

**VA/MD/DC WIC DIETETIC INTERNSHIP
POLICY AND PROCEDURE MANUAL**

**VA/MD/DC WIC Dietetic Internship
Policy & Procedure Manual**

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**Policy and Procedure Number: 1.01
Effective October 1, 2016
Revised July 3, 2024**

ADMISSIONS: Information to Prospective Students and the Public

POLICY

The program will provide sufficient information to the public to allow for potential applicants to understand the mission, goals, purpose, cost, and application process before applying to the program.

PROCEDURE

1. Program will maintain a public website, that is up to date with the following information:
 1. Accreditation status, including the full name, address, phone number and website of ACEND on the Program's website homepage
 2. Description of Program, including Program's mission, goals and objectives
 3. A statement that program outcomes data are available upon request to program administration
 4. General guidance on the pathway to RDN (consisting of a link to ACEND)
 5. Estimated cost to students
 6. Application and Admissions requirements
 7. Program Calendar/Schedule in regard to application deadline, decision date, and program commencement dates
 8. Graduation and program completion requirements
 9. Availability of financial aid, loan deferments (federal or private), scholarships, stipends, or other monetary support provided by program or available to interns
 10. Intern and Program responsibility in locating supervised practice sites
 11. Description of supervised practice learning sites
 12. A contact for program inquiries
 13. A description about prior learning experiences.
 14. Technology requirement
 15. Guidance about distance education component
2. A link will be available on the Virginia, Maryland and Washington D.C. WIC websites which directs to the program website.

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Information on website will be reviewed/updated annually at a minimum.

**Policy and Procedure Number: 1.02
Effective October 1, 2016
Revised July 3, 2024**

ADMISSIONS: Application Criteria and Evaluation

POLICY

The Program makes every effort to admit to its program qualified individuals who hold the capacity and wherewithal to complete the program in good standing and continue their careers as leaders in public health. The Program utilizes a uniform application for all applicants and reviews these applications blindly. The program makes every effort to ensure that application and admission practices conform to all applicable local, state, and federal laws.

1. Program will maintain minimum qualifications for application to include:
 - a. Minimum employment duration within WIC organization of 1 year
 - b. Verification Statement from Accredited DPD program
 - c. Graduate degree
2. Program will require all interns to complete a uniform application packet to include:
 - a. Standard application
 - b. Three (3) references
 - c. Personal statement
 - d. All college transcripts
 - e. Memorandum of Understanding
 - f. Didactic Program in Dietetics Verification Statement
 - g. Any additional documentation required by local or state health department
3. Program will rank interns for admission based on a uniform application rubric
 - a. Incomplete applications will not be accepted for review
 - b. Applicants will be ranked by a minimum of two application reviewers
4. High-ranking applicants will be asked to interview with a panel of a minimum of three interviewers.
 - a. Scores will be averaged and considered in final score
5. A list will be compiled with the eight highest scores and submitted to the review board for recommendation of acceptance.

PROCEDURE

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3. Program maintains the following minimum qualifications for application:
 - i. WIC Employment
 1. MD Interns 52 weeks (1 year) full time employment
 2. VA interns 52 weeks (1 year) full time employment
 3. DC interns 52 weeks (1 year) full time employment
 - ii. Verification statement
 - iii. Graduate degree
4. Program retains the following application material:
 - i. ACEND recommended application for non-DICAS matching programs
 - ii. Three references, one each from the following sources
 1. Current supervisor
 2. Professor
 3. Registered Dietitian
 - iii. Personal Statement
 - iv. MOU
 - v. Transcripts
 - vi. VA applicants must also submit HR-29
5. Applications are scored by at least two reviewers, scores are averaged, and interns are ranked based on scores.
6. High-ranking applicants will be asked to interview with a panel of a minimum of three interviewers with a standard set of questions to gauge applicant's critical thinking processes. Interviews will receive an overall score.
7. Scores will be averaged and considered final score.

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**Policy and Procedure Number: 2.01
Effective October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Accreditation

POLICY

In order to provide verification statements to interns the program will maintain accreditation through ACEND.

PROCEDURE

1. Program will maintain accreditation as a Dietetic Internship through ACEND.
2. Program will provide information to active and prospective interns and the public regarding the state of this accreditation.
3. Program will update website and Policy and Procedure Manual if accreditation status or review dates change.

