

Central Michigan University  
Dietetic Internship

Policy and Procedure Manual

Revised April 2017

**Central Michigan University Dietetic Internship  
Internship Policies and Procedures  
100.1**

**I. Purpose**

To provide information on the operational practices governing the Central Michigan University Dietetic Internship (CMUDI).

**II. Policy**

A written statement shall be required to define standards and/or chart a course of action to meet the demonstrated needs of the program.

**III. Procedure**

- A. On an annual basis, the Internship Director will review all existing policies and procedures. In addition, changes and requests for new policies and procedures will be considered.
- B. The Internship Director will recommend action to the Policy and Procedure subcommittee.
- C. The Central Michigan University Dietetic Internship Council (CMUDI Council) will act upon recommendations from the Policy and Procedure Committee and make a final decision regarding their adoption.
- D. Approval and acceptance of policies are indicated by dated signatures of the following:
  - 1. Chair, Policy and Procedure Subcommittee
  - 2. Internship Director
- E. A standard format will be used, a copy of which is attached.
- F. Policies and procedures will be compiled in a manual available in the Internship Director's office, at each participating institution, and on the Blackboard website.
- G. Dietetic interns will receive a copy of pertinent policies and procedures before starting the internship. Council members, and appropriate others will also receive a copy of the manual.
- H. When a policy and procedure is rescinded, the rescission date will be indicated and a large red "X" written on it.

\_\_\_\_\_  
Date Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

\_\_\_\_\_  
Date Ann Jay, MS, RD, FAND  
Director, CMUDI

**Central Michigan University Dietetic Internship**  
**Topic**  
**Policy Number**

**I. Purpose**

**II. Policy**

**III. Procedure**

\_\_\_\_\_  
Date

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Mary Jane Hoshaw, MS, RD Chair  
Policy & Procedure Subcommittee

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Date

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Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship  
Program Advice  
100.2**

**I. Purpose**

To obtain advice on an ongoing basis from individuals or groups in and outside the program. They function in planning, implementation, and evaluation stages of the management of the program.

**II. Policy**

The Central Michigan University Dietetic Internship will seek program advisory input each year.

**III. Procedure**

- A. The CMUDI Advisory Council will consist of the following: representatives from hospital/medical centers serving as a major clinical/foodservice rotation site, two members at large, one recent graduate from the program, the Internship Director and two representatives from CMU.
- B. The Advisory Council will nominate the two members at large for a two-year term, the terms alternating between the two members (ie. not consecutive). Their qualifications include:
  - 1. One member must be an acting program preceptor for an Affiliation.
  - 2. An individual outside the program.
- C. The Council must nominate the recent graduate within one year of graduation. The term is two years.
- D. The Advisory Council will meet a minimum of two times per year to address intern selection, development of policies and procedures, revision of curriculum, program goals, and other internship business.
- E. The Council has three standing committees meeting with varying frequency to review, plan, revise, and evaluate their specified area of concern:
  - 1. Policy and Procedure
  - 2. Evaluation
  - 3. Curriculum
- F. The council will appoint task forces as needed.

\_\_\_\_\_  
Date Mary Jane Hoshaw, MS, RD, Chair  
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**Central Michigan University Dietetic Internship  
Internship Orientation  
200.1**

**I. Purpose**

To familiarize the interns with facilities, standard operating procedures, supervised practice experiences, and didactic requirements of the internship.

**II. Policy**

The first week of the internship will consist of a planned orientation.

**III. Procedure**

A. Standard Operating Procedures

1. Internship Policies and Procedures
2. OSHA and HIPAA training
3. Evaluation Forms
4. Rotation Schedule and Class Days

B. Didactic and Supervised Practice Requirements

1. Medical Terminology
2. Professional Ethics

C. Additional program information as determined appropriate by the Internship Director.

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Date

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Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship  
Supervised Practice  
200.2**

**I. Purpose**

For each intern to meet performance requirements through supervised practice.

**II. Policy**

Supervised practice will be scheduled for each intern to include learning experiences in food service systems management, clinical dietetics, and community nutrition.

**III. Procedure**

- A. The Internship Director will develop a schedule which provides each intern with the required learning experiences. Additional experiences may be scheduled to meet individual needs and specific interests where feasible.
- B. Learning experiences may be extended or repeated when the intern does not perform at the defined level of competency.

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Date

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**Central Michigan University Dietetic Internship**  
**Didactic Learning Experiences**  
**200.3**

**I. Purpose**

To provide learning opportunities, supplementary to supervised practice, which prepare the intern for entry level practice of dietetics.

**II. Policy**

Interns will be expected to attend all scheduled educational events.

**III. Procedure**

- A. Classes and a variety of planned educational activities will be scheduled throughout the internship by the Internship Director. Notification will be made on Blackboard which is available to interns and staff members.
- B. Planned educational activities may include, but are not limited to:
  - Michigan Dietetic Association Conferences
  - Medical Conferences
  - Lectures
  - Seminars
  - Field Observations
  - Committee Meetings
- C. Attendance is required unless excused by the Internship Director. If a class is missed the Director will provide class day materials to the intern. Interns may participate distantly via Blackboard.
- D. Deviations in the planned learning experiences must be coordinated with the Internship Director.
- E. Preceptors and CMUDI Council members may attend classes with the prior approval of the Internship Director.

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**Central Michigan University Dietetic Internship  
Scheduling and Rotation Folders  
200.4**

**I. Purpose**

To define the process of scheduling and the paper flow relevant to intern's learning experiences in the various internship rotations.

