

**Student Handbook  
Dietetic Internship Program  
2008-2009**



**Department of Dietetics & Nutrition**

*University of Kansas Medical Center*

*School of Allied Health*

*Graduate School*

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August 2008

Dear Intern,

Please read both the **KUMC Student Handbook** on the School of Allied Health web site at <http://www.kumc.edu/studenthandbook/> and this **Student Handbook for the Dietetic Internship Program**. Sign the statement to indicate your understanding of the contents and that you agree to abide by the policies. Return this signed form to the Dietetic Internship Program Director as soon as possible. It will be placed in your student file that is maintained in the Department of Dietetics and Nutrition. If you should need to refer to the **Student Handbook for the Dietetic Internship Program** a copy of it is located on the Angel course web site for DN 827 Practicum each semester.

Thank you for your cooperation in learning about the policies that relate to both the School of Allied Health and the Dietetic Internship Program.

Rachel Barkley, MS, RD, LD  
Associate Professor  
Dietetic Internship Program Director

I have read and comprehend the information presented in the **KUMC Student Handbook** and the **DI Student Handbook**. I agree to abide by the policies set forth in these handbooks throughout the period of graduate study and training.

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## PREFACE

The policies and procedures detailed on the following pages are meant to supplement those of the *KUMC Student Handbook* that can be accessed at <http://www.kumc.edu/studenthandbook/sah.html>. Department of Dietetics and Nutrition students are responsible for being familiar with the information contained in both sources.

The University of Kansas Medical Center is committed to maintaining an inclusive community which recognizes and values inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his/her own potential. The University is committed to providing equal employment and educational opportunity without regard to race, color, religion, sex, national origin, ancestry, age, sexual orientation, disability, veteran status, or marital status.

August 2008

Dear Intern,

Welcome to the Dietetics Internship Program at the University of Kansas Medical Center! The faculty and staff of the Department of Dietetics and Nutrition are looking forward to working with you and getting to know you better as you accomplish your educational and professional goals. We will strive to do our best to enable you to reach your goals.

We hope that you will develop a close bond with your classmates as well as the faculty, staff, and clinical education preceptors. We will share many wonderful and challenging experiences over the next academic year.

As you participate in the graduate certificate program of study remember these principles that define what kind of community we hope that our university will be for you.

- A university is an educationally *purposeful* community, a place where faculty and students share academic goals and work together to strengthen teaching and learning on the campus.
- A university is an *open* community, a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.
- A university is a *just* community, a place where the sacredness of the person is honored and where diversity is pursued.
- A university is a *disciplined* community, a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.
- A university is a *caring* community, a place where the well being of each member is sensitively supported and where service to others is encouraged.
- A university is a *celebrative* community, one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are shared.

We wish that you enjoy your time with us and that the experiences, mentors, and friends you gain through the Program will be of value to you throughout your life.

Respectfully yours,

Rachel Barkley, MS, RD, LD  
Associate Professor  
Dietetic Internship Program Director

## **HISTORY**

The School of Medicine originated in 1862 with the establishment of the University of Kansas by the Kansas Legislature. A four-year medical course began in 1905 when the Kansas City Medical College and the College of Physicians and Surgeons merged under the direction of the University of Kansas. The late Dr. Simeon Bell and his wife, Eleanor Bell, made the union possible by a gift of land to the University of Kansas.

In 1920 land was acquired for the School of Medicine at the present location at 39<sup>th</sup> Street and Rainbow Boulevard. The new building was opened in 1924 and was named Bell Memorial Hospital. Since that time this location has been the site of the Kansas University Medical Center and the health professions programs offered by the University of Kansas. In 1936 the name was changed to the University of Kansas Hospital, and again in 1947 the name was changed to the Kansas University Medical Center. In 1976 the School of Allied Health was approved. The Department of Dietetics and Nutrition is part of the School of Allied Health.

The University of Kansas Medical Center has participated in dietetic education since 1943, when the Dietetic Internship Program was established. In 1958 a plan for a combined masters program with the dietetic internship program was proposed and approved by the American Dietetic Association and the Graduate School of the University of Kansas. The first student was admitted to the combined program in 1960. As of the end of July 2008, a total 326 individuals completed the dietetic internship. In 2001 the Dietetic Internship Program was granted full accreditation by the American Dietetic Association. In 2001, the Dietetic Internship Program was changed to a graduate certificate program. This gives interns the option to finish the Dietetic Internship Program in 10 months and earn graduate credit for the program that could be applied towards the completion of a master's degree in the year following the Dietetic Internship. Details about the Master of Science

degree program curriculum can be viewed at <http://www.dietetics.kumc.edu>.

## **MISSION & GOALS**

The mission of the School of Allied Health, Kansas University Medical Center is (from the Strategic Plan 2000-2003):

- ✚ To serve the Citizens of Kansas, the region, and the nation and to develop tomorrow's leaders through exemplary education, research and service.

The mission of the Dietetic Internship Program is as follows:

- ✚ To produce registered dietitians with enhanced skills in nutrition therapy for health and education positions that will provide services for the citizens of Kansas, the region, the nation, and the world.

The goals of the Dietetic Internship Program are to:

- ✚ Admit students with the desire and ability to both practice at an entry level and to perform graduate level coursework.
- ✚ Conduct an efficient program that is individualized to meet the educational needs of students.
- ✚ Train students to practice dietetics at the entry level and expose them to the advantages of a Master of Science in Dietetics and Nutrition.
- ✚ Help students with appropriate career or educational placement upon graduation.

## **COMPETENCY STATEMENTS**

The “Competency Statements for the Supervised Practice Component of Entry-Level Dietitian Education Programs” developed by the Commission on Accreditation for Dietetics Education Programs (CADE) depict the supervised practice skills which students completing the Dietetic Internship should be able to do at the beginning of their career. Course and rotation guidelines for the

Dietetic Internship Program list the competencies that will be fulfilled upon completion of the learning or supervised practice experience. Interns are required to keep track of the competencies that are completed for each rotation. The Dietetic Internship Program Director requires that interns submit the completed competency checklists upon completion of rotations.

## **THE PROFESSIONAL PROGRAM**

The program provides supervised practice experiences, which allow the student to practice, develop, and apply skills learned in the classroom setting. This interplay of experiential and didactic learning provides an opportunity for the development of expertise in dietetics. Classroom work takes place on Mondays during the fall and spring semesters. Classes are conducted at the Kansas University Medical Center campus located at 3901 Rainbow Boulevard in Kansas City, KS. Supervised practice experiences generally take place on Tuesday, Wednesday, Thursday and Friday (32 hours per week) during the fall and spring semesters. For some experiences interns may be required to work during evening hours or occasionally on weekend days. During the summer semester there are not weekly classroom meetings as interns are completing their final rotation of choice. At this time interns will work from 24 to 40 hours per week to complete this rotation. Those interns who choose to complete the Master of Science degree may enroll in additional graduate classes during the summer semester.

