

Welcome  
to the  
Central Michigan University  
Dietetic Internship

## **Welcome to the Central Michigan University Dietetic Internship!**

We are very pleased that you will be joining us as an intern in the Central Michigan University Dietetic Internship. After many years of course work and education in the field, the real challenge is ahead of you: learning to perform as a dietitian in all areas of practice. We promise you 32 of the most challenging, productive, and educational weeks you'll ever experience in the practice of dietetics. Upon successful completion of the internship, you'll be registration-eligible and ready to move on to the challenge of an entry-level dietetics position.

The Central Michigan University Dietetic Internship (CMUDI) continues the tradition of excellence in dietetic education that was begun by the Tri-City Dietetic Internship in 1974. Beginning in 1993, the program has been sponsored by Central Michigan University's (CMU) Department of Human Environmental Studies. In July 2019, the internship became sponsored by the College of Health Professions at CMU. The CMUDI is a unique partnership between a public university and nine medical centers located in Alma, Bay City, Midland, Saginaw, and Traverse City. These outstanding facilities provide program direction and learning experiences for interns.

The CMUDI is a 32-week program and is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) by the Academy of Nutrition and Dietetics. Most rotations, including the basic clinical, foodservice administration, and clinical elective, are approximately 40 hours per week (this may include some weekend hours). Graduates qualify to take the Registration Examination for dietitians. As an intern, you will learn to practice at entry level competency in clinical dietetics, foodservice management, and community nutrition as well as earn twelve hours of graduate credit through CMU's College of Graduate Studies.

Our consortium structure allows us to offer some unique educational opportunities that the more traditional single-institution sponsored internship cannot provide. For example, you can compare several approaches to dietetic practice rather than one approach. We are also able to offer each intern 10 full weeks of a basic clinical experience before moving on to clinical specialties.

The purpose of this handbook is to provide some basic information and helpful hints to prepare you for your 32 weeks of professional growth. Read it cover to cover, but don't hesitate to call me at 989-774-7605 if you have additional questions. Also, please keep me posted on any changes in your phone number or mailing address.

Sincerely yours,

*Anna Mast, MS, RDN*

Supervised Experiential Learning Manager

(formerly known as the Dietetic Internship Program Director)

## **Statement of Mission-Philosophy-Goals**

**Mission:** To promote the growth of a dynamic education program committed to preparing entry-level registered dietitian nutritionists to serve the nutrition needs of the community.

### **Philosophy:**

We believe that...

1. by providing a quality dietetic education program, we will increase the availability of competent dietetic practitioners in our community.
2. members of the profession of dietetics have a responsibility for the advancement of the profession.
3. to meet the challenges of the future, we need to prepare dietitians to practice in clinical, administrative, and community settings.
4. by combining resources, a consortium of institutions of higher learning, the community's hospitals, and other agencies can best provide essential learning experiences.
5. implementation of the internship should be flexible within the ACEND Standards of Education in order to meet the needs and interests of interns and participating institutions, and in accordance with available resources and learning opportunities.

### **Goals:**

1. To increase the availability of competent dietetic professionals in the Tri-City area and in the State of Michigan.
2. To provide post-baccalaureate learning experiences necessary to produce competent registration eligible generalist entry-level dietitians.
3. To effectively utilize resources available from the Central Michigan University, sponsoring hospitals, community affiliations, and the Academy of Nutrition and Dietetics in order to plan, implement, and evaluate a quality dietetic internship.
4. To promote the adoption of appropriate professional behaviors by dietetic interns through association with positive role models.
5. To enhance professional growth and continued learning on the part of internship staff and dietetic interns.

## **Participating Institutions and Agencies**

### **Participating Hospitals**

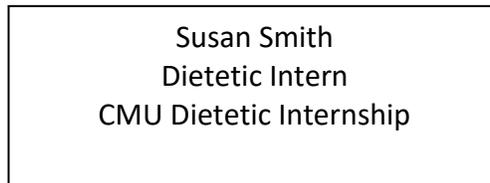
Aleda E. Lutz VA Medical Center  
Covenant Healthcare  
McLaren Regional Medical Center-Flint and Bay City  
MidMichigan Medical Center-Midland and Alma  
Munson Medical Center  
St. Mary's of Michigan

### **Agencies**

Health Department  
Diabetes Centers  
MSU Extension  
Long Term Care Facilities

## **Name Tags**

A nametag will be provided during orientation week. It is to be worn on duty and during class days. The nametag appears as:



Some institutions provide their own identification badges and require that they be worn while on duty in that facility.

