatright.org).

For additional information about the RDN credential, contact the Commission on Dietetic Registration, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, Phone: 312-899-0040 Ext. 5500, [cdr@eatright.org](mailto:cdr@eatright.org) or [www.eatright.org](http://www.eatright.org).

## PROGRAM COSTS

## Application and Tuition

Item	Cost Estimate
Application Fee (waived at times)	\$30
Deposit (applied to student account)	\$200
Tuition (2023-24) based on \$755/ credit hour	\$26,425 (35 cr)

## Other Program Costs

Item	Cost Estimate
Housing & Food Students are required to provide their own off-campus housing in Central Pennsylvania	Variable
Transportation Students are required to provide their own transportation to / from rotations, classes, and any other required activities; travel costs vary based on living location. The majority of students have a car, car insurance, gas, and car maintenance to estimate.	Variable
Health Insurance Students will be automatically enrolled in the Messiah University sponsored health plan unless proof of alternate coverage is provided. (Messiah's University sponsored plan was ~\$4400 in 2023-23)	Variable
Physical / Vaccination / Health Status Requirements Messiah University requires a physical form to be completed by a physician. Messiah University, Wellspan Health, and other clinical rotation sites, require certain vaccines or health status verifications (TB Screening). The costs to document / verify these items is the responsibility of the student.	Variable
Computer Requirements Current computer requirements can be found on the <a href="#">Information Technology Services Web Page</a> . In addition to the standard computer requirements, interns will need a printer/scanner and a laptop with the capacity for video conferencing via Microsoft Teams.	\$1000 - \$2,000
Attendance at Professional Meetings / Conferences (events vary)	\$500 - \$700 / semester
Textbooks	\$500 - \$700 / semester
ServSafe Course Certification must be valid through program's expected end date.	\$75 - \$200
Required Clearances PA Criminal Background Check, PA Child Abuse Clearance, and FBI Background Check	\$75
Uniform - Lab Coat & Safety Shoes	\$75
Academy of Nutrition and Dietetics Membership - Student	\$60 / year
Personal Professional Liability Insurance	\$40
Wellspan Drug Screening	\$30
Final Undergraduate Transcript	\$2 - \$10

## ACADEMIC & PROGRAM CALENDAR

The Messiah University MS/DI Program Calendar aligns with the Graduate Academic Calendar. Academic calendars can be found on the Messiah University website at:

[https://www.messiah.edu/homepage/1346/academic calendars for messiah college](https://www.messiah.edu/homepage/1346/academic%20calendars%20for%20messiah%20college)

## VACATIONS, HOLIDAYS & LEAVES OF ABSENCE

### Vacation Days

Students in the MS/DI program will have time off scheduled per the graduate school academic calendar including fall break and spring break. If supervised practice hours are missed due to illness or other circumstances, this pre-scheduled time off may be utilized for make-up hours according to facility preceptor availability. Remediation plans may require additional time on site.

### Holidays

The MS/DI Program will follow the University holiday schedule (Thanksgiving, Christmas Break, Good Friday) however, while in supervised practice, the holiday schedule of the preceptor site takes precedence over the University schedule.

### Leaves of Absence

Due to the accelerated pace of the MS/DI Program, taking a Leave of Absence is not permitted. Students needing to take time off will have to withdraw and re-apply for a different cohort. Situations will be evaluated on a case-by-case basis by the Program Director who will determine if extenuating circumstances warrant an exception to this policy, and determine an alternate way to complete the program requirements without having to withdraw from the program.

### Guidelines for use of make-up days and hours beyond minimum required rotation hours

If a day is missed due to extenuating circumstances (e.g. sick, snow day) it may be necessary to use a make-up day. However, if an intern has exceeded the required hours for the internship rotation, then the make-up day may not be required at the discretion of the internship director and preceptor. The intern must contact the internship director with an explanation of the situation including number of days off, reason why off, and proposal for how hours will be made-up OR anticipated number of hours completed in rotation. The internship director, in consultation with preceptor, will consider rotation hours completed, progression with assignments, and how well the intern is meeting competencies in order to make a decision.

## GRADUATION AND PROGRAM COMPLETION REQUIREMENTS

Graduation requirements for the Master of Science in Dietetics and Nutrition degree are:

Requirements 1-3 are from the [Messiah University Graduate School Catalog](#).

1. Students working toward a graduate degree must file an online Application for Degree with the registrar's office at the beginning of their last full year in the Program.
2. Successful completion of credit hours as defined by each program and faculty, with a minimum of 30 credit hours beyond the baccalaureate level, (Pennsylvania Department of Education, 22 Pa. Code § 31.21(b)(5)).
3. A minimum cumulative grade point average (GPA) of 3.00 for all coursework listed for the degree.

Requirements 4-5 are additional requirements as specified by the Department of Science and Nutrition:

4. Score of 80% or better on the RDN practice exam given at the end of the program
5. Meet all core competencies as outlined in the ACEND 2017 (2022) Standards

## FINANCIAL AID, LOAN DEFERMENTS

### Loans

Messiah University strives to make its graduate programs as affordable as possible. Our Graduate Student Financial Services Department is available to assist you and can be contacted at [gradfinancialserv@messiah.edu](mailto:gradfinancialserv@messiah.edu) with any questions you may have about the financial aid process.

Messiah University participates in two types of Federal Loans, both of which require a FAFSA to be completed:

1. Unsubsidized Direct Loan
2. Graduate PLUS Loan

The [Cost and Aid for Graduate Students at Messiah University](#) website has valuable information on loans, military/veteran benefits, as well as FAQ's, and can answer many of your questions.