The Dietetic Internship Program requires 1,000 hours of supervised practice experiences in the areas of clinical, management, community, and practice area of interest. A total of 10 graduate credits are assigned for DN 827 Practicum: 4 hours each for the fall and spring semester, and 2 hours for the summer semester. This course is evaluated by using Satisfactory or Unsatisfactory grading scale. Interns will also complete an additional 14 hours of graduate courses as part of the program: Applied Clinical Nutrition (6 hours), Food and Nutrition Management (4 hours), Public Health

Nutrition (2 hours), and Seminar (2 hours). These courses are graded using the traditional letter grading scale of A, B, C, D, F. A copy of the Dietetic Internship Program curriculum is included in the appendix.

Dietetic internship experiences are usually planned for several consecutive hours and on consecutive days. At the beginning of each supervised practice experience, students will be given rotation guidelines and schedules. Experiences will take place at a variety of locations and require travel within and outside of the Kansas City area. Students are responsible for providing their own transportation.

Students will be provided with a list of available clinical education facilities for most experiences and be given the opportunity to list his or her top three choices. For the first rotation at the beginning of the program interns' names will be drawn to determine placements. For later rotations the Dietetic Internship Program Director will assign interns to facilities based on the interns' preferences and the availability of positions with the clinical education facilities in the area. A list sites that have accepted interns in the past is provided in the appendix. As noted earlier, the ability of sites to accept interns varies from semester to semester and year to year.

**Interns are strongly discouraged from assuming outside employment during the Graduate Certificate Dietetic Internship Program.** Past experience has demonstrated that interns who work during the program frequently are not able to successfully complete the requirements of the program in a timely and satisfactory manner. **For those who choose to accept employment, you need to be aware that there will be a need to arrange this outside work around the widely varying rotation schedules. Interns should not accept jobs that require them to report to work on Mondays, Tuesdays, Wednesdays, Thursdays, and**

**Fridays.** Some rotations require interns to work daytime and evening hours on these days of the week and occasionally there may be some weekend work hours required for the internship.

If problems arise relating to scheduling rotation hours around outside work by the intern, the preceptor should first discuss this with the intern. If the intern does not make the recommended changes to accommodate the rotation schedule, the preceptor will contact the Dietetic Internship Program Director to discuss concerns so that the problem can be resolved. The intern will be asked to fulfill the supervised practice schedule set by the preceptor and to alter the outside employment schedule so that the rotation can be successfully completed.

In addition to the educational opportunities provided by the program, the University and community offers many additional activities that enhance learning. It is expected that students will take advantage of these opportunities and be willing to participate in special conferences and lectures, grand rounds, independent study exercises, and other educational experiences that enrich professional growth. Participation in these activities requires extra time beyond that expected for class and supervised practice. Interns will be required to attend certain events as part of Seminar or other courses. During the months of September 2008 and November 2008, interns are required to attend the following two conferences: The 10<sup>TH</sup> Annual Conference on the Prevention and Treatment of Overweight and Obesity on September 4-6 in Kansas City, MO (student fee about \$30) and the 2008 Clinical Nutrition Seminar on November 21 at the Kansas University Medical Center (free of charge). The Food and Nutrition Conference and Expo will be in Chicago IL, this fall October 25-28. All interns are strongly encouraged to attend this professional meeting. During the spring semester interns will be expected to attend the Spring Dietetic Association Meeting for the state of Kansas, Missouri or your home state.

Evaluations are utilized to help students in the Dietetic Internship Program progress toward the goal of becoming an entry-level dietitian. The performance evaluation process consists of the student's self-evaluation of performance and the preceptor's evaluation of the student's performance in the supervised practice setting. Generally, students participate in the evaluation process at the midpoint and upon completion of rotations, but they can be done more frequently if preferred by the preceptor. Interns will set up meetings with preceptors to review all performance evaluations. Classroom work, presentations, and exams are other methods used to evaluate the quality of the student's work. Students are asked to evaluate each course and rotation, the quality of instruction provided, and the program. The department staff and Dietetic Internship Program Director will provide the students with the appropriate forms to complete. One year after graduation, alumni are asked to complete surveys as part of the program evaluation process.

The Dietetic Internship is fully accredited by the Commission on Accreditation for Dietetics Education Programs (CADE) of the American Dietetic Association. CADE is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The address and phone number of CADE is 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600. The last self-study and site visit was completed in 2001 and a 10 year accreditation was awarded. If an individual wishes to fill a complaint against an accredited program it may be submitted to CADE.

## **FACULTY & STAFF**

The Department and the University employ faculty and staff for the purpose of providing the educational guidance for students. The primary objective of the faculty is to assist you in your endeavor to become a more competent scholar and professional. Each faculty member is interested in

you as an individual and looks forward to working with you. Address faculty and staff members respectfully and ask them how they prefer to be called, e.g., Professor Beyer, Dr. Sullivan, Mrs. Barkley, Teacher Baxter, etc.

Faculty members are available to meet with students individually. Students should make appointments with faculty through the individual faculty member or leave a message (voice mail or e-mail). A student who has difficulty contacting a faculty member can notify the Administrative Assistant, Sharon Jones, and she can notify the faculty of the need to set up an appointment. Some faculty members travel out of town on business or may be on leave and may not be available on short notice. Sharon Jones is aware of faculty schedules and she can let you know when the faculty will be back. The listing of faculty and staff along with their office location, phone numbers and e-mail addresses is located in the appendix.

Students are expected not to use faculty as a "sounding board" to complain about other faculty, staff, or preceptors. If a student has a complaint about a course coordinated by a faculty member, he/she should meet with the individual in charge of the course to discuss the concerns. If the faculty member does not deal with the student's concerns adequately, then the student should contact the Chair of the Department to set up a meeting to discuss the concerns.

Services of Department staff are to be used by the faculty only. Students are **not** to make personal requests of the staff (e.g., photocopying, typing, and transmitting personal incoming telephone calls), except in cases approved by faculty or in case of emergency.

## **DEPARTMENTAL FACILITIES AND COMMUNICATION**

The student room for Dietetics and Nutrition students is located in Delp 4062. Student mailboxes, computers, refrigerator and microwave are located in this room and a private bathroom is attached. It is important that students check the mailboxes in the student room at least once weekly during

semesters. Students are expected to keep the student room clean and neat (this includes the microwave, refrigerator, work area and bathroom).

Students can use the computers in this room to read and respond to e-mail and complete other class work. **During the semesters, students are expected to check their KUMC e-mail address at a minimum on Monday, Wednesday, and Friday.** Instructors may request that students read KUMC e-mail more often than this if coursework requires it. This will be stated in the course guidelines and/or announced in class. **During semester breaks, students are expected to check their KUMC e-mail address at least weekly. DO NOT delete e-mail messages from the department without reading them first.**

The Dietetics and Nutrition office and library are located in Delp 4019. Sharon Jones will check out books and other materials from the DN library to students as needed. If students need to photocopy materials there are photocopy machines for student use in Dykes Library. Students are not allowed to use the departmental photocopy machines for making copies unless it is with the authorization of the supervising faculty. Students cannot use the departmental printer.

### **STUDENT ADVISEMENT**

The responsibility for fulfilling academic requirements rests with the student. However, the Dietetic Internship Program Director will provide academic counseling in order to help the student fulfill academic goals for the Dietetic Internship Graduate Certificate Program. The Dietetic Internship Program Director will assist the student in submitting the application for approval to take the Registration Examination for Dietitians upon completion of the Program.

The student completes and signs a plan of study using the “Academic Plan” by the end of the first semester of full-time graduate work. The original form will be kept in the student’s departmental file. The student will receive a photocopy of the form. The Dietetic Internship Program Director will

record changes in the plan of study. During the spring semester the student will meet with the Master of Science (MS) Program Coordinator to determine if he/she will continue graduate work after the Dietetic Internship Program. If the student continues study for the Master of Science degree, the MS Program Coordinator will provide the student with academic advisement from this point on.

Currently, Professor Linda Griffith serves as the MS Program Coordinator.

Students are encouraged to seek help with academic or other problems that impact the student's work. Learning assistance, academic performance enhancement, and psychological services at KUMC are free, confidential, and available at Student Counseling and Educational Support Services by calling 913-588-6580 or visiting G116 Student Center. When a faculty member observes that a student is having difficulty relating to class work, research or other areas, he/she will recommend that the student seek support and guidance from the Student Counseling and Educational Support Services.

## **HEALTH AND IMMUNIZATION DATA**

Students are required to complete and submit the Student Health History/Physical Exam and Immunization forms for admission to and participation in the program. This information must be submitted prior to or at the very latest during enrollment in the program.

These completed forms will be on file with the Student Health Services. Students are expected keep a photocopy of the forms. If students have questions about the forms or need replacements, the Student Health service phone number is 913-588-1941, and the office is located in Student Center Room 1012. The forms can be accessed at the Student Health Services web site located at [http://www.kumc.edu/studentcenter/hlth\\_forms.htm](http://www.kumc.edu/studentcenter/hlth_forms.htm).

All students are required to have a TB test within 3 months of starting their academic program and every year thereafter. Students may receive one TB test per academic year free of charge from

Student Health Services. All students are required to receive the entire Hepatitis B immunization series. Students who have not begun the three shot series prior to arriving on campus will be required to receive their first Hepatitis B immunization at the time of enrollment. The Hepatitis B vaccine is available through Student Health for a fee and must be paid at the time of service. Information about immunization costs and appointments can be obtained by calling Student Health Services at 913-588-1941 or at this web site link for Student Health Services

[http://www.kumc.edu/studentcenter/hlth\\_appt.htm](http://www.kumc.edu/studentcenter/hlth_appt.htm).

Failure to provide the required health and immunization data by the required deadlines will prevent the student from enrolling and participating in courses. Generally students will need to be able to provide proof of the immunizations to preceptors when beginning rotations, so students are required to keep a personal photocopy of health and immunization data for this purpose.

#### **HEALTH AND LIABILITY INSURANCE**

Students are required to have health insurance in order to participate in the program. The student will provide a copy of the health insurance card and “Health Insurance Affidavit” to the University and the department when enrolling in courses. Interns must provide proof of health insurance coverage to preceptors when beginning a rotation. Health insurance may be purchased through the State of Kansas health insurance plan. Students who do not comply with this requirement will not be allowed to enroll and participate in the program.

Students are required to carry general liability insurance. The School has a policy with the Medical Protective Company ([www.medpro.com](http://www.medpro.com)). The School has assumed the cost of the liability insurance for students enrolled in the School of Allied Health. Professional liability is covered up to \$1,000,000 per occurrence and annual aggregate of \$3,000,000. The policy effective date is 7/10/06 and the policy expiration date is 7/01/09.

## **HIPAA AND STUDENT SAFETY TRAINING**

All students at KUMC must complete training on The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule to complete with federal privacy regulations. The training covers rules about handling patient information in a clinical setting. The HIPAA and Student Safety training programs are available on line at: <https://www2.kumc.edu/chalk/login.asp>. Students are required to complete this training during new student orientation. A copy of the certificates indicating that the student completed the training programs successfully will be submitted to the dietetic internship program director by the end of the first week of the fall semester and will be placed the student's file.

## **CRIMINAL BACKGROUND CHECKS**

### **School of Allied Health Student Policy on Criminal Background Checks**

On January 1, 2004, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires that all persons who are involved in patient care activities, i.e., employees, volunteers and students, must have criminal background checks and other healthcare related checks. Most public and private school systems are requiring background checks as well.

Prior to their final acceptance and initial enrollment in classes, conditionally accepted applicants will be directed in their program's acceptance materials to have a background check\* completed by Validity Screening Solutions. This one-time process will be conducted online. The cost to the student will be \$43.50 (plus a \$1.00 surcharge). Online results will be emailed to the SAH Student Affairs Office where they will be reviewed and filed in a confidential folder.

The Missouri/Employment Disqualified List\*\* (MO/EDL) check will also be required by the School of Allied Health on conditionally accepted applicants. Applicants need not supply additional information for this check, however, each student will need to complete a form granting permission to use her/his social security number to acquire this information. Each department will provide a list of conditionally accepted applicants' names (first, middle, and last) and Social Security numbers to the SAH Student Affairs Office. The Student Affairs Office will submit this list to the Missouri Department of Health and Senior Services. Results will be faxed to the SAH Student Affairs Office where they will be stored in a confidential file.

This will satisfy the JCAHO requirements for the School of Allied Health. Applicants should be informed that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current report.

Should a background check/EDL check come back with an unacceptable offense, the applicant may be notified that their acceptance has been denied. These cases will be considered individually, and under extenuating circumstances, an exception could be made. Normally, the following convictions will prevent admission:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registered sex offenders
- OIG, GSA and Medicaid Sanctions

If there is a conviction that does not disqualify the student from a program and subsequent affiliations, the student should be aware that this may not be the case for the certifying agency. It is the student's responsibility to confirm whether or not the offense will prevent them from taking a certification/qualifying examination upon completion of the program.

\*The background check performed by Validity Screening Solutions includes:

1. Social Security Number Trace (primarily serves as an address/identity verification tool)
2. Criminal History (felony/misdemeanor convictions/pending cases at county, state, and federal levels)
3. Education Verifications (confirms claimed academic degrees)
4. OIG/GSA (searches Office of Inspector General and General Service Administration for fraud against any federally funded health care program, i.e., Medicare, Medicaid, etc.)
5. Multi-State Sex Offender Registry
6. Global Screen
7. Employment Verification

\*\*The EDL is a check of Missouri records of any individuals who have been disqualified from working in a health care facility in that state.

### **INTERN INJURY OR ILLNESS WHILE WORKING IN A CLINICAL EDUCATION FACILITY**

If a student is injured or exposed to blood, body fluids, or other infectious materials while performing duties in a student capacity, he/she should immediately come to KUMC Student Health located at 1012 Student Center Building (phone 913-588-1941). The clinic is open 8 AM

to 4:30 PM Monday to Friday. At any other time, he/she should present to the KUMC Emergency Room. The student has a 72-hour period of time in which to be started on the appropriate treatment. Student Health Services will be billed directly for costs incurred related to student or intern injury or exposure to infectious materials.

If the student is injured or becomes ill unrelated to an exposure incident while performing duties as part of the program, he/she will seek treatment based on the student's health insurance policy and the policy of the institution where he/she is working at the time of the incident. The student is responsible for financial arrangements for any injury or illness sustained while working at the facility. The clinical education facility will instruct the student on health and safety precautions and related policies during orientation to the institution.

#### **RACIAL, ETHNIC, AND SEXUAL HARASSMENT**

The Department abides by the University policies on racial, ethnic and sexual harassment. When a student thinks that he/she has been harassed as a consequence of participating in the program as a student, a complaint should be filed with the Equal Opportunity Office at the Kansas University Medical Center. The phone number of this office is 913-588-1206 and it is located in 1054 Wescoe.

#### **ATTENDANCE**

Students are expected to attend scheduled classes. **The student is expected call or e-mail the appropriate professor (as designated in the course or rotation guidelines) if he or she will be absent from or late to class meetings.** Whether a student will be penalized for absences from or tardiness to classes is left up to the discretion of the professor. The professor will indicate his or her policy for absences in the course guidelines.

Interns are expected to complete all scheduled rotation hours. **If an intern has extenuating circumstances or illness that prevents participation in scheduled rotations, he or she is required**

**to call the Dietetic Internship Program Director and the preceptor at the clinical education site to report the absence. Failure to report an absence is considered to be unprofessional and will affect the evaluation of the intern's work.**

Time missed from scheduled rotations will be made up by the intern. The intern will make arrangements with the preceptor to make up missed work hours. The only exceptions to this policy follow:

1. When the rotation falls on a recognized University holiday.
2. When a student is excused to attend a professional meeting by the program director.
3. If the intern has "Excused Clinical Hours" available and the student followed the policy for use of such hours (see the following policy).
4. The policy for "Excused Clinical Hours" follows:
  - a. Each intern is allowed **eight hours per semester** for extenuating circumstances or illnesses. The hours **cannot** be carried forward from one semester to the next.
  - b. To use this time, the intern must have called and left messages with the Dietetic Internship Program Director and preceptor to report the absence as well as the reason for the absence **prior** to the scheduled start of the work day.
  - c. Upon return to rotations, the intern will provide the requested documentation to verify the need for the absence (e.g., written doctor's excuse, etc.).  
  
Exceptions to this will be approved individually by the Program Director.

A student who is absent from class for a religious observance may reschedule an examination, presentation, or rotation without penalty. However, it is the student's responsibility to notify the

professor, program director, and/or preceptor of the absence **prior** to the religious holiday for the absence to be excused without penalty. When a student misses class or rotations, he/she is expected to complete any assigned work, exams, and projects that were due during the absence. It is the student's responsibility to secure handouts and notes from the missed classes.

If the student has a special request for an absence from classes and rotations, e.g., job interviews and family events, he/she should discuss this request in advance with the professor and/or Dietetic Internship Program Director whose classes will be missed. The professor or Program Director will review the request, and, if approval is granted, the student will make up the missed work at a later time in the semester. This time will **not** be used as "Excused Clinical Hours", unless the Dietetic Internship Program Director approves it as an exception.

### **HAZARDOUS WEATHER**

The Office of the Chancellor or Vice-Chancellor will provide official notice if classes are cancelled for the Kansas University Medical Center. For the dietetic internship rotations, more details are contained in the rotation guidelines. Prior to the start of rotations, the Dietetic Internship Program Director will review these policies with the interns.

### **CLASS WORK**

It is expected that students come to classes prepared to actively participate in the learning process. Class discussion is encouraged. The faculty members are present to assist and facilitate learning, but with graduate education they expect active student involvement in class. During class meetings cell phones must be turned off or to vibrate so as not to disrupt classroom activities.

As students participate in learning activities associated with the program of study it is expected that all students maintain the highest standards of conduct. Dishonest, irresponsible and unethical conduct will not be tolerated. The Department will adhere to policies set forth by the School and the

University concerning cheating and plagiarism.

To plagiarize means to “present the ideas or words of another as one’s own” (from Webster’s New Explorer Dictionary and Thesaurus, Merriam-Webster, Springfield, MA, 1999, page 397).

When students are preparing projects, papers, and presentations it is required that all references will be clearly cited. Students will be given guidelines in classes as to how cite references. However, if the student is not certain how to do this, it is his/her responsibility to contact a faculty member to obtain clarification. Failure to properly cite references will result in academic penalty. The policies set forth by the School and the University concerning cheating and plagiarism policies are described in the *KUMC Student Handbook* at <http://www.kumc.edu/studenthandbook/sah.html>.

## **PRACTICE REGISTRATION EXAMS**

The Dietetic Internship Program Director will give practice Registration Exams to interns during the first week of the fall semester and during the final summer semester. The exams are given in Computer Testing Center at Dykes Library. The purposes of having students complete the exams are to:

1. Ensure that students have an adequate knowledge and application base for entry-level practice in dietetics;
2. Motivate students to begin preparation for the Registration Exam;
3. Provide the students with practice in taking computer administered comprehensive multiple-choice exams; and
4. Allow students to identify knowledge and application areas which need further study and practice for the Registration Examination.

The exams will be scored immediately and later the exam will be reviewed by the student. The graded exams will be kept in the student’s departmental file. Students are expected to review the

exams to help with preparation for the Registration Examination. Interns are required to earn a score of 70% or greater on the exam administered during the final summer semester. Those interns who do not earn a passing score will be required to take a second version of the exam. A score of 70% or greater is part of the requirement for earning a satisfactory grade in DN 827 Practicum for the final summer semester.

## **DIRECTORY INFORMATION**

It is necessary that the Department and preceptors maintain a current address, telephone number, cell number, KUMC e-mail address, and emergency contact for each student. When there are changes in directory information, this should be communicated to the department staff, faculty and preceptors as soon as possible.

## **FINANCIAL ASSISTANCE AND SCHOLARSHIPS**

Full-time students who have been accepted for enrollment at the University may apply for financial assistance. Student should obtain the necessary financial application information as early as possible in the spring semester prior to starting the program from the Office of Student Financial Aid website. The website is <http://www.kumc.edu/studentcenter/financialaid.html> and the phone number for this office is 913-588-5171. The office is located in 4003 Student Center Building. The website for federal grants and loans administered by the US Department of Education for students is <http://studentaid.ed.gov/PORTALSWebApp/students/english/index.jsp>.

Scholarships are available from the American Dietetic Association Foundation, the Kansas and Missouri Dietetic Association on a yearly basis. Applications for ADA scholarships are typically distributed in December and due in February. The website for the ADAF scholarships is [http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career\\_394\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/career_394_ENU_HTML.htm). The website for the MDA is <http://www.eatrightmissouri.org> and for DKA it is <http://www.dietetics.com/kda/>. As the

program director is notified of scholarships information will be given to students about how to apply for the scholarships. The Department sponsors scholarships and awards for students in Dietetics and Nutrition including the Sevie Nelson and Marian Boelte Scholarships, Ruth Gordon and Rowena Sherrill Awards. The applications for scholarships and awards are distributed to qualified students by mail and e-mail throughout the academic year.

## **PROFESSIONAL MEETINGS AND ACTIVITIES**

The faculty believes in providing opportunities that develop and enhance the professional growth of the students. Thus, students are required to participate in professional meetings, conventions, projects, and other events under the guidance and sponsorship of the Department and other groups.

**The following activities by students are expected:** student membership in local, state and national professional organizations; preparation, display and presentation of professional related exhibits, essays, etc.; and, participation at any function in which visibility of the Department and/or Profession is enhanced. Forms for joining the American Dietetic Association and concurrently the state dietetic association of the student's choice will be provided at the beginning of the program. Also information for joining the Kansas City District Dietetic Association will be distributed at this time. Proof that interns are members of the American Dietetic Association, the state dietetic association of choice, and the Kansas City District Dietetic Association will be requested by the Dietetic Internship Program Director at the during of the fall semester.

In support of professional development, students are expected to attend professional gatherings when possible, e.g., the Kansas City District Dietetic Association meetings, the conventions of the Kansas or Missouri Dietetic Associations, and the American Dietetic Association Food and Nutrition Conference and Expo. On some occasions, students will be excused from classes or rotations may be allowed to count the some (but not all) of the hours towards rotations for approved meetings.

Students are also encouraged to participate in various departmental public relations and recruitment events, health fairs, open houses, etc. Students may be excused from either classes or rotations to assist with events sponsored by the Department of Dietetics and Nutrition and approved by the Dietetic Internship Program Director.

### **TRANSPORTATION AND HOUSING EXPENSES**

It is necessary that the student have a reliable mode of transportation to ensure prompt arrival to classes, research, and rotations. There will be times during the program when the student will be required to travel outside of the Kansas City metropolitan area in order to complete educational and/or supervised practice experiences. It is the student's responsibility to provide the transportation and assume the costs of travel. The University does not assume liability for student safety in travel to or from educational or clinical education sites.

The student may incur housing or lodging expenses when working at a site or attending professional meetings outside of the metropolitan area. Again, it is the responsibility of the student to secure housing arrangements that will ensure completion of the scheduled educational or clinical experiences and to assume the costs for housing or lodging.

### **PROGRESS IN PROGRAM**

The Department uses the academic standards set by the University for graduate students. Each student is expected to make a grade of "B" or better in each required graduate course to maintain a cumulative grade point average of 3.0 or better. The student is expected to earn a grade of "S" (satisfactory) in the DN 827 Practicum courses (10 credit hours). Only courses graded "A", "B", or "C" count toward graduate credit for a Master of Science degree (14 credit hours). The faculty reviews the academic work of graduate students each semester and makes recommendations to the University Vice Chancellor regarding each student's academic progress. Recommendations are made

to commend, promote, retain, place on or continue probation, recommend remedial work, or to dismiss a student.

## **GRIEVANCE**

The student has the right to submit a grievance in situations when the student believes that the departmental procedures have been misapplied or have been applied in an arbitrary or capricious manner. The student should first meet with the faculty member involved to discuss the situation and attempt to resolve the concern. If the situation cannot be satisfactorily resolved, then the student will meet with the Chair of the Department to discuss the situation and attempt to resolve the concern. If resolution is not possible, the student can submit a grievance to The School of Allied Health Dean for review and referral to the ad hoc Grievance Committee. The School has established procedures for grievances that will be utilized.

## **DIETETIC INTERNSHIP CERTIFICATE REQUIREMENTS**

In addition to the academic and other requirements set by the University, the Department requires the student to have completed the following requirements in order to receive a certificate from the program:

1. Complete all required program coursework (24 credit hours);
2. Be in good academic standing within the University;
3. Complete all required supervised practice hours with satisfactory performance evaluations for the Dietetic Internship (Satisfactory grade in 10 credits hours of DN 827 Practicum);

Exceptions to the above will be noted and approved by the program director in the student's record.

## **PROGRAM TIME LIMITATIONS**

If an intern has enrolled and started the program and then needs to leave the dietetic internship program before all the required hours are completed, he/she is required to write a letter to the dietetic

internship program director, explaining the rationale for the leave and when he/she plans to return to complete the program. The dietetic internship program director will review the request, and if approved the internship spot will be reserved for up to one calendar year from the enrollment date.

### **RELEASE OF STUDENT INFORMATION AND ACCESS TO STUDENT RECORDS**

When a student needs to review his or her departmental file, it must be done in the presence of a faculty member or staff. The Department will not release information about students unless requested by the student in writing.

### **REASONABLE ACCOMMODATION FOR SPECIAL NEEDS**

Any student who has a disability that may prevent him/her from fully demonstrating his or her abilities must contact Carolyn Wagner, Coordinator of Services for Students with Disabilities, to request reasonable accommodations. She can be reached at 913-588-7813 and her office is located in 1054 Wescoe.

The faculty will participate in making reasonable accommodations suggested by the Coordinator of Services for Students with Disabilities. Abilities that are considered essential for completion of the graduate certificate program are listed in the appendix under “Post-application Acknowledgement Statement Nonacademic Technical Standards for Dietetic Internship Graduate Certificate Degree Program”. Interns will read this information and then sign the “Disability Acknowledgement Statement” and return it to Sharon Jones, Administrative Assistant prior to starting the program. The form will be kept in the intern’s departmental file.

### **STANDARDS OF DRESS AND APPEARANCE**

Students are expected to be neat, clean, and dressed appropriately when reporting to classes, rotations, and professional gatherings. Whether on campus, in the clinical environment, or at a professional gathering, the student should project a professional image as he/she represents both the

Department and the Profession of Dietetics.

Student standards of dress and appearance ensure consistent and acceptable presentation to patients, visitors, faculty, and staff; prevents contamination of foods; and protects students from injuries caused by poor, loose, or inappropriate clothing. Dress and appearance requirements in classes and rotations may vary depending on the instructor and facility, so it is the student's responsibility to find out what the particular standards are for each situation.

General standards are as follows:

1. All clothing should be clean, neat, pressed and fit appropriately.
2. When in **rotations or at professional gatherings**, the following standards for men and women are:

Men – slacks, shirts with collars, dress shoes, and dress socks;

Women – dresses, skirts and blouses or sweaters, slacks (no jeans or Capri's or leggings), dress shoes (no high heels), shirt, dress, and skirt lengths should be appropriate for the professional work setting (no bare stomachs or mini skirts).

### Lab Coats

White lab coats may or may not be required, depending on the facility. Some hospital based clinical rotations require lab coats, whereas management and community rotations do not always require them. Interns are responsible for purchasing their own lab coats.

### Name Tags

Interns are required to wear the official KUMC nametags for all rotations. Nametags will be prepared at the beginning of the fall semester.

### Jewelry

Jewelry is restricted to a wristwatch, wedding rings, and earrings when working in food service

areas. Some facilities may have additional restrictions on jewelry.

### Makeup and Nails

Makeup should be applied conservatively. Nail polish and artificial or extenders may not be worn when working in food service areas or in direct patient care. Nails must be clipped to ¼ inch or less.

### Shoes

Dress shoes that are clean, polished, have leather uppers, and enclosed foot is required. High heels, boots and sandals are generally **NOT** acceptable in hospitals or food service areas.

### Hair

Hair should be clean and styled and when working in the food service areas, hair restraints are required. Moustaches, beards, or sideburns below the ear lobe must be closely trimmed and neat. When working in the foodservice area, restraints for beards may be required by the facility.

### Cleanliness

Daily personal hygiene is a requirement. Perfumes and colognes should be lightly applied. Strong odors, even if of a pleasant nature, may be offensive to some patients.

In general, professional dress is conservative. If there is any doubt as to the appropriateness of dress for a rotation, choose not to wear that outfit. Interpretation of appropriate dress for a rotation rests with the preceptor that is supervising the intern.

When a student is inappropriately dressed for a supervised practice experience, he/she will be dismissed and will be complete the missed work hours later. This missed time cannot be used as "excused" clinical time. Failure to abide by the standards for dress and appearance may result in the student being suspended or removed from DN 827 Practicum. Appearance along with professional conduct instill confidence in patients and the respect of peers, facility staff, faculty, and other health professionals with whom students come in contact with during rotations.

## **PROFESSIONAL CONDUCT**

Students are expected to read and comply with the professional conduct guidelines outlined in the **Code of Ethics for the Dietetic Profession** that can be viewed at the American Dietetic Association web site at [http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/home\\_779\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/home_779_ENU_HTML.htm). Students are evaluated on their professional behaviors as a part of DN 827 Practicum. As students relate to peers, patients, faculty, staff, and a variety of health professionals in the clinical setting, the skills of appropriate behavior must be consistently demonstrated. In the clinical setting, behaviors must be such to promote efficient and effective care of patients and the orderly operation of the unit. Student behavior must also be such that it presents an image that favorably represents the University, School, Department and the Profession. The image that the Department strives to achieve is one that inspires confidence in clients and professionals.

Professional behavior is expected of students in the clinical setting. This is especially important as it relates to the confidentiality of patient medical and personnel information. It is inappropriate for students to discuss personal matters with patients and other health professionals, or to solicit personal advice from such persons. Comments and actions must be professional and appropriate to the clinical setting.

Students are expected to maintain a pleasant, courteous, and respectful attitude toward patients and family members, peers, faculty, preceptors, and other health professionals. It is important for the student to be appropriately responsive to staff, abide by the established policies and procedures of the institution, and to adhere to the specific lines of authority when working at facilities. Failure to observe appropriate and ethical behavior in the clinical setting is not only academically and professionally unacceptable; it is also potentially medically and legally compromising.

Some guidelines about use of cell phones and computers in the classroom and during supervised

practice follow: 1. No recreational web surfing or blogging on computers during class or supervised practice hours; and 2. Cell phones are turned off or to vibrate during supervised practice work hours and in the classroom.

## **VERIFICATION STATEMENT**

Upon successful completion of the Dietetic Internship Program, the Dietetic Internship Program Director will provide the student with a “Verification Statement”. She will submit the required information to the Commission on Dietetic Registration so that the student can begin the approval process for taking the Registration Examination for Dietitians. The “Verification Statement” must have an original signature from the Program Director. The student will be given several copies of the form for use in application for ADA membership, licensure, applying for examinations, employers, and for his or her own file. The department will maintain a copy of the form in the student’s departmental file. Photocopies of the form will not be accepted by credentialing bodies. Once the required information for registration eligibility is submitted to CDR it takes about four to six weeks for the applicant to receive notice of eligibility and information about the Registration Examination application. For more details on this, go to <http://www.cdrnet.org/certifications/index.htm>.

## **REGISTRATION EXAMINATION**

Once the Commission on Dietetic Registration has approved the graduate to take the Registration Examination, he or she will receive an application to take the examination from ACT. The student/graduate will complete the application and submit the required fees to take the examination. The examinations are scheduled at approved testing sites. The dates for taking the examination will be set by the graduate and the testing site. Computer adaptive testing is used for the Registration Examination. The Department owns one copy of the latest version of the Registration Examination Study Guide. The guide may be checked out by students through Sharon Jones. Students are

encouraged to purchase study guides and use other materials available in the Departmental library prior to taking the Registration Examination. For more information on the Registration Examination see the website <http://www.cdrnet.org/certifications/index.htm>.

### **USE OF THE TERM RDE AND RD**

The Commission on Dietetic Registration has noted with concern an increase in the use of the term R.D.E. (registered dietitian eligible) to designate registration eligibility by recent graduates. R.D.E. is **not** a credential recognized by CDR or ADA. Both employers and the public find the term confusing. Individuals **cannot** use the term R.D.E. for employment or other purposes. Students are required to sign a form near the end of the program indicating that they will not use the term R.D.E. that is submitted to CDR and a copy is kept in the student's departmental file. Graduates of the program become Registered Dietitians (R.D.) when they pass the Registration Examination and pay the required fees to CDR.

### **LICENSURE**

In the states of Kansas and Missouri dietitians are licensed to practice. New graduates that plan to practice in these states need to apply for a temporary license to practice. Once the Registration Examination has been successfully completed, the graduate can apply for a full license.

The contact for licensure of dietitians in Kansas is Brenda Nesbitt, Licensing Administrator, Health Occupations Licensing, Bureau of Health Facility Regulation, Division of Health, Landon State Office Building, 900 SW Jackson, Room 1051-S, Topeka, KS 66612-1290, phone 785-296-0061, <http://www.kdhe.state.ks.us/hoc/diet.html>.

The contact in Missouri is: State Committee of Dietitians, 3605 Missouri Blvd., Jefferson City, MO, 65102, phone 573-522-3438. Information about licensing in other states can be found at <http://www.cdrnet.org/certifications/index.htm>.

## **APPENDIX**

Faculty and Staff Listing

Academic Plan for DN Interns

Curriculum for DI Program

Sample Rotation Schedule

Estimated Program Costs

Clinical Education Facilities

“Post-application Acknowledgement Statement Nonacademic Technical Standards for Dietetic Internship Graduate Certificate Degree Program

### Faculty and Staff Listing

Name	Office	Phone (913)	E-mail
Barkley, Rachel DI Program Director Associate Professor	4065 Delp	588-5355	rbarkley@kumc.edu
Baxter, Adrienne Clinical Instructor	4092 Delp	588-5363	abaxter@kumc.edu
Beyer, Peter Associate Professor	4094 Delp	588-5358	pbeyer@kumc.edu
Carlson, Susan R.J. Rice Endowed Professor	4097 Delp	588-5359	scarlson@kumc.edu
Rama Garimella Assistant Professor	4007 Delp	945-6658	rgarimella@kumc.edu
Griffith, Linda MS Program Advisor Clinical Assistant Professor	4093 Delp	588-7652	lgriffith@kumc.edu
Hise, Mary Assistant Professor			mhise@kumc.edu
Jones, Sharon Administrative Assistant	4019 Delp	588-5355	sjones@kumc.edu
Leidy, Heather Assistant Professor	4093 Delp	588-7650	hleidy@kumc.edu
Sullivan, Debra Department Chair Associate Professor	4015 Delp	588-5357	dsulliva@kumc.edu

**Academic Plan for Dietetics & Nutrition  
Graduate Certificate Dietetic Internship Program**

Student Name \_\_\_\_\_ Date Admitted \_\_\_\_\_

Advisor Name  Rachel Barkley, DI Program Director

DI Certificate  XX  and/or MS   Thesis   or Non-thesis

Year One Fall Semester & Year **2008**

Courses & Hours Planned

DN 826 Applied Clinical Nutrition	3 hr.	_____
DN 822 Nutrition Care Management	2 hr.	_____
DN 841 Public Health Nutrition	1 hr.	_____
DN 817 Seminar	1 hr.	_____
DN 827 Practicum	4 hr.	_____

Total hours for semester 11 hr.

Year One Spring Semester & Year **2009**

Courses & Hours Planned

DN 826 Applied Clinical Nutrition	3 hr.	_____
DN 822 Nutrition Care Management	2 hr.	_____
DN 841 Public Health Nutrition	1 hr.	_____
DN 817 Seminar	1 hr.	_____
DN 827 Practicum	4 hr.	_____

Total hours for semester 11 hr.

Year One Summer Semester & Year **2009**

Courses & Hours Planned

DN 827 Practicum	2 hr.	_____
Other MS Course	_____	_____

Total Hours for Certificate 24 hr.

Total hours completed \_\_\_\_\_ Hours that will transfer into Master of Science \_\_\_\_\_

\_\_\_\_\_  
Student signature & date

\_\_\_\_\_  
Advisor signature & date

**Curriculum: Graduate Certificate Dietetic Internship Program**

<i><b>Fall and Spring Semesters</b></i>	<i><b>Credit</b></i>	<i><b>Lecture</b></i>	<i><b>Practicum</b></i>
DN 826 Applied Clinical Nutrition	3 hr.	48 hr.	
DN 822 Nutrition Care Management	2 hr.	32 hr.	
DN 841 Public Health Nutrition (web-based)	1 hr.	16 hr.	
DN 817 Seminar	1 hr.	16 hr.	
DN 827 Practicum (web-based, assigned site)	4 hr.		400 hr.
 Total hours for semester	 11 hr.	 112 hr.	 400 hr.
 <i><b>Summer Session</b></i>	 <i><b>Credit</b></i>	 <i><b>Lecture</b></i>	 <i><b>Practicum</b></i>
DN 827 Practicum (web-based, assigned site)	2 hr.	0	200 hr.
 <i><b>Total Hours for Certificate</b></i>	 24 hr.		

The Graduate Certificate Program allows graduates to meet the supervised practice experience requirements set forth by the Commission on Accreditation of Dietetic Education (CADE) Programs for Dietetic Internship Programs. The graduate courses included in the program contain the required content to meet all the required competencies (nutrition therapy emphasis) for entry-level dietitians as specified by CADE.

## Sample Rotation Schedule

The Dietetic Internship Program Director will randomly assign interns to the first fall rotation schedule (A or B).

Fall Semester (400 hours supervised practice, completed over 13-14 weeks or until required work is finished)

DN 827 Practicum: 32 hours per week at clinical education facility plus required meetings. Each intern will complete two rotations from choices below.

- A. Clinical Nutrition Rotation I (200 hours) and Clinical Nutrition Rotation II (200 hours)  
or
- B. Food and Nutrition Services Management Rotation (200 hours) and Community Nutrition Rotation (200 hours)

Spring Semester (400 hours supervised practice, completed over 13-14 weeks or until required work is finished)

DN 827 Practicum: 32 hours per week at clinical education facility plus required meetings. Each intern will complete two rotations that have not been done already in the fall semester from choices below.

Complete A or B rotations not done in fall

Summer Semester (200 hours)

DN 827 Practicum: 24 to 40 hours per week over 5-8 weeks as planned by intern and approved by the dietetic internship program director.

Practice area of interest - design supervised practice experiences in one of the following areas: clinical nutrition, community nutrition, management, or other area of practice

Supervised Practice Hours = 1,000 hours

Except for the first fall semester rotation, interns may list their top choices for clinical education facilities in which to complete the various rotations. A list of clinical education facilities will be provided to interns each semester. The Dietetic Internship Program Director will make assignments based on needs of preceptors and interests of interns.

Please note that the Dietetic Internship Program Director is pleased to work with interns to identify other facilities that are not on the list that may assist the intern in meeting his or her individualized educational goals while fulfilling the required competencies for the Dietetic Internship Program.

**Estimated Program Costs  
Graduate Certificate Dietetic Internship Program  
For Fall 2008, Spring, and Summer 2009 Semesters**

Kansas Resident Estimated Costs

Category	Total
Tuition for 24 credit hours	\$ 6,902.40
Fees	\$554.28
Books & supplies	\$1,012
Room & board	\$12,992
Personal & Medical	\$7,480
Conference Registration Fees	\$250
Transportation	\$4.016
Total	\$33,206.68

Non-resident Estimated Costs

Category	Total
Tuition for 24 credit hours	\$11,155.80
Fees	\$554.28
Books & Supplies	\$1,012
Room & Board	\$12,992
Personal & Medical	\$7,480
Conference Registration Fees	\$250
Transportation	\$4.016
Total	\$37,460.08

Sources for estimated program costs:

<http://www.kumc.edu/studentcenter/documents/GraduateFT0809.pdf>

<http://www.kumc.edu/studentcenter/fy09tuition.htm>

**Clinical Education Facilities**  
**Availability Varies from Semester to Semester**

Baptist Lutheran Medical Center, Kansas City, MO  
Children's Mercy Hospital, Kansas City, MO and Overland Park, KS  
Crittenton Children's Center, Kansas City, MO  
Downtown Fitness Center, Kansas City, MO  
Harmon Diabetes Center, Kansas City, MO  
Heartland Health Center, St. Joseph, MO  
Harvesters Community Food Network, Kansas City, MO  
Haskell Indian Health Center and University, Lawrence, KS  
Hickman Mills C-1 Schools, Kansas City, MO  
Hy-Vee Grocery Stores, throughout KC metropolitan area and other locations  
John Knox Village Care Center, Lee's Summit, MO  
Johnson County Health Department, Mission and Olathe, KS  
Johnson County Human Services and Aging, Olathe, KS  
Kansas City Dialysis, Kansas City, MO  
Kansas City, KS Public Schools, Kansas City, KS  
Menorah Medical Center, Overland Park, KS  
Mercy & Truth Medical Missions  
Olathe Medical Center, Olathe, KS  
Overland Park Regional Medical Center, Overland Park, KS  
Park Hill School District, Parkville, MO  
Research Medical Center, Kansas City, MO  
St. Luke's Hospital (Plaza, South, East), Kansas City, MO, Overland Park, KS, Lee's Summit, MO  
Truman Medical Center Hospital Hill, Kansas City, MO  
University of Kansas – Athletic Department  
University of Kansas – Student Housing, Lawrence, MO  
University of Kansas – Weight Management and Energy Balance Lab, Lawrence and Overland Park, KS  
University of Kansas Hospital – Food and Nutrition Services Department, Kansas City, KS  
University of Missouri Outreach and Extension Service, Kansas City, MO and other sites in MO  
VA Medical Center, Kansas City, MO and Omaha, NE  
Wyandotte County Health Department, Kansas City, KS

**Post-Application Acknowledgement Statement  
Nonacademic Technical Standards for  
Dietetic Internship Graduate Certificate Degree Program  
University of Kansas Medical Center  
School of Allied Health**

Upon acceptance into the *Dietetic Internship Graduate Certificate Program*, newly accepted students are required to read, sign, and return the attached form to:

Department of Dietetics and Nutrition  
4019 Delp Pavilion  
University of Kansas Medical Center  
3901 Rainbow Blvd.  
Kansas City KS 66160

**Background:** The Rehabilitation Act of 1973 (Section 504) and The Americans with Disabilities Act of 1990 prohibit discrimination against applicants for admission to education programs on the basis of disability and require “reasonable accommodation” for “qualified” persons. Qualified persons are those who meet the eligibility requirements of the academic program, i.e. passing scores on admissions tests, completion of prerequisite courses and ability to perform the academic and nonacademic standards of the education program with or without a reasonable accommodation. The Nonacademic Technical Standards include those physical, cognitive and behavioral standards that are required for the satisfactory completion of all aspects of the curriculum and the development of professional attributes required by all students at graduation.

When a person is accepted into the *Dietetic Internship Graduate Certificate Degree Program*, he/she is asked to state if these Nonacademic Technical Standards can be met with or without accommodation. It is the accepted student’s responsibility to notify the Admissions committee if there is any reason why the accepted student cannot meet the Nonacademic Technical Standards for the *Dietetic Internship Graduate Certificate Degree Program* with or without accommodation. The acknowledgement of need for accommodation to meet the Nonacademic Technical Standards will be reviewed by the department Admissions Committee and the KUMC Equal Opportunity/Disability Specialist. The Equal Opportunity/Disability Specialist will request documentation of the disability and will review the accepted student’s ability to meet the Nonacademic Technical Standards with the provision of reasonable accommodation. If you have questions, you may contact Carol Wagner, Equal Opportunity/Disability Specialist, Equal Opportunity Office, KU Medical Center, 3901 Rainbow Blvd., Kansas City, KS 66160 (Phone: 913-588-7813 or TDD: 913-588-7963).

**Our philosophy:** The Department of Dietetics & Nutrition and the University of Kansas Medical Center has a commitment to nondiscrimination, access and reasonable accommodation. Individuals with disabilities are encouraged to apply.

**Dietetic Internship Graduate Certificate Degree Program:** The DI program prepares students to practice dietetics and nutrition within academic and healthcare organizations. The graduates must have the knowledge and skills to function in a broad range of activities. Therefore, all students who are admitted in the DI program must meet the following abilities and expectations:

**Observational Abilities** (Necessitates the functional use of vision and hearing.)

The admitted student must be able to:

Observe, learn from and analyze classroom and clinical demonstrations and experiences in disciplines relevant to dietetics and nutrition that include but are not limited to biochemistry, physiology, statistics and research methodology.

Read and comprehend text, numbers and graphs.

**Communication Abilities** (Includes hearing, speech, reading and writing.)

The admitted student must be able to:

Communicate effectively and efficiently in oral and written form with students, faculty, scientists, health providers and clients.

Understand lectures and readings.

Read and comprehend technical and professional materials.

Follow verbal and written instructions.

Independently prepare papers and take examinations.

Present lectures and research results verbally and in writing.

Use the computer in coursework and in communication with faculty and administration.

**Physical/Motor Capabilities**

The admitted student must be able to:

Participate in academic program activities for the required number of hours/day (generally 8 hours/day, 5 days/week), unless previously arranged.

Ability to tolerate physically taxing workloads and to function effectively under stress.

Travel to sites involved in coursework.

Travel within the university to sites such as the library, classrooms, etc.

Use a computer.

Prepare assignments.

Make public presentations.

Collect specimens and perform basic tests and physical assessments on individuals (e.g., finger sticks for blood glucose testing, using glucometers, skin fold thickness, blood pressure, etc.).

**Intellectual Abilities**

The admitted student must be able to:

Understand and perform measurements, calculations, synthesis, analysis, reasoning and problem solving.

Observe and learn from classroom and clinical education experiences.

### **Behavioral and Social Skills**

The admitted student must have:

The emotional health required to fully utilize intellectual abilities, to exercise good judgment, to act ethically and to complete projects in a timely manner.

Self-motivation.

Appropriate, sensitive and effective relationships with clients, faculty, members of health team and/or research collaborators and other diverse groups.

Attention to detail and flexibility to function in a clinical setting.

Reliability.

Ability to adapt to the fast pace of change in the medical sciences.

Ability and willingness to participate in academic program activities in a variety of settings such as community clinics and hospitals. May require the potential exposure to individuals with a variety of infectious and noninfectious diseases.

### **Disability Acknowledgement Statement Department Dietetics & Nutrition Dietetic Internship Graduate Certificate Degree Program**

Please read the following statements and circle the answer that applies:

1. I can meet the nonacademic technical standards for the Dietetic Internship Graduate Certificate Degree Program without requiring accommodation.
2. I can meet the nonacademic technical standards for the Dietetic Internship Graduate Certificate Degree Program with an accommodation. (Please provide an explanation below.)  
I request a review of my acknowledgement of a disability by the department Admissions Committee and the KUMC Equal Opportunity/Disability Specialist.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Specific Disability:

Explanation: (Use additional page if necessary.)

KUMC is an AA/EO/Title IX Institution Reviewed and revised September 26, 2006 RB