**II. Policy**

The Internship Director is responsible for developing rotation schedules in consultation with supervising preceptors of all rotations. The necessary rotation materials will be available on Blackboard. Once the rotation is complete the rotation materials will be returned to the Internship Director.

**III. Procedure**

- A. The Internship Director will develop each intern's schedule of rotations for the entire 33 weeks and obtain approval from all rotation supervising preceptors at least two weeks before each class begins the internship. Schedules will be distributed to all preceptors, new interns, and internship staff.
- B. Interns will review the rotation materials on Blackboard at least one week before the start of each rotation, completing the goals sheet, doing any prerequisite readings, making necessary contacts to prepare for the experience, and becoming familiar with the curriculum requirements.
- C. Interns will bring the materials to the facility hosting the rotation. All projects, evaluations, rotation records, and pertinent materials will be kept in a folder or notebook.
- D. When the rotation is complete, the intern will review the rotation materials to insure completeness. The intern will return all rotation materials to the Internship Director during the following class session.
- E. Completed materials will be reviewed and evaluated by the Internship Director for quality, completeness of projects. All materials will be returned to the intern with the exception of time sheets and rotation evaluations. These will be kept in the internship file per policy 300.9. Interns may have access to the folders before the end of the internship per policy 300.9.

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**Central Michigan University Dietetic Internship**  
**Personal Appearance**  
**300.1**

**I. Purpose**

To define an acceptable standard of personal appearance for the dietetic intern. Appearance and conduct are not only expressions of personal qualities but also should reflect the high standards of the facility served as well as Central Michigan University.

**II. Policy**

Interns are required to wear appropriate professional attire.

**III. Procedure**

A. General Standards

It is mandatory that all clothing will be clean at the beginning of each shift to present a neat, professional appearance. It is also mandatory that personal hygiene be maintained daily. Clothing must be professional daytime dress, suitable for the job and must meet the standards of the department. The clothing must not be of material which will reveal the undergarments and should be of professional look and should be at a length which is acceptable for daytime wear. Sun dresses, and blue jeans are not considered suitable attire. Lab jackets with stains, patches, rips, or tears will not be acceptable.

B. Attire

- a. Lab coats are required in most rotations. This should be white, clean, and professional appearing. A list of recommended sources to obtain lab coats is available from the Internship Director.
- b. Clothing under the lab coat must present a professional appearance and be consistent with the general standards given above.

C. Shoes

Shoes are to be neat, clean, and in good condition. Shoes should not only fit properly but should be suitable for many hours of activity on the feet. Stockings must be worn and are to be clean, of a conservative style and suitable for the job. Shoes worn in the foodservice areas must be non-skid, non canvas-leather and closed toe.

D. Hair

Hair is to be clean and off the face. Bangs are to be kept to a reasonable length. Wigs and hair pieces are permitted. Hair on chin, sideburns, and mustaches must be closely cropped, neatly trimmed, and clean. Hair may be worn in a long style in areas where personnel are not involved in food service. When interns are working in food production/service areas, head and facial hair should be completely covered with hair restraints. Headbands, scarfs, and ribbons are not to exceed two inches in width and must be off the shoulder.

E. Nails

Fingernails are to be of reasonable length, clean, and unpolished. Artificial nails or polished nails are not allowed when working in food service rotations.

**Central Michigan University Dietetic Internship**  
**Personal Appearance, continued**  
**300.1**

- F. Jewelry  
When working in food production/service areas, interns must be extremely cautious when wearing jewelry. Oversized rings, bracelets, necklaces, dangle or hoop earrings that can catch or be caught in equipment and supplies, present a safety problem. Therefore, watches, a maximum of 2 conservative rings, conservative earrings, and small pins will be allowed. Piecing other than ears should be removed.
- G. Make-up  
Make-up is to be held to a minimum amount suitable for work hours and professional daytime wear.
- H. Gloves, Aprons, Goggles, and Masks  
When working in food production/service areas or on patient care units, interns are required to wear personal protective equipment as required by the department. This may include the following:
- a. Gloves must be worn when mixing and/or preparing food items. Make the facility aware if allergic to latex.
  - b. Goggles are to be worn when sanitizing equipment with mechanical sprayers or hand spraying chemicals.
  - c. Gloves and waterproof aprons are to be worn when sorting soiled dishes.
  - d. Gloves are to be changed when going from one job to the next.
  - e. Hands should be washed frequently throughout the day.
  - f. Universal Precautions must be adhered to per institution guidelines.
- I. At certain rotations, interns will be provided with identification unique to that facility and this must be visibly worn while on duty.
- J. A name tag will be provided during orientation week. It is to be worn on duty and during class days.
- K. In addition to the above, individual department policies will be followed.

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Date

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Director, CMUDI

**Central Michigan University Dietetic Internship  
Program Benefits  
300.2**

**I. Purpose**

To delineate the benefits provided for dietetic interns.

**II. Policy**

All interns will receive standard internship benefits.

**III. Procedure**

The standard internship benefits are:

- A. The participating institutions may provide free parking.
- B. The participating institutions may provide meals on duty.
- C. Holidays are given only when they fall on a regularly scheduled work day. If an intern is required to work on one of the designated holidays, another day off is given.

Memorial Day  
New Year's Day  
July Fourth  
Yom Kippur--if observed  
Thanksgiving Day  
Christmas Day  
Hanukkah--if observed  
Labor Day

- D. A copy of the Policy & Procedure Manual, orientation materials, and other miscellaneous supplies.
- E. Library privileges at some of the participating facilities, affiliations, and CMU.
- F. Professional liability insurance with coverage for up to \$1,000,000.

\_\_\_\_\_  
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**Central Michigan University Dietetic Internship  
Financial Responsibility  
300.3**

**I. Purpose**

To define financial responsibilities of the dietetic intern.

**II. Policy**

The intern will be responsible for all personal and professional expenses generated, unless otherwise stipulated in the Policy and Procedure Manual. Interns are not employees of the clinical facilities and are not subject to the United States Department of Labor guidelines (Minimum Wage Ruling: The U.S. Department of Labor publication, Employment Relationship Under the Fair Labor Standards Act).

**III. Procedure**

- A. The intern is required to obtain the following prior to orientation:
1. Tuition and fees when due.
  2. Appropriate housing and telephone service.
  3. Reliable automobile.
  4. Health care insurance.
  5. Automobile insurance which complies with state of Michigan regulations.
  6. Appropriate professional attire as defined in policy and procedure 300.1.
  7. Completed physical examination (CMUDI Form) background check and drug screen.
  8. Academy of Nutrition and Dietetic Affiliate membership.
  9. Required textbooks and references.
- B. Other expenses during the internship include:
1. Cost of meals (in some instances, meals are provided).
  2. Supplies such as notebooks, pens, pencils, paper, and a computer.
  3. All transportation costs.
  4. All medical and dental care, including pre-enrollment physical.
  5. Registration fee for attendance at the annual spring meeting of the Michigan Dietetic Association and other required meetings.
  6. Overnight accommodations during Michigan Academy spring meeting.
- C. Upon appointment to the internship, interns are eligible to apply for financial aid, if they are seeking a master's degree. Interns are eligible to apply for a Federal Student Loan and may apply for deferment of existing school loan payments. Scholarships are available through the Academy, or MDA.
- D. The refund of tuition fees and withdrawal of courses is stipulated in the CMU Bulletin.

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**Central Michigan University Dietetic Internship**  
**Health/Safety**  
**300.7**

**I. Purpose**

- A. To define the responsibility of interns regarding health and safety.
- B. To delineate health services available to the dietetic interns.

**II. Policy**

Interns are legally and financially responsible for their own health care and for maintaining safe work practices.

**III. Procedure**

- A. Interns must provide evidence of personal health and auto insurance coverage during orientation. The Central Michigan University Dietetic Internship, Central Michigan University, participating facilities, and affiliations hold no responsibility for intern's safety while traveling to and from rotation sites nor during their placement at the rotation.
- B. Interns are required to pass a medical examination prior to admission to the internship. Financial responsibility is borne by the intern. A report of the examination must be submitted to the office of the Internship Director no later than the established deadline of the impending program. Interns must complete a criminal background check and 10 panel urine drug screen.
- C. Interns are responsible for abiding by general principles of safety and policies and procedures of the institution regarding safe work practices. The Central Michigan University Dietetic Internship, Central Michigan University, participating facilities, and affiliations cannot be held liable for accidents and injuries occurring in the performance of interns responsibilities, and interns are not eligible for coverage benefits under the facility's workers' compensation program. Interns must cover their own expenses for medical treatment.
- D. Injuries occurring while on duty must be promptly reported to the immediate supervisor. Reports will be completed as required by the facility.
- E. Interns are responsible for seeking their own medical care in the case of serious illness or injury. The Saginaw Family Practice Center, CMU Health Services or walk-in medical care facilities are available to individuals in need of health care.
- F. Interns are responsible for drug testing and criminal background checks as required by supervised practice sites.

**Central Michigan University Dietetic Internship**  
**Health/Safety, continued**  
**300.7**

H. Mental health services are available. A partial listing of local service follows:

Bay-Arenac Community Mental Health Services, Bay City  
Bay County Health Department  
Catholic Family Services, Bay City, Saginaw, and Midland  
CMU Health Services

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Date

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**Central Michigan University Dietetic Internship  
Grievance and Appeals  
Student Complaints Related to ACEND  
300.8**

**I. Purpose**

To define the method of providing the dietetic intern with the right to due process in resolving a grievance. To define the to be followed in the event of a written complaint related to the ACEND accreditation standards..

**II. Policy**

Dietetic interns and staff shall strive to resolve a difference of opinion or conflict through amicable discussion. If matters are not resolved by this means, further recourse may be sought utilizing the established Grievance Procedure format. The approved policies and procedures as defined in the Central Michigan University Dietetic Internship Policy and Procedure Manual are not subject to grievance.

A written complaint related to the ACEND accreditation standards may be submitted directly to ACEND only after all other options with the program and institution have been exhausted. The program will provide information about the complaint policy to interns upon entry into the program. The program will maintain a chronological record of student complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of five years. The program of sponsoring institution must allow inspection of complaint records during on-site evaluation visit by ACEND.

**III. Procedure**

A. All grievances will follow policy given under Grade Grievance Policy in the current Bulletin of the CMU College of Graduate Studies.

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Date

\_\_\_\_\_  
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Director, CMUDI

**Central Michigan University Dietetic Internship  
Intern Records  
300.9**

**I. Purpose**

- A. To identify those intern records which will be maintained by the Internship Director.
- B. To define accessibility to those records.

**II. Policy**

Appropriate records will be maintained on all dietetic interns by the Internship Director. All intern records and information concerning an intern are confidential and may not be disclosed to third parties without the intern's written consent.

**III. Procedure**

- A. During the period in which an intern is enrolled, the following records will be kept on file in the office of the Internship Director or the Assistant Coordinator:

- 1. The original DICAS application
- 2. Proof of auto and health insurance, copy of Academy Membership card
- 3. Report of physical examination, background check and urine drug screen
- 4. Final transcript
- 5. Verification statement of completion of Didactic Program or academic requirements
- 6. All completed evaluation forms of both interns and preceptors

- B. The intern may, at any time, request (verbally or in writing) to see the above mentioned records except those letters of reference for which the intern waived her/his right to access.

- C. Upon the intern's successful completion of the internship, the above mentioned records will be kept according to the following schedule:

Immediate purge:

Intern projects (returned to intern)

One year post completion, purge:

DICAS application

Permanently maintain:

Verification statement of program completion or letter of termination/resignation

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Date

\_\_\_\_\_  
Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

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Date

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Director, CMUDI

## **Attendance**

### **301.1**

#### **I. Purpose**

To provide for effective and uninterrupted services.

#### **II. Policy**

The dietetic intern is required to complete all assigned hours including rotations, classes, and assigned meetings.

#### **III. Procedure**

- A. The intern rotation schedule will be distributed during orientation week.
- B. The class schedule will be distributed monthly to interns and preceptors.
- C. Interns are responsible for reporting to the unit and supervisors at the scheduled time. If circumstances dictate that the intern will be tardy, a call to the supervisor is required. Excessive tardiness (three or more occurrences of >5 minutes in any one-month period) will be subject to corrective action.
- D. Should it be necessary for the intern to be absent for any reason, the intern will notify the supervisor as soon as practical, but no later than one hour before scheduled duty time. The nature of the absence must be stated at the time of the call. The intern will also relay the information to the office of the Internship Director.
- E. Prior approval from the preceptor must be obtained before taking time off. The Intern will notify the Internship Director of the approved time off. Interns are required to make the time off up during the internship. Time off may be needed for illness or an emergency. Excessive absenteeism (more than three occurrences of unapproved absences during the internship) will be subject to corrective action.
- F. Interns will complete a weekly log to keep track of experiences. On the form the week is indicated by days, with each day divided into segments by hour. The intern should fill this out as a daily log and is responsible for the completing and accuracy of the information. Enough detail is required in order to substantiate that the time was spent and the work was done as stated. The preceptor who worked with the intern during that week will sign the form. Each intern will each keep a copy of the form, the original will be sent to the Internship Director who will record and monitor attendance on an ongoing basis throughout the internship. Supervised practice hours will be recorded on the Intern's Weekly Summary of Experience log on a daily basis and signed by the supervising preceptor at the end of each week.
- G. If it is necessary to leave the unit early, the dietetic intern must obtain permission from her/his immediate supervisor.
- H. If the intern leaves the unit during the workday, but on non-duty time (e.g., lunch), the supervisor must be notified. Lunch and breaks should not exceed institutional policy.
- I. Upon returning to duty the intern may be required to provide a physician's release following any absence greater than three days due to illness or injury indicating restrictions if required.

Intern Name: \_\_\_\_\_ Dates: \_\_\_\_\_ Rotation: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 to 8 a.m.							
8 to 9 a.m.							
9 to 10 a.m.							
10 to 11 a.m.							
11 to noon							
Noon to 1 p.m.							
1 to 2 p.m.							
2 to 3 p.m.							
3 to 4 p.m.							
4 to 5 p.m.							
5 to 6 p.m.							
6 to 7 p.m.							
Daily Totals							

Weekly Totals: Clinical Hours \_\_\_\_\_ Community Hours \_\_\_\_\_ Foodservice Hours \_\_\_\_\_

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Preceptor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Central Michigan University Dietetic Internship  
 Leave of Absence  
 301.2**

**I. Purpose**

To define circumstance for which a request of leave of absence will be considered and the method for application for the leave request.

**II. Policy**

It is realized that unforeseen circumstances may arise which require an interruption of the internship. Requests for leave of absence will be limited to medical or extreme personal emergency. Requests for leave of absence will be discouraged because of difficulty in rescheduling learning experiences within the consortium and the resulting burden it can place on both intern and preceptors.

**III. Procedure**

- A. Requests for leave of absence will be decided upon merit of the request, length of the absence, and impact on participating facilities in rescheduling the learning experience.
- B. A documented request must be submitted in writing to the Internship Director. The Internship Director, after consultation with the affected facilities, has the authority to grant approval of the leave. Once the leave of absence is completed the hours will need to be made up in order to complete the program.

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Date

\_\_\_\_\_  
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\_\_\_\_\_  
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Director, CMUDI

**Central Michigan University Dietetic Internship**  
**Evaluation of Interns**  
**500.1**

**I. Purpose**

To establish a mechanism for objective evaluation of the dietetic intern's performance.

**II. Policy**

The intern's performance will be evaluated at specified times to determine progress toward entry-level competency and professional qualification as a dietitian.

**III. Procedure**

- A. The intern will review the defined curricular goals prior to each rotation and develop personal goals before beginning each rotation. Methods to achieve the personal goals will be devised in consultation with the supervising preceptor. These will be recorded on the "Intern's Goals for Learning Experience".
- B. The preceptor and the intern will meet as needed to informally discuss the intern's performance and progress.
- C. Written evaluations will be completed for each rotation.
- D. The supervising preceptor will use the following instruments when evaluating the specific learning experiences defined by the Outline of Assigned Dietetic Intern Experiences for each facility:
  - 1. Group Educational Program (GEP) Evaluation
  - 2. Written Communication (WC) Evaluation
  - 3. Project Evaluation (PE)
- E. The supervising preceptor and the intern will individually prepare and jointly review in a formal performance evaluation session the appropriate comprehensive evaluation forms which are:
  - 1. Clinical Dietetics (CD) Evaluation
  - 2. Community and Clinical Specialties (CCS) Evaluation
  - 3. Food Service Management (FSM) Evaluation
- F. The following performance levels will be used for the above evaluation instruments:
  - 3-Very competent- Performance is fully competent and often exceeds entry level practice. Shows a high degree of proficiency in certain aspects of performance.
  - 2-Competent- Performance is fully competent and consistently at entry level practice.
  - 1-Improvement Possible- Performance is inconsistent, knowledgeable but needs review, meets entry level standards periodically and/or only in certain areas.
  - 0-Improvement Required- Performance is consistently below entry level. Additional training needed.
  - N/O-No opportunity to observe- The intern's experiences have not included an opportunity to practice a particular skill.



**Central Michigan University Dietetic Internship**

**Evaluation of Interns**

**500.1**

Validation Codes will be used to determine how the competency was met. The codes include: O-Direct Observation: SP-Simulated Practice: T-Pre or Post Test: V-Verbalized/Demonstrated: P-Projects

- G. A midpoint evaluation will be completed for the basic clinical rotation. The supervising preceptor and the intern will individually prepare and jointly review the midpoint instrument utilizing a narrative format.
- H. The Internship Director will communicate with appropriate preceptor(s) following each rotation to discuss the intern's performance and recommendations for future experiences.
- I. The intern will meet with the Internship Director on a regular basis to discuss his/her progress and goals.
- J. The intern is required to meet the defined competency levels.

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Date

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**Central Michigan University Dietetic Internship  
Grading of Interns  
500.1.1**

**I. Purpose**

To provide qualitative credit by the Internship Director to indicate an evaluation of the results accomplished.

**II. Policy**

The Internship Director will assign a grade two times during the internship at the end of each on-campus semester or session. The university provides a grade report for each intern .

**III. Procedure**

A. The interns grade will be determined in accordance with the following grading system.

Grade	Point Value	Significance
A	94.0-100	Superior
A-	90.0-93.9	
B+	87.0-89.9	
B	84.0-86.9	Average
B-	80.0-83.9	
C+	77.0-79.9	
C	74.0-76.9	Poor
C-	70.0-73.9	
E	<69.9	Failing

There is no grade of D in the graduate marking system. Courses in which the intern earns or has earned a grade below C do not count toward meeting any graduate degree requirements.

B. Grades will be assigned from the following weighting system:

Rotation Assignments and Projects	50%
Presentations	30%
Participation	15%
Attendance	5%

C. Each project, assignment, and final preceptor evaluation will be individually scored by the Internship Director (attachment 1). The scores will be used in the final grade calculation. The scores will be shared with the intern at an individual meeting with the Internship Director.

Date	Mary Jane Hoshaw, MS, RD, Chair Policy & Procedure Subcommittee

Date	Ann Jay, MS, RD, FADA Director, CMUDI

**Central Michigan University Dietetic Internship  
Review of Internship Director's Performance  
500.2**

**I. Purpose**

To establish a mechanism to review the Internship Director's performance.

**II. Policy**

The Internship Director's performance regarding internship duties only will be reviewed annually.

**III. Procedure**

- A. A review will be conducted by the HEV Department Chair.
- B. The review will obtain peer review as appropriate. Areas of review will include but need not be limited to:
  - 1. Customer Service
  - 2. Diversity in the University
  - 3. Professional Development
  - 4. Healthy and Effective Work Environment
  - 5. Leadership
  - 6. Management of Resources
  - 7. Professional Competence
  - 8. University and Professional Service
  - 9. Workplaces Changes
- C. A review summary using a job performance evaluation form will be used.
- D. A conference will be held by Department Chair to discuss the review and goals for improvement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship  
Criteria for Successful Completion of the Program  
500.3**

**I. Purpose**

To define the necessary level of performance required for successful completion of the Central Michigan University Dietetic Internship.

**II. Policy**

The intern will complete the prescribed program of learning experiences and meet or exceed established standards, as defined by the core competency statements.

**III. Procedure**

- A. The prescribed program of learning experiences has been designed to meet the Standards of Education of the American Dietetic Association and will be completed in its entirety.
- B. The intern will be evaluated at specified intervals as delineated by Policy and Procedure 500.1, Evaluation of Interns. An acceptable standard of performance must be achieved.
- C. Successful completion of the Central Michigan University Dietetic Internship will culminate in receipt by the intern of the Verification Statement (6 originals) completed by the program director.
- D. The internship director will submit to CDR the class completion using REPS.

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Date

\_\_\_\_\_  
Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship**  
**Unsatisfactory Performance**  
**500.4**

**I. Purpose**

To establish a procedure for assisting interns in improving performance which is consistently below entry level of practice and fails to make sufficient progress toward entry level.

To define the consequence of failure to improve performance.

**II. Policy**

The CMUDI has established performance criteria, which will serve as a standard for evaluating interns' progress toward entry-level competence as a dietetic practitioner. When the dietetic intern consistently is unable to meet the level of performance required for successful completion of the program, she/he will be notified and provided an opportunity to correct deficiencies. If performance does not satisfactorily progress toward entry level, the intern will be terminated from the program.

**III. Procedure**

- A. Whenever a serious and consistent deficiency in performance is identified and documented on an evaluation form (see Policy 500.1, Evaluation of Interns), the intern and Internship Director will be notified immediately by the supervising preceptor, facility representative, or other authorized person. An early evaluation may be conducted to document performance deficiencies, which persist despite appropriate corrective feedback.
- B. The supervising preceptor and the dietetic intern, on consultation with the Internship Director, will develop a written agreement to resolve the identified deficiency. This agreement will consist of:
1. Expected performance criteria stated in measurable terms
  2. Length of time allowed for improvement
  3. Necessary schedule changes
  4. Consequences of failure to meet performance criteria
  5. The preceptor's (and/or other appropriate party's) role in resolving the deficiency

The intern, the supervising preceptor, and the Internship Director will sign the agreement, and copies will be distributed to each.