### Loan Deferment

Certain educational loans may be deferred while pursuing your MS/DI. Most students have their loans deferred through National Student Clearinghouse (NSC). The Messiah University registrar's office regularly reports enrollment information for all students to NSC. The Clearinghouse then reports to the National Student Loan Database System (NSLDS), which is used by the federal government, and other lenders. This process covers the majority of loan deferments.

If you have a specific form directly from a lender that need to be completed, please contact [gradregistrar@messiah.edu](mailto:gradregistrar@messiah.edu).

## INTERN PERFORMANCE MONITORING & ASSESSMENT

Assessment of the student's progression will be shared by the Preceptor's and the course faculty.

- Preceptors will monitor and assess the student's day-to-day activities, including review and evaluation of daily tasks and assignments.
- Periodically, (approximately every two to three weeks, or when preceptors change) the intern and preceptor will both assess the intern's level of performance for each of the ACEND competencies addressed in the rotation they are in.
- The intern and preceptor will compare their evaluations, and discuss the intern's strengths, weaknesses, and strategies for improvement.
- Evaluation forms will be submitted to the Messiah faculty member teaching the course using Canvas, the University online learning management system.
- The Messiah faculty member teaching a course will assign a course grade. Course grades will be determined by combining the preceptor ratings and the other course activities.

At the end of a course, interns must demonstrate that they have met the expectations of performance for a new entry level registered dietitian for each of the ACEND competencies addressed in the course in order to earn a grade of a B or better.

Interns whose performance is significantly below expectations will fail the course and be dismissed from the Internship. However, if the course instructor deems that extenuating circumstances, such as a problem with the experience site or an unanticipated personal emergency, warrant an exception to this policy, the student may be offered the opportunity to apply for an incomplete grade.

See [MESSIAH UNIVERSITY GRADING SYSTEM](#) for descriptions of Program Grading Standards.

## INTERN RETENTION

Interns who do not succeed in the program will be counseled by the Program Director. The Program Director will make recommendations on career path options based on the intern's abilities. These recommendations can include additional education outside of the MS/DI program and alternative careers within the Nutrition and Dietetics industry.

## SUPERVISED PRACTICE DOCUMENTATION

Interns will track supervised practice hours and activity in the professional work setting, simulation, case studies and role- playing using the “Internship Hours Verification Log” form. Preceptors will review hours, confirm, and sign off. Interns will submit signed hours log at the end of each rotation to the supervised practice course in the online learning management system (CANVAS).

Hours for prior learning are not currently granted for admission to the Messiah University Master of Science in Nutrition and Dietetics/Dietetic Internship. Students with prior learning or a current RDN credential may want to consider the available MBA with Dietetics Concentration.

## INSURANCE REQUIREMENTS

### Health Insurance

Health Insurance is Mandatory for ALL Students

Students will be automatically enrolled in the Messiah University sponsored [Student Health Insurance](#) plan. If you are covered by your own plan, or your family’s health insurance plan, you need to submit an online request to waive the Messiah University sponsored [Student Health Insurance](#) plan. Waiver requests will be reviewed by the [Messiah University Engle Health Center](#) and the decision will be communicated via email to the students Messiah University email address.

If out of state, please review your current plan to be sure that your benefits extend to the Pennsylvania area.

If an intern’s health insurance policy changes during the Dietetic Internship, the intern is required to provide the Messiah University Engle Health Center with a copy of the new insurance card and the Dietetic Administrative Assistant proof of new insurance.

### Allied Health Professional Liability Insurance

Interns are required to have Allied Health Professional Liability Insurance valid through the end of the program. Professional Liability Insurance for internship activities can be obtained from your choice of insurer.

Proliability (by Mercer) has a student option for ~\$35 / year available at: <https://proliability.mercer.com>

## LIABILITY FOR SAFETY IN TRAVEL TO / FROM CLINICAL SITES

Interns are responsible to provide their own transportation to and from practice sites and classes. Public transportation is not available in Central PA.

A personal vehicle is recommended, including all required vehicle insurance.

Recent students have successfully navigated transportation by using a combination of rides with fellow interns/roommates who have cars, ride sharing (Lyft / Uber), walking or bicycling (where possible).

Interns are responsible for their own safety and for following all Pennsylvania Vehicle Code rules and regulations. Messiah University is not responsible for personal injury, accident, or financial loss suffered by the intern during travel.

## INJURY OR ILLNESS DURING SUPERVISED PRACTICE

Interns who are injured during supervised practice activities should immediately notify their Preceptor and the Internship Director. Interns will be responsible for the costs of treatment for illness and injury and are required to have health insurance to help cover these costs.

The agreement between Messiah University and the agencies providing supervised practice experiences states that "In the case of an unexpected medical expense incurred during the experience, the student will be responsible for all fees/charges."

When an intern is injured during a supervised practice activity, the course faculty member will complete a Messiah University Incident Report, available in the human resources section of Falconlink.

## DRUG TESTING & BACKGROUND CHECKS

### Drug Testing

Wellspan Health performs the Internship drug testing, and is the only site to require drug testing at this time. The 2021 cost was \$30 and is the responsibility of the intern. In order to schedule a drug testing appointment you must first complete and submit the Wellspan Health Allied Health Screening Packet. This packet contains a Health History, Vaccination Records, and an OSHA Mandatory Respirator Medical Evaluation Questionnaire.

Drug test results must be received prior to any Wellspan Orientation dates. Please note that the drug testing does include nicotine.

### Background Checks

In 2021, there are 3 required background checks. All costs associated with obtaining these clearances is the responsibility of the intern. If the intern currently has any of the clearances, it may be possible to use them, as long as they will be valid for the duration of the MS/DI program. Students should contact the Dietetic Internship Administrative Assistant for approval of existing clearances.

Background check results must be submitted a minimum of two weeks prior to orientation.