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**Policy and Procedure Number: 2.02
Effective October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Curriculum

POLICY

Program will maintain a curriculum which is in line with the ACEND defined standards for a Dietetic Internship. The curriculum will be comprised of two primary components; supervised practice (“rotations”) and learning activities. The curriculum will be updated or modified annually to reflect changes based on industry standards, feedback from preceptors and interns, and ACEND requirements.

PROCEDURE

8. Supervised Practice Experience is detailed in P&P 2.02.1
9. Learning activities is detailed in P&P 2.02.2
10. Curriculum review and survey will occur annually after program commencement. Changes made from the previous years’ review will be reviewed along with associated goal or objective aligned with modification.
11. Curriculum review data will be kept electronically in the primary DI Program file (currently maintained in SharePoint) for a minimum of 10 years or until the next Accreditation Review is complete.

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**Policy and Procedure Number: 2.02.01
Effective October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Curriculum – Supervised Practice

POLICY

The program relies on supervised practice experiences in order to provide interns with the opportunity to advance to entry level proficiency. Interns are required to organize their own supervised practice experiences following the minimum guidelines set by the program. The program will provide interns with a preceptor handbook that lists all affiliated sites with the internship program. Interns will meet with program staff at minimum one time before orientation to start the planning process for rotations.

PROCEDURE

1. The Program defines Supervised Practice as practicing of a profession under the supervision of an appropriately qualified practitioner at an approved facility as determined by the Program and the 2022 ACEND Standards for Dietetic Internships. The Program requires 1000 hours of Supervised Practice.
2. Three (3) Supervised Practice Rotations will occur.
 - a. Public Health
 - i. 440 hours
 - ii. Occurs in locations of intern's choosing
 - b. Clinical Nutrition
 - i. 360 hours
 - ii. Occurs in location of intern's choosing
 - c. Foodservice Management
 - i. 200 hours
 - ii. Occurs in location of intern's choosing
3. Interns will be evaluated on their ability to demonstrate entry level competence by their preceptor(s). Interns who do not sufficiently demonstrate entry level competence may be required to repeat a rotation in part or in full or may not qualify for a verification statement.
4. Supervised practice sites require an Affiliation Agreement unless not required as is detailed in P&P 2.04: Affiliated Sites.
5. The Program will supply interns with a list of assignments, activities, projects, and evaluations which are to be completed during each rotation.

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6. All interns completing supervised practice must not be used to replace employees.

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**Policy and Procedure Number: 2.02.02
Effective October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Curriculum – learning Activities

POLICY

The Program utilizes multiple methods of complementary learning and experiences in order to support interns in their advancement to entry level proficiency. Learning activities, assignments, and events are to be supportive to the intern’s learning and not assume a majority of the intern’s experiences within the program. Learning activities may be mandatory or optional.

PROCEDURE

1. The Program utilizes learning activities which includes but are not limited to
 - a. Case studies
 - b. Learning Modules
 - c. Webinars
 - d. Presentations
 - e. Conferences and Lectures
 - f. Role playing/Simulation
 - g. Written Assignments / Research
2. Material is determined by the Director and Coordinators and may be a required component for completion of the Program
3. Learning activities are assessed on the ability to demonstrate entry level competence and used in the demonstration of an intern’s readiness and preparedness, or lack thereof, to practice as an entry level dietitian.
4. Learning activities may be added, changed, modified, or removed at any time.
5. Interns are provided access to learning activities and event schedules through SharePoint.
6. Failure to complete assignments or attend learning activities and events may result in the delay or withholding of a verification statement.

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**Policy and Procedure Number: 2.03
Effective October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Faculty and Preceptors

POLICY

Faculty currently maintained by the program includes the DI Director (Virginia) and Program Coordinator (Maryland and Washington DC). Preceptors are not maintained as employees of the program. Preceptors are selected based on rotation sites and ability to precept interns. Preceptors must meet the minimum definition for a preceptor as defined by the program in order to assess the interns' entry level abilities.

PROCEDURE

12. Preceptors must meet ACEND Standards (2022) and must complete the Preceptor Qualification Form and all supplemental material prior to precepting interns.
 - i. Preceptor requirements
 1. Preceptor qualification form
 2. CV/RESUME
 3. DEI training completion
13. Preceptors are oriented to the goals, mission and policies and procedures of the program through an annual orientation with Program administration (live or self-paced).
14. Interns have the ability to provide feedback on preceptors at the end of each rotation. Preceptors who receive low marks or concerning feedback are counseled or not selected to precept again, depending on the nature of the issue.
15. Definition of a Preceptor is located in the ACEND Standards for Dietetic Internships (2022) located [here](#).

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**Policy and Procedure Number: 2.04
Effective October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Affiliated Sites

POLICY

The program uses affiliated sites for supervised practice rotations. An affiliated site is one which has an affiliation agreement in place.

PROCEDURE

1. Affiliation Agreement will state:
 - a. Termination procedure
 - b. Renewal period
 - c. Rights and Responsibilities of the Intern
 - d. Rights and Responsibilities of the hosting facility
 - e. Rights and Responsibilities of the Program
2. A site may select to use their own affiliation agreement in lieu of the programs agreement under the stipulation that the hosting site's affiliation agreement at minimum includes the items outlined within the program affiliation agreement.
3. Affiliation Agreements are required for
 - a. Clinical Rotation facilities denoted as the "Primary Site" for the intern
 - b. Foodservice Rotation facilities
 - c. Any other location as required by the facilities
4. Affiliated sites must meet the definition or minimum requirements outlined by the program in order to obtain and maintain status.

Facility Definitions

Primary Clinical Facility: An acute care facility with an intensive care unit (ICU), rehabilitation unit, med/surg unit, cardiology service, and gastroenterology service. JCAHO Accredited for at least the past 5 years. The facility should have at minimum two full time dietitians for the inpatient setting. The Preceptor must be a registered dietitian with the Commission on Dietetic Registration with a minimum of one-year of work experience after credentialing. The preceptor must be licensed or credentialed, as appropriate, to meet state and federal regulations.

Non-Primary Clinical Facility: A freestanding clinic, treatment facility, or specialty practice with at minimum one part time credentialed Dietitian who has been in practice for at minimum one year and ideally holds a specialty credential relative to the practice

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the population serves. Facility must be appropriately licensed according to local, state, and federal laws and regulations. Intern may not complete less than 40 hours of supervised practice in a non-primary facility.

Foodservice Management Facility: School food service, University Dining Services or a health care facility. The Preceptor must be a food service director or supervisor. Interns are encouraged to seek foodservice rotations through School Foodservice programs as it relates most directly to the mission of the program.

5. Affiliated sites may be evaluated for continued appropriateness at least once in the period in which an intern is present. This may occur through a site visit in which the program representative will meet with at least one preceptor and one representative from management in order to assess the appropriateness and ability of the facility to host an intern. Sites which are deemed not to be sufficient for interns will be counseled on methods to improve inadequate areas. If a site is deemed insufficient to the point where it should not be hosting an intern the intern will be given additional time to repeat the portion of the rotation in which they were not sufficiently supervised. This will be evaluated and handled on a case-by-case basis.

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**Policy and Procedure Number: 2.05
Effective October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Program Length

POLICY

Program length is 42 weeks (10 ½ months). ACEND limits program extensions to 150% of normal program length. Interns who do not submit all required material or complete required hours within the aforementioned time will not be eligible for verification.

PROCEDURE

16. It is assumed that all interns will complete the Program within 42 weeks.
17. Interns requiring additional time to complete the Program must submit this request to the DI Director for approval prior to the end of the predetermined allotment.
18. Requests for additional time may be denied.
19. If an extension is granted, total Program completion time equates to 63 weeks or 15.75 months (150% of normal program length).

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**Policy and Procedure Number: 2.06
Effective Date: October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Program Schedule

POLICY

The program will provide interns with a schedule of mandatory and optional classes and events in addition to a suggested rotation schedule. The schedule is attached to the Program syllabus.

PROCEDURE

20. Program dates are determined based on the calendar year. The program starts in October and ends in August of the following year.
21. An electronic program schedule with class dates, webinar dates, and other pertinent scheduling information will be made available to the interns by orientation at the latest and updated regularly throughout the program.
22. Class or meeting schedule is determined by Program administrators. Additional class days or meeting dates may be added at any time.
23. The Program will provide a recommended intern rotation and activity schedule.

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**Policy and Procedure Number: 2.07
Effective Date: October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Verification Statement

POLICY

The program will provide verification statements to interns who fulfill all internship requirements and are able to demonstrate entry level proficiency required of a Registered Dietitian.

PROCEDURE

24. Interns will maintain a master time log of internship activities which will serve as a record of hours.
25. Program will alert interns who are not meeting performance standards and counsel appropriately as to ensure intern's awareness of standing and risk of not obtaining a verification statement.
26. Program will send at minimum three letters of notice of unpaid balances which would impact interns' ability to obtain verification statement.
27. Interns who are not granted verification may request documentation supporting the Program's decision.
28. Verification Statements will be provided to interns who meet the following requirements
 - a. Complete all required hours in supervised practice and sufficiently demonstrate entry level competence
 - b. Complete all required alternative learning assignments and sufficiently demonstrate entry level competence
 - c. Complete all assignments within the time allotted
 - d. Meet Performance Standards as outlined in P&P 3.02: Performance Standards
 - e. Pay all fees associated with program
29. Interns who meet requirements to receive verification statement will be provided with such statement within one (1) month of program commencement.

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**Policy and Procedure Number: 2.08
Effective October 1, 2016
Revised July 3, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Privacy Protection

POLICY

6. The Program will maintain files on individual interns. The file must include, but is not limited to:
 - a. Application
 - b. Application Review
 - c. Required documentation
 - d. All submitted assignments and evaluations
 - e. Documentation of intern's participation as observed by preceptors and faculty
 - f. CDR exam results, if applicable
 - g. Employment status post internship
7. Intern file will be maintained for ten years after participation in the program.
8. Projects or assignments may be maintained by the program as reference.
9. Matters relating to individual interns will not be discussed with fellow, past, or future interns.

PROCEDURE

1. Content of intern files may include, but is not limited to:
 - a. Application
 - b. Required documentation (insurance, vaccine records, background checks, etc.)
 - c. Projects, assignments, and grading rubrics
 - d. Notes on performance
 - e. Documentation of counseling
2. Electronic intern files will be kept in a file management system.
3. Hard copy files will be kept locked in either the DI Director's office or Program Coordinator's office.
4. After ten years electronic files will be deleted. Hard copy files will be shredded.
5. Interns may be granted access to their intern file at any time. Interns will not receive original documents but copies of their file within 30 days of receipt of the written request.

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**Policy and Procedure Number: 3.01
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Cost and Financial Aid Services

POLICY

The program will require a resource fee paid by each intern in order to maintain essential functions and resources which support the intern's successful completion of the program. The Program will not provide compensation or stipend to interns. Interns may be eligible for Educational Leave provided through their employment agency. As a stand-alone Dietetic Internship program, federal financial aid is not available.

PROCEDURE

1. Estimated costs associated with internship will be outlined and identified for potential applicants and the general public and will be available online through the program website.
2. Interns will be responsible for the following costs associated with completing the program
 - a. Liability Insurance
 - b. Resource Fee
 - c. Student Memberships – The Academy, affiliates and networking groups of the Academy (DPGs, MIGs, and State Affiliates) other Professional organizations as desired
 - d. Dress code requirements per facility
 - e. CDR RDN Exam registration fee
 - f. Study materials/Exam review guides
 - g. Lodging, transportation, parking, and meals
 - h. The Academy Dues upon successful completion
 - i. Drug Screen/Background Check
 - j. Other fees associated with completion of internship as identified by internship or facility sites
3. Costs may fluctuate or change at any time without notice.
4. Costs will be reviewed annually and updated as needed.
5. Resource fee is to be paid
 - a. In full at orientation
 - b. In three equal portions
 - i. Orientation
 - ii. Midpoint – March 1st
 - iii. Graduation
 - c. By OA Grant submitted by the internship on behalf of the interns

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- i. Interns will be notified of this by orientation
- ii. In the case that OA grant covers only partial resource fee, the remaining fee will be divided equally between the interns and payment will follow the policy listed for payment

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**Policy and Procedure Number: 3.02
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Performance Standards

POLICY

The program maintains strict performance standards which outline expected, appropriate, and acceptable behaviors and actions for interns in order to maintain high-quality, entry-level professionals as products of the program. Interns will be observed and counseled throughout the program regarding their professional behavior, style, and actions.

PROCEDURE

1. Interns are expected to familiarize themselves with all aspects of performance standards. Standards include but are not limited to addressing the following topics
 - a. Ethics (P&P 3.02.1)
 - b. Attendance (P&P 3.02.1)
 - c. Dress Code (P&P 3.02.1)
 - d. Communication (P&P 3.02.1)
 - e. Plagiarism and Cheating (P&P 3.02.1)
 - f. Hours Log (P&P 3.02.1)

2. Interns not conforming to performance standards will be counseled according to P&P 3.04 and 3.05.

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**Policy and Procedure Number: 3.02.1
Effective October 1, 2016
Revised July 22,2024**

**INTERN RIGHTS AND RESPONSIBILITIES: Performance Standards –
Professionalism & Ethics**

POLICY

All interns are expected to act in a manner which is consistent with professional standards, laws, regulations, and the Academy Code of Ethics. Interns who choose not to act in accordance with these standards and regulations are at risk for termination from the program.

