The dietetic internship at the University of Massachusetts Amherst (henceforth referred to as UMass Amherst dietetic internship (DI) program) is a program that provides the practical experiential learning necessary to prepare and qualify a student (or intern) to take the nationally administered Registered Dietitian (RD) credentialing examination. The philosophy of the program is based on our recognition that in many geographic areas there is a need for broadly trained dietitians, and that most students/interns would benefit from exposure to a wide variety of practice settings before deciding where to specialize. Our program strives to provide an opportunity for students/interns to participate in a variety of supervised practice experiences that will form the broad basis for a career in any segment of the nutrition and dietetics field.

In accordance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND), dietetic interns are required to complete 1000 hours of supervised practice, of which 700 hours must be conducted in a professional workplace setting and 300 hours may come from alternate supervised experiences including simulated case studies and role playing. UMass Amherst dietetic internship provides interns with approximately 900 supervised hours in a workplace setting and nearly 200 hours of alternate supervised practice hours.

Interns will spend approximately 256 hours (eight 4-day weeks) in a food service management (FSM) rotation, gaining managerial experience in a food service environment. Most FSM rotations are located within school or healthcare systems. Other opportunities for FSM experience may be available and include Meals-on-Wheels facilities and Head Start programs.

Interns will spend approximately 256 hours (eight 4-day weeks) in a community rotation, gaining nutrition and dietetic-related skills in a variety of settings within the community. This rotation offers the most diverse opportunities for interns ranging from the Food Bank of Western Mass to a pediatric endocrine clinic.

Interns will also spend approximately 256 hours (eight 4-day weeks) in a clinical rotation. A pre-clinical workshop is held to review the basics, followed by approximately 96-128 hours (three or four 4-day weeks) of simulated, interactive case studies. This prepares the interns for their in-person clinical experience. The interns will also spend 24 hours (one 3-day week) in long-term care (LTC).

In addition to the above main rotations, interns spend 48 hours (two 3-day weeks) at a Veterans Affairs (VA) rotation where they get individual and group counseling experience. They also get
to choose a specialty rotation ("plan your own - PYO") where they will spend 64 hours (two 4-day weeks) working in an area of personal interest. While the interns are encouraged to reach out to the individual preceptors (this encourages networking and fosters initiative), the director has a list of rotation options and contact information from which to choose. It is not expected that the interns facilitate the PYO rotation solely on their own.

Many healthcare facilities, school systems, and community organizations in western Massachusetts cooperate with UMass Amherst to provide the experiences necessary to meet all competencies required by ACEND of the Academy of Nutrition and Dietetics (AND) to become RD-eligible. Most of the supervised hours are spent at the rotation sites working one-on-one with a preceptor. The UMass Amherst DI program is accredited by ACEND through 2023. Interns may contact ACEND at:

Email: ACEND@eatright.org
Phone: (800) 877-1600, ext. 5400
Mail: 120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

2022 – 2023 UMass Amherst DI Program Schedule

A four-day orientation is held for all interns before they begin their first rotation and takes place mid-August. After the orientation, interns will typically start in their assigned rotations the following week. Interns entering their clinical rotation will spend one week with the program director in an intensive pre-clinical workshop, then start the three-week alternate practice portion of the clinical rotation before entering the clinical workplace (i.e., hospital).

Scheduled Dates: (all dates are subject to change)

August 16th – 19th – Orientation
August 23rd – first semester begins and start of individual rotations
December 17th – start of winter break
January 10th – start of second semester
April 28th – last day of the program

If at any time throughout the program special events (such as a wedding or a family event) will take an intern away from the area, the program director should be informed as soon as possible. If an unexpected event (e.g., family emergency) occurs during a scheduled rotation, the program director will work with the intern to accommodate a temporary leave. Absences due to illness will be discussed later in this document, but both the program director and preceptor should be notified as soon as possible.

Program Overview

The program begins with a group orientation that covers the details and expectations throughout the program length. Ideally, the intern cohort is divided evenly with respect to those entering their FSM or community rotations and those entering their clinical rotation. The availability of clinical preceptors governs intern placement into that rotation; thus, more interns may be entering the clinical setting in the spring versus in the fall semester. Generally, interns will complete their FSM and community rotations in one semester (fall or spring) and their clinical in the other, regardless of which occurs first. Interns attend the VA rotation orientation in pairs but do their
counseling work individually with an assigned preceptor. All other rotations are completed individually. Interns will attend most virtual seminars independently; however, there may be some virtual seminars where the UMass Amherst interns will meet as a group. The LTC rotation is generally assigned after or during the clinical rotation, and the PYO is assigned for later in the program to allow interns time to explore the various options.