- FBI Criminal History Clearance - ~\$23.00 – multi-step process, requires fingerprinting, processed via [IDEMA](#)
- PA State Police Criminal Background Check (PATCH) - ~22.00 – processed online via the PA State Police
- Pennsylvania Child Abuse Clearance - ~13.00 – processed online via the PA Department of Human Services

## INTERN ROLE AT ROTATION SITES / COMPENSATION PRACTICES

The purpose of a supervised practice experience is to promote the development of professional competence in the intern. Interns are not yet fully ready to assume the duties of a practicing professional and should not be used to replace employees. The agreement between Messiah University and the agencies providing supervised practice experiences states that "The Agency shall maintain a sufficient level of staff support so that an assigned student will not be expected to perform in lieu of a staff member."

Messiah University does not allow interns to be paid for their Dietetic Internship experiences.



## FILING OF COMPLAINTS

Messiah University makes every effort to resolve student complaints internally, using policies and procedures outlined in the current School of [Graduate Studies Catalog](#). The institutional complaint process for graduate residential students is the same for all students regardless of physical location. It is expected that students will fully utilize any and all such administrative procedures to address concerns and/or complaints in as timely a manner as possible.

Messiah University has established processes for graduate student complaints that fall under specific categories including, but not limited to concerns founded upon: Academic-related issues, Americans with Disabilities Act, and Harassment or Discrimination. These policies and procedures are available at the links below (from the School of [Graduate Studies Graduate Catalog](#)).

[Grade Dispute Procedures Academic Integrity Policy Americans with Disabilities Act Harassment or Discrimination](#)

### Other Appeals

It is acknowledged that sometimes a student, or preceptor, may have a complaint about a MS/DI policy or personnel. This complaint may be of a personal nature or may involve or be related to an administrative decision made by the instructor, preceptor, or rotation site.

To voice a complaint the student should adhere to the following guidelines:

#### Before a formal complaint is initiated:

- The student/group should make a reasonable attempt to discuss the issue openly and in the spirit of mutual trust and respect with the party against whom the complaint is held within 10 working days of the time the issue or problem arises.
- If the discussion with the party against whom the complaint is held is not productive, the student/group should bring the issue to the attention of the Dietetic Internship Program Director. If the issue involves the Program Director, students should go directly to the DPD Director. In the event that no resolution has been achieved via discussion:
- The student/group may file a written and signed complaint with the Program Director within 30 days of the alleged incident. The Program Director shall have ten working days in which to render a written decision. If the issue involves the Program Director, students should go directly to the DPD Director.
- If the student/group wishes to appeal the Program Director / DPD Director's decision, the student/group must submit a written and signed complaint to the Dean of the School of Graduate Studies within 10 working days of the Program Director / DPD Director's decision. The Dean shall investigate and render a decision in writing within 30 days, which shall be final.

Retaliation for filing a complaint or participating in the review of a complaint is strictly prohibited.

Documentation regarding the complaint will be maintained in the appropriate University records as designated by the University's record retention policy.

## General Complaint Outside Due Process

For complaints that fall outside of due process, such as those that may be submitted by personnel, patients, students, or other stakeholders affiliated with a clinical, fieldwork, practicum, or other setting, individuals may submit a written statement or complete a [University General Complaint Outside Due Process form](#) within 30 days of the offending incident to the respective program director.

If the complaint is related to the program director or is associated with the graduate school or a specific graduate program, then it should be submitted to the Dean of the School of Graduate Studies. Likewise, if the complaint is related to the Dean, it should be submitted to the Provost. When appropriate, other University offices or personnel may be consulted when addressing the complaint.

All grievances filed in good faith will be taken seriously and reviewed with university personnel as is appropriate for addressing the matter. The University will respond to the complainant in a timely fashion.

Retaliation for filing a complaint or participating in the review of a complaint is strictly prohibited.

Documentation regarding the complaint will be maintained in the appropriate University records as designated by the University's record retention policy.

Retaliation for filing a complaint or participating in the review of a complaint is strictly prohibited.

Documentation regarding the complaint will be maintained in the appropriate University records as designated by the University's record retention policy.

## SUBMISSION OF WRITTEN COMPLAINTS TO ACEND

Student should follow all department and university policies and procedures for processing complaints first. Students may submit complaints related to ACEND program noncompliance only after all department and university procedures have been exhausted.

ACEND 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 is available on their website, [Eat Right Pro](#).

## PROGRAM RETENTION & REMEDIATION PROCEDURES

Throughout the Internship, preceptors and interns will assess the intern's progress towards the ACEND supervised practice competencies, discussing strategies for strengthening weak areas (see [INTERN PERFORMANCE MONITORING & ASSESSMENT](#)). If the ACEND competency evaluations reveal an intern is not progressing towards a rating of Proficient or Competent on the course competencies, the Messiah faculty member teaching the course, with input from the rotation preceptor, will discuss the problem area with the intern and formulate a remediation plan.

If the issue continues to persist at the middle of a course, the faculty member teaching the course will communicate the issue to the Program Director, who will discuss remediation opportunities with the intern. The intern will then follow the remediation plan, and provide documentation of the remediation to the faculty member teaching the course and the Program Director. Remediation plans may include tutorials, additional reading, projects, experience, or other actions, which will help the intern achieve a proficient level of performance.

If interns receive two C+ or below grades for end of rotation experience evaluation, or two sub-rotations in the acute care medical nutrition therapy rotation, they may be dismissed from the program. This will be evaluated by program director in conjunction with the preceptor.

Failure to demonstrate progression or meeting all requirements of a remediation plan will result in dismissal from the program.

The intern will then follow the remediation plan, and provide documentation of the remediation to the faculty member teaching the course and the Program Director. Remediation plans may include tutorials, additional reading, projects, experience, or other actions, which will help the intern achieve a proficient level of performance.