PROCEDURE

1. Interns who do not act in accordance with professional standards and Code of Ethics will be counseled based on the nature of their nonconforming actions.
 - a. Interns who have been counseled twice on nonconforming behaviors may be excused from the program after a third violation at the discretion of the Director.
2. Interns who have been counseled to act in accordance with professional standards and Code of Ethics have the following rights and responsibilities when bringing a concern to the program.
 - a. Intern must provide sufficient documentation to support their claim
 - b. Interns will not be retaliated against
 - c. Interns will be provided additional time to repeat supervised practice hours if needed

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**Policy and Procedure Number: 3.02.2
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Performance Standards – Attendance

POLICY

Interns are expected to attend all required classes and events as outlined in the Program schedule or provided as a mandatory event by Program administrators.

PROCEDURE

3. Attendance is considered to be
 - a. On time arrival
 - b. Prepared arrival
 - c. Focused and professional behavior
 - i. For virtual events, this includes cameras on with a professional and tidy background
 1. If attending a virtual event from a rotation site and a camera is not possible or cannot be used due to confidentiality, please let Program administration know ahead of time that the camera will be off
 - d. Leaving when dismissed or the event is finished
4. Late arrivals or other discrepancies in behavior may result in the intern being required to make up time and is at the discretion of Program faculty and preceptors
5. Interns who do not act in accordance with attendance standards may be
 - a. Counseled on behavior by Program faculty
 - i. Counseling will be documented with either an email or minutes
 - b. Required to complete additional hours as a “make-up”
6. Interns experiencing emergencies or forces out of their control must contact a program administrator at the earliest possible to inform the Program of an issue which will negatively impact the interns timely and well-prepared attendance.

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**Policy and Procedure Number: 3.02.3
Effective October 1, 2016
Revised July 22,2024**

INTERN RIGHTS AND RESPONSIBILITIES: Performance Standards – Dress Code

POLICY

All Interns are expected to wear clothing that is appropriate for their rotation and facility site. Clothing and appearance should be neat, clean, in good business taste, and shall not constitute a safety hazard. Interns are supported by a professional organization that interfaces with other state agencies and the business communities. As such, interns shall make reasonable efforts to project a professional public image. The following standards of dress code are established to provide direction for interns in order to maintain the professionalism of Virginia, Maryland and Washington D.C. WIC Programs advocates.

PROCEDURE

Interns shall practice good personal hygiene, select attire that is clean and in good repair and presents a professional image. Interns may make exception for special or rare occasions and will work with Program administrators to determine whether attire is unprofessional on a case-by-case basis.

Examples of professional attire include, but are not limited to:

- a. Business suits
- b. Skirts and dresses which are of business cloth and cut and whose hem falls no greater than 1" above the knee
- c. Blouses of opaque colors and conservative cuts
- d. Shirts with collars
- e. Slacks and trousers
- f. Blazers
- g. Footwear designed for business purposes
- h. Attire specific to work functions such as non-slip shoes, fire retardant clothing, and hats or hair covers, or scrubs
- i. Coiffed hair
- j. Minimal jewelry
- k. Lightly scented fragrances, if any (including lotions and beauty products)
- l. Trimmed and clean nails with a nail length less than ¼ inch from finger tip

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Examples of unprofessional attire include, but are not limited to:

- a. Clothing with printed logos or messages, slogans, political messages, pictures or art depicting drugs, alcohol, smoking, promiscuity, weapons, violence or of a nature which is obscene or disrespectful
- b. Dress or blouses that are backless, strapless, or have spaghetti straps
 - a. Exception will be made if these items are accompanied by outerwear such as a cardigan or jacket
- c. Sheer or mesh clothing which exposes undergarments, midriff, or excessive cleavage
- d. Overpowering fragrances
- e. Excessive visible body piercings
- f. Offensive tattoos
- g. Camouflage apparel
- h. Dresses or skirts with greater than 1" space between bottom hem and knee cap or a slit which exposes excessive upper thigh area
- i. Athletic or tennis shoes
- j. Flip flops
- k. Messy or uncombed hair
- l. Excessive make up
- m. Excessively long nails of real or faux nature
- n. Clothing which hinders or prevents the individual from efficiently completing the tasks or duties at hand

An intern who is uncertain about how to remain within the confines of the dress code should consult with Program administrators for clarification.