- C. The supervising preceptor will document the intern's success or failure in fulfilling the agreement. If the intern fails to meet the performance criteria as defined in the agreement, the intern and Internship Director will be notified and provided with a copy of the documentation, which they will each sign.

The Internship Director, with the dietetic intern, and in consultation with the involved preceptor(s), will then develop a written agreement as in Paragraph C designed to resolve the identified deficiency. The intern, the Internship Director, will sign the agreement and any preceptors involved in implementing the agreement.

- D. The involved preceptors and Internship Director will document the intern's success or failure in fulfilling the agreement. If the intern fails to meet the performance criteria as defined in the agreement, the intern and CMUDI Council will be notified and provided with documentation of such. The intern, the Internship Director, and the CMUDI Council chair will sign this document.

**Central Michigan University Dietetic Internship**  
**Unsatisfactory Performance, continued**  
**500.4**

- E. A meeting of the CMUDI Council will be convened within 15 working days to determine further action:
1. A written agreement as in Paragraph C to resolve identified deficiencies. Failure to meet the terms of the agreement will result in termination as defined in Paragraph G2.
  2. Written notice of termination signed by the CMUDI Internship Director to be personally given to the intern by the Internship Director and a Council designee.

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Date

\_\_\_\_\_  
Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship  
Evaluation of Program  
500.5**

**I. Purpose**

To define the process by which the internship will be evaluated to insure an ongoing quality program and program effectiveness.

**II. Policy**

The Internship Director will utilize established techniques to gather information on the quality of the program and make subsequent recommendations for change on an annual basis.

**III. Procedure**

- A. The Internship Director, CMUDI Council, staff, preceptors, outside advisory group, dietetic interns, immediate past graduates, and graduates' employers will participate in the program review.
- B. The Internship Director will review and compile rotation evaluations (See Policy 500.6).
- C. The CMUDI Council will evaluate the Internship Director (See Policy 500.2).
- D. The Internship Director:
  - 1. will conduct a survey of immediate past graduates and their employers to determine entry-level competency of graduates one year following their completion of the program.
  - 2. will review registration examination scores of program graduates. Examination results will be distributed to the CMUDI Council.
  - 3. will design and implement a method for preceptor/staff evaluation of the internship.
- E. The Internship Director will report information gathered from Steps D.1. and D.2. to the CMUDI Council and the outside advisory council and solicit recommendations for program change.
- F. The Internship Director and CMUDI Council chair will review and evaluate information gathered and make appropriate recommendations for program change to the CMUDI Council.

\_\_\_\_\_  
Date Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

\_\_\_\_\_  
Date Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship  
Intern's Rotation Evaluation  
500.6**

**I. Purpose**

To define the role of the dietetic intern in reviewing the effectiveness of internship rotations and preceptors.

**II. Policy**

The dietetic intern will participate in a review of the supervised practice experiences.

**III. Procedure**

- A. At the end of each rotation, an Intern's Rotation Evaluation form and a Confidential Evaluation form will be completed by the intern.
- B. The intern will confidentially review and discuss the completed Intern's Rotation Evaluation form with the supervising preceptor before leaving the rotation. The Confidential Evaluation form will be returned to the Internship Director with the rotation materials.
- C. Reviews signed by both the preceptor and the intern will be left in the rotation materials for the Internship Director's review.
- D. Results will be compiled for each rotation for review on an annual basis. Copies of these will be kept on file in the Internship Director's office for one (1) year.
- E. Developing areas of concern will be brought to the attention of the CMUDI Council and appropriate individuals. The Internship Director and/or appropriate other(s) will determine a plan of action to alleviate perceived problems.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

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Date

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Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship**  
**Corrective Action**  
**500.7**

**I. Purpose**

To define unacceptable behavior by dietetic interns and methods of corrective action.

**II. Policy**

Unprofessional and illegal behavior is subject to corrective action in accordance with CMUDI's policies and procedures and those of the supervised practice site. In accordance with the MOU between CMU and the participating facilities, it is understood "That CMU may withdraw any student whose progress, achievements, or adjustment does not justify continuance in the practice setting." "That Hospitals have the right to require CMU to remove any student from the Hospitals whose performance is, in the opinion of Hospital personnel, unsatisfactory, unsafe, or who shows disregard for the regulations of the Hospital."

**III. Procedure**

- A. The supervising preceptor shall investigate any incident or violation of the internship rules whenever necessary to maintain proper intern behavior. In a disciplinary situation a written record of pertinent information shall be maintained.
- B. Corrective action will be initiated at the discretion of the supervising preceptor in accordance with the seriousness of the offense. During corrective action, the intern will be informed about the circumstances surrounding any disciplinary action. Remember, with the exception of termination, the purpose of corrective action is to change and improve intern behavior.
- C. The Internship Director will be verbally apprised of the situation and provided with copies of all documentation; any contemplated corrective action beyond the written reprimand must receive review by the Internship Director prior to taking action as necessary.
- C. The following steps define the corrective action process:

Step I – Formal Counseling. The supervising preceptor will provide an oral explanation of the incident to the intern. Such action must be documented and includes reference to the incident. If the problem is not corrected, advancement to the next corrective action step will result. The formal counseling form will be placed into the intern's file.

Step II – Written Warning. The supervising preceptor will prepare a written document, which includes reference to the incident and what step may follow if the infraction or performance problem continues, and the action to be taken. The formal counseling form will placed into the intern's file.

Step III – Suspension and/or Probation. A period of probation for 30 to 90 days or a suspension not to exceed three days as a means of emphasizing to an intern the seriousness of continued rule violation, improper conduct, etc. A written report of the incident shall be maintained in the interns file. Any violation during a probationary period may submit the intern to immediate termination. The CMUDI may at any time suspend an intern pending investigation; termination may follow. The Internship Director will prepare a written document, which includes reference to the rule violated, and it will be placed in the interns file.

Step IV - Termination. In cases where prior corrective action has been unsuccessful or when circumstances warrant a more severe response, a meeting of the CMUDI Council will be convened within 15 working days. If the Council decides to terminate the internship relationship, the Internship Director will prepare written documentation of the discharge notification signed by the Internship Director, and the Department Chair. A discharge conference will be held with the intern, with another Council member present as a

witness.

**Central Michigan University Dietetic Internship  
Corrective Action, continued  
500.7**

- D. In making the decision as to the appropriate corrective action, including whether or not to utilize the above step process, preceptor/Internship Director will consider the following:

The seriousness of the offense  
The intern's disciplinary record  
The internship's and/or facility's practice in similar or related cases, and  
Circumstances surrounding the incident that is mitigating---arguing for lesser penalties, or aggravating---those arguing for more serious corrective action.

- E. All corrective action must be documented in writing on a formal counseling form and reviewed with the intern. The document must be signed and dated by the supervising preceptor and the intern. The intern and Internship Director will receive copies of the document. When the problem has been resolved or the intern leaves the facility, the original will be sent the Internship Director for placement in the intern's permanent file.

**GROUP I RULES:**

For the commission of any of the following offenses an intern shall receive a formal counseling notice. If an intern receives three disciplinary actions during the internship they will be subject to suspension or probationary status. If an intern receives four disciplinary actions the intern will be subject to termination.

1. Violation of patient rights or confidentiality (minor violations).
2. Mishandling or unauthorized disclosure of participating facilities patient or employee information.
3. Sexual harassment (non-aggravated).
4. Discrimination.
5. Insubordination or refusal or intention failure to perform work assignment.
6. Performance below established standards (see Unsatisfactory Performance Policy).
7. Misuse of participating facilities vehicles, materials, tools or equipment.
8. Violation of participating facilities solicitation policy.
9. Violation of operational and/or administrative rules.
10. Discourtesy to preceptors/public and/or patients.
11. Disruptive behavior and other actions, which disturb a patient or disrupt an employee or supervising preceptor in the performance of his/her duties.
12. Deliberate or careless conduct endangering the safety of the intern, other employees, or patients.
13. Failure to use appropriate safety attire as specified or any other violation of safety rules, procedures or practices.
14. Failure to report as soon as possible (within the day) any accident on the premises which as resulted in personal injury or property damage.
15. Reporting to rotation experience while under the influence of alcoholic beverages, marijuana, or in an impaired capacity as a result of taking a prescribed controlled substance or other drug.
16. Loitering, inattentiveness to duties, failing to start assigned rotation at the designated time, quitting the assigned rotation before proper time or leaving the facility during internship hours without permission of supervising preceptor.
17. Sleeping on the "job" or during assigned rotation hours.
18. Abuse of making or receiving personal telephone calls during rotation hours.
19. Failure to maintain personal appearance, uniforms, dress or personal hygiene.
20. Excessive absenteeism (see Attendance Policy).
21. Tardiness. Three or more occurrences in any one-month period of 5 minutes or more.
22. Absence from a scheduled rotation without prior supervisory notification, except in unusual situations where it is impossible to do so. Each scheduled workshift is considered separately.

**Central Michigan University Dietetic Internship  
Corrective Action, continued  
500.7**

GROUP II Rules:

For the violation of any of the following rules, an intern shall be subject to immediate suspension followed by a thorough investigation surrounding the circumstances of the allegations. The intern may be terminated if the investigation indicates that the intern committed the alleged violation.

1. Violations of patient rights or confidentiality (serious in nature).
2. Neglect or abuse of any patient or conduct detrimental to patient care or participating facilities operations.
3. Sexual harassment (aggravated).
4. Unauthorized misuse of computer and/or Internet.
5. Gross neglect of duty or gross acts of insubordination.
6. Possession of operable firearms, other weapons or explosives on participating facilities premises.
7. Theft or removal from the premises without proper authorization of any participating facility property or money.
8. Willfully misusing, destroying or damaging any participating facility property or property of any individual on participating facility property.
9. Instigating, provoking or engaging in a fight or manhandling, striking or attempting to do bodily harm to any person on participating facility property at any time.
10. The use of threatening or obscene language to supervising preceptors, employees, or other individuals on participating facility premises.
11. Abusive, threatening or coercive treatment of supervisors, employees, or other individuals on participating facility premises.
12. Drinking any alcoholic beverage, using or being in possession of marijuana or any other illegal drug, or the abuse of a prescribed controlled substance or other drugs during the performance of one's duties.
13. Immoral conduct or indecency on participating facility premises.
14. Intention false information of the intern's application form or reports.
15. Deliberate or reckless conduct that may endanger the safety of the employees or patients.

The uniform rules and outlined corrective action are not intended to be all-inclusive.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Jay, MS, RD, FADA  
Director, CMUDI

CMUDI FORMAL COUNSELING FORM

Intern Name: \_\_\_\_\_ Facility/Rotation: \_\_\_\_\_

Subject/Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Circumstances: (Supportive Data)

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\_\_\_\_\_  
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\_\_\_\_\_

Action Taken:

\_\_\_\_\_ Formal Counseling

\_\_\_\_\_ Written Warning

\_\_\_\_\_ \*\*Probation

\_\_\_\_\_ \*\*Suspension

\_\_\_\_\_ \*\*Termination

\*\*These actions must receive CMUDI Director review prior to taking action.

Signature of Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of CMUDI Director: \_\_\_\_\_ Date: \_\_\_\_\_

Intern's signature indicates only that he/she has read the above report and is aware of its contents.

**Central Michigan University Dietetic Internship  
Drug Free Internship  
500.8**

**I. Purpose**

To define a program to prevent the use of illicit drugs and abuse of alcohol by dietetic interns in compliance with the Drug Free School and Communities Act Amendment of 1989 (Public Law 101-226).

**II. Policy**

The Central Michigan University Dietetic Internship strictly prohibits the manufacture, possession, use, or distribution of alcohol or other controlled substance by interns on the property of participating institutions and affiliations, or as a part of any activity associated with the internship. The Central Michigan University Dietetic Internship also prohibits the possession of property which is used or intended for use as a container for any controlled substance.

**III. Procedure**

- A. As a condition for admission into the CMUDI, each intern will sign a statement indicating that this policy has been read and understood, and the she/he has agreed to adhere to it.
- B. Interns violating this policy are subject to corrective action up to and including termination as appropriate to the nature of the offense, in accordance with Policy 500.7, "Corrective Action." Civil or criminal violations will be reported to law enforcement authorities as appropriate.
- C. All members of the internship organization have a common responsibility for maintaining the integrity of the program. Therefore, reporting of violations will be encouraged and considered to be within their province.
- D. Interns will be apprised of the health risks associated with the use of illicit drugs and abuse of alcohol. Common risks are summarized below:

Alcohol use may: Impair coordination and judgment  
Cause mood changes, increased aggression  
Irritate the stomach  
Cause nausea and vomiting  
Alter one's ability to learn and remember  
Cause respiratory depression  
Cause Dependency  
Damage vital organs such as the liver, hear, and pancreas  
Cause harmful interactions with other drugs  
Cause irreversible physical abnormalities and mental retardation in unborn infants  
cause death

Drug abuse may: Cause dependency  
Cause personality changes, confusion, emotional instability, and depression  
Lead to paranoia and hallucinations  
Affect heart rate and blood pressure  
Cause neurological damage and convulsions  
Cause harmful drug/drug interactions  
Damage vital organs  
Injure and cause dependency in an unborn child  
Cause lethargy, hyperactivity, or aggressive behavior  
Impair ability to learn and remember  
Cause nausea and vomiting  
Cause death

**Central Michigan University Dietetic Internship  
Drug Free Internship, continued  
500.8**

- E. Interns found to be in violation of this policy may be referred for voluntary participation in a drug or alcohol counseling, treatment, or rehabilitation program of their choice.
- F. This policy will be reviewed biennially to determine its effectiveness and implement needed changes to ensure consistent enforcement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship  
Code of Ethics  
600.2**

**I. Purpose**

To provide the "Code of Ethics" of the Academy of Nutrition and Dietetics for reference.

**II. Policy**

Preceptors, staff, and interns shall abide by the "Code of Ethics".

**III. Procedure**

The "Code of Ethics" as adopted by the House of Delegates, May 2009. It can be accessed at this link:  
<http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>

1. The dietetic practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

\_\_\_\_\_  
Date Mary Jane Hoshaw, MS, RD, Chair  
Policy & Procedure Subcommittee

\_\_\_\_\_  
Date Ann Jay, MS, RD, FADA  
Director, CMUDI

**Central Michigan University Dietetic Internship  
Sexual Harassment  
600.2**

**I. Purpose**

To define sexual harassment and to ensure the educational and work environment for dietetic interns is free of sexual harassment.

**II. Policy**

Central Michigan University's Affirmative Action Policy expressly prohibits any faculty, staff, or students from engaging in sexual harassment.

**III. Procedure**

- A. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:
1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
  2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education or housing.
  3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment.
- B. How to recognize sexual harassment:
1. Conduct or communication of a sexual nature that is unwelcome and
    - a. Makes you feel uncomfortable, offended or intimidated to the extent that it interferes with your ability to work or study, or engage or benefit from some service or activity in the internship.
    - b. You are told that you must go along with it or else you will get into trouble, your placement, or otherwise suffer some consequences in the internship.
- C. The Internship Director and supervisory faculty have a duty and responsibility to establish and maintain an educational environment free of sexual harassment. This includes but is not limited to:
1. Informing and restating to all staff the policy on sexual harassment.

**Central Michigan University Dietetic Internship  
Sexual Harassment, continued  
600.2**

2. Taking seriously all incidents or complaints of sexual harassment.
3. Reporting and referring all incidents or complaints of sexual harassment to the appropriate person

D. All interns are encouraged to respond clearly and directly to any incident of sexual harassment as soon as it begins. Depending on the particular circumstances of the incident this may include:

1. Telling the harasser to stop.
2. Telling your supervisor or someone in a position of authority.
3. Confidentially discussing the incident with:

Affirmative Action Office, Warriner Hall 282	774-3253
Faculty Personnel Services, Warriner Hall 365	774-3368
Staff Personnel Services, Rowe Hall 109	774-6447

	_____ Date	_____ Mary Jane Hoshaw, MS, RD, Chair Policy & Procedure	
Subcommittee Procedure Subcommittee			Policy &

	_____ Date	_____ Ann Jay, MS, RD, FADA	
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