Failure to demonstrate progression or meeting all requirements of a remediation plan will result in dismissal from the program.

## DISCIPLINARY & TERMINATION PROCEDURES

At the end of each semester, the Program Director will review each intern's course grades (which include competency evaluations and other assignments).

**Academic Probation** - Any intern earning one grade of C+ or C will be placed on academic probation. The Registrar will notify the intern in writing of the probation and will provide a copy of the communication to the Director. A written plan to address the deficient areas will be developed by the intern in collaboration with the professional development course faculty member and Internship Director.

**Program Dismissal** - Interns who accumulate more than two grades of C+ or lower, or who fail any program course will be dismissed from the internship at the conclusion of the semester in which the course occurred. Earlier dismissal may occur if failure to progress in a remediation plan or two or more rotation evaluations of C/C+ or less.

Interns must meet ACEND competencies for successful completion of the MS / DI which translates to a minimum of a B grade.

### Dismissal for more than two Grades of C+ or C or for one Failing Grade

Interns who earn a failing grade or more than two grades of C+ or C in Messiah University Dietetic Internship courses, will be dismissed from the Internship effective at the conclusion of the part of term in which the failing grade or second grade C or C+ was assigned. Such courses will not be permitted to be taken at another institution and transferred to Messiah University.

### Notice of and Appeal for Academic Dismissal

The Registrar will notify the intern in writing of the academic dismissal and will provide a copy of the communication to the professional development course faculty member and Dietetic Internship Director. An intern may appeal the academic dismissal within the time limit stated in the dismissal notification, by filing a written petition with the Registrar stating the reason for the appeal. The intern must also send a copy of his/her appeal to the Internship Director. Appeals are reviewed by a sub-committee of the Graduate Council, whose decision is final. The Registrar will notify the intern in writing of the appeal decision and will provide a copy of the communication to the professional development course faculty member and Internship Director. If the dismissal appeal is granted, the intern will be eligible to continue one semester on academic probation. If good academic standing is not achieved within one semester, the intern will be academically dismissed from the University.

### Dismissal for Conduct

An intern behaving in a manner which violates the Code of Conduct for the Profession of Dietetics ([Appendix C](#)) or the Messiah University Code of Conduct places patients and clients at risk of harm. Therefore, interns who behave in ways inconsistent with these codes will be dismissed from the Dietetic Internship. Interns dismissed for Code of Conduct violations will be notified in writing by the Internship Director.

### Appeal of Dismissal for Conduct

Interns who wish to appeal their dismissal should provide a written letter of appeal to the Assistant Provost/Dean of School of Graduate Programs within 7 calendar days of receiving the notice of dismissal. The Assistant Provost/Dean of School of Graduate Programs will investigate the matter and provide a decision within 30 days of receiving the appeal. The Dean's decision will be final.

### Reapplication

Interns who are dismissed from the Dietetic Internship are not eligible to reapply to the program for 2 years after the academic year in which the dismissal occurs.

## WITHDRAWAL AND REFUND OF TUITION

The Messiah University MS/DI is designed to be completed in three semesters. Interns who elect to withdraw from the program will need to reapply in order to continue. The Messiah University procedures for withdrawing from graduate programs are found at [Course Withdrawals](#).

After the course begins, students may only **withdraw** from a course and will be assessed a drop fee. Tuition refunds will be based upon the number of calendar days a student has completed upon the official date of withdrawal. There will be no tuition refunds after the student has completed at least one third of the course. All requests for withdrawals must be emailed to the Registrar's Office from the student's Messiah email account to [gradregistrar@messiah.edu](mailto:gradregistrar@messiah.edu). The Graduate Refund Policy can be found in the Tuition and Fees section of the Graduate Studies Catalog.

## VERIFICATION STATEMENT REQUIREMENTS

Students are expected to complete the MS/DI program within 1 year or 2 years depending on chosen track. If unusual circumstances warrant an extension, all program requirements must be completed within 18 months if following the 1 year track or 36 months if following the 2 year track.

To receive an ACEND Verification Statement verifying completion of supervised practice requirements interns must:

- Earn a cumulative GPA of at least a 3.0 in the program courses
- Score of 80% or better on the RDN practice exam given at the end of the program
- Meet all core competencies as outlined in the ACEND 2022 Standards

The Messiah University Internship Director will:

- Notify Commission on Dietetic Registration (CDR) of the Internship completion
- Provide an ACEND verification statement to each intern successfully completing the program by mail, no later than 6 weeks after the Dietetic Internship requirements have been completed.

## PRIVACY OF INFORMATION & ACCESS TO INTERN FILE

### Family Rights and Privacy Act of 1974 (FERPA) and Access to University Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides enrolled students the right to inspect their “educational records” (defined generally as records, files, documents, and other materials maintained by the University which contain information directly related to the student and from which students can be individually identified) and to have a right to consent to most types of disclosure of these records. At Messiah University, educational records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records.

Educational records do not include records of administrative or instructional personnel which are personal in nature, in the sole possession of the maker, and not accessible to any other person; records which are maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals, and made in connection with treatment of the student; financial records of parents; or records maintained by the Department of Safety created for the purpose of law enforcement. These records, then, are not available to students.

Students who wish to inspect their educational records should indicate such to the University official responsible for maintaining the particular record. FERPA requires that an appointment be made for the student to inspect the record within 45 days of the date of the request. If, upon examination, the student believes the record to be inaccurate or misleading, the student may file a written request that the University official amend the record. If the official decides not to amend the record as requested by the student, the student will be advised of his/her right to request a hearing. A hearing, to be conducted by a disinterested person appointed by the President, will be held within 30 days of receipt of a written request. The student will have a full and fair opportunity to present relevant evidence. A written decision will be rendered within two weeks of the date of the hearing.

8.21.4 A student’s educational records will be released to his/her parents/guardians/significant other only with the written consent of the student or upon receipt of certification that the parents/guardians have declared the student as a dependent on their most recent income tax return. The University, however, may elect to notify the parent/guardian of a student under the age of 21 who commits a disciplinary violation related to use or possession of alcohol or a controlled substance.

FERPA permits the University to release “directory information” without student consent to anyone requesting information. Directory information at Messiah University includes a student’s name, home address, campus address, all telephone numbers on record, high school attended, academic advisor, campus e-mail address, photograph (available only on an internal online student directory and faculty class rosters), dates of attendance, degree for which a student is a candidate, academic major, academic awards or honors, class year, full-time/part-time status, and weight and height for members of athletic teams. Additionally, the University may provide lists of student names by religious preference (if known) once each year in response to inquiries by local churches. The University does not, however, release directory information to outside organizations for commercial solicitation. Any student who does not want directory information released must indicate as such on the Directory Profile, located on the Personal Information tab of Self Service Banner.

FERPA also authorizes the University to disclose personally identifiable information contained in a student’s educational records without a student’s consent in several other circumstances. Five of these circumstances are as follows: (1) to comply with a judicial order or a lawfully issued subpoena; (2) to protect the health or safety of the student or others in an emergency situation; (3) to officials of another institution in which the student seeks to enroll; (4) to alleged victims of any crime of violence (as that term is defined in Section 16, Title 18, U.S. Code) or no-nonforcible sex offense of the final results of a disciplinary proceeding conducted by the University against the alleged perpetrator of such crime or offense with respect to that incident; and (5) to school officials determined by the University to have a legitimate educational interest. A “school official” is a person employed by the University in a faculty, administrative or staff position; a person or firm with whom the University has contracted (e.g., physician, attorney, accountant); a member of the Board of Trustees; or a student serving on a University committee or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review an educational record in order to fulfill his/her professional

FERPA provides a student the right to file a complaint concerning alleged failures by the University to comply with the requirements of FERPA with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605. This policy is maintained by the Messiah University Registrar and was last amended April 2020.

## ACCESS TO SUPPORT SERVICES

### Support Services

Messiah University is committed to the legal requirements of the Americans with Disabilities Act (ADA). The Office of Academic Accessibility works with academic offices and campus departments to facilitate the inclusion and full participation of students with disabilities. When appropriate, efforts will be made to negotiate reasonable accommodation of student/intern needs with third party facilities, so that the student / intern can meet the expectations of the program. The Office of Academic Accessibility can be reached by email at [aaa@messiah.edu](mailto:aaa@messiah.edu).

[FalconCare](#): 24/7 Telehealth for on-campus graduate students

FalconCare provides free, 24/7 access for medical services (e.g. treating colds, sinus infections, allergies) and health coaching (nutrition, sleep issues, weight management, and more). Additionally, students have 24/7 access to a mental health professional using the TalkNow option and have the ability to schedule mental health sessions with a licensed counselor using the Scheduled Counseling option. Visit the [FalconCare](#) link to download the app.



## SUPERVISED PRACTICE EXPECTATIONS & POLICIES

In the one year track and the second year of the two year track, the summer session of the MS/DI requires 100 hours of supervised practice and an anticipated 6-10 hours a week of additional course assignments. The fall and spring semesters of the 1 year track requires interns to complete full time (32 hours per week) supervised practice in a professional setting plus an additional 10-15 hours per week of additional course activities related to supervised practice as well as additional time for graduate courses and assignments. Interns will be expected to adhere to the work schedule, behavior, and dress requirements of each supervised practice facility, including facility policies for the use of personal electronic devices such as tablets, computers, and cell phones. Interns who are frequently late or who display behaviors which are not in keeping with supervised practice facility policies and/or the AND code of conduct will be removed from the internship.

Many of the additional course activities will require online or computer based communication and assignments. To successfully complete these activities interns must be familiar with Adobe, basic word processing, spreadsheet, and presentation software such as Microsoft Word, Excel, and PowerPoint and have a laptop or desktop computer which meets the program requirements, as well as a reliable internet connection and a printer/scanner.

The intense internship schedule will make additional paid employment a challenge. Interns who choose to work outside of the internship hours are advised to limit their work to 10 hours per week or less on weekends if following the one year track or in the second year of the two year track. Students can work more hours in the first year of the two year track that align with their courses and additional coursework requirements. Supervised practice and other internship activities will not be rescheduled to avoid conflicts with employment.

During the supervised practice experiences:

- Interns are expected to work an 8-hour day during the same time as their preceptor(s).

- Interns are expected to be on time (or a bit early) and well prepared each day

- Interns who are frequently unprepared, tardy, or absent will be dismissed from the internship.

- Interns will be provided with contact information for each preceptor / practice site. Interns should confirm their preceptor's daily schedule, as well as the procedure to follow in the event of an emergency, with their preceptor at least one week before each rotation begins.

- Supervised practice sites vary greatly in their response to adverse weather. Health care facilities need to continue providing good care to patients, and schools often delay or close. When the potential for bad weather occurs, interns should confirm the sites policy with their preceptor in advance.

### Lunch & Supervised Practice Hours

**The following guidance applies to School Food Service, Long Term Care rotation, and Wellspan (Inpatient, Outpatient, and Food Service):**

During lunch, interns can choose to:

- Eat with their preceptor

- Catch up with fellow interns

- Catch up on assignments

- Participate in an on-site special event

If an intern has an appointment and needs to arrive / leave a little early, they must receive pre-approval from their preceptor and course instructor. Once this has been done, the intern may then work during lunch in order to make up the time. This may be done on occasion, but not as a regular practice.

Interns may choose to work over lunch and count the hours. However, choosing to do so does not mean the intern can leave early for the day (or arrive late the next day), nor end the overall rotation early. The only exception to this is mentioned above, and requires pre-approval.

practice and other internship activities will not be rescheduled to avoid conflicts with employment.

**Electronic Devices :**The use of personal electronic devices (cell phones, tablets, laptop computers) during class time or supervised practice activities is restricted to note-taking, faculty-led class activities, and when directly related to

assignments or the duties of supervised practice experiences. No texting or emailing during class or supervised practice is allowed. Cell phones must be placed on silent mode during classes and supervised practice. Cell phone recorded greetings should be professional, as faculty, preceptors, or potential employers may be calling you.

**Social Media** :Social media and public networking sites (Facebook, Twitter, Instagram, YouTube) should not refer to faculty, clinical instructors, patients/clients, sites or other potentially confidential sensitive information. It is recommended that interns maintain privacy settings to limit those who have access to their pages.

**HIPPA and Patient Confidentiality** :Patient/client confidentiality is of primary importance. Interns are required to respect patient/client privacy in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Patient/client and employee information (both documented and undocumented) is confidential. Interns shall never discuss details about patients/clients in a non-confidential place (elevator, hallway, break room, etc). Interns must not discuss patients/clients or their cases with anyone except with the preceptor or other health professionals in that facility as needed to be informed about patient care. Interns may be required to complete additional HIPAA training at individual rotation sites. Interns shall not communicate any information which violates ethical and legal obligations regarding patient/client privacy and confidentiality. For additional information about patient/client privacy and confidentiality visit HIPAA at: <https://www.hhs.gov/hipaa/for-professionals/index.html>.

## INTERN CONDUCT &amp; ACADEMIC INTEGRITY

Interns are expected to behave in ways consistent with: the

[Code of Ethics for the Profession of Dietetics](#)

the [Pennsylvania Code of Professional Conduct for the Licensed Dietitian-Nutritionist](#) the

[Messiah University Academic Integrity Policy](#)

the [Messiah University Graduate Student Code of Conduct](#)

Violations of these standards should be reported to the course faculty member and Program Director so that appropriate intervention can take place.

Violation of these standards will be addressed by the appropriate individuals and/or governance group. All reported violations or suspected violations will be documented in writing by the Program Director, including the incident, the process by which the incident was addressed, and any sanctions resulting from the incident. Copies of the report will be provided to the Assistant Provost/Dean of School of Graduate Programs, the University Registrar, and the intern.

**Violations of the *Messiah University Graduate Student Code of Conduct* should be reported as follows:**

All incidents of general concern and conduct violations should be reported directly to:

Jennifer Fisler, Dean of the School of Graduate Studies, [jfisler@messiah.edu](mailto:jfisler@messiah.edu), 717-796-1800 ext. 7278.

Any concerns regarding interpersonal violence may be directed to the Title IX Coordinator:

Amanda Coffey, VP of Human Resources & Compliance, [ACoffey@messiah.edu](mailto:ACoffey@messiah.edu), 717-796-1800 ext. 3320.

Appropriate procedure and intervention, including possible disciplinary hearings if necessary, address violations of the Code of Conduct. Disciplinary procedures are designed to educate students, ensure community responsibility, promote restoration and treat students justly.

MESSIAH UNIVERSITY GRADING SYSTEM (from the [Messiah University Graduate Catalog](#))

Grade	Description of the Standard	Quality Point Value
A	This grade is given in recognition of outstanding achievement.	4.00
A-	This grade is given in recognition of excellent achievement.	3.70
B+	This grade is given in recognition of achievement above that expected at the graduate level.	3.30
B	This grade indicates achievement expected of graduate students.	3.00
B-	This grade indicates achievement somewhat less than expected of most graduate students.	2.70
C+	This grade indicates less than expected achievement but somewhat more than minimal meeting of course requirements.	2.30
C	This grade indicates below average achievement and a minimally satisfactory meeting of requirements. This is the lowest grade for which credit can be earned toward a graduate degree.	2.00
F	This grade reveals accomplishment inferior in quality and is unsatisfactory from the standpoint of course requirements.	0.00
P	This grade indicates satisfactory achievement of course requirements in courses offered on a pass/fail only basis.	0.00
I	An "I" signifying "incomplete" is a temporary grade given when a student is unable to complete the work for a course on time because of extraordinary circumstances. This temporary grade does not influence the student's grade point average; refer to "Incomplete Grades" for more information.	0.00

## GOOD ACADEMIC STANDING

An intern must earn a minimum cumulative GPA of 3.00 to remain in good academic standing at Messiah University. Cumulative GPA calculations occur at the end of each semester.

## Grade Dispute Procedures

If a student disputes a final grade given in a particular course and it is determined that the grade recorded was not in error, the student may initiate the grade dispute process. The initiation of a grade dispute must occur within 7 days from the date in which the final grade is due to the Registrar's Office for that part-of-term.

- **Informal Discussion Between Student and Instructor:** If the discussion results in a grade change, a grade change request is submitted to the Registrar's Office by the instructor. If the matter is not resolved to the student's satisfaction, the student is referred to the Program Director.
- **Formal Discussion Between Student, Instructor, and Program Director:** Within 7 calendar days of the informal discussion, the student sends a written appeal to the Program Director to request a formal discussion. The Program Director should arrange a meeting to discuss the matter with the student and instructor together within 7 calendar days. If this discussion results in a grade change, a grade change request is submitted to the Registrar's Office by the instructor. The student should be informed in writing of the decision by the Program Director. If the matter is not resolved to the student's satisfaction, the student sends a written appeal to the Assistant Provost for the School of Graduate Studies.
- **Student Appeal in Writing to the Assistant Provost for the School of Graduate Studies:** If the decision of the Program Director is not to the student's satisfaction, the student may appeal the decision in writing to the Assistant Provost for the School of Graduate Studies within 7 calendar days of the formal discussion. The Assistant Provost shall investigate carefully and render a decision in writing within 21 calendar days, which shall be final.