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**Policy and Procedure Number: 3.02.4
Effective October 1, 2016
Revised July 22, 2024**

**INTERN RIGHTS AND RESPONSIBILITIES: Performance Standards –
Communication**

POLICY

Interns are to use professional communication techniques when representing the program.

PROCEDURE

1. The program uses multiple communication methods and interns should familiarize themselves with professional standards for the following types of communication
 - a. Email
 - i. Syntax and grammar are correct
 - ii. Greetings and salutations are used appropriately
 - iii. Content is concise and clear
 - iv. Tone is calm, polite, and professional
 - v. Program admins are cc'd or bcc'd as requested
 - vi. A "header" or "mask" is used
 - vii. A "signoff" or "signature" is used
 - viii. Verification of receipt within one business day
 - b. Phone Call
 - i. Calls are placed during business hours
 - ii. Calls are answered in a professional manner
 - iii. Purpose of phone call is clear
 - iv. Call is mutually ended
 - c. Voicemail
 - i. Messages include identifying information, time, purpose, and return number
 - ii. Outgoing message is professional and appropriate
 - d. In-Person
 - i. Focus and attention is given appropriately
 - ii. Body language conveys professional and respectful behavior
 - iii. Personal phones are not used during meetings, lectures, or other program related activities
 - e. Video
 - i. Focus and attention is given appropriately
 - ii. Choose a well-lit area with low noise and minimal distractions
 - iii. Dress professionally (at least from the waist up)
 - iv. Keep site clear and free from clutter, with a professional and tidy background
 1. If attending a virtual event from a rotation site and a camera is not possible or cannot be used due to confidentiality, please let Program administration know ahead of time that the camera will be off

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2. At all times and in all communications tone, inflection, and word choice are to demonstrate professional and respectful behavior.
3. Interns who do not conform to these communication standards will be counseled on the nonconforming behavior by Program faculty.

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**Policy and Procedure Number: 3.02.5
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Performance Standards – Plagiarism and Cheating

POLICY

Plagiarism and cheating, as defined by the Program, are not tolerated by the VA/MD/DC WIC Dietetic Internship Program. Plagiarism and cheating are considered grounds for immediate termination from the program.

PROCEDURE

- m. The Program defines plagiarism as
 - a. The act of obtaining or attempting to obtain credit for academic work by representing the work of another as one's own without the necessary and appropriate acknowledgement.
 - b. The act of incorporating ideas, words of sentences, paragraphs or parts thereof without appropriate acknowledgement and representing the product as one's own work.
 - c. The act of representing another's intellectual work or property as one's own.
- n. The Program defines cheating as
 - a. Obtaining or attempting to obtain credit for academic work by using dishonest means.
 - b. Copying, in part or whole, from another intern's, past or present, work.
 - c. Submitting as one's own work any material, paper, research or creative project, or the like that is not original work from the individual.
 - d. Purchasing material which is then represented as the student's own without disclosure of the inorganic nature of the work.
 - e. Falsification or misrepresentation on class attendance sheets or hours logs.
 - f. Committing, aiding or abetting any act that a reasonable person would conclude, when informed of the evidence, to be dishonest means of obtaining or attempting to obtain credit.
- o. If an intern is uncertain about the nature of plagiarism or cheating, he/she should discuss the matter with DI faculty.
- p. Interns found to be in violation of this policy will be counseled as is deemed appropriate by Program administrators and are at risk of being terminated without the opportunity to correct the plagiarism or resubmit the assignment.
- q. The Program requires the use of APA 7 style citations unless otherwise stated.

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**Policy and Procedure Number: 3.02.6
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Performance Standards – Time Logs

POLICY

Time logs are a requirement of ACEND in order to demonstrate sufficient hours in supervised experience and additional learning activities. Interns are to maintain time logs which track hours spent on all internship related functions.

PROCEDURE

- r. A log of the intern's time and activities is to be maintained throughout the duration of the internship.
- s. Time logs are to be submitted at the end of the internship and are required for graduation.
- t. The Program has the right to audit a time log in part or in whole for authenticity and accuracy at any time during or within one month after commencement of the program.
- u. A time log must include
 - a. Intern name
 - b. Date of the activity
 - c. Time spent in activity
 - d. Rotation or other category which the activity fulfills
 - e. Location of the activity
 - f. Brief note detailing the activity
- v. Functionally, a time