The 32-hour weeks do not include travel time, additional work on projects, or other outside preparation. There will be a two-week break at the end of December through the New Year.

**Traditional Dietetic Internship Program**

The *UMass Amherst Dietetic Internship* program (as described above) provides interns with the required supervised practice in 37 weeks (~9 months) and exposes interns to a wide variety of settings in which a registered dietitian may be employed.

**Dietetic Internship with Concurrent Online MPH in Nutrition Program**

The *UMass Amherst DI / MPH-N* program provides interns with the same internship experiences as the traditional DI program, but with the ability to work concurrently towards a CEPH-accredited online Master of Public Health in Nutrition degree. This concurrent program extends the dietetic internship portion over a 16-month period while the intern takes courses online to fulfill the requirements of the two-year online MPH-N program through the University of Massachusetts Amherst University Without Walls (UWW).

**ACEND Requirements for Program Completion**

The Academy of Nutrition and Dietetics (AND) has ruled that by January 2024, a graduate degree will be required to sit for the credentialing RD exam. Receipt of the DI verification statement and subsequent notification from CDR depends solely on completion of the dietetic internship and is not contingent upon completion of the MPH-N degree. Thus, an intern may become an RD/RDN prior to completing the online MPH-N program. If this occurs before January 2024, the intern must complete the MPH-N degree in order to be eligible to sit for the RD exam.

In order to successfully complete the internship program, interns are expected to meet all the 2022 Core Competencies found in the *Curriculum and Learning Activities* section within the ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs manual. Competencies are based on learning experiences designed to simulate a wide range of activities practiced by entry-level dietitians. Interns work with preceptors at each rotation site (or program director) to ensure that all competencies are successfully met. Additional activity hours associated with the program that fall under the alternate supervised hours include various projects and presentations (e.g., literature review, budget project, multicultural nutrition education), and training modules. The UMass Amherst DI program is full-time with supervised hours at 32 hours/week (typically 7-8 hours/day, Tuesday through Friday). Mondays are reserved for didactic seminars and/or group workshops and meet two-three times per month.

Upon successful completion of all ACEND-required competencies, interns will receive a verification statement from the program director indicating they have satisfactorily completed the supervised practice program and are eligible to take the registered dietitian (RD) qualifying exam. After completion of the 1000 supervised practice hours, interns are able to apply for the state
licensure for dietitians and nutritionists (LD/LDN) in states that have licensure credentialing available.

**2022 – 2023 Program Calendar**

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**FINANCIAL INFORMATION**

**Tuition and Fees:**

*Traditional Dietetic Internship*

- A separate application fee of $85 is to be sent to the Nutrition Department in c/o the program director (see [website](#) for details). This fee is in addition to the fees required by the Dietetic Internship Centralized Application Service ([DICAS](#)) and [D&D Digital](#) (see links for more details). The UMass Amherst DI program application fee will be waived (i.e., not deposited) for applicants who match and are accepted into the program.

- The tuition for the UMass Amherst dietetic internship program is $10,000. This is payable online through SPIRE in two $5,000 installments (beginning of fall and spring semesters, respectively).

- A university program registration fee of $60 *each semester* ($120 total) is charged for enrollment in NUTR 698A & 698B (DI Practicum, 6 credits each for a total of 12 graduate credits). Dietetic interns must enroll in the DI practicum in both the fall and spring semesters.
or risk losing access to the course. The total cost of the program (minus the application fee) is $10,120. Note: additional expenses associated with internship are to be expected and are described later.

**Concurrent Dietetic Internship and Online MPH in Nutrition Program**

DI/MPH-N students/interns pay by the semester at a rate of $653 per credit. There are 47 credits required in the online MPH-N program and 12 credits required by the internship. The DI/MPH-N students enroll in the DI Practicum courses NUTR 698C & 698D for fall and spring semesters of their first year, and NUTR 698E & 698F for the fall and spring semesters of their second year. These are the same DI practicum course as the traditional DI program, but the course names are different for registration purposes. The DI/MPH-N practicum courses NUTR 698C-F are 3 credits each (total of 12 graduate credits). Students/interns enrolled in the concurrent program may use 9 of the 12 graduate DI credits towards completion of their MPH-N degree. The concurrent DI/MPH-N program has a total of 59 credits (12 DI and 47 MPH-N) with a total tuition cost of $38,527. See below for additional fees required by the university.

**The following fees apply only to DI/MPH-N program:**

- Separate DI application fee of $85 made payable to UMass Amherst Nutrition Department (this fee will be credited if matched and accepted into the DI/MPH-N program) send to:
  Department of Nutrition  
c/o Christy Maxwell, DI Director  
236 Chenoweth Laboratory  
University of Massachusetts Amherst  
100 Holdsworth Way  
Amherst, MA 01003-9282

- Separate MPH-N application fee of $85 made payable to UMass Amherst and sent to:
  Graduate Student Service Center  
534 Goodell Building  
University of Massachusetts Amherst  
140 Hicks Way  
Amherst Ma 01003-9333

- Registration fee of $60 per semester (x 4 semesters = $240)

- Graduate School Entrance fee (covers graduation costs and transcripts): $507  
  \[ \Rightarrow \text{Total cost of concurrent program (minus application fees) over 27 months is approximately }$39,274. \]

*NOTE: The DI/MPH-N students should not confuse the DI practicum courses (NUTR 698C-F) with the online MPH-N practicum experience (NUTR 698-IS). This is a separate 3-credit course (part of the 47-credit MPH-N requirement) that must be completed and is specific to the online MPH-N degree.

If a traditional DI intern or DI/MPH-N student/intern withdraws or is terminated from the program, that intern is obligated to pay only the fees that are already due at the date of withdrawal. All withdrawals must be made in writing. No intern who matches to the program through computer matching (DICAS) may use a state-employee program fee waiver. If, after the
match, there is space available in the program, applicants who have such a waiver will be considered along with any others for available spaces.

**Other Costs and Requirements of the Dietetic Internship**

**Professional Memberships and Activities**
Interns are required to be active members of The Academy of Nutrition and Dietetics (2022/23 student membership = $50) and the Western Area Massachusetts Dietetic Association (WAMDA) (2022/23 student membership = $10) The WAMDA membership automatically qualifies interns as members of the Massachusetts Academy of Nutrition and Dietetics (MAND).

**Housing/Meals/Transportation/Clothing**
Interns are responsible for their own living arrangements and expenses. They must also have access to individual transportation since many of the rotation sites are not easily accessible by public transportation. A variety of housing options are available in the western Massachusetts area, with prices dependent on arrangement type and location. The university’s Off Campus Housing Services website maintains a list of apartments and houses available for rent in the Amherst area. The average cost of renting a one-bedroom apartment in the Amherst area is $1,840/month, while the average cost of renting a similar apartment in Westfield (approx. 25 miles from Amherst) is $1100/month.

Some clinical and food service rotation sites require interns to wear a lab coat. These can be purchased from a variety of retail or online stores and cost around $25. It is expected that interns will wear business casual apparel to their respective rotation sites unless otherwise specified by the preceptor. Clothing costs can range greatly. If one does not currently own business casual attire and acceptable shoes, it is reasonable to expect to spend at least $250.

Many rotations, particularly food service, provide free lunches to the interns. Interns should be prepared to purchase or provide their own meals and snacks throughout the program.

**Travel and Miscellaneous Costs**
Travel expenses can vary based on an intern’s home location and distance to the rotation sites. It’s realistic to assume 10-20 miles of travel per rotation workday, which would amount to 2,240 - 4,480 miles during the nine-month program length. You must have access to a reliable vehicle and/or transportation to participate in the UMass Amherst Dietetic Internship; however, there may be a rare exception depending on housing and rotation site locations.

Interns need to have access to a laptop with internet access throughout their time in the program.

Interns are NOT required to carry their own Professional Liability Insurance for their work associated with the internship as they are covered by a policy held by the University of Massachusetts Amherst.

**Affiliated Rotation Sites**
Affiliation sites are located primarily in western Massachusetts (Amherst, Springfield, Northampton, the Berkshires, and others). Some rotations may require travel to eastern Massachusetts (e.g., Boston, Milton, Woburn) or central Massachusetts (e.g., Worcester, Auburn, Framingham). While preference is given to western Massachusetts area rotations, interns must be
willing to drive over an hour one-way to an affiliated site. If an intern must drive an extended
distance for one rotation, accommodations for nearby locations for the remaining rotation sites
will be given.

Every effort is made to place interns in their top choice for the three main rotation sites; however,
not everyone will be able to go to their first choice. The program director will take into account
the intern’s interests when creating the program schedule.

Regardless of residential location, it is expected that all interns will attend Monday seminars,
which occur about three times/month. Many of the seminars are joint class days shared with
Boston-area DI programs and offered virtually. Others will be in person, either in Amherst or
Hadley, or at the host internship’s facility. Interns will not be required to attend seminars that are
offered in person and located in the Boston area. However, interns are welcome to attend these
seminars, but travel expenses would be their responsibility. Any fees for seminars will be paid for
by the internship.

**Employment and Financial Aid**

Although many interns find it is desirable to work part-time for financial reasons, due to schedule
variability and travel time between rotation sites, it may not be realistic for interns to work for
more than eight hours/week. If an intern must work outside of the internship program, the
schedule must be flexible enough to accommodate the internship expectations. The internship
should be given the highest priority during the program year.

Interns enrolled in the traditional dietetic internship at UMass Amherst are **not eligible** for
financial aid through the University’s Financial Aid Office.

Interns enrolled in the concurrent DI/MPH-N program at UMass Amherst are **eligible** for
financial aid through the University’s Financial Aid Office as long as they maintain a minimum of
6 credits per semester.

**Health Insurance and Vaccination Policy**

Interns are required to provide a copy of the cover page of the current health insurance policy and
coverage must be ensured for the entire internship year. Interns moving to Massachusetts who do
not have health insurance can contact the Health Connector portal at
[https://www.mahealthconnector.org/portal/site/connector/](https://www.mahealthconnector.org/portal/site/connector/)
to inquire about eligibility for a plan. Interns may be expected to complete a health form for some rotations.

The UMass Amherst DI program requires proof of all immunizations, including the full series of
the covid vaccination and booster, as well as the flu vaccination, if required by the rotation
facility. Cost of obtaining immunizations will be at the intern’s expense. Most facilities,
particularly hospitals and those dealing with vulnerable populations, will not allow unvaccinated
students or interns to participate in person; thus the internship requires that all students/interns
must be vaccinated against the COVID-19 virus.

**Student Status in Practice Facilities**
It is agreed that while in practice facilities, interns have the status of trainee, and will not routinely replace regular staff members employed at the facility. Interns are not paid by the facility while performing their planned experience. All interns are expected to abide by each facility's rules and regulations, including dress codes and personal appearance policies, and to uphold patient confidentiality and patient/client care protocols as established by that facility. A UMass Amherst name badge will be provided and should be worn at each rotation and group activity.

**DI Program Completion Requirements**

Each intern must satisfactorily meet all Core Competencies set by ACEND in a minimum of **1000 hours of supervised practice** (700 hours in a professional workplace setting) to successfully complete the UMass Amherst DI program and earn a verification statement from the program director. Satisfactorily meeting all Core Competencies means that the preceptor or program director overseeing how the competency was met has given you an evaluation score of a three or four on a four-point scale. If an intern has trouble mastering all competencies, they may need to spend more time in that rotation or participate in additional activities/experiences until an acceptable level of competency is achieved. It is expected that problems will be dealt with early in a rotation to avoid an intern getting to the end of a full rotation period with little chance of success. Interns must complete the internship in no more than 150% of the usual time (approximately 13 ½ months).

**Traditional DI:** Completion is expected at nine months or 37 weeks (maximum length is 56 weeks). The verification statement is awarded when satisfactory completion of 1,000 supervised practice hours and all Core Competencies have been successfully met within this timeframe. An original electronic version of the verification statement signed in blue ink will be provided.

**DI/MPH-N:** Completion of the internship portion of the DI/MPH-N is expected at 17 months or 68 weeks (maximum length is 102 weeks). The verification statement is awarded when satisfactory completion of 1,000 supervised practice hours and all Core Competencies have been successfully met within this timeframe. An original electronic version of the verification statement signed in blue ink will be provided.

The online MPH-N program has a statute of limitations of four years. Therefore, the graduate degree may be awarded after the supervised practice requirements have been met and the verification statement has been awarded. The verification statement and the graduate degree can be obtained at different times within the allotted timeframes depending upon the progress made by the intern towards completion.

**Credit for Prior Learning**

The program will give credit for prior learning for the successful submission of a master’s thesis or doctoral dissertation with focus in nutrition and/or dietetics (100 hours and completion of Core Competency CRDN 1.2). Documentation of prior learning must be provided via an attestation from the intern’s university academic advisor or department Chair. An intern meeting the above learning experience will not be required to submit a literature review or abstract for the internship.
Additional Internship Requirements

1. Each intern must give a formal case study presentation at the end of the clinical rotation. If possible, this presentation should be on a unique disease or condition observed during the clinical rotation. If an unusual disease or condition is not witnessed, the intern may choose a disease or condition to research and present on. In this case, interns must receive permission from the program director before proceeding. Further details and expectations will be found in the DI Moodle course.

2. Each intern must give a presentation on their experience at either their food service management or community rotation. Background and informative data on the main roles of the rotation site are expected (e.g., information on the National School Lunch program).

3. Each intern must attend the Day on the Hill seminar in March or a local, state, or national Academy of Nutrition and Dietetics meeting.

4. Each intern must submit an abstract for presentation at a professional meeting and prepare a poster associated with that abstract for presentation at the professional meeting and/or at graduation.

5. Each intern must develop the objectives for their two-week (8-day) specialty/plan your own rotation. More information will be provided at the orientation.

6. Each intern must maintain documentation of hours spent in supervised practice (UMass Amherst DI rotation log) and have it signed by the preceptor at the end of the rotation. Alternate supervised practice hours must also be documented, and the hour log must be signed by the program director.

7. Each intern must be ServSafe certified or equivalent (i.e., Foodservice Sanitation Certified) by the time their food service management rotation begins.

DI Verification Statement

Upon completion of the 1000-hour minimum supervised practice experience with a minimum of 700 hours in a professional workplace setting, the completion requirements listed above, and after meeting all the current ACEND Core Competencies for Registered Dietitians, interns will receive an original-signed electronic copy of your DI verification statement.

Complaints, Disputes, and Resolutions

If an intern has a dispute with a preceptor, the intern should first seek advice and assistance from the program director. All efforts will be made to resolve the situation, including finding an alternative rotation site for the intern. If the intern wished to file a complaint against the program director, the intern should first seek advice and assistance with the nutrition department chair, Dr. Lindiwe Sibeko. If resolution cannot be met, the intern may file a formal complaint with ACEND (see policy and procedure below). All records of disputes, complaints, and resolutions will be maintained for a period of seven years within the Department of Nutrition at UMass Amherst.
The UMass Amherst Dietetic Internship abides by the University of Massachusetts Academic Grievance Procedure and Academic Honesty Policy. The link to these policies and procedures can be found at: http://www.umass.edu/registrar/sites/default/files/academicregs.pdf and http://www.umass.edu/honesty/

The Ombuds Office is available to all members of the University community to help resolve University-related conflicts impartially and without judging, rewarding, or punishing parties. Depending on the problem, the Ombuds Office mediates disputes, facilitates communication, investigates claims of unfair treatment or erroneous procedure, listens, advises, and makes recommendations. The Ombuds Office provides information about and referral to grievance procedures. The Office also coordinates the hearing process for academic grievances and charges of academic dishonesty.

Some of the problems with which the Ombuds Office can offer advice or assistance to interns in both tracks include: course/degree requirements; grade disputes; grading policy and practice; allegations of academic dishonesty; sexual, racial, and other types of harassment; delays in services or decisions; conflicts with instructors, employers, or administrative offices; roommate/coworker/classroom conflicts; and other interpersonal disputes.

Records, contacts, and communication are normally confidential; in unusual circumstances (which are explained to clients) rare exceptions are made if required by law.

The Ombuds Office is located in 823 Campus Center, tel. 413-545-0867. Although not required, it is best to call to arrange a convenient time for an appointment.

**Filing a Complaint with ACEND Against the UMass Amherst DI Program**

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

For more information and procedure on how to file a complaint with ACEND or to access the Complaint Investigation Form, go to: https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend.

**Disciplinary and Termination Procedures for both tracks**

All efforts will be made to accommodate interns' problems with respect to rotation assignments. However, when an intern does not abide by stated policies and intern guidelines or continues to fail to meet an acceptable level of performance, disciplinary action or termination may be necessary. Problems which may result in termination can be broken down into two categories:
Not abiding by stated policies: Interns who do not abide by stated policies, including the student/intern guidelines (see separate document) are subject to immediate termination. A preceptor in a site can reserve the right to terminate a student in the interest of patient/client/employee safety. In order for an intern to be terminated in this manner, both preceptor and program director must agree that the intern's behavior was sufficiently inappropriate to warrant such action. Stated policies include policies in effect at rotation sites, which must be made aware to interns at the beginning of their rotation.

Intern does not succeed in particular rotation: If, at a performance appraisal meeting of the intern and program director, or at the discretion of a preceptor, an intern is found to be unsuccessful in meeting expected competencies, the intern may either (a) be reassigned to another rotation site, or (b) work with the preceptor and program director to develop a plan acceptable to all involved to remedy the problem. Missed time must be made up by the intern, and in some cases duplicating some experiences may be necessary to ensure that all competencies expected from a rotation are met. If reassignment to a new rotation site is not possible, the intern must meet with the program director and preceptor to develop a plan to achieve the competencies necessary for that rotation. The plan must be acceptable to both the preceptor and the Dietetic Internship program director and shall include a timeline for when activities in the plan will be completed. A review of how well the plan is working will be made by the preceptor and the program director within a reasonable time, to be determined by and included in the plan. If the intern continues to be unsuccessful in meeting competencies as enumerated in the plan, the program reserves the right to terminate the intern. Per ACEND requirements, efforts will be made to assist the intern in choosing another career path.

Dispute resolution procedures described above are available to the intern. In any case of termination or voluntary withdrawal, interns may be released from program fee obligations not yet due when the termination occurs.

Academic Requirements/Disciplinary Procedures (DI/MPH-N only)

Interns enrolled in the concurrent DI/MPH-N program must get a B- or better in the six core Public Health courses or those courses must be repeated.

1. Biostats/Epi 540: Introductory Biostats
2. Biostats/Epi 630: Principles of Epidemiology
3. HPP 601: Application of Social and Behavior Theories
4. HPP 620: Introduction to the U.S. Healthcare System
5. HPP 642: Public Health Leadership
6. EHS 565: Environmental Health Practices
**Academic Dismissal**

A student who, in any two semesters consecutive or otherwise, has semester averages of below 2.80 is subject to academic dismissal. (Students going below a 2.80 GPA receive a letter from the Graduate School warning them of the possibility of Academic Dismissal.)

**Academic Average for Graduate Degrees**

In the courses which a student is offering to satisfy degree requirements, a minimum standard for satisfactory work is a 3.00 average.

**Satisfactory or Reasonable Progress**

A student must make satisfactory and reasonable progress toward completion of a degree program within the Statute of Limitations (SOL) for that degree. A student who is not making satisfactory or reasonable progress is subject to termination. (The SOL for the MPH in Nutrition degree is 4 years.)

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (Part 99 of Title 34 of the Code of Federal Regulations) allows present or former interns at educational institutions access to educational records kept on them, as well as basic protections of privacy of their records. The law does not apply to applicants seeking admission to the University. The law applies to educational records, which are defined as those records that are directly related to a student and maintained by an educational agency or institution.

The Dean of Students Office, 227 Whitmore Administration Building, keeps a list of types of educational records maintained by the University, where they are kept, and who is responsible for them. The Dean of Students Office also has available a description of your rights under the Family Educational Rights and Privacy Act, and procedures to be followed in exercising those rights.

If you wish to see any of the educational records which apply to you, go to the office which keeps the records during regular working hours. Make your request in writing, following the procedures established by the office. If possible, you will have immediate access to your record. In no case will you have to wait more than 45 days. If you are required to wait, the office will tell you when your record will be available. You will have to identify yourself with a picture ID to see your record.

If you wish to challenge the content of your record, first try to work the problem out with the person responsible for the record. If this proves unsuccessful, you may request in writing a hearing at which you may present your challenge. Complete information on hearing and appeal procedures is available from the Dean of Students Office, 227 Whitmore Administration building.

Go to [http://www.it.umass.edu/support/spire/ferpa](http://www.it.umass.edu/support/spire/ferpa) for more information about UMass FERPA policies.

Specific to the internship: all interns will have access to their records, projects, and assignments, including evaluations, via the OneDrive folder shared between intern and program director.
**Liability for Safety in Travel**

The Nutrition Department and the University of Massachusetts Amherst assume no responsibility for dietetic interns and/or MPH-N/interns traveling between their assigned areas. All interns are required to furnish their own transportation to and from rotation sites and are liable for their own travel. Interns must maintain an active automobile insurance policy during the internship. A copy of their automobile insurance policy and their vehicle registration are required on or before the start of the first rotation.

**Vacation, Holiday, and Absence Policies**

All interns of the UMass Amherst Dietetic Internship will have at least two weeks of vacations each year. The dates for the 2022/23 year are December 13, 2022, through January 8, 2023. The DI/MPH-N interns begin their first DI rotation in late August or early September of their first year. They will have two weeks of vacation in the summer of their second year, and another two-week vacation in late December/early January in their second year.

All interns may be required to work on legal holidays at the discretion of the preceptor, although this is highly unlikely. Interns are responsible for notifying their preceptor of any absence or excessive lateness (more than 10 minutes of expected arrival time). If an intern knows of an upcoming absence, the intern should notify the preceptor and arrange to reschedule all assignments/activities. Interns are expected to keep to their assigned schedules, except for emergencies or illness. Interns who are absent due to illness or personal reasons must make up any missed work, preferably within the same week, or following week, of their absence. It is advisable for interns to obtain the cell number of their preceptors (if acceptable to the preceptor), for immediate notification purposes.

Rotation hour logs must be maintained by interns and should be signed by the preceptor at the end of the rotation to document supervised practice hours. Some seminar sessions may be counted toward the total supervised hours, and if missed, may need to be made up. The program director will determine if the make-up seminar is necessary, and what commensurate experience would be acceptable. There are no set ‘sick days’ incorporated into the internship schedule; however, there is some flexibility built into the program’s schedule. Interns who miss long periods (greater than 2 weeks), may need to extend the time they stay at one rotation to meet all the required competencies. Rescheduling such missed work will be done at the discretion of the preceptor(s) and the program director.

**Health Issues and Illness or Injury While in Practice Facility**

Interns are responsible for their own health and safety while in practice facilities/rotation sites. The program director will provide the intern with the contact information of their preceptors several weeks before beginning the rotation. Interns are responsible for contacting their preceptors at least two weeks before that rotation begins. The onboarding procedure may be extensive at some rotation sites (i.e., clinical settings); thus, it is advisable for the intern to contact the preceptor at least one month in advance. The intern will be responsible for knowing what health screens are required by the rotation site and obtaining those records from their primary care doctor. All health insurance forms from the hospital where the clinical rotation will be completed, or from other rotation sites, must be obtained and completed BEFORE the rotation begins. Some vaccinations, including the covid vaccination, will be required, and the TB test may require a 2nd
reading. The process should be repeated before each subsequent rotation in the internship, including the VA (which may require up to six weeks), the plan your own, and the long-term care rotations.

Interns are also required to carry health insurance and provide a copy of the health insurance card or policy on or before the start of orientation. Some rotation sites require proof of immunizations, TB testing, flu vaccinations, and/or drug testing. See below for more information on drug testing.

**UMass Amherst Health and Support Services**

University Health Services serves UMass Amherst students, faculty and staff, along with their spouses, domestic partners and dependents. Information and access to healthcare services at UHS may be found on their website at: [https://www.umass.edu/uhs/accessstocare](https://www.umass.edu/uhs/accessstocare).

Mental health and counseling services, including telehealth services, are available for students/interns at UMass Amherst. For more information visit the Center for Counseling and Psychosocial Health at: [https://www.umass.edu/counseling/](https://www.umass.edu/counseling/)

**Performance Appraisal and Role of Director in Advising**

An intern’s performance will be reviewed continually by the preceptor and program director, as well as by request of any party during each rotation. A standard comprehensive performance evaluation will be conducted (in-person or virtually) for each intern at the mid-point and at the end of each rotation, with the preceptor and intern in attendance. Self-evaluations are completed by each intern during each rotation. Interns are expected to keep a journal and portfolio of their activities during all rotations to document performance of required activities, to also include a rotation hour log.

**Non-Discrimination Policy**

The University of Massachusetts Amherst prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, veteran status, or sexual orientation in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, University policy includes prohibitions of harassment of students and employees, (i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination). Go to [http://www.umass.edu/eod/Affirmative%20Action%20and%20Non-Discrimination%20Policy%203-17-17.pdf](http://www.umass.edu/eod/Affirmative%20Action%20and%20Non-Discrimination%20Policy%203-17-17.pdf) for the university’s policy statement.

Inquiries concerning applicable laws, regulations, and policies should be addressed to the Equal Opportunity and Diversity Office, 305 Whitmore Administration Building, (413) 545-3464. rev. 4/2013

**Identity Verification and Privacy Protection Policies**

UMass Amherst uses the NetID for credentialing in our online courses. For information on what a NetID is, go to: [https://www.it.umass.edu/support/accounts/understand-your-netid-password](https://www.it.umass.edu/support/accounts/understand-your-netid-password)

The NetID is a student’s passport for all of UMass Amherst IT services. See the IT Guide for UMass Amherst: [https://www.it.umass.edu/general/it-guide-students](https://www.it.umass.edu/general/it-guide-students)
Student identity and privacy concerns are regulated at UMass Amherst through SPIRE by the IT department. UMass Amherst DI program adheres to the university’s policy for ensuring student identity and verification and uses the DUO and/or the Microsoft two-step verification processes. For more information on the two-step verification process, go to: https://www.umass.edu/it/authentication

For more information on your UMass Amherst IT account, go to Accounts at UMass Amherst: https://www.it.umass.edu/accounts

The UMass Amherst Privacy Policy, including student/intern privacy, can be found at: https://www.it.umass.edu/policies

**Criminal Background Checks**

All interns will have a CORI check completed before entrance into the program. This is performed at no cost to the intern. However, individual rotation sites may require their own CORI check be performed. The internship will cover costs associated with additional CORI checks if required.

**Drug Testing**

The UMass Amherst DI program does not perform drug testing on the interns; however, affiliation sites may institute drug testing at any time. If a practice facility or rotation site requires drug testing of their employees, it is to be expected that interns will also be required to undergo this screening. The internship program will cover the cost of drug testing if required by the facility.

*Important Note:* some facilities in Massachusetts consider marijuana to be an illegal drug despite its legal status in the state. For example, facilities that accept Medicare (a federally run program) or facilities whose headquarters are in a state where marijuana is illegal, may refuse to allow an intern who tests positive work at the facility. If this occurs, the intern will be responsible for securing another rotation site or risk not completing the program on time.

**Preceptor Training**

Preceptors, faculty, instructors, and teaching assistants who will be mentoring interns will be provided with an orientation to the program’s mission, goals, objectives, and educational philosophy, and will be trained on the program’s expectations and the ACEND 2022 (or current) standards with emphasis placed on their specific area of expertise. New preceptors will be expected to participate in the ACEND preceptor training program and notified of the 8 CEUs available upon completion. All mentors will receive feedback in the form of an evaluation from the interns and/or program director.

**Additional Information**

For a more in-depth experiences, interns are encouraged to spend more time in each facility. All interns are required to keep an hour log demonstrating that they are present for the minimum number of hours required for each major rotation, the specialty (PYO) and VA rotations, as well as the alternate supervised practice experiences (i.e., workshops, case studies).
Additional time may be required for outside preparation, traveling to sites associated with the main rotation site, and other related tasks. On rare occasions, a preceptor/site may discontinue the affiliation with UMass Amherst, which may be due to staffing changes, mergers, and/or other issues. Therefore, we cannot guarantee that interns will be assigned to their preferred practice site for any rotation. However, every attempt will be made to place each intern where their individual experience is expected to be positive and where the competencies are likely to be met.

The UMass Amherst DI practicum course (NUTR 698A [fall] & 698B [spring]) and didactic seminars meet on Mondays an average of three times per month in Amherst, Hadley, or virtually. Occasionally, seminars will be held off-campus, (e.g., Food Bank or farm tour). The interns are responsible for their own travel arrangements and any parking fees accrued. Most in-person seminars will be held at the UMass Amherst Professional Building located at 100 Venture Way in Hadley, which has ample free parking and is in close proximity to restaurants and shops.