## **Benefits Provided by the CMUDI**

The CMUDI provides the following:

- Library privileges at sponsoring hospitals and Central Michigan University.
- Parking while on duty at any of the sponsoring hospitals and affiliations.
- Holidays, including Thanksgiving, Christmas and New Year's.

## **Financial Responsibility**

Interns are responsible for all personal and professional expenses generated, unless otherwise stipulated (See Program Benefits).

Prior to orientation you should arrange for appropriate housing and telephone service. Saginaw or Bay City is a good location as it is central to most rotations (except Traverse City). Please do not secure housing until you get your site rotation from the internship director. There are several apartment complexes and two or more interns may choose to rent an apartment together. Please be sure to send your internship address as soon as you know what it is.

A reliable automobile is a must. Transportation will be your responsibility and time lost due to car problems will need to be made up. The public transportation systems in Bay City, Midland, and Saginaw are quite limited. Your car should also be prepared and equipped for safe driving in hazardous winter conditions.

Health care insurance is required. The name of the company and the policy number should be brought on the first day of orientation.

Interns must pass a medical examination at their own expense before full admission to the internship is granted. An immunization record, background check and drug screen are also required. Forms are provided by the internship and must be completed in full.

Automobile insurance which complies with State of Michigan regulations must be carried. Please bring the name of the company and the policy number on the first day. Your local insurance agent can help you make arrangements.

Textbooks and notes from major courses in nutrition, diet therapy, anatomy, physiology, and institution management will be helpful. Interns have access to departmental libraries and medical libraries in all the hospitals. Students must have their own computer and printer and have access to e-mail and the Internet. **Please purchase the book *The Essential Pocket Guide for Clinical Nutrition, Third Edition* by the start of the internship.**

The cost of affiliate membership in the Academy of Nutrition and Dietetics is the responsibility of each intern.

Expenses after completing the internship include Academy active membership fee and dues, and registration examination fees.

## Internship Expenses

The table below provides an estimate of the costs you will incur while attending the internship. These are only estimates, actual expenses will vary considerably depending upon your individual needs and spending habits.

Item	Approximate Cost	
	Per Month	Per Year
Graduate School Tuition*		
Internship Fee (\$175/credit)		2,100
Rent (per person, double occupancy)	\$375	2,625
Miscellaneous living expenses		4,420
Books, Supplies		400
Uniforms, Lab Coats, Shoes		400
Transportation	130	910
<b>Total Approximate Annual Cost</b>		

\*Graduate School Tuition rates are on the CMU website. Graduate School tuition and fees are subject to change.

## Money Matters

- Upon appointment to the internship, interns are eligible to apply for financial aid. Financial aid information may be obtained through the CMU's Office of Scholarships and Financial Aid. If you plan to apply for financial aid, contact Heather Phillips, Scholarships and Financial Aid at [zeman1hl@cmich.edu](mailto:zeman1hl@cmich.edu) or 989-774-3782 at your earliest convenience.

### CMUDI Learning Experiences

Rotation Emphasis	Number of Weeks/Days	Highlights
Orientation	1 week	Staff introductions, facility tours, intern presentations, program policies and procedures, evaluation process, introductory skills in dietetic practice.
Basis Clinical Oncology Obstetrics Diabetes Critical Care Weight Management Cardiology General Medicine	10 weeks 5 days/week	Multi-disciplinary team rounds or conferences, charting, nutritional assessments, case studies, nutrition care planning, counseling, group and individual education, professional education, discharge planning, educational materials development, quality management, nutrition support, use of the computer, consulting and home health care
Clinical Specialties Advanced Diabetes Renal Pediatrics Oncology\Cardiovascular	2, 3-week rotations 5 days/week	Develop specialized skills in more advanced areas of dietetic practice.
Clinical Staff Responsibility	4 weeks 5 days/week	Work independently, assuming day to day responsibilities of a staff clinical dietitian.
Hospital Foodservice Management Long Term Care	5 weeks 5 days/week  3 weeks 5days/week	Menu planning, catering, inventory, food and supply procurement, cost control, employee scheduling and supervision, employee education, quality management, foodservice system layout and design, use of the computer and equipment selection, use and maintenance.
Community Elective	Optional-3 weeks 5 days/week	Can be substituted for a clinical specialty upon approval of director. Intern can select rotation of choice.
Public Health	3 weeks 5 days/week	Develop skills in community areas of dietetic practice

## **Orientation**

The dietetic internship will start with a 3-day orientation. The orientation program is planned to familiarize you with the facilities, standard operating procedures, and the expectations and requirements of the internship.

You'll find that orientation is a very busy period in which you're actively involved. Be sure you're organized and ready to go before you start orientation.

Clothing should project a professional image during orientation and throughout the entire internship.

## **Scheduling of Duty Time**

During orientation you will receive a copy of your rotation schedule for the 32 weeks. The supervising preceptor at each rotation will schedule your activities while at each of the rotations, call at least one week prior to each rotation to determine your starting time. Clinical and Community rotations are generally scheduled for 8:00 a.m. to 5:00 p.m. Foodservice rotations vary considerably with many early or late morning starting times. If you have childcare needs, be sure to plan well ahead for an ever-changing schedule.

## **What can you do to prepare for the internship?**

New interns always ask what they can do to prepare for the internship other than the housekeeping items such as those listed on the next page. Once orientation starts, interns "hit the ground running" and find that they have little time to get organized. If you get your personal management systems set up before you start the program, you'll be on solid footing for a successful year.

Since the internship is physically and mentally demanding, as well as time consuming, you may want to start by getting your support systems in order---your family, friends, and significant others will play a major role in getting you through a very challenging year. If you don't already have them, develop stress reduction techniques that work for you.

If you have childcare needs, be sure to make flexible arrangements well ahead of time to develop a good childcare support system. Your schedule during internship will include many early morning starting times, occasional night meetings, field trips with early morning departures and early evening returns, and many projects which require after-hours work.

An effective time management system that works for you is a major aspect of stress management, especially during the internship. You are strongly advised to purchase or develop your own system and become proficient in its use well before you start the program. You'll soon find that effective time management is the key to a successful internship.

Speaking of getting organized, another "must do" item is the development of a filing system before you begin the program. You'll soon find that you are deluged with information during the program which you absolutely must organize so you can retrieve it efficiently. Again, you will have little time to do this once you start the program.

Since the whole idea of doing an internship is to obtain supervised practice in dietetics (i.e., performance), you're ahead of the game if you come with a good knowledge base. Become well-versed in modified diets by reviewing your diet therapy texts. **Be sure you know the diabetic exchanges and how to use them. Complete the clinical and medical terminology worksheets.** Review lab values pertinent to nutrition, anthropometric measurement techniques, charting skills, and diet counseling procedures. Learn what you can about assessing nutrient requirements, especially protein and energy. Review your foodservice texts and notes from classes.

### **Checklist of things to do before the internship begins**

1.
  - a. Send Verification Statement, indicating completion of didactic program in dietetics to Internship Director.
  - b. Have final *official* transcripts sent to Internship Director.
  - c. Send completed Certificate of Medical Examination, Immunization Records, Background check, drug screen forms to Internship Director.
  - d. Complete the Clinical and Medical Terminology Worksheets. (link will be sent at a later date)

At your convenience, we suggest you do the following:

2. Make arrangements for a place to live.
3. Obtain reliable car.
4. Obtain health insurance.
5. Obtain automobile insurance.
6. Purchase lab coat, and professional attire.
7. Obtain Membership in the Academy.
8. Review financial status and plan budget. Apply for student loan if necessary and/or have college loans deferred.

9. Develop a time management system.
10. Develop a filing system for nutrition resources.