School of Health Studies

MS Nutrition (clinical)/program
Dietetic Internship and Residency 2016
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PHILOSOPHY

Since the learner of today is the leader of tomorrow, the University of Memphis (UM) strives for excellence in each educational program. Among the purposes of the University is the desire to achieve maximum congruence between the state’s needs – including those for health-related professionals and the institution’s educational, research, and service programs – and the desire to educate and train health practitioners and researchers at all levels, emphasizing knowledge, skills, and the primacy of human values. These goals have been incorporated into the philosophy of UM’s’ program in Clinical Nutrition as a part of the Dietetic Internship Program. This program focuses on educating clinical nutritionists/dietitians who are capable of administering preventive and therapeutic nutritional care at all stages of the life cycle, utilizing advanced learning skills combined with a variety of learning experiences. The program includes a combined Master of Science Degree, with a major in Clinical Nutrition, and the Dietetic Internship and Residency Program.

Realizing the limited availability of advanced opportunities in clinical nutrition in the region surrounding Memphis, Tennessee, the University of Memphis Clinical Nutrition Program assumes the responsibility for preparing graduates to function as clinicians, teachers, researchers, and administrators of programs of care. The program prepares students who:

- are committed to excellence in the nutritional care of individuals and groups;
- comprehend, interpret, and apply the science and art of nutrition in health promotion;
- understand the importance of scientific inquiry and interpretation in advancing professional knowledge and improving performance standards;
- understand the role of the dietitian on a health team;
- understand the concepts of science and technology and the environmental influences which necessitate changes in the healthcare goals and their achievement;
- have respect and empathy for people and appreciation of a person’s ability to change and develop;
- are competent in managing available resources in the provision of nutritional care;
- have skill in communicating with others on the health team, as well as with clients of all educational levels; and,
- are professional practitioners and accept the responsibility for continuing the development of competence.
- respect all individual’s rights to participate in their health care.
- respect individuals cultural and social norms.

The uniqueness of this program derives its strength from the conjoined efforts of over 23 different clinical practice sites and the Internship program. University of Memphis is an institution recognized for academic excellence in nutrition and dietetics. Through a jointly planned arrangement between practice sites and the University, the students will receive a combined academic-clinical curriculum with clinical nutrition emphasis. Such an arrangement provides the scientific and pragmatic environment for students aspiring to an investment in future living. The program strives to prepare students to be professional nutritionists/dietitians, able to meet the requirements and demonstrate the competence necessary to become registered dietitians. Further, its purpose is to prepare clinicians with advanced degrees to function in ambulatory and preventive healthcare, an area of care promising increased emphasis as efforts to curtail spiraling hospital costs continue.
PROGRAM AND GOALS

Consistent with the missions of our University and School, the mission of the Dietetic Internship and Residency program is to prepare graduates able to work as entry level dietitians by providing excellent education, research, and practice experiences.

☐ To provide an educational experience that gives graduates both the practical and didactic knowledge and skill to practice as an entry level RD.

☐ To provide a course of study that gives graduates the skills and knowledge to incorporate scientific information into their future practice.

Outcomes data related to goals is available upon request from the program director.

GENERAL INFORMATION

Location and Mailing Address

The official base for the Dietetic Internship and Residency Program (DI) is the School of Health Studies, The University of Memphis, Memphis, TN 38152-3390. The department is located on the lower level in the Elma Neal Roane Fieldhouse – “Fieldhouse”. The mailing address/office number for the program director is: 161A2 Fieldhouse; the clinical assistant professor’s address/office number is: 161A3 Fieldhouse.

Housing

The University of Memphis provides housing for students in campus residence halls. Charges for rooms and apartments vary with type of accommodations. Further information in this regard should be requested from the Office of Residence Life, The University of Memphis, Memphis, TN 38152-3390 or go to Students and Residence Life. Because space is allocated by date of request, completed applications accompanied by a required deposit should be mailed as soon as possible after acceptance into the program. With the internet, apartment complexes in Memphis can easily be found. The local newspaper, The Commercial Appeal has apartment listings because graduate assistantships and rotations take place in a wide variety of venues in widely varying locations in Memphis, choosing a centrally located section of Memphis is advised. This cuts down on gas cost and travel time. If you’ll want a roommate, once you are accepted into the program, a list of your classmates will be sent to you. University of Memphis also has a roommate finder on their website.