If the intern appeals a grade from the first, summer or second term, he or she will be allowed to enroll in the second term. However, if the intern's conduct is in violation of the Code of Ethics for the Registered Dietitian Nutritionist or the Pennsylvania Code of Conduct for the Licensed Dietitian-Nutritionist or places patients at risk, the internship reserves the right to dismiss the intern from the program for conduct.

### Cases Involving the Program Coordinator/Director

In any case where the instructor is the Program Director, another member of the department will serve in the role of the Program Director in these proceedings.

### Timeline

A final decision must be rendered no later than 49 days after the date which the student initiates the dispute with the faculty member who assigned the grade.

### Student Enrollment

Students who are in good academic standing prior to receiving the disputed grade may continue their enrollment while the grade dispute is in process.

If the disputed grade is an F or the third C (C or C+) earned in a course, the student may continue enrollment only in cases where additional courses are already in progress. Once a final decision is rendered by the Assistant Provost over the disputed grade, the student's academic standing is evaluated by the registrar's office at the next occurrence of academic standing assessment.

## COURSE PLAN - schedule for the Messiah University MS/DI Program

1 year TRACK	Summer	Fall	Spring
Blue courses shared with graduate Athletic Training students.	NUTR 506/506L- Foundations of Supervised Practice (Late Summer 6 weeks)-3 cr	NUTR 608-Capstone Project I-3cr	NUTR 618-Capstone Project II
Red courses will be taken in year 2 for students following 2 year track.	ATHT 501- Professional Standards and Expectations (1 week intensive)-1 cr	NUTR 610-Seminar in Medical Nutrition Therapy-1cr	NUTR 620-Seminar in Food and Nutrition Services Management and Community Nutrition-1 cr
		NUTR 611-Supervised Practice in Medical Nutrition Therapy-8 cr	NUTR 621-Supervised Practice in Community Nutrition (8 weeks)-4 cr
		NUTR 634- Professional Development in Nutrition and Dietetics-1 cr	NUTR 627-Supervised Practice in Food and Nutrition and Services Management (8 weeks)-4 cr
		ATHT 643-Nutrition for Recovery and Performance (8 weeks)-2 cr	ATHT-537-General Medical Conditions and Pharmacology (8 weeks-ASO)-2 cr
			ATHT 657- Epidemiology and Public Health (8 weeks-ASO)-2 cr

## APPENDIX A – CRITERIA TO DETERMINE INTERN POTENTIAL FOR SUCCESS

Required Skills and Abilities	Examples of the application of the skills and abilities
<b>COGNITIVE Skills and Abilities</b>	
Retain knowledge and acquire new knowledge.	Retain and use foundation knowledge for the dietetics profession. Keep up to date with frequent changes in the scientific evidence base for dietetics practice. Locate and apply current regulations and practice guidelines.
Utilize quantitative reasoning and mathematical skills (add, subtract, multiply, divide, calculate ratios and Percentages; apply algebraic equations).	Calculate and evaluate nutrient needs and the nutrient content of food, oral supplements, and intravenous feedings. Analyze financial and productivity data.
Critical thinking for effective clinical reasoning and clinical judgment	Identify cause-effect relationships, link signs and symptoms to potential nutrition problems; predict the outcome of nutrition interventions and evaluate their effectiveness. Evaluate emerging research. Make judgments which are safe for patients.
<b>PERSONAL &amp; INTERPERSONAL Skills and Abilities</b>	
Manage personal behavior and emotions	Practice in compliance with the ADA / AND Code of Ethics as well as federal, state, and institutional policies. Maintain client / patient confidentiality. Manage time to meet deadlines. Respond appropriately to criticism and suggestions for improvement. Work effectively in a fast-paced and stressful environment.
Perform self-assessment and recognize when guidance of assistance is needed.	Perform self-assessment and develop personal goals and objectives for professional portfolio. Refer to other professionals or services when a patient/client's need is beyond and individual's scope of practice.
Develop relationships with individuals and groups	Establish rapport with clients/patients and other health professionals and support personnel. Apply leadership skills.
Work cooperatively with others.	Demonstrate negotiation skills. Interact in a non-judgmental way with clients/patients with a variety of habits and beliefs.
<b>COMMUNICATION Skills and Abilities</b>	
Oral communication	Interview patients and provide effective nutrition education and counseling. Provide effective individual and group nutrition education and counseling.
Written communication	Obtain written information from the medical record and professional journals and apply in nutrition care. Interpret and use medical terminology and abbreviations accurately. Provide written information which is clear, concise, accurate, and in the appropriate format (for example medical charting, teaching materials, evidence summaries).
Computer skills	Use current informatics technology to develop, store, retrieve and disseminate information.
<b>PHYSICAL &amp; SENSORY Skills and Abilities</b>	
Motor abilities and physical stamina	Move to and within assigned practice locations (patient rooms, community agencies, institutional kitchens.) Demonstrate food preparation techniques and use of feeding interventions such as tube feeding or adaptive feeding equipment.

Auditory	Hear conversation sufficient to perform an assessment of health and nutrition needs and to work collaboratively with other healthcare providers.
Vision	Read documents and medical equipment (charts, lab reports, feeding pumps and other electronic equipment.) Observe client characteristics related to nutrition assessment such as color, muscle and fat mass, and fluid accumulation.
Tactile	Perform physical assessment related to nutrition status such as skin turgor and muscle tone.



## APPENDIX B - PENNSYLVANIA CODE OF PROFESSIONAL CONDUCT FOR THE LICENSED DIETITIAN-NUTRITIONIST

## (a) Licensed dietitian-nutritionists shall:

- (1) Conduct themselves with honesty, integrity and fairness.
- (2) Practice dietetics based on scientific principles and current information.
- (3) Present substantiated information and interpret controversial information without personal bias, recognizing that legitimate differences of opinion exist.
- (4) Provide information which will enable patients to make their own informed decisions regarding nutrition and dietetic therapy, including:
  - (i) The purpose and nature of any evaluation, treatment, educational or training procedure.
  - (ii) The estimated cost of each stage of a procedure or of the entire treatment.
  - (iii) The reasonable expectations of the professional relationship.
  - (iv) The right to withdraw from treatment at any time.
- (5) Safeguard the patient's dignity, the right to privacy and the confidentiality of patient information and make full disclosure about any limitations on the LDN's abilities to guarantee full confidentiality. This standard does not prohibit or affect reporting responsibilities under 23 Pa.C.S. Chapter 63 (relating to Child Protective Services Law), the Older Adults Protective Services Act (35 P.S. §§ 10211—10224) and other statutes which may mandate reporting of this information.
- (6) Provide professional services with objectivity and with respect for the unique needs and values of individuals.
- (7) Be alert to situations that might cause a conflict of interest or have the appearance of a conflict. The LDN shall provide full disclosure when a real or potential conflict of interest arises.
- (8) Permit the use of their names for the purpose of certifying that dietetic services have been rendered only if they provided or supervised the provision of those services.
- (9) Accurately present professional qualifications and credentials.
  - (i) Dietitian-nutritionists may use the title "Licensed Dietitian-Nutritionist" or abbreviation LDN only when they hold a current license issued by the Board.
  - (ii) LDNs are subject to disciplinary action for aiding another person in violating any Board requirement or aiding another person in representing himself as an LDN when that person is not currently licensed.
- (10) Document and maintain accurate records in accordance with the acceptable and prevailing standard of recordkeeping. Discussion of a patient's sexual practices, preferences and performance shall be fully documented in the patient's chart, when applicable.

## (b) The licensed dietitian-nutritionist may not:

- (1) Knowingly aid, abet or assist another person to violate or circumvent a law or Board regulation.
- (2) Discriminate, while providing dietitian-nutritionist services, on the basis of age, marital status, gender, sexual preferences, race, ethnicity, religion, diagnosis, socioeconomic status or disability.
- (3) Knowingly permit another individual to use his license for any purpose.
- (4) Misappropriate equipment, materials, property, drugs or money from an employer or patient.
- (5) Solicit, borrow or misappropriate money, materials or property from a patient.
- (6) Leave an assignment prior to the proper reporting and notification to the appropriate department head or personnel.
- (7) Falsify or knowingly make incorrect entries into the patient's record or other related documents.
- (8) Engage in conduct defined as a sexual violation or sexual impropriety in the course of a professional relationship.
- (9) Advertise in a false or misleading manner. Statements which qualify as false or misleading include the following:
  - (i) Statements containing a misrepresentation of facts.
  - (ii) Statements likely to mislead or deceive because in context the statements make only a partial disclosure of the relevant facts.
  - (iii) Statements intended to, or likely to, create false or unjustified expectations of favorable results.
  - (iv) Statements relating to fees without reasonable disclosure of all relevant variables so that the statements would be misunderstood by or would be deceptive to a layperson.
  - (v) Statements conveying the impression that the LDN could influence improperly any public body, official, corporation or person on behalf of the patient.
  - (vi) Statements containing a representation or implication that is likely to cause a reasonable person to misunderstand or to be deceived, or fail to contain reasonable warnings or

- disclaimers necessary to make a representation or implication not deceptive.
- (vii) Statements containing representations that the LDN is willing to perform any procedure that is illegal under the laws or regulations of the Commonwealth or the United States.
- (10) Practice when:
- (i) The LDN has engaged in any substance abuse that could affect the LDN's practice.
  - (ii) The LDN has been adjudged by a court to be mentally incompetent.
  - (iii) The LDN has an emotional or mental disability that affects his practice in a manner that could harm the patient.
- (11) Accept a client or patient for treatment or continue treatment unnecessarily, if benefit cannot reasonably be expected to accrue.
- (12) Accept or receive, or both, remuneration for making or accepting referrals.

*Copyright \_ 2017 Commonwealth of Pennsylvania Title 49 Pa. Code § 21.711. Professional conduct*

[Title 49 Professional and Vocational Standards](#) / [Chapter 21 - State Board of Nursing](#) / Subchapter G. Dietitian-Nutritionists / Section 21.711

## APPENDIX C - ACADEMY OF NUTRITION & DIETETICS CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### Principles and Standards:

#### 1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

#### 2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

#### 3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

#### 4. Social responsibility for local, regional, national, global nutrition and well-

being (Justice) Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community, and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

*Issued by the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration, Effective Date: June 1, 2018*  
available [Eat Right Pro](#)  
/ 2018 Code of Ethics for the Nutrition and Dietetic Profession. [Ethics Education Resources](#) and [Ethics Complaints and Violations](#) process can also be found at [Eat Right Pro](#).



Master of Science in Nutrition / Dietetic Internship  
Student Handbook Acknowledgement

By my signature below, I, \_\_\_\_\_, acknowledge that I have read the Messiah University Dietetic Internship Student Handbook and the School of Graduate Studies Catalog. I understand the contents and agree to abide by all procedures, policies and guidelines specified in this resource.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date