This manual is a tool to assist dietetic interns and prospective interns and applicants with understanding the program policies, procedures, and expectations of the CSULB-ISPP Program. The handbook is not all-inclusive, but rather is to be used as a supplement to California State University, Long Beach’s undergraduate and Graduate Student Handbook. All outlined policies are in compliance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The Individualized Supervised Practice Pathways Program at California State University, Long Beach (CSULB-ISPP) is an approved track within an already ACEND-accredited DPD program.

Program Accreditation:

California State University, Long Beach’s Didactic Program in Dietetics is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, (312)899-0040, extension 5400. 
http://www.eatright.org/ACEND.

For additional information, please contact the Program Director:

Dustin Moore, MS, RD
CHHS-ISPP@csulb.edu
(562)-985-4626
Program Contacts

Dustin Moore, MS, RD
ISPP (Pathway 1) Program Director
Family & Consumer Sciences
1250 Bellflower Blvd, Long Beach, CA 90840-0501
562-985-4626 CHHS-ISPP@csulb.edu

Pathway 2 is currently on hold and not accepting applications. All Ph.D. holders may contact Dustin Moore for more information.

Long Wang, PhD, MD, RDN
Doctoral ISPP (Pathway 2) Program Coordinator
College of Health and Human Services
Dept. of Family & Consumer Science, CSULB
1250 Bellflower Blvd, Long Beach, CA 90840-0501
562-985-7492 Long.Wang@csulb.edu
Table of Contents

The CSULB-ISPP Program........................................................................................................5
Program Mission..................................................................................................................5
Program Goals and Outcome Measures ............................................................................7
ISPP Pathway Concentrations .............................................................................................8
Applying to the CSULB-ISPP .............................................................................................8
Department of Family & Consumer Sciences ...............................................................9
California State University, Long Beach .....................................................................9
1250 Bellflower Blvd, Long Beach, CA 90840-0501 ..................................................9
CSULB-ISPP Pathway 1 Timeline for Admission ......................................................10
Rotations Sites and Program Expectations .................................................................11
Considerations When Selecting Rotation Sites ...........................................................12
Curriculum .......................................................................................................................13
Estimated Expenses ........................................................................................................14
Insurance Requirements .................................................................................................14
Financial Aid Information ...............................................................................................15
Safety in Travel To and From Assigned Areas ............................................................15
Injury or Illness While in a facility for Supervised Practice ....................................15
Fair Labor Standards .....................................................................................................15
Professional Dress Code for CSULB-ISPP Interns ..................................................15
Attendance Policy ...........................................................................................................16
Pre-Orientaion Intern Requirements ..........................................................................16
Program Retention, Discipline, and Termination .....................................................17
Program Withdrawal .......................................................................................................18
Non-Discrimination Policy ............................................................................................18
Grievance Policy .............................................................................................................18
Formal Assessment of Intern Learning .......................................................................19
Policy for Issuing Supervised-Practice Verification Statement ..................................20
Rights of the Intern ..........................................................................................................20
Duties of the Program Director .....................................................................................20
Health Insurance Portability and Accountability Act (HIPAA) ....................................21
Assessment of Prior Learning .........................................................................................21
Appendices ...................................................................................................................... Error! Bookmark not defined.
The CSULB-ISPP Program

The Individualized Supervised Practice Pathways (ISPP) at California State University Long Beach (CSULB) within the Didactic Program in Dietetics (DPD) serves the purpose of providing the supervised practice experience needed by dietetic interns for eligibility to take and pass the CDR Registration Examination for Dietitians.

The ISPP at California State University, Long Beach provides interns with an opportunity to increase their knowledge of food and nutritional science and to acquire competencies needed to practice dietetics in a variety of settings. Graduates of the ISPP at CSULB are expected to function as entry level practitioners in clinical, food service, and community dietetic roles. Each is expected to operate independently with high levels of professionalism and both personal and professional integrity.

The CSULB-ISPP is an approved program under the DPD within the department Family and Consumer Sciences, but is administered by the College of Continuing and Professional Education (CCPE). The CSULB-ISPP is approved for two pathways. Pathway 1 (P1) only accepts qualified DPD graduates who received a DPD Verification Statement (VS), and were not matched on one occasion through Dietetic Internship Centralized Application Services (DICAS). Upon completion of P1 within the CSULB-ISPP, graduates are issued a VS. Pathway 2 (P2) accepts applicants who have earned doctoral degrees and met other criteria as set forth by the program, and also issues a VS upon completion of the program.

The Verification Statement is the document given at the completion of the CSULB-ISPP when all ACEND-accredited program requirements have been met. Up to twenty-five interns may be accepted each year. 13 spots are available for P1, and 12 spots open for P2. In the case of fewer than expected doctoral applicants, additional spots for highly qualified P1 applicants may be added.

P1 of CSULB-ISPP requires interns to attend and complete a week of orientation in early August each year, hosted at CSULB. P2 of the same program requires interns to complete this orientation as well. All interns are required to complete a minimum of 1,200 hours of supervised practice at various settings which include, but are not limited to, hospitals, foodservice settings, long-term care facilities, public health arenas, and wellness facilities within California. Interns are required to complete all program rotations, assignments, requirements, pass an exit interview, and pay a $15 processing fee before a VS can be issued.

Program Mission

The mission of the CSULB-ISPP is to provide a diverse, student-centered program which provides dietetic interns with quality education and experiences in compliance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The learning environment is designed to produce competent and productive entry-level registered dietitians who can think critically, communicate effectively, embrace diversity, demonstrate knowledge and practical skills, and proactively pursue professional activity within their local communities.

We fully embrace the CSU mission to prepare the future workforce, create innovative products, services, and research. This program is unique since it was the nation’s first ISPP which provides the alternative but equal experience to a dietetic internship in preparing dietetic interns to become registered dietitians. CSULB envisions changing lives by expanding educational opportunities, championing creativity, and preparing leaders for a changing world, and the CSULB-ISPP has fully embraced their core values:

- Educational opportunity
The College of Health and Human Services is committed to the university’s mission and vision and captures that wholly by their mission statement to ‘connect, discover, educate.’ Corresponding to the university and college mission and vision, the Family and Consumer Sciences Department mission is to prepare leaders for the family and consumer sciences professions. The CSULB-ISPP graduates will be held to the same high standard of any other family and consumer sciences graduate, meeting the six outcomes previously mentioned. In addition, the CSULB-ISPP meets the mission and values of the College of Continuing and Professional Education, providing for professional development through an avenue that fits the diverse lifestyle of our participants.

The Mission of California State University, Long Beach
“California State University Long Beach is a diverse, student-centered, globally-engaged public university committed to providing highly-valued undergraduate and graduate educational opportunities through superior teaching, research, creative activity and service for the people of California and the world.” [http://web.csulb.edu/divisions/aa/grad_undergrad/senate/documents/mission/]

The Mission of College of Health and Human Services
“CHHS will be nationally and internationally recognized as an innovator and leader in community connections, the discovery of knowledge, and educating diverse students in the health and human services professions.

Our national and international reputation will attract and retain a richly diverse, high-quality faculty whose students-centered teaching, research, and collaborations in the campus and global communities will be well recognized and rewarded. This sense of academic community will nurture and support faculty of distinction throughout their careers.

CHHS will reshape its academic programs to reflect societal needs with resources developed in collaborations with our community partners to enhance quality. These expanding resources will provide a new building which includes state-of-the-art classrooms, laboratories, clinical and faculty office space and equipment to serve the students, faculty and community of the CHHS, allowing CHHS to become a leader in providing professional doctoral degrees in specific disciplines.

The CHHS alumni network will be stronger than ever. Alumni will express feeling transformed by their experiences in CSULB and commit themselves to ensuring the same level of excellence for future students. The alumni network will be substantially involved in the College by contracting and recruiting other alums and by building a community of organizations and individuals committed to the long term financial stability of the college.” [http://www.csulb.edu/colleges/chhs/about/MissionVisionStatement.htm]

The Mission of Department of Family and Consumer Sciences
“Our mission is to prepare leaders for the family and consumer sciences professions. We are an exemplary, comprehensive and integrative unit in the California State University system that focuses on teaching, scholarship and service to and about individuals, families, and communities in a diverse, dynamic society.” [http://web.csulb.edu/colleges/chhs/departments/fcs/mission/]
The Mission of College of Continuing and Professional Education

"As a leader in international and continuing higher education, the college provides individuals and organizations with opportunities to reach their highest potential."


Program Goals and Outcome Measures*

CSULB-ISPP Goal #1:
Prepare interns to become competent entry-level dietitians.
1) Over a five-year period, at least 80% will successfully pass the CDR Registration Examination for Dietitians within 12 months of completing the program, after the first attempt.
2) At least 80% of interns will graduate from CSULB-ISPP within 18 months or no more than 150% of the normal curriculum.
3) At least 80% of interns who graduate will sit for the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4) At least 80% of interns will obtain job placement in the dietetics field within one year, following graduation from the program.
5) During the first year of employment, at least 80% of the graduates report “adequate” to “extremely adequate” training for their career in dietetics.
6) During the first year of employment, at least 80% of the employers report “adequate” to “extremely adequate” in assessing the dietetics foundational skills in CSULB-ISPP graduates.

CSULB-ISPP Goal #2:
Provide culturally sensitive entry-level dietitians.
1) At least 80% of interns score “3” (average performance) or better on the preceptor evaluation of competency to work with clients of various ethnic/cultural backgrounds.
2) During the first year of employment, at least 80% of the employers of CSULB-ISPP graduates report “adequate” to “extremely adequate” in the competency to work with clients of various ethnic/cultural backgrounds.
3) During the first year of employment, at least 80% of the CSULB-ISPP graduates report “adequate” to “extremely adequate” in assessing their ability to work with clients of various ethnic/cultural backgrounds.

CSULB-ISPP Goal #3:
The Program will prepare registered dietitians who actively engage in professional service and involvement in their local communities.
1) While in the CSULB-ISPP Program, 100% of interns will join the California Academy of Nutrition and Dietetics (CAND) district which pertains to their local community.
2) During the internship year, at least 80% of interns will attend either an educational seminar or volunteer activity hosted by their respective district.
3) Over a five year period, at least 80% of the CSULB-ISPP graduates confirm they have maintained membership with their local AND affiliate district.

*Program outcome data available upon request
ISPP Pathway Concentrations

The CSULB-ISPP offers concentrations in clinical dietetics practice and community engagement.

California has the largest population of any state in the U.S.A., and is also one of the most culturally diverse states. Currently, many diet-related chronic illnesses are on the rise, like type 2 diabetes mellitus, while others, such as heart disease and CVD, contribute to nearly a quarter of the annual deaths in the population. Solutions to these social trends are best achieved through collaborative efforts (with health professionals and community members) which bring about personal and individual interventions. This is the rationale for the CSULB-ISPP Program’s concentrations of clinical practice and community engagement.

Our program’s interns will receive ample experience from inpatient and outpatient care, medical nutrition counseling, and long term or rehabilitation care. Interns will also be exposed to community affairs through collaborative efforts with their local CAND districts, and through investigation of legislative actions in their state. To help accomplish these goals we make use of technology, allowing both interns and preceptors access to a variety of online resources, web-based projects, and allow for remote submission of experience write-ups. This professional practice experience is designed to guide the interns in making the transition from the undergraduate dietetic curriculum into working as entry-level professionals in dietetics or expanding expertise of doctorate-prepared professionals to the field of dietetics. We emphasize to our interns that adaptability, motivation, proactive action, creative problem-solving, and teamwork are essential for success in this dynamic field.

Applying to the CSULB-ISPP

Eligibility considerations to applicants:

- Must be a DPD graduate within the past 5 years, with verification statements and nutrition-related work experience, and were not matched by DICAS on one occasion after having submitted a competitive application.
- If choosing P2, applicant must have a Doctoral degree and meet guidelines set by the CSULB-ISPP P2 coordinator.
- Admission priority will be offered to CSULB DPD graduates.
- Interns must reside in California for the duration of all rotations.

Summarization of Admission/Application Requirements:

<table>
<thead>
<tr>
<th>Pathway 1</th>
<th>Pathway 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant work experience</td>
<td>✓</td>
</tr>
<tr>
<td>Proof of DICAS non-match*</td>
<td>✓</td>
</tr>
<tr>
<td>Bachelor GPA ≥3.0 on 4.0 scale</td>
<td>✓</td>
</tr>
<tr>
<td>DPD GPA ≥ 3.2</td>
<td>✓</td>
</tr>
<tr>
<td>DPD Verification Statement within 5 years**</td>
<td>✓</td>
</tr>
<tr>
<td>Completion of the Preceptor Assessment Report</td>
<td>✓</td>
</tr>
<tr>
<td>Doctoral Degree</td>
<td>✓</td>
</tr>
<tr>
<td>Prior Learning Assessment for P2 coordinator</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Students who were matched through DICAS, but do not accept the match are NOT ELIGIBLE.
If the date on the DPD VS is greater than 5 years prior to the start of internship, the applicant must demonstrate current proficiency in the field by completing a minimum three courses equivalent to the following CSULB Department of Family and Consumer Sciences courses: NUTR 436 Advanced Nutrition, NUTR 438A Medical Nutrition Therapy I, and NUTR 438B Medical Nutrition Therapy II. Documentation of these requirements must be provided with the application materials.

**Application Packet includes:**

<table>
<thead>
<tr>
<th>Pathway 1 Applying through DICAS</th>
<th>Pathway 1 Not applying through DICAS</th>
<th>Pathway 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Statement*</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Official Transcripts*</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Current Resume/CV</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Verification Statement from DPD</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Proof of DICAS non-match*</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Three Letters of Recommendation*</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Preceptor Assessment Report* (see Appendix)</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Application Fee of $100. Checks can be made payable to CCPE.</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Professional Portfolio*</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Portfolio Assessment Fee payable to CCPE for $400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*details for these documents below

* Personal Statement
Address the following in 1000 words or fewer:
- Why do you want to enter the dietetics profession?
- Discuss experiences that have helped you prepare for your career.
- What are your short and long term goals?
- What other information do you find important for the selection decision?
- What do you believe you will contribute to the CSULB-ISPP?

Mail all required application materials in one envelope to:

**Dustin Moore, MS, RD**
CSULB-ISPP Program Director
Department of Family & Consumer Sciences
California State University, Long Beach
1250 Bellflower Blvd, Long Beach, CA 90840-0501

**Explanation of P1 application items:**

*Official Transcripts*
Official transcripts showing Bachelor/DPD; if required, students must provide transcripts from both DPD school and school granting Bachelor’s Degree.

*Proof of DICAS Non-Match*
Proof of DICAS non-match may include a copy of the official letter or e-mail communication of the non-match.
*Letters of Recommendation
Three letters of recommendation should be accessible to the Program Director through DICAS. If not applying through DICAS, letters in sealed envelopes should be sent directly to the Program Director.

- One letter must be from an academic faculty instructor. The second must be from a supervisor for paid or volunteer nutrition experience. The third is your choice.

*Completion of Preceptor Assessment Report
See instructions on PAR form for how to complete.

Explanation of P2 application items:

*Official Transcripts
Official transcripts showing all degrees and all relevant courses. Transcripts issued by universities/colleges in foreign countries need to be evaluated by a qualified agency in the United States.

*Letters of Recommendation
Three letters of recommendation should be sent directly to Long Wang via email at Long.Wang@csulb.edu or mail.

*Professional Portfolio
Professional portfolio should include, but is not limited to, records of publications, abstracts, presentations, award certificates, and media interviews.

CSULB-ISPP Pathway 1 Timeline for Admission

- April 9th, 2018 – First day of CSULB-ISPP application submissions. Contact Director if questions arise regarding submission.
- April 23rd, 2018 – Application deadline for CSULB-ISPP.
  - Postmarked or Timestamped no later than April 23rd, 2018
- April 24th – May 1st, 2018 – Phone interviews for leading candidates
- May 4th, 2018 – Notification to applicants of admission decisions
- May 7th, 2018 – Notification by student of acceptance to CSULB-ISPP Program
- July 30th to August 3rd, 2018 – Orientation week (hosted at CSULB)
- August 6th, 2018 – First day in which rotations may begin

Pathway 2 Timeline for Admission
Applications from doctoral applicants are accepted all year round. However, before any rotations begin, all accepted P2 applicants must complete orientation in early August. Applicants will be notified as soon as decisions on their applications have been made.

Make sure your application is both complete, and submitted in a timely manner. Late or missing components may jeopardize the application’s consideration. Please contact the Program Director for any questions.
Rotations Sites and Program Expectations

The following are general rotation lengths and are subject to change based upon prior learning experience found to be adequate in reducing supervised practice hours in that area. CSULB-ISPP are expected to be at rotation sites Tuesday through Friday (minimum 32 hours/week for full time) during the academic year, and attend full-day educational sessions on Mondays as part of the Greater Los Angeles Dietetic Internship Coalition (GLADIC). Interns who live outside of Los Angeles, Orange, and parts of Riverside or San Bernardino counties may schedule practice hours on Mondays and complete an alternative written assignment in place of GLADIC attendance. Given the personalized nature of the CSULB-ISPP Program, there are no recognized vacation dates, but we do recognize the same calendar holidays as CSULB. Regardless, interns are free to schedule work hours on weekends, holidays, and non-GLADIC Mondays, so long as the preceptor approves.

Below are the expected minimum hours for each site, independent of any previous learning experience:

- Orientation – 40 hours (Not part of 1200 minimum hours)
- Medical Nutrition Therapy 1 – 160 hours
- Medical Nutrition Therapy 2 – 320 hours
- Institutional Food Service – 240 hours
- Patient Food Service – 120 hours
- Clinical Concentration – 120 hours
- Outpatient – 40 hours
- Child Nutrition Education – 40 hours
- Community Nutrition – 160 hours

All rotations and assignments must be completed to a satisfactory level before a VS is issued, based upon preceptor and Program Director evaluations. Hours shall be tracked by the intern and signed off by the preceptor, then submitted to the Program Director for verification.

Program length of CSULB-ISPP

Before the start of rotations, interns shall select whether they are full-time or part-time for the program duration.

The program length for the full-time CSULB-ISPP intern is a 12-month period, starting in August, after new intern orientation. The program length for the part-time CSULB-ISPP intern is an 18-month period, starting at the same time as full-time interns. In special circumstances, CSULB-ISPP Program requirements can be granted a specified time extension.

All full-time interns must complete the program within 18 months and part-time interns within 27 months or no more than 150% of the normal completion period. Failure to do so will result in termination from the CSULB-ISPP Program (See “Program Retention, Discipline, and Termination”). Beyond 150% of the completion period, up to 90 days may be granted to complete Program requirements, but only in cases of extreme and documented circumstances, as well as demonstrated communication efforts with the Program Director. An additional enrollment fee of $1,000 will be charged by CCPE in such cases.

P2 interns are expected to complete the program within the same timeframe as P1 full-time interns.
Scheduling supervised practice rotations with preceptors

To allow dietetic interns the maximum freedom in tailoring their educational experiences, the CSULB-ISPP does not schedule any rotations. However, the Program maintains a database of many different preceptors throughout the state of California which is made accessible to students once they are accepted into the program. Through use of these resources, as well as the assistance of Program staff, interns take charge in coordinating with their preceptors to establish rotations. As part of the application requirements, prospective applicants will complete the Preceptor Assessment Report to assist applicants in seeking out their preceptors. In addition, students looking to apply to the Program are highly encouraged to seek out contacts which may serve as preceptors pending their acceptance into the CSULB-ISPP.

Minimum requirements of the preceptors include:

- Preceptor must be a registered dietitian or other qualified professional with appropriate credential and experience. (See ISPP Program Director or rotation modules for details.)
- Preceptor must be able to document appropriate continuing education for the previous two years, as verified by resume/CV.
- Preceptor must have adequate time to provide required supervision of the intern.
- Primary preceptor must be employed by or contracted with the facility.
- Definitions:
  A “primary preceptor” is that individual who will keep a file of the interns, who will affirm the hours of practice the intern completes, and who will maintain appropriate contact with the Program Director and the intern.

Minimum requirements of the sponsoring facilities include:

- Clinical facilities must be accredited by The Joint Commission (TJC) or the State.
- Any facility at which the intern would complete 40 hours or more of practice experience must have a preceptor available on staff.
- Any facility at which the intern would complete supervised practice hours must have a signed affiliation agreement on file, except in cases listed under “Consideration When Selecting Rotation Sites”.
- Any facility at which the intern would complete more than a one week rotation must have sufficient educational resources to support an intern’s educational needs, such as computer or available space for interns to work on their assignments.
- If one facility is unable to provide all the required CSULB rotations/experiences, then the intern needs an alternate facility to provide the experiences required by ACEND.

Considerations When Selecting Rotation Sites

- Interns may not begin rotations until an affiliation agreement has been secured and signed by authorized individuals acting on behalf of both CSULB and the preceptor’s facility. Both facilities (CSULB-ISPP and sponsoring facility) will keep copies of the fully executed affiliation agreements.
- Some sites may not require an affiliation agreement, such as when an intern seeks to work at a CSU facility, or locations outside of the continental United States.
- ACEND states that up to 300 hours of supervised practice may be conducted outside of the United States and its territories. For this reason, interns of the CSULB-ISPP may elect to complete an international rotation, which must be approved by the Program Director, two months prior to departure. Circumstances which must be considered before approval is granted to complete a rotation outside of the United States include the following:
A preceptor facility which meets the same requirements as facilities within the United States.

A preceptor who meets the same requirements as a preceptor within the United States.

Reasonable assurance of the intern’s safety within the region.

The ability to maintain contact with Program Director through reasonably quick channels (such as email).

The rotation site will allow the intern to complete and be evaluated on all necessary activities and competencies.

When scheduling rotations, please consider the following criteria as well:

- At least one rotation should be conducted (in whole or in part) at a formal academic or educational institution.

- At least one rotation should be completed at a Long-term care facility (LTC or LTAC).

- MNT 1 must be completed before MNT 2. Where possible, Clinical should not be scheduled until after completing MNT 1.

- Review Internship Preceptor Agreement Form (See appendices) for all other descriptions of facilities.

Interns need to take responsibility in designing their own rotation scheduling with the approval of the prospective facilities.

Circumstances where affiliation agreements are not required

- When completing an international agreement, no affiliation agreement is required. However, the intern will be expected to complete the rotation with a sponsoring organization and meet all requirements of that organization.

- If completing a rotation on a CSU campus, the intern will register as a volunteer and no formal affiliation agreement will be required.

- In the event of uncertainty as to the necessity of an affiliation agreement, please contact the Program Director.

Curriculum

- The CSULB-ISPP begins with a five day orientation during the first week in August. The orientation is held at CSULB in Long Beach, California. All students who are accepted into the CSULB-ISPP are required to attend the orientation program. The purpose is to guide students through the transition from student to pre-professional, set guidelines and expectations, and prepare students for the workload.

- In addition to supervised practice, interns will attend weekly classes offered through the GLADIC. These are held on most Mondays of the academic year from September through May, breaking for summer and winter. Various faculty and practitioners will serve as guest speakers on current topics relevant to the practice of nutrition and dietetics. The GLADIC schedule will be provided to interns once it becomes available.

  - Distance interns (Those living outside LA, Orange, and part of Riverside or San Bernardino counties) will receive all available written materials for each GLADIC meeting and are required to review and write a synopsis each week. The synopsis will include a one-half page, type-written summary for each topic covered during the meeting. The synopsis will also include an additional one-half page reflection covering the
importance and application of that day’s planned learning. These will be due by the Sunday following the GLADIC meeting in the BeachBoard Dropbox.

- Each rotation has a curriculum made up of specific activities and planned experiences that the intern will be expected to complete, in addition to any work duties given by the preceptor at the facility. This curriculum is designed to provide flexibility which accounts for varying types of experiences within a designated facility. While the preceptor’s assistance may be required for completion of certain activities, it is the responsibility of the intern to make sure the curriculum which pertains to their facility. Students must use time management skills and plan accordingly to meet rotation objectives.

- Students will also gain experience with written communications and marketing through additional assignments, including:
  - Writing a peer-reviewed research article for the CAND-Orange District newsletter.
  - Creation of relevant posts for CSULB-ISPP social media platform(s).
  - Review of literature project
  - Civic legislation evaluation assignment

Completed forms, written assignments, and projects will be turned in electronically in Word or PDF format using the CSULB online learning platform, BeachBoard: https://bbcsulb.desire2learn.com/.

**Estimated Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Portfolio Assessment Fee (P2 only)</td>
<td>$400</td>
</tr>
<tr>
<td>Tuition: Resident/Non-Resident</td>
<td>$12,000</td>
</tr>
<tr>
<td>Additional fee for bank insufficient fund</td>
<td>Varies</td>
</tr>
<tr>
<td>Books/supplies</td>
<td>$50-$250</td>
</tr>
<tr>
<td>Housing</td>
<td>Varies per intern discretion</td>
</tr>
<tr>
<td>Transportation (auto insurance required)</td>
<td>Varies</td>
</tr>
<tr>
<td>Health Insurance (required)</td>
<td>Varies</td>
</tr>
<tr>
<td>Professional Liability</td>
<td>$25-35</td>
</tr>
<tr>
<td>Phone calls</td>
<td>varies</td>
</tr>
<tr>
<td>Transportation/mileage</td>
<td>varies</td>
</tr>
<tr>
<td>Internet services</td>
<td>varies</td>
</tr>
<tr>
<td>Exam fee for registration</td>
<td>$200</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics membership</td>
<td>$64</td>
</tr>
<tr>
<td>Local dietetic association district membership (CAND-OD/LAD/IDDA or other)</td>
<td>$15-$40</td>
</tr>
<tr>
<td>Registration for professional meeting</td>
<td>$10-$200</td>
</tr>
<tr>
<td>Health screen/titors, including 10-panel drug test</td>
<td>Reimbursed by CCPE</td>
</tr>
<tr>
<td>Verification Statement Processing/Mailing Fee</td>
<td>$15-$20</td>
</tr>
<tr>
<td>Live Scan/Criminal Background Check</td>
<td>Reimbursed by CCPE</td>
</tr>
<tr>
<td>Professional lab Coat (white, 40-inch)</td>
<td>(Embroidered lab coats provided by CSULB-ISPP)</td>
</tr>
</tbody>
</table>

**Insurance Requirements**

All interns are responsible for obtaining professional liability insurance, auto insurance, and health insurance. Proof and proper documentation will be required by the Director prior to the beginning of the practice rotations.
Liability insurance provides protection to intern’s from any injury they may cause or are alleged to have caused to others. CSULB-ISPP interns participating in community or hospital work experiences are required to purchase at least $1,000,000 per occurrence and $3,000,000 annual aggregate worth of liability insurance or certify that they are covered by the liability insurance policy of the cooperating agency or firm. A list of firms that offer professional liability insurance is provided below. You are not limited to these firms and may seek out other options. The Department has no relationship with these firms:

Proliability - http://www.proliability.com/professional-liability-insurance/students
HPSO - http://www.hpso.com/

**Financial Aid Information**

Interns may apply for private loans in the program. Private grants or scholarship, as well as low interest loans, may be available from corporations, community, civic groups, religious or professional organizations, the Academy of Nutrition and Dietetics, and the California Academy of Nutrition and Dietetics. These organizations set their own deadline for application, so websites will offer materials regarding information and application. Scholarship eligibility criteria for the Academy of Nutrition and Dietetics are usually published in the September issue of Journal of the Academy of Nutrition and Dietetics. You will need to apply for the AND scholarship by Feb 15 of each year. Go to Foundation of the Academy at http://www.eatrightfoundation.org/Foundation/ for more information.

**Safety in Travel To and From Assigned Areas**

Interns will be required to provide or obtain their own transportation to all practice facilities, GLADIC meetings, and the University. All interns are responsible for their own automobile insurance. Proof will be required prior to beginning the supervised practice rotations.

**Injury or Illness While in a Facility for Supervised Practice**

Interns who are injured or become ill during supervised practice experience will be sent to the Emergency Room or private physician as appropriate. Interns are responsible for financial/medical insurance to cover such emergencies and follow up care as needed.

**Fair Labor Standards**

The training given to the intern is for the benefit of the intern and her/his training. She/he does not replace regular employees and works under the close supervision of the preceptor. The intern is aware that she/he is not entitled to wages for the time spent in training nor to a job at the conclusion of the program. If a preceptor wishes to offer a stipend or form of reimbursement to the intern, they do so at their discretion without any expectation from either the intern or the Program Director.

**Professional Dress Code for CSULB-ISPP Interns**

The dress code has been established so that interns will conform to the sanitary requirements of foodservice and health care and will always present a positive image to those in affiliated institutions. A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste and appropriateness. Interns should adhere to the *dress code of the facility* to which they are assigned. All uniforms/lab coats are to be provided and maintained by the intern. Some general guidelines include:
- Jewelry: rings limited to wedding rings/bands one ring per hand; watch; plain, post-type (no dangling) earrings
- Hair: combed daily and arranged neatly; hair must be completely covered by a hair net or surgical cap when in food production areas; non-porous plastic or metal hair ornaments are permissible.
- Miscellaneous: Gum chewing is not allowed, excessive make up and perfume should not be used, nail polish is not allowed, name tag must be worn at all times.
- Clothing- clean and pressed, white lab coat over professional dress, blouse, skirt or slacks. Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.
- Blouse/dress must have sleeves and no low cut or see through tops are allowed. Dress and skirt length should be no shorter than 2 inches above the knee.
- Shoes: comfortable shoes in good condition that provide support and protection. Shoes are to be low heeled and closed toed, clean and polished. Tennis or sport shoes are not acceptable.

### Attendance Policy

Absences from the facilities due to illness must be reported in a timely manner to the Program Director and the preceptor. The facility should be notified before the time the intern is expected to be on duty. Special requests, absences for personal reasons, etc. must be approved in advance by both the Program Director and preceptor, with the time missed must be made up when convenient to the preceptor. Make any special requests in writing to the Program Director as much in advance as possible. These must be kept at a minimum. Chronic absences due to illness will require a physician’s note to confirm time off.

Interns are given leave of absence to attend funerals for members of their immediate families (parents, grandparents, husband, wife, children, brothers, sisters). The intern should notify the Program Director immediately if this situation occurs.

Emergency absences related to serious illness or injury to a member of the intern's immediate family will be restricted to a maximum of three days. The same definitions of immediate family outlined as above apply to emergency absences. All time missed must be made up at a time agreed upon by the intern and the preceptor. If possible, the time must be made up during the rotation in which it occurs. All time must be made up before the end of the rotation. Personal days are limited and must be approved by the preceptor. The day must be made up before the end of the rotation at a time agreed to by the preceptor.

### Pre-Orientation Intern Requirements

Interns will be required to provide proof of the following by the end of orientation in August and prior to starting rotations. Note that some facilities may have additional requirements, such as CPR certification, additional TB test, or a drug screen that must be completed prior to starting a rotation at the facility. Procedures for completing the following items will be explained by the Program Director. Items which must be completed prior to the start of rotations are:

- Criminal background check
- Proof of pre-employment physical (Form provided by Program Director)
- Proof of completed HIPAA Modules
- Influenza vaccine (Oct-Mar)
- Proof immunization records are up-to-date
  - Td/Tdap vaccine
  - Varicella titer
  - MMR titer
Hepatitis B
- TB test (<1 year) OR chest x-ray (<5 years)
- Proof of injury training
- Proof of professional liability insurance
- Proof of health insurance
- Lab coat
- AND membership

Program Retention, Discipline, and Termination

Interns are required to successfully complete all hours within each rotation. If an intern does not successfully complete a rotation, she/he may not be able to continue with additional hours until successful completion or alternate work is completed.

Procedure for repeating a rotation
1. Interns must successfully complete each rotation as required by CSULB-ISPP expectations.
2. If an intern does not successfully complete a rotation the Program Director will determine whether the intern must complete supplemental work or repeat the rotation.
3. The intern must complete the supplemental work to the satisfaction of the preceptor and Program Director before proceeding to the next rotation.
4. If there is successful completion of the additional hours/supplemental work, the preceptor will re-evaluate the intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
5. If the intern does not successfully complete the additional hours/supplemental work, the Program Director will require the intern to repeat the rotation.

If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)

Discipline and termination
The intern is subject to disciplinary action by the Program Director and Academic Assessment Faculty. If an intern does not abide by the policies, procedures or guidelines of the program disciplinary action will be taken. This may include warnings, counseling, repeating a rotation, suspension, or termination.

Procedure for disciplinary action
1. The Program Director will speak with the intern to discuss the disciplinary action. If necessary, the preceptor will attend the meeting as well. Based on the infraction, the Program Director (and preceptor if required) will determine what disciplinary action is warranted.
2. After two disciplinary actions, the Program Director and Academic Assessment Faculty will meet with the intern to discuss the issue(s). The Program Director and Academic Assessment Faculty will determine what disciplinary action is warranted.
3. If subsequent disciplinary action is required, or the infraction is severe, the Program Director and Academic Assessment Faculty will meet with the intern to determine whether the intern should be terminated from the program.
4. The Program Director will keep notes on each meeting, signed and dated by the intern and the Program Director, and all documents will be kept in the intern’s file.
5. An intern can be terminated from the CSULB-ISPP at any time due to problems with behavior, performance, or attendance. It is the Program Director’s discretion along with the Academic Assessment Faculty to determine if the intern should be terminated. Termination is based on
written documentation of the intern’s behavior and/or performance. When an intern is
terminated, termination is immediate and no refunds for tuition will be provided.
6. If termination is decided the Program Director and Academic Assessment Faculty will meet with
the intern to discuss the decision.
7. The intern has the right to file a grievance with the University if they do not agree with the
decision.

Program Withdrawal

If an intern decides to withdraw from the program she/he will need to schedule a meeting with the
Program Director to discuss whether it will be a permanent withdrawal or a temporary leave of absence.
Refunds of tuition and fees for the program are not available in accordance with the CCPE College
Refund Policy. (http://www.ccpe.csulb.edu/summer/about.aspx?pID=11)

Procedure for withdrawal

1. A meeting should be scheduled with the Program Director to discuss reasons for withdrawal.
2. At the meeting the Program Director and intern will decide a course of action.
3. If the intern decides to withdraw permanently from the program she/he will write a letter
indicating her/his plan to withdraw, including reasons, from the program. The intern and
Program Director will sign and date the letter to be placed in the intern’s file. If necessary, the
Program Director will provide counseling pertaining to alternative career and academic options.
4. If the intern decides to take a leave of absence she/he will write a letter indicating this plan, which
the Program Director and intern will sign and date. The intern has one year from the time of
withdrawal to re-enroll and complete the remaining supervised hours. After one year she/he will
no longer be admitted to the program.

Non-Discrimination Policy

CSULB and its affiliates do not unlawfully discriminate on the basis of any status or condition protected
by applicable federal or state law in the administration of its educational policies, admission, financial
assistance, employment, or other educational programs or activities.

Grievance Policy

The intern has the right to file a grievance without fear or threat of retaliation if she/he feels she/he has
not been treated fairly. It is important that all interns have been given equitable treatment and receive
equal opportunity to discuss her/his problems in the program.

If an intern wishes to file a complaint or grievance against the Program Director, preceptor, staff member,
or the content or process of an experience, the following steps should be taken, in accordance with
CSULB grievance policy (http://www.csulb.edu/divisions/aa/catalog/current/general_policies/student_grievance_policy.html):

1. The intern must first speak with the preceptor or Director (whoever is involved) to discuss the
reasons for the complaint or grievance. The preceptor or Director must review the matter with
the intern and discuss the next step to be taken. If the allegation regards discrimination against
protected groups, the Program Director must report to the Family and Consumer Sciences’
Department Chair.
2. If the grievance is not resolved in step 1, the intern or preceptor may appeal to the Program
Director. The Program Director may confer with the intern or preceptor, or both, to discuss and
resolve the problem. If the matter involves the Program Director and the intern is unwilling to discuss it directly with the Director, the intern may appeal to the DPD Director.

3. If the grievance is not addressed to the satisfaction of the intern and preceptor, either party may go to the Family and Consumer Sciences’ Department Chair. This is considered a formal complaint and a typed report of the meeting and outcome is maintained in the Department Chair’s files.

4. If the issue is not yet resolved, the intern or preceptor is invited to bring the matter to the Dean of the College of Health and Human Services who will hear the matter and make a ruling.

5. A grievance form will be completed documenting the resolution, if any, and kept in the intern’s file.

6. Interns or preceptors should submit complaints directly to ACEND only after all other options with the ISPP and institution have been exhausted.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with the accreditation standards. ACEND 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 interns. A copy of the accreditation standards and/or ACEND’s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics (formerly the American Dietetic Association) at 120 S. Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600, extension 4872. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

**Formal Assessment of Intern Learning**

Formal assessment of intern learning and regular reports of performance and progress are provided at specified intervals such as segments or rotations of a planned learning experience. Formal evaluation occurs at pre-determined times throughout supervised practice rotations using specific CSULB-ISPP forms. Evaluations include both assessments of the intern’s progress as well as assessments of the intern’s knowledge and performance. Preceptors completing the formal evaluations use the provided form and review with the intern prior to signatures.

It is the intern’s responsibility to be familiar with the various evaluation forms, criteria, and timing for each evaluation. Once completed and signed by both parties, the form is returned to the Program Director. Additional forms are provided for the intern to evaluate her/his experience in the rotation as well. These forms are used to facilitate improvements in the CSULB-ISPP and provide feedback to preceptors.

Rating for the supervised practice component will be based on:

- Written evaluations from preceptors and the Program Director
- Competency rating scales
- Exams
- Assignments, presentations, and projects
Additional opportunities exist for feedback through emails and phone calls from the Program Director. Intern should view these as positive opportunities to gain insight, share thoughts, adjust performance, or ask questions. A self-evaluation by the intern is also required at the end of each rotation. In addition, daily feedback on performance will be given to each intern by the preceptor.

**Policy for Issuing Supervised-Practice Verification Statement**
CSULB-ISPP interns are eligible and may petition for issuance of a verification statement, when the following criteria have been met:

- Satisfactorily complete 1,200 rotation hours within expected rotation hours.
- Meet performance standards and receive passing grades from all preceptors and on all module requirements and curriculum.
- Submission of all documentation related to supervised practice rotations
- Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics Code of Ethics.
- Pass the Exit Interview.
- Pay $15 processing fee.

After fulfilling these requirements, interns will be provided with a signed VS.

**Rights of the Intern**

**Protection of privacy**
An intern’s file will be kept in a locked file cabinet in the Program Director’s office. All information in the intern’s file is private. The Program Director and DPD Director are the only two to have access to these files. Interns have the right to review their personal files upon request.

**Access to support services**
The library at CSULB and all of its services are available for use by the interns. Facility libraries are also available for intern's use during working hours, if permitted by the affiliated facility. Note: Any journals, books, etc. borrowed from a facility are the responsibility of the intern to return on time or replace with the current cash value if lost.

*Academy of Nutrition and Dietetics* [http://www.eatrightpro.org](http://www.eatrightpro.org). This site is the home site for 70,000 nutrition professionals, mostly registered dietitians. It provides information about the Academy of Nutrition and Dietetics, its journal, dietetic registration process, dietetics education, member benefits and professional resources such as the evidence-based library.

*California Academy of Nutrition and Dietetics* [http://www.dietitan.org/](http://www.dietitan.org/). This site represents California’s largest organization for nutrition professionals. Current happenings and job opportunities are listed.

*California Academy of Nutrition and Dietetics District Associations* [http://dietitian.org/district_landing.html](http://dietitian.org/district_landing.html). This site provides direct links to the 10 California district associations.

**Duties of the Program Director**
The duties of the CSULB-ISPP Program Director include, but are not limited to:
1. Serve as a role model and mentor, providing counsel, orientation, and assistance wherein it is needed.
2. Monitor and evaluate intern progress in each rotation through online journal and learning activities.
3. Ensure that all interns are meeting the ACEND core competencies.
4. Support and act as an advocate or liaison for the intern when appropriate.
5. Develop, evaluate, and enforce policies and procedures.
6. Develop partnerships with outside organizations that strengthen the program.
7. Maintain the program’s accreditation with the ACEND, formerly known as the Commission on Accreditation for Dietetics Education (CADE).
8. Provide the interns with resources and act as supplemental assistance in the process of procuring rotation sites.
9. Maintain a strong program by evaluating the program at a yearly review to ensure interns are receiving training in current dietetics skills.

In addition to these duties, the Program Director is available to any intern who is in need of tutorial support or struggles regarding work duties. In addition, interns are entitled to ask questions regarding career choices, rotations and their establishment, or potential preceptor facilities.

Health Insurance Portability and Accountability Act (HIPAA)

This law pertains to how the intern needs to retain patient/resident/client confidentially. HIPAA applies to Protected Health Information (PHI) that is individually identifiable health information. Each facility/site may request that the intern assigned attend an in-service in their facility on HIPAA.

All interns will be required to read and sign a HIPAA Confidentiality Statement (see Appendices). This agreement will be kept in the intern’s file and be available to any preceptor who requests it.

Assessment of Prior Learning

The program has established specific guidelines for interns regarding credit for prior learning, including program specific limitations and documentation needed. Requests for Assessment of Prior Learning (APL) for P1 interns should be submitted to the Program Director prior to the start of the internship in August (see Appendices).

When the requirements listed in the table are met, the intern will be granted credit equivalent to the number of hours required for that rotation as stated in the “Suggested Rotation Schedule.” The required documentation must be provided along with application to the program. Credit will be assigned during the admissions process. Interns are still responsible for completing a minimum of 1,200 supervised practice hours. Credited hours may be completed in an elective rotation of choice (such as sports nutrition, nutrition research, etc.).
<table>
<thead>
<tr>
<th>Area of Assessment</th>
<th>Requirement (Program Specific Limitations)</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Experience</td>
<td>Training/job experience must have been received at a facility which meets the requirements as stated below:</td>
<td>• Job description</td>
</tr>
<tr>
<td></td>
<td>• The facility must be accredited by TJC or the State</td>
<td>• CDR Educational Plan Form 3 (see Appendix)</td>
</tr>
<tr>
<td></td>
<td>• Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor (see “Minimum requirements of the supervisors,” Form 3).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The facility must complete CDR Educational Plan Form 3</td>
<td></td>
</tr>
<tr>
<td>Minimum requirements of the supervisors</td>
<td>• Supervisor must be registered dietitian or other qualified professional.</td>
<td>• CDR Educational Plan Forms 2 (see Appendix)</td>
</tr>
<tr>
<td></td>
<td>• Supervisor must be able to document appropriate continuing education for the previous two years.</td>
<td>• Valid CDR license</td>
</tr>
<tr>
<td></td>
<td>• The supervisor must complete CDR Educational Plan Form 2</td>
<td></td>
</tr>
<tr>
<td>Length of Experience</td>
<td>A minimum of six months employment, at least 20 hours per week, in the emphasis area of the rotation</td>
<td>• Supervisor letter of recommendation verifying length of experience, type of position, performance evaluation, and recommending the intern as a candidate for the program</td>
</tr>
<tr>
<td>Competency Skills/Type of competency</td>
<td>Interns must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit; if any of the competency skills have not been met during employment, the prospective intern must arrange with the facility to complete those skills before credit can be granted</td>
<td>• Supervisor letter of recommendation verifying length of experience, type of position, performance evaluation, and recommending the intern as a candidate for the program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Signed “Supervised Practice Curriculum/Competencies”</td>
</tr>
</tbody>
</table>
APPENDICES
The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications. All Patient Protected Health Information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature that are considered confidential.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law by this HIPAA Confidentiality Statement and by law.

I understand that, while in the clinical setting or at any other time or location I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than staff of the clinical site and my instructor.

I understand that I may not remove any record from the clinical site without authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the PHI as possible. Additionally, I acknowledge that any patient information, whether or not it excludes some or all of the PHI, may only be used or disclosed for health care training and educational purposes at California State University, Long Beach and must otherwise remain confidential.

I understand disclosure of PHI or other confidential information may result in clinical, civil and criminal liability. Disclosure of PHI or other confidential information to unauthorized person(s), or access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by California State University, Long Beach and/or the clinical site I was at during the time the violation was made.

I understand that I must promptly report any violation of the clinical site’s privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or a California State University, Long Beach student or faculty member to the appropriate program director.

I hereby acknowledge, by my signature below, that I understand that the PHI, other confidential records and data to which I have knowledge and access in the course of my clinical studies with California State University, Long Beach is to be kept confidential, and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances, to the extent necessary to fulfill my clinical and classroom requirements. I understand my duty to maintain confidentiality continues even after I have completed the program and am no longer in clinical or classroom settings at California State University, Long Beach.

I am familiar with the guidelines in place at California State University, Long Beach and in my clinical settings pertaining to the use and disclosure of patient PHI or other confidential information. Approval should first be obtained before any disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of California State University, Long Beach and clinical sites is made.

Signed: ____________________________
Date: _______________
**Internship Preceptor Agreement Forms (IPAF)**

The following instructions pertain to the use of the attached IPAF:

While applicants are not expected to schedule their rotations during the application process, opportunities may arise to do so. (If the applicant works at a hospital willing to take them, or if a facility expresses interest or willingness to the applicant, etc.). In such circumstances, use the following IPAF documents to gather information on the facility that will be used to secure an affiliation agreement. Any IPAF(s) obtained are to be submitted with the PAR.

California State University, Long Beach: Individualized Supervised Practice Pathway (CSULB–ISPP)

**Internship Preceptor Agreement Form – Clinical Rotation**

My signature below indicates that if _________________________ is selected for the CSULB-ISPP, I agree to fulfill the expectations of serving as a clinical preceptor for one or more rotations. I understand that the distance clinical rotation is scheduled according to the preceptor and student and also understand that this student will participate in GLADIC classes on most Mondays throughout the rotation. The Clinical Rotations are MNT1, MNT2, Outpatient, and Clinical Concentration*.

I have all of the following necessary qualifications to be a clinical preceptor: A Registered Dietitian and comply with state licensure laws. Employed at the facility and/or shares the full time responsibility for patient care with another RD who is also willing to precept an intern. All other duties, questions, and expectations will be explained by the Program Director.

___________________________________ Print name
___________________________________ _________________ RD Signature       Date
Facility Name and Address:
____________________________________________________________
____________________________________________________________
____________________________________________________________

*rotation explanations:
MNT1 (~160hr) – Must be a clinical facility such as a hospital, nursing home, LTAC, LTC, in-patient eating disorder clinic, where a minimum of introductory and lower-level care is provided to a variety of patients by an RDN

MNT2 (~320hr) – Clinical facility where advanced care is provided by the RDN. Such a facility will include a critically ill population and utilize tube feeding and total/partial parenteral nutrition. Facilities with ICU’s typically meet this standard.

Outpatient (~40hr) – RDN is responsible for care/counseling of outpatients’ nutritional needs

Clinical Concentration (~120hr) – Any specialty including burns, ICU, DM, Cancer, Renal, pediatrics (can be an extension of MNT2) – please contact ISPP director with any questions.
Internship Preceptor Agreement Form – Community Rotation

My signature below indicates that if __________________________ is selected for the CSULB-ISPP, I agree to fulfill the expectations of serving as a Community preceptor for one or more rotations. I understand that the distance Community rotation* is scheduled according to the preceptor and student and also understand that this student will participate in GLADIC classes on most Mondays throughout the rotation.

I have all of the following necessary qualifications to be a Community preceptor: A Registered Dietitian and comply with state licensure laws. Employed at the facility and/or shares the full time responsibility for Community nutrition tasks with another employee who is also willing to precept an intern. All other duties, questions, and expectations will be explained by the Program Director.

___________________________________ Print name
___________________________________   _________________ RD Signature       Date

Facility Name and Address:
________________________________________
____________________________________________________________
____________________________________________________________

*rotation explanation:
Community Nutrition: (~160hr) – Governmental funded public health program, hospital, clinic, doctor’s office, community center, weight management program, specialty cooking, or athletic program which addresses the non-emergency nutritional needs of the surrounding community, or a subset of the surrounding community. Typically these sites will include an educational component; suggested sites include WIC, Head Start, Meals-on-Wheels, Cooperative Extension, Expanded Food and Nutrition Education Program (EFNEP) or SNAP-ED.

Indicate approximate dates below:
________________________________________
California State University, Long Beach: Individualized Supervised Practice Pathway (CSULB–ISPP)

Internship Preceptor Agreement Form – Child Nutrition Rotation

My signature below indicates that if _________________________ is selected for the CSULB-ISPP, I agree to fulfill the expectations of serving as a Child Nutrition Education preceptor for one or more rotations. I understand that the distance Child Nutrition Education rotation* is scheduled according to the preceptor and student and also understand that this student will participate in GLADIC classes on most Mondays throughout the rotation.

I have all of the following necessary qualifications to be a Child Nutrition Education preceptor: A Registered Dietitian or other professional qualified to provide Child Nutrition Education** and comply with state licensure laws. Employed at the facility and/or shares the full time responsibility for Child Nutrition Education tasks with another employee who is also willing to precept an intern. All other duties, questions, and expectations will be explained by the Program Director.

___________________________________ Print name

___________________________________ ________________________ RD Signature Date

Facility Name and Address:

____________________________________________________________

____________________________________________________________

____________________________________________________________

*rotation explanations:

Child Nutrition Education Nutrition: (~40hr) – Public or private elementary, middle, or high school or afterschool program through schools. Other settings include programs or community centers with programs for school-aged children such as Boys and Girls clubs, YMCA, YWCA, and religious organizations. The optimal setting will be where the intern can meet with the same group more than once to complete supervised practice tasks.

**preceptor is an RDN or ‘other’ professional such as nurse, coach, first-aid instructor with experience in conducting nutrition education.

Indicate approximate dates below:

___________________________________________
California State University, Long Beach: Individualized Supervised Practice Pathway (CSULB–ISPP)

**Internship Preceptor Agreement Form – Foodservice Rotation**

My signature below indicates that if _________________________ is selected for the CSULB-ISPP, I agree to fulfill the expectations of serving as a Foodservice preceptor for one or more rotations. I understand that the distance Foodservice rotation is scheduled according to the preceptor and student and also understand that this student will participate in GLADIC classes on most Mondays throughout the rotation. The Foodservice Rotations are Institutional and Patient Foodservice*.

I have all of the following necessary qualifications to be a Foodservice preceptor: A Registered Dietitian or Food Service Manager and comply with state licensure laws. Employed at the facility and/or shares the full time responsibility for foodservice management with another employee who is also willing to precept an intern. All other duties, questions, and expectations will be explained by the Program Director.

_____________________________________________ Print name
_____________________________________________ RD Signature       Date
Facility Name and Address:
_____________________________________________
_____________________________________________
_____________________________________________
*rotation explanations:
Patient Foodservice (~120hr) – Must be a foodservice facility which complies with state/federal standards for patient care such as a hospital, nursing home, LTAC, LTC, where a minimum of basic variety of diets are provided to in-patients.

Institutional Foodservice (~240hr) – Must be a for-profit, large-scale foodservice operation where student will be exposed to menu planning, budgeting, quality-control, etc. Typically completed at a school district, can also be completed in a large commercial kitchen such as a hospital cafeteria, hotel with restaurant and room service, college residential dining.

Circle agreed upon rotation(s), write approximate dates below:

Patient FS

Institutional FS

_____________________________________________

CSULB-ISPP | Policy and Procedure Manual Dietetic Interns
### ISPP Schedule of Rotations

Intern: _______________________________________________________

<table>
<thead>
<tr>
<th>Date(s)***</th>
<th>Rotation</th>
<th>Facility Information (Name, Address, and Phone)</th>
<th>Preceptor Information (Primary Preceptor, Email Address, and Phone)</th>
<th>Hours to Be Completed</th>
<th>Affiliation Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***Dates of rotations must be listed in chronological order with the format: month/day/year – month/day/year
Assessment of Prior Learning form 2

PROFESSIONAL STAFF IN FACILITIES PROVIDING SUPERVISED PRACTICE:¹
FOR DT, CP, DI

Name of Facility/Affiliation:

List all individuals involved with the program at this site, including department head, dietitians, and other professionals who are responsible for teaching, supervising, and evaluating students.

<table>
<thead>
<tr>
<th>Name, Degrees, Credentials (if applicable)</th>
<th>Title</th>
<th>Role in Program²</th>
<th>Summary of Professional Work Experience³</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ For all facilities where students are placed for two weeks or more.
² Specify role in the program; for example, Preceptor for Pediatric Rotation or Supervisor of Renal Experience.
³ List most recent experience first.

Accreditation Council for Education in Nutrition and Dietetics
Assessment of Prior Learning form 3

Supervised Practice Facility (Select one): For DT, CP, DI
Type of Affiliation (please check):
☐ Food Service ☐ Nutrition Therapy ☐ Community ☐ Business/Entrepreneur ☐ Other

Name of Facility:

ITEMS TO ADDRES FOR APL

1. Facility accredited/licensed by:

2. Used as a practice site for the following courses/rotations:

3. Maximum number of students from this program in this facility at one time:

4. Length of time student worked at this this facility:

5. Maximum number of dietetics students from this and other programs in this facility at one time:

6. Number of Dietitians: Total____ With an advanced degree____

7. Number of Dietetic Technicians: Total____ DTR____

8. Description of facility/agency/institution (mission, population served):

9. Description of department, including services performed, number of employees, and number of individuals served:

10. Summary of experiences provided for student: