UNIVERSITY OF MASSACHUSETTS AT AMHERST
DIVISION OF CONTINUING EDUCATION AND
DEPARTMENT OF NUTRITION

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

POLICIES AND PROCEDURES – 2021-2022

The Dietetic Internship at the University of Massachusetts Amherst is a program that provides the practical experience necessary to qualify a student to take the nationally administered Registered Dietitian (RD) 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 many interns benefit from exposure to a wide variety of practice settings before deciding where to specialize. Our program strives to provide an opportunity for the best-qualified applicants, from both western Massachusetts and other areas, to participate in varied and enriching supervised practice experiences that will form the broad basis for a career in any segment of the field of dietetics.

Interns will spend at least 256 hours (8 weeks) in a Food Service/Management rotation, gaining managerial experience in a food service environment. They will spend at least 256 hours (8 weeks) in Community rotation, gaining nutrition and dietetic-related skills in a variety of settings within the community. Interns will also spend a minimum of 424 hours (12 weeks) in a Clinical rotation, 80 hours of which are spent full-time as staff relief, and 24 hours in a long-term care unit. In addition, two weeks are spent in a specialty rotation (intern’s choice), as well as in a Veterans Affairs rotation. Furthermore, interns meet at least twice per month for seminar and other didactic and networking sessions. *Current hour requirements have been reduced due to the pandemic for the 2021-22 internship. A (minimum) total of 1000 supervised practice hours must met during the internship program.

Many health care facilities in western Massachusetts and other organizations across Massachusetts cooperate with the University of Massachusetts Amherst to provide the experiences necessary to meet all competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). Most of the intern’s time is spent on locations at the field site, with only a small portion of time spent at the University itself. The Dietetic Internship at the University of Massachusetts Amherst is currently accredited (re-accreditation due in 2023) by ACEND. The address and phone number of ACEND are 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, and (312)899-4876, respectively.

In order to successfully complete the Dietetic Internship, interns are expected to meet all the specific competencies in the current 2017 Learning Standards for RDNs. 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 field site and with the Internship Director to ensure that all competencies are met. Additional work hours (e.g., reading, research, projects) beyond those scheduled at the field site are required, especially during the clinical rotation. The dietetic internship program is considered to be full-time at 32 hours/week (typically 8 hours/day,
Tuesday through Friday), with the exception of the clinical staff relief, which is 40 hours/week for at least two weeks at the end of the clinical rotation. Upon successful completion of all ACEND-required competencies, interns receive a verification statement stating that they have satisfactorily completed the supervised practice program, and they become eligible to take the registered dietitian (RD) entrance exam and to apply for state licensure for dietitians and nutritionists (LD/LDN) in states that have licensure credentialing available.

**Dietetic Internship Program (also referred to throughout as “DI” or “Track 1”)**

The *Dietetic Internship Program* (as described above) provides interns with the required supervised practice in 9-10 months, and exposes interns to a wide variety of settings in which an RD may be employed. Graduates of the DI program are eligible to sit for the RD exam upon successful completion of the supervised practice competencies, receipt of the Verification Statement, and subsequent notification from the Commission on Dietetic Registration (CDR).

**Dietetic Internship with Concurrent Online MPH in Nutrition Program (also referred to throughout as “MPH-N/DI” or “Track 2”)**

The *DI / MPH-N* program provides interns with the same internship experiences as the DI program (track 1), but with the added benefit of concurrently working toward an online master’s in public health nutrition degree. This concurrent program extends the dietetic internship over a 27-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).

The Academy of Nutrition and Dietetics (AND) has ruled that by 2024, a graduate degree will also be required for eligibility to sit for the RD exam. Graduates of the *DI / MPH-N* program are eligible to sit for the RD exam upon completion of the supervised practice competencies, which is scheduled to occur by month 27 of the program. Receipt of the Verification Statement and subsequent notification from CDR depend solely on completion of the dietetic internship and are not contingent upon completion of the MPH-N degree. Thus, an intern may become an RD prior to completing the MPH-N program before 2024, after which a graduate degree will be required prior to taking the qualifying RD exam.

**FINANCIAL INFORMATION**

**Tuition and Fees:**

**Dietetic Internship (Track 1)**

- A separate application fee of $80 is to be sent to the Nutrition Department in c/o the Program Director (see website for details: [UMass DI Program](#)). This fee is in addition to any fees required by DICAS and D&D Digital.
- The tuition for the dietetic internship program is $10,000. This is payable online through SPIRE in two installments (Sept. 1 and Nov. 1).
• A registration fee of $47.00 per semester is charged for enrollment in NUTR 698A & 698B (DI Practicum, 6 credits each for a total of 12 credits). Dietetic interns must enroll in the DI practicum in both the fall and spring semesters. If any intern withdraws or is terminated from the program, that intern is obligated to pay only those fees already due as of the date of withdrawal. All withdrawals must be made in writing. No intern who matches to the program through computer matching 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 other applicants for any such open spaces.

**Dietetic Internship with Concurrent Online MPH in Nutrition Program (Track 2)**

MPH-N/Interns pay by the semester at a rate of $622.00 per credit. There are 47 credits required in the MPH-N program. The MPH-N/Interns enroll in the DI Practicum 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. The MPH-N/DI Practicum courses NUTR 698C-F are 3 credits each (a total of 12 credits). The total credits for the concurrent MPH-N/DI program is 59 (total tuition cost is $36,698). See below for additional fees required by the University.

If any intern withdraws or is terminated from the program, s/he is obligated to pay only those fees already due as of the date of withdrawal. All withdrawals must be made in writing. No intern who matches to the program through computer matching 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 other applicants for any such open spaces.

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

**The following fees also apply to MPH-N/DI (Track 2):**
- Separate MPH-N Application fee of $85.00 sent to the Graduate School
- Registration fee (per semester): $47.00 (x 4 semesters)
- Graduate School Entrance fee (covers graduation costs and transcripts): $507.00
  ⇒ Total cost of concurrent program spread out over 27 months is approximately $37,473.

**Other Costs and Requirements:** Interns are required to complete at least 8 hours of continuing professional education during the course of the internship. Some of the programs offering credits have fees, such as attending state, local, and national dietetic association meetings.

Attendance at a State or National Academy of Nutrition and Dietetics meeting is required each year in the program. Scholarships from the internship are not available, though some of these meetings have reduced prices for interns and/or student volunteers.

If you co-author an abstract for presentation at a professional meeting, you will be required to pay the conference fee for that meeting. You will be required to pay for the printing of a poster for this meeting or for graduation.
There is a DI-group CORI check performed by UMass before the DI begins. However, some sites require a facility-specific CORI check; the average cost of about $25-35 is the responsibility of the intern.

Some clinical sites require a drug test; the test cost is the responsibility of the intern. The test may need to be done by the intern’s PCP, or at Urgent Care such as http://www.aeiouhc.com/

**Professional Memberships:** Interns are required to be active members of The Academy of Nutrition and Dietetics (2021/22 student membership = $50) and the Western Area Massachusetts Dietetic Association (WAMDA) (2021/22 student membership = $10) The WAMDA membership automatically qualifies the intern as a member of the Massachusetts Academy of Nutrition and Dietetics (MAND).

*The above additional program costs are expected to be between $500 and $1,000.*

**Affiliated Rotation Sites for Both Tracks**

Interns are recommended to live within a 60-mile radius of their assigned rotation sites to allow for a reasonable commute over the length of the rotation. A car will be necessary as stated elsewhere; proof of current car insurance, vehicle registration and current driver’s license is required at program orientation in August.

Affiliation sites are located in Western Massachusetts (Amherst, Springfield, Northampton, the Berkshires and others) and also in Eastern Massachusetts (Boston, Milton, and others) and Central Massachusetts (Worcester, Auburn, Framingham) making it possible for interns to reside in a variety of communities depending upon where their rotations will be. Interns are typically given as much choice as possible regarding rotation sites; this is determined soon after the match in April. Go to Affiliated Sites on the web site for more information.

Regardless of location of residence, it is expected that all interns will attend seminars about twice/month in Amherst (or as scheduled) in Western Massachusetts. UMass Amherst interns will also participate virtually in the Boston-Area internships joint seminar days throughout the year.

**Housing/Meals/Transportation/Clothing for Both Tracks:**

Interns are responsible for their own living arrangements and expenses, and they must have access to individualized transportation, since many of the field sites where interns receive the majority of their training are not easily accessible by public transportation.

A wide variety of housing possibilities is available in the Amherst area, with prices dependent on specific type of arrangement and location. Contact information is available for past interns who have obtained area housing in recent years.

The clinical and some food service management field sites require a lab coat worn over professional clothing, which interns must provide. Interns are expected to follow dress codes set by facilities to which they are assigned. Protective footwear (not canvas sneakers or sandals) is to be worn in foodservice operations.
Many rotation sites offer free/reduced-cost meals during your “work” hours. Many also provide free parking.

**Computer (for Both Tracks):** Interns need to have the use of a computer with internet access.

**Professional Liability Insurance for Both Tracks:** 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.

**Employment/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 is not realistic to expect to be able to work for more than 8 hours/week outside the Internship. Additionally, the schedule of any outside jobs must be flexible enough to accommodate the schedule of facilities to which interns are assigned. The internship should be given the highest priority during this year.

**Track 1:** Interns enrolled in the Dietetic Internship at the University of Massachusetts Amherst are **not eligible** for financial aid through the University’s Financial Aid Office.

**Track 2:** MPH-N/Interns enrolled in the Dietetic Internship at the University of Massachusetts 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:** Interns are required to provide a copy of the cover page of the current health insurance policy and coverage must be assured 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 will be expected to complete a health form for some rotations. Some facilities require proof of immunizations and/or a flu vaccination, which you would be expected to provide or pay for yourself. The University will adhere to the rotation site’s policies regarding immunizations.

**Student Status in Practice Facilities for Both Tracks**

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 should be worn at each rotation and group activity.

**DI Program Completion Requirements for Both Tracks**

Each intern must satisfactorily complete all three major rotations (clinical, community and foodservice/management), as well as the specialty rotation, and meet the minimum **1000 hours of supervised practice** (600-hour minimum in a professional setting) as required by the Accreditation Council for Education in Nutrition and Dietetics to successfully complete the UMass Amherst Dietetic Internship (DI). Satisfactorily completing each rotation means that the
preceptor for that rotation, the UMass Amherst DI program director, and the intern all agree that all stated competencies for that rotation have been achieved to a degree acceptable to the three persons involved. 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. The program does not give credit for prior learning, either educational or experiential.

**Track 1:** Completion is expected at 10 months or 46 weeks (maximum length is 69 weeks). The verification statement is awarded when satisfactory completion of supervised practice competencies has been achieved within this timeframe. An “original” electronic version of the verification statement signed in blue ink will be provided.

**Track 2:** Completion is expected at 27 months or 120 weeks (maximum length is 180 weeks). The verification statement is awarded when satisfactory completion of supervised practice competencies has been achieved within this timeframe. An “original” electronic version of the verification statement signed in blue ink will be provided.

The MPH-N program has a statute of limitations of 4 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.

**All interns (both tracks) are required to:**

1. Participate in seminars, which meet about two to three times/month. Some seminars will have required attendance, while others may be optional. Refer to the seminar schedule for current details (changes annually).

2. Give a formal presentation (with appropriate written summary and bibliography) at the end of each of the three major rotations.

3. Attend professional conferences/meetings/webinars that provide a minimum of 8 Continuing Education Hours for Registered Dietitians, and to summarize sessions attended in writing for the program director. One of these meetings must be a State or National Academy of Nutrition and Dietetics meeting. The expenses of attending these meetings will be incurred by the intern. Often there are reduced prices for interns and/or for volunteering.

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

5. Complete a 4-hour volunteer experience, the objectives of which will be reviewed at orientation.
6. Develop the objectives and complete a 2-week (8-day) specialty (‘plan your own’) rotation. More information will be provided at the orientation.

7. Be ServSafe or equivalent Foodservice Sanitation Certified by the time the intern begins the foodservice/management rotation.

8. Be a student member of The Academy of Nutrition and Dietetics, [http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member](http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member), and of the Massachusetts Dietetic Association and the Western Area Massachusetts Dietetic Association (WAMDA) [http://www.wamda.org/forms/membership-application](http://www.wamda.org/forms/membership-application)

**Verification Statement Procedures**

For all dietetic interns (regardless of track): Upon completion of all 1000-minimum supervised practice hours with a minimum of 600 hours in a professional setting, the completion requirements listed above and after meeting all the ACEND competencies for Registered Dietitians, you will receive an electronic copy of your original DI verification statement.

**Dispute Resolution for Both Tracks**

The 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](http://www.umass.edu/registrar/sites/default/files/academicregs.pdf) and [http://www.umass.edu/honesty/](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.

**Disciplinary/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 (Track 2 only)**

Track 2 interns must get a B- or better in the 6 core Public Health courses or they 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 for more information about UMass FERPA policies.

**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**

Interns and MPH-N/interns will have at least two weeks of vacations each year. The dates for the 2021/22 year are December 24, 2021, through January 9, 2022. The MPH-N/interns begin their first rotation in September of their first year. They will also 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.

Interns and MPH-N/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 15 minutes of expected arrival time). If an intern knows s/he will be absent, the intern should arrange with the preceptor to reschedule all assignments. Interns are expected to keep to their assigned schedules, except for emergencies or legitimate illness. Interns who are absent due to illness or personal reasons must make up any
missed work, preferably within the same week as, or the next week following, their absence. Rotation time logs must be maintained by interns and should be signed by the preceptor at the rotation end. Some seminar sessions are counted toward the total supervised hours and may need to be made up. The internship director will determine if the make-up seminar is necessary, and what commensurate experience would be acceptable. There are no ‘sick days’ incorporated into the internship schedule. Interns who miss long periods, due to prolonged illness for example, 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. There will be a surcharge levied if the time extension is greater than a few days.

**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.

Interns are responsible for contacting the preceptor in their first rotation approximately one month before that rotation is due to begin. The intern is 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 and the TB test may require a 2nd reading, so allowing enough time is essential.

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 that the intern will be required to provide at his/her own expense. The process should be repeated about one month before each subsequent rotation in the internship, including the VA rotation, the specialty ‘plan your own,’ the long-term care, and pediatric rotations.

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

An intern’s performance will be reviewed continually by the preceptor and by the internship director, or upon preceptor and/or intern’s request 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

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 at UMass Amherst**

UMass uses the NetID for credentialing in our online courses. For an explanation of what a NetID is, please go to the following website: [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 through SPIRE by the IT department. For more information go to Accounts at UMass Amherst: [https://www.it.umass.edu/accounts](https://www.it.umass.edu/accounts)

Student Identity and PII are governed under the following policies at UMass Amherst: [https://www.it.umass.edu/policies](https://www.it.umass.edu/policies)

**Criminal Background Checks**

Interns and MPH-N/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. In this case, the intern would be required to pay for the additional CORI check (approximately $35).

**Drug Testing**

There is no drug testing performed on UMass Amherst interns, although affiliation sites may institute drug testing at any time. If a practice facility/rotation site requires drug testing of their employees, it is to be expected that interns or MPH-N/interns will also be required to undergo this screening. This can be a costly test, running on average of $75.

**Schedule and Program Calendar**

A three-day orientation is held for interns (including the MPH-N/interns) before they begin their first rotation. This is typically held in mid-August on a Wednesday through Friday. After the orientation, interns going into their FS/Mgt or Community rotations will typically start the following week. Inters going into their Clinical rotation will spend two weeks (four days of which are on campus) with the DI director in an intensive Pre-Clinical Workshop.

**Scheduled Dates for 2021/22:** (all dates are subject to change)
August 18th – 20th – Orientation
August 27th – Rotations begin for 1st FS/MGT and/or community sites
August 24th – Sept 3rd - First round of the pre-clinical workshop
Sept. 7th – Rotations begin for 1st clinical sites
October 19th - Rotation begins for 2nd FS/MGT and/or community sites
*Clinical rotations for MPH-N/interns begin in their second year

If special events (such as a wedding or a family event) will take an intern away from the area, the director should be informed immediately. If an unexpected event (e.g., family emergency) occurs during a scheduled rotation, the DI director will work with the intern to accommodate a temporary leave.

**Additional Information**

For more in-depth experiences, interns are encouraged to spend more time in each facility. In addition, interns are required to be present for 40 hours per week during the staff relief portion of their clinical rotation (typically the last three weeks). All interns are to keep an hour log demonstrating that they are present for the minimum number of hours required for each major rotation, as well as the specialty (PYO) and VA rotations.

Additional time is required for outside preparation, traveling to sites other than the “base” facility where specific objectives are being met, and related tasks. Intern assignments to particular facilities take into account intern interests and schedule preferences but are made based on the best interests of the total class in a given year. On rare occasions, a preceptor/site may discontinue the affiliation with UMass due to staffing changes 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 Dietetic Internship Practicum/Seminar (NUTR 698A & 698B) meets at least twice per month, on Mondays in Amherst or Hadley (or virtually if it is a joint class day). Occasionally, seminars will be held off-campus, (e.g., Food Bank tour). The interns are responsible for their own travel arrangements and any parking fees accrued. If seminars are held on the UMass Amherst campus, interns are expected to pay for parking.