Parking

All vehicles parked on UM campus must have a university parking permit (hangtag). A permit for general parking is issued upon enrollment and is included in tuition costs. If you register for fall classes 2-3 weeks before classes start, you should receive your permit in the mail. Registration can be done online by contacting the parking office. If you do not, you can pick it up when you come for orientation.
Students may also purchase access to priority lots by contacting the parking office at (901) 678-2212. A priority lot (PG2 located at I -11 on the campus map) is adjacent to the Fieldhouse; however, general parking is also close to the Fieldhouse. The University has Tiger Patrol Escort Service if you don’t feel comfortable walking to your car after dark. However, most people usually walk with their classmates to the general parking lot.

PROGRAM COSTS

Though expenses vary from year to year, below are approximate costs per semester:

<table>
<thead>
<tr>
<th>Costs in dollars</th>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Application fee (graduate school)</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Application fee (internship)</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Background Check</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Drug Testing</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Immunizations</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>according to immunizations intern has already received, booster or yearly requirements, titers needed, and additional needs of site. Costs could range from $0.00 up to $500.00</td>
<td></td>
</tr>
<tr>
<td>Immunization compliance monitoring</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Additional rotation site requirements</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>according to site requirements</td>
<td></td>
</tr>
<tr>
<td>Internship fee</td>
<td>1672</td>
<td>1672</td>
</tr>
<tr>
<td>In-State tuition (&gt;=12 hours)</td>
<td>5800</td>
<td>5800</td>
</tr>
<tr>
<td>Out-of-State tuition (&gt;=12 hours)</td>
<td>Waived¹</td>
<td>Waived¹</td>
</tr>
<tr>
<td>Parking</td>
<td>Free unless premium parking is desired; intern may have to pay for parking at supervised practice site</td>
<td></td>
</tr>
<tr>
<td>Book estimate</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td>Other supplies (lab coats/projects, etc.)</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>TAND, Hill Day &amp; Aladdin Field Trip</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Your own policy²</td>
<td></td>
</tr>
<tr>
<td>Student health services (primarycare)</td>
<td>Included in tuition</td>
<td></td>
</tr>
<tr>
<td>AND dues</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>MAND dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAND/MASPEN meetings</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Thesis (copying, binding, etc. if you want a copy)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1- First year students may have graduate assistantships (GAs); which waives out of state tuition but not in state.
2- Required, can obtain Memphis plan through Church Health Center
3- Internship pays the fee but you register.
4- Refunds for courses dropped are given based on university policy. Internship fees are not refundable.

Health Insurance

All interns must be covered by health insurance while enrolled in this program. UM’s Student Group Hospital and Accident Insurance Program is available for those students who do not have other coverage. Contact the Student Health Center at (901) 678-2287 for more
information about this program. There is also a website www.ehealthinsurance.com that is very helpful for those seeking health insurance or comparing plans. Additionally, interns who work 20 hours a week can obtain insurance through the Church Health Center. If an intern is hurt or injured while at a graduate assistantship or rotations, they should seek emergency care if necessary and inform the DI Director or Clinical Assistant Professor. If non emergent, they should contact the DI Director or Clinical Coordinator before seeking treatment. Effective September 2015, students with a GA may purchase a health plan through the Church Health Center.

**Student Health Service**

UM’s Student Health Center is located on campus within 5 minutes walking distance of the program offices. Hours are 8:00 AM to 4:30 PM. The Health Center is available to provide medical service to each University student. Services include treatment for illnesses and accidents, certain drugs by prescription, consultation and referral information and preventative health counseling. In addition, the University Health Center maintains a health record for each student. Appointments for services are preferred. Routine diagnosis and treatment, x-rays, and most laboratory analyses are free of charge. Patients are expected to pay the Health Center, at cost, for tests that must be sent to an outside source for analysis.

**Student Health Counseling**

The Center for Student Development at UM provides counseling services for students. This center provides attention to student problems and concerns in the form of educational, personal and social counseling. The service is under the direction of a diversified professional staff in a centralized location. A comprehensive package specific to individual needs is available for students and referral agents. There is also a psychiatrist on campus on a part time basis for students who may need this service.

**University Identification Cards**

Identification Cards (ID) are issued to all enrolled students at UM. ID cards are photo identification with your student identification number and student status. The cards are the property of the University. An ID card is required for library loans, admission to or approval to pick up or purchase student tickets to athletic and social events, use of the fitness facilities, and other official purposes. ID cards are free; however, if you lose your card, there is a fee for the replacement card. Information about having IDs made will be provided the first day of orientation.

**CAMPUS AMENITIES**

**University Center**

A new University Center (UC) opened in March 2010. The extensive facilities and varied activities of the UC are provided for use of the entire University community. Services include student lounges; computer access, a 24-hour learning commons, food court with 7 dining options, restaurant and automatic banking systems. In addition, the UC houses student organizations and support offices, locker rentals, a 1000-seat dividable ballroom, meeting and conference rooms, art display areas, 350 seat theatre, ride/driver travel board, car- pooling and baby- sitting self-service boards, an outdoor terrace and a sky-lit atrium.
Lane Rawlins Bookstore
The bookstore is a gathering spot for many UM students. In addition to all your textbook needs, you may purchase office supplies, sundries, snacks, and Tiger paraphernalia. A Starbucks café with indoor and outdoor seating and wireless access is a popular meeting place. Scantrons are available at the center of the bookstore at the HelpDesk. Textbooks for each class are listed at the bookstore website. You may also order your books online at a site of your choice.

Libraries
The libraries of UM include the main library and specialized collections in other schools and departments. The main library houses the reference department and has an extensive Information Retrieval Center that offers computer assisted search services for over 100 indexes and abstracts. Cost of search varies, most are free on-line and on-site. There are also many full-text journals on-line.

Graduate students receive perks such as free interlibrary loan and loan requests can be made online and most are delivered electronically. There are many resources available to help graduate students learn how to use the library effectively. For available resources, go to the library homepage and click on Services. The main library (Ned McWherter) is open seven days and nights a week. Hours are posted on the library website.

Computer Services
There are a number of TigerLan laboratories for student use. The computers in the TigerLan labs are connected to the University system, thus making software programs accessible for word processing, development of presentations, data collection, and data analysis. You will need a flash drive to save your work or it can be uploaded to your personal, university web-based file sharing service. TigerLan Laboratories can be found in the main library and other locations on campus, including the building where internship classes will be located.

In some TigerLan labs, staff members or assistants are available to assist students with word processing, as well as statistical applications. The Academic Computing Center provides consultation services to faculty, students and staff as well. Lab hours vary by site.

Testing Services
Testing Services are only available for interns who declare a disability and register through the ADA office.

Writing Center
The University has a writing center that is available to students who need assistance in writing papers. Students can sign up on-line for a free consultation.

Affiliated Practice Sites
The purpose of the learning experiences at the practice sites is to teach the intern. The UM Clinical Nutrition Program maintains affiliations with most major hospitals and their satellite hospitals, long-term care (LTC) facilities, dialysis units, and nutrition related programs in the city. Sites are subject to change.
A list of the major sites follows:
Hospitals: Region One Medical Center, Veterans Administration, St. Francis Hospitals, Baptist Hospitals, Methodist Hospitals, LeBonheur Children’s Medical Center, and St. Jude Children’s Research Hospital.
LTC: Quince, Allenbrooke, Primacy Parkway, St. Francis, Memphis Jewish Home, and
Affiliations are established through mutual agreement and reviewed periodically. Each site provides a specific learning experience to meet a pre-designed competency. Hospitals provide a variety of rotations: general hospital, diabetes, nutrition support, food service and clinical nutrition management. The purpose of the rotations is to train the intern in a specific area. Interns are not to be used to replace employees.

### DIETETIC INTERNSHIP FACULTY

All area codes are 901

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Assistant Professor  
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POLICIES

Equal Opportunity Statement

“The University of Memphis hereby reaffirms the policy of the Tennessee Board of Regents that the University will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex (except where sex is a bona fide occupational qualification), disability, age or because of his/her status as a qualified veteran with a disability, veteran of the Vietnam era, or other protected veteran.

It is the intent of the University of Memphis to fully comply with the 2001 Geier Consent Decree; Executive Order 11246, as amended; Titles VI and VII of the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant thereto. The University will promote and ensure equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age or status as a qualified veteran with a disability or veteran of the Vietnam era.

Similarly, the U of M shall not, on the basis of a protected status, subject any student to discrimination under any educational program. No student shall be discriminatorily excluded from participation or denied the benefits of any educational program on the basis of a protected status.

It is the intent of the University of Memphis that each campus of the University shall be free of harassment on the basis of sex, race, color, religion, national origin, age or any other protected status and shall fully comply with the anti-harassment provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended, the federal and state constitutions, and all other applicable federal and state statutes.

The University specifically finds that diversity of students, faculty, administrators and staff is a crucial element of the educational process and reaffirms its commitment to enhancing education through affirmative action to increase diversity at all levels.

Liability Insurance

Liability insurance is required of all dietetic interns and residents. This insurance is purchased as a blanket policy with funds provided by the internship fee, which all interns enrolled in the Clinical Nutrition Program pay. Thus, individual interns pay for the insurance, but do not have the responsibility of obtaining the insurance individually.

Physical Examinations/Laboratory Tests

All interns entering the program must be in good health or managed by a physician for chronic health problems and undergo steps to make sure their health is maintained and protected and the health of their clients/patients is protected. Health document from licensed health care providers will be made a part of the permanent file. In addition to a physical examination, immunizations and proof of the immunizations are required. Students must submit documentation to the required compliance monitoring system using the required forms. The MMR vaccine is required for both graduate school and the program admission. A hard copy is submitted to the graduate school while another hard copy is sent to the program compliance monitoring company.

At the appropriate times, the clinical assistant professor will provide details about the requirements of the physical exam, associated laboratory tests, immunizations, and other healthrelated requirements.
Background Checks and Drug Testing

Background checks and drug testing are required by the DI and the rotation sites. The company that provides this may change from year to year and some facilities may want to do these screens themselves through their HR department. Interns will be notified when these are due and where to obtain the check and screen.

Other Requirements

All interns are required to have CPR certification throughout the length of the program. If you have CPR certification already, it must be updated before it expires, if the expiration date falls at any time during the program. State and national background checks, and drug screening are required before entering clinical rotations and be extant maintained throughout the program. Once admitted, you will be given specific instructions on the exact requirements. All costs are born by the intern. All interns are required to have human subject’s research training and this is free through UM. This information will be provided to interns the summer before they start the program.

Standards of Professionalism

Each dietetic intern represents The University of Memphis (UM), the facility in which rotations take place, and the dietetics profession. Your personal appearance communicates a message to patients, family members, preceptors, colleagues, and the other health care providers that YOU are a professional. A professional image helps establish confidence and credibility. It is your responsibility to be neat, clean, and appropriately dressed during your rotations and when attending professional meetings or engaged in other activities that are part of the requirements for program completion. You are expected to conform to the following standards during all rotations or at your GA site. Sometimes these requirements will be more stringent than those at a particular site. The UM Dietetic Internship requirements ALWAYS take precedence.

Interns are expected to act in a professional manner in class, rotations and professional meetings. Acting like a professional really means doing what it takes to make others think of you as reliable, respectful, and competent. Here are some examples of what being professional means:

1. Competence. You’re good at what you do – and you have the skills and knowledge that enable you to do your job well.
2. Reliability. People can depend on you to show up on time, submit your work when it’s supposed to be ready, etc.
3. Honesty. You tell the truth and are upfront about where things stand, even if it’s not good news.
4. Integrity. You have consistent principles that you live by. You don’t change your principles for convenience.
5. Respect for Others. Treating all people as if they mattered is part of your approach.
6. Self-Upgrading. Rather than letting your skills or knowledge become outdated, you seek out ways of staying current.
7. Being Positive. No one likes a constant pessimist. Having an upbeat attitude and trying to be a problem-solver makes a big difference.
8. Supporting Others. You share the spotlight with colleagues, take time to show others how to do things properly, and lend an ear when necessary.
9. Staying Work-Focused. Not letting your private life needlessly have an impact on your coursework and rotations, and not spending time at work attending to personal
matters.
10. Listening Carefully. People want to be heard, so you give people a chance to explain their ideas properly.
11. Gossip. Do not gossip about each other, faculty or preceptors.
12. Promptness. You promptly respond to emails, calls, and requests from faculty and preceptors.

Remember everyone you meet is a potential employer or preceptor. You want them to have a positive view of you. Likewise, if you gossip or say negative things about others, employers and preceptors will be afraid you are also talking about them behind their back.

Clothing/attire

Interns are expected to dress with a consideration toward professionalism, safety and sanitation. Clothes should fit properly, but not show the contours of the body, and be clean, pressed, and kept in good repair (no missing buttons, hanging hems, etc.). Clothing should not obstruct work with patients or interfere with performance when working with machinery. With a few exceptions, white, plain, long-sleeved, well-fitting lab coats (hip to knee length) should be worn to all facilities. If you are not dressed appropriately, preceptors may send you home to change. Time lost from supervised practice will have to be made up.

Women. Tailored dress, suit, or pantsuit; skirts or dress slacks with blouses, sweaters, or jackets. Dresses or skirts should be of conservative length – generally no more than 3 inches above top of knee, and have a relaxed or loose fit; form-fitting clothing should be avoided or covered up completely by a buttoned laboratory coat AT ALL TIMES. Blouses not designed to be worn on outside should be tucked in. Fabrics should be conservative- no sequins, sparkles, wild designs, etc. NO: shoulders, midriff/torso or cleavage showing, tight clothing, short skirts, shorts, skirts, culottes, pants shorter than ankle length, leggings, joggings, T-shirts, tank tops, halter tops, scrubs (exception: renal rotation and LeBonheur pediatric hospital ONLY). NO: denim of any color, flannel, sweats, body suits, leotards, spandex tops, athletic wear, or other casual materials or designs. Lab coats should be taken to LeBonheur but are usually not worn seeing patients. Lab coats are not worn to sports rotations, REP, or SRVS. Pants and a polo-type top are better choices for these three venues as you may be sitting on the ground, getting dusty, or perhaps even slightly sweaty. Appropriate shoes are comfortable and safe. They should cover the foot with no part of the foot exposed. Shoes can be casual, but should not be tennis-type or running-type shoes. Socks should be worn.

Men. Dress or Dockers-type pants, dress shirt and tie for clinical rotations and Polo-type shirts as dictated by the nature of the rotation. Suits, sport jacket or sweaters are appropriate. Fabrics should be conservative. NO: denim of any color, athletic wear, elastic or string-pull waists on pants flannel, sweats, T-shirts, or other casual materials or designs. Lab coats should be taken to LeBonheur but are usually not worn seeing patients. Lab coats are not worn to sports rotations, REP, or SRVS. Pants and a polo-type top are better choices for these three venues as you may be sitting on the ground, getting dusty, or perhaps even slightly sweaty. Appropriate shoes are comfortable and safe. They should cover the foot with no part of the foot exposed. Shoes can be casual, but should not be tennis-type or running-type shoes. Socks should be worn.

Footwear

Hose/socks. If hose or socks are worn, both should be plain (i.e., no fishnet or adorned hose) and in good condition. Women are no longer required to wear pantyhose. Socks must be worn with pants.
Shoes. Shoes should be sturdy and slip resistant with closed heel and toe. Shoes and laces should be clean and in good condition. NO: No athletic shoes (exception: health walks at the Church Health Center), canvas, clogs, flip-flops, mules, sandals, slides, etc. These rules are aimed at both a professional appearance and safety. Health care sites have inherent danger built in. Safe shoes ensure you will stay safe.

Adornments
Tattoos. No tattoos should be visible. If clothing will not hide the tattoo, available options include: http://www.tatjacket.com/. Dermablend and Kat von D make products to cover tattoos that are very effective. The last two are available locally at Ultra and Sephora.

ID Badges. ID badges provided by the internship must be worn above the waist at all times while on facility premises and to official program activities; no attachments or additions are allowed on the badges. No other buttons/pins/patches should be worn (exception: anything the rotation site requires is worn).

Jewelry. Should be kept at a minimum and in good taste; no more than two earrings per ear; no other visible body piercing, including tongue piercing. Long earrings are not safe in foodservice rotations. No more than 2 rings may be worn on hands.

Grooming
Hair. Should be clean, neat and well-groomed. Hairstyles should not be extreme. Hair should be worn away from the face. Hair of any length should be restrained by a cap or hair net while working in or walking through a food production or service area. In patient care areas, long hair should be restrained behind the back so it does not fall into the patient while attending to them. Hair color should be a “natural” color, defined as one that could be grown naturally (though not necessarily your natural color). In addition, men’s beards, mustaches, and sideburns must be neatly trimmed and groomed and of conservative length. Men must wear beard cover in situations where their hair is covered.

Fingernails. Well-groomed, clean, and trimmed to a moderate length. Fingernail polish/nail decorations should be conservative in color and design.

Fragrances. Interns are expected to be clean; daily use of soap of anti-perspirants is a part of daily personal hygiene. Due to sensitivities patients or other staff may have, use of fragrances or products containing fragrance should not be obvious to others with whom you come into contact. That is, if you wear fragrances or use highly scented products, the smell should not be noticeable from a distance of more than 1-2 feet.

Cosmetics. Should be used in moderation and should create a natural appearance. Unnatural colors or glittery makeup or finishes should not be worn.

Absences
Interns are required to notify the director of the program of any impending absences. If the absence relates to the duties of the clinical Assistant Professor, they must also be notified. Pre-planned or extended absences must be approved in advance by the program director and/or clinical assistant professor.

Should sudden illness or emergency preclude a scheduled clinical rotation, the clinical assistant professor and the supervising preceptor should be contacted as early as possible. Re-scheduling work hours as the result of an absence is the responsibility of the intern, should
be taken care of promptly with the preceptor, and results reported to the clinical assistant professor (rotations) or director (GA).

**Unexpected University Closings**

Occasionally the university will be closed due to severe weather conditions. When this happens on a day of rotation or GA is planned, interns should confer with GA employers or preceptors before making the decision as to whether or not to attend. Should conditions not permit attendance, the hours missed may have to be made up. Arrangements for making up hours must be made with the preceptor.

“The University of Memphis offers an [emergency alert text messaging service (Tiger Text)](tiger-text) to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. There is no charge for signing up; however, standard text messaging rates apply.

**Professional Meetings**

Students are required to become members of The Academy of Nutrition and Dietetics and the Memphis Academy of Nutrition and Dietetics. Students receive discounted rates. The MAND dues are paid by the director.

Attendance at state and national meetings of AND and other affiliate nutrition organizations is encouraged, but not mandated since expenses must be paid by the attending interns. Leave time will be granted for students choosing to attend with the permission from the director of the program and their GA site preceptor.

Many interesting and informative conferences and workshops are offered within the Memphis area each year. Often sponsored by local hospitals, universities, or private companies, these programs can be scheduled for the interns as appropriate in the different rotations. In some cases, you may be required to attend a non-AND/non-program professional meeting. These meetings may be held during class time. The clinical assistant professor will arrange for you to miss that class; however, it may need to be made up. Prior arrangements must be made and approval obtained from the director for students to attend any meetings that are not planned or scheduled as a part of the program.

**Vacations and Holidays**

In the fall and spring semester of the 1st year of the program, interns will only take classes, do GAs and work on their thesis/project. For most interns, the usual holidays will be taken. However, some GA sites require that those interns work during holidays. Before a GA site with those requirements is assigned, the intern will be contacted and asked if they are willing to accept that condition. During the summer and fall semesters of the 2nd part of the program, interns will do rotations with a minimal amount of on-campus classes. During rotations, there may not be any breaks, depending on the number of rotation hours you have completed. You should keep careful records of your hours logged.

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1 For example, the Memphis Area Society for Parenteral and Enteral Nutrition (MASPEN) and the Mildred Reeves nutrition symposium.
Personal File Access/Confidentiality and Privacy Protection

Complete files on every intern enrolled in this program are maintained in a monitored cabinet in the Clinical Nutrition office. Files contain admissions material, health information and on-going evaluation materials from the clinical sites. Interns may have access to their personal files. For interns to review their file, the request must be made to the Program Director or Clinical Assistant Professor who will schedule a time to review the file. Interns cannot remove any materials from the academic file. Confidentiality of intern’s records is maintained. When applicable, documents containing personal information are shredded 5 years after graduation. The verification statement and the RD/RDE misuse statements are kept indefinitely. Persons other than the faculty, secretary and the intern may not have access to their file without written permission of the intern.

The Family Educational Rights and Privacy Act of 1974, with which the University intends to comply fully, are designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

The provisions for the release of information about students and the rights of students and others to have access to The University of Memphis education records are published in their entirety each semester in the Schedule of Classes.”

Grading Policy

The UM grading policy allows for +/- grading. However, it is not required and each faculty member may decide whether to utilize the traditional grading system or +/- grading. Additionally, each faculty member is free to determine how many points are needed for each grade across the scale that is used. The following are the quality points assigned for each grade for each system.

+/- Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>+4.0</td>
</tr>
<tr>
<td>A-</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>3.84</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

A grade of "C-" satisfies a course requirement. However, the Graduate School allows only 7 hours of "C" grades to apply toward a degree, and no grade below a "C" will apply toward a degree. Please also note that a 3.0 average must be maintained at all times and interns cannot graduate with less than a 3.0 GPA.
Grievance Procedures
The Appeals Procedures are those established for graduate students at UM. These procedures are detailed in the UM Graduate School Catalog. No student will face retaliation based on a conflict filed.
Depending on the complaint, interns are encouraged to contact the faculty member or program director first to seek a resolution.

Notice of Opportunity to File Complaints with the Commission on Accreditation/Approval for Dietetics Education
The Commission on Accreditation for Dietetics Education will review complaints that relate to a program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.
A copy of the accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Staff at The American Dietetic Association at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600 extension 5400.
Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

Disciplinary/Termination Procedures
The Appeals Procedures for graduate students at UM are handled according to the procedures described in the Graduate School Catalog. Any intern that does not satisfactorily perform in GA or rotation sites will be counseled and offered one opportunity to conform to standards of practice for the site in question. If not judged to perform satisfactorily by the preceptor with concurrence of the Director and School Director, the student will be asked to withdraw from the program. If the student refuses to withdraw, they will be terminated. No refunds of tuition or program costs will be given.

Extracurricular Employment
The Clinical Nutrition Program is intense, the first year, interns work 5 hours a day, 4 days a week and have 3 hours of class 4 days a week. Starting at the end of May, interns will have 40 hours a week rotations, along with 2 classes once a week. Additionally, interns may be working on their thesis/project. Therefore, students are advised not to work.

Graduate Assistantships and Financial Aid
Graduate assistantships (optional) through affiliated sites are obtained for all of the 1st year interns if sufficient locations are found. These Graduate Assistantships pay $10/hr. to $12.50/hr. for 20 hours a week, and this amount is paid monthly directly to the student. GA’s are 31 weeks for the school year, except St. Jude which is 34 (who must work during Christmas holiday). These GAs provide additional experience and are considered an essential part of the internship. We try to match interns up with their interests, but this is not always possible.
Students will be off school holidays, IF approved by the GA site. It is the responsibility of the student to make arrangements. Interns will not be paid for missed days.
For 1st year students, these GAs will provide tuition a waiver for out tuition state for the first 3 semesters.
Student loans are available. Contact The University of Memphis Student Financial Aid
Department for information on the guaranteed student loan program (The University of Memphis, Department of Student Financial Aid, 103 Wilder Tower, Memphis, TN 38152-3390, and 901-678-4825. Interns also qualify for work study via their FASFA application. If you are awarded work study, the director will find a place for you to work. There are also scholarships available through the university, MAND, TAND, and AND.

Evaluation

The preceptors in every practice site will assess the intern’s progress. The preceptor’s should discuss their evaluation with the intern. Copies of evaluation checklists from each practice rotation are kept in the rotation files. Interns will be required to critique each experience. This intern evaluation of the site/preceptor are reviewed by the clinical coordinator before making placements and kept in the program files. If needed, the director or coordinator may report some of the findings to a site manager but the intern’s name is kept confidential unless they provide permission for us to share their name. Additionally, interns will receive feedback and evaluations from their instructors for all courses that are taken. Interns having below expectation in a course or rotation site will be offered tutoring, writing assistance, etc. as needed.

Injury or Illness while in GA or Practice Site

Should an intern become ill or have an accident while in a practice site, the preceptor for that student should assist the intern with the medical emergency as needed. Then, the preceptor will notify the clinical assistant professor who will make arrangements as the problem dictates. If the intern has an accident, he/she should contact the program director to complete any paperwork required by the situation. The intern should be seen by the Student Health Services if treatment is needed.

Travel to and from Practice Sites

Travel between the University and the practice sites is the responsibility of the intern. Every attempt is made to place interns within the city; however, this is not always possible. The University does not pay for any expenses related to travel nor does the University provide University vehicles for student travel to clinical sites.

UM assumes no responsibility for such travel. It is expected that the intern will have car insurance.
CURRICULUM

Schedule

The course of study for the Master’s Degree with a concentration in clinical nutrition as outlined in this section must be taken in sequence. Interns complete the program in 16 months, entering in the fall and following a track of fall, spring, summer, and fall semesters. Prerequisites required include courses necessary for entry into the dietetics profession as outlined by AND and offered through approved didactic programs in dietetics.

<table>
<thead>
<tr>
<th>Supervised Practice Hours: Cumulative Hours:</th>
<th>Fall Year 1 Mid-Aug Sept Oct Nov Dec</th>
<th>Spring Year 1 Jan Feb March Apr</th>
<th>Summer May June July</th>
<th>Fall Year 2 Aug Sept Oct Nov Mid-</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA: 20 hrs/wk Class: 12 hours/wk Start Thesis/Project (optional)</td>
<td>GA: 20 hrs/wk Class: 12 hours/wk</td>
<td>Rotations: 40 hrs/wk Internship Class: 3 hrs/wk Profession Issues Class: 1-2 hours/wk Finish thesis/project*</td>
<td>Staff Relief &amp; Residency Jean Inman</td>
<td></td>
</tr>
<tr>
<td>Total Class Hours: Cumulative Class Hours:</td>
<td>12</td>
<td>12</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>13</td>
<td>26</td>
<td>32</td>
<td>39 (41 with GA)</td>
<td>44 with a thesis/project</td>
</tr>
</tbody>
</table>

* Thesis/Project (optional) must be completed by the first Monday of October and final product accepted by the University of Memphis Graduate School by the last Friday in October.

Program Requirements

A total of 39 semester hours of graduate course work is required for the Program. This represents four semesters of study. Additionally, there are 1200 hours of supervised practice as part of the dietetic internship aspect of the program.

Assessment of Prior Learning

Students who already have completed a dietetic internship and are a registered dietitian, will receive 10 hours of graduate credit for their internship if they have been practicing as an RD. Additionally, RDs returning for their masters may receive some course credit based on experiential learning.

Interns, who are not an RD, will be assessed for prior learning by the DI Director; this includes GA hours. They may receive up to 300 hours of supervised practice for prior learning. This determination will be made by the director based on the intern’s portfolio.
Typical Four Semester Sequence

Semester One – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 7412</td>
<td>Cellular Nutrition I</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 7205</td>
<td>Nutrition Care Process Acute/Chronic Illness I</td>
<td>3</td>
</tr>
<tr>
<td>HMSE 7010</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 7405</td>
<td>Pharmacology for Nutrition Professionals</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Two – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 7422</td>
<td>Cellular Nutrition II</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 7305</td>
<td>Nutrition Care Process Acute/ Chronic Illness II</td>
<td>3</td>
</tr>
<tr>
<td>HPRO 7780</td>
<td>Seminar in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 7522</td>
<td>Clinical Nutrition and Food Service Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Three – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 7415</td>
<td>Professional Issues in Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 7481</td>
<td>Clinical Internship in Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 7541</td>
<td>Statistical Methods Applied to Education I (take once)</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Four – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 7481</td>
<td>Clinical Internship in Nutrition</td>
<td>5</td>
</tr>
<tr>
<td>NUTR 7482</td>
<td>Residency</td>
<td>1</td>
</tr>
<tr>
<td>HMSE 7996</td>
<td>Thesis -optional</td>
<td>3</td>
</tr>
<tr>
<td>HPRO 7950</td>
<td>Applied Project -optional</td>
<td></td>
</tr>
<tr>
<td>NUTR 7541</td>
<td>Statistical Methods Applied to Education I (take once)</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: The courses above add up to more than the 39 hours in the program because NUTR 7541 is a legal requirement for external GAs, not actually part of your program. EDPR 7541 Statistics may be taken in Summer or Fall.

Number of Students Accepted

Effective 201, 15 interns will be accepted into the Program each fall. Thirty students will be in process during the fall semester, and 15 in the spring and summer semester.

Admissions

Admissions requirements to our highly competitive program include:

1) Completion of an approved didactic program in dietetics
2) Grade point average equivalent to a “B” (3.0 on 4.0 scale) in undergraduate work
3) Acceptable score on the Graduate Record Examination (Verbal + Quantitative scores ≥292 and Analytical Writing >3.5). Note the accepted GRE score is the MINIMUM score; most of our interns have scores above the minimum.
4) The University of Memphis participates in the Dietetic Internship Centralized Application System (DICAS). Only those applying for pre-selection should send a paper application.
Once you have been admitted to the internship, you must apply to graduate school. This is a separate process from the internship. Any documents submitted to the graduate school are not sent to the department. If the program requires a document that the graduate school also requires, you must have two copies. You should do this in April so that you are fully admitted and a GA contract can be made.

Retention
Interns unable to cope successfully in clinical situations will not be allowed to continue in the Program. Efforts to assist these persons obtain appropriate counseling to allow their continuation will be made. Determination of retention will be made jointly by the Program Director, Clinical Assistant Professor and the school director in consultation with the administration of the Graduate School. Any student that is unable to complete the program will be provided counseling regarding their career options.

Graduation
Graduation is usually in mid-December. Before an intern will be allowed to graduate they MUST have:

1) Completed all rotations, made up any missed rotations and received the evaluations for all rotations.
2) Submitted all rotation documents and have them checked by the clinical assistant professor.
3) Had their thesis ACCEPTED by the Graduate School or their project by the school.
4) Completed the Jean Inman RD exam review in Memphis.
5) Completed all graduation forms required by the University.

Once the intern has completed all their requirements for the internship part of the program, they will be provided with a verification statement which will enable them to register for the RD exam. Close to graduation, other CDR and AND forms will be completed by the interns. After graduation, they will be entered into the CDR computer system; the verification statement and other forms will be mailed to CDR, so that they can be processed for the RD exam. Once entered, the intern will receive notification that they can take the exam; this takes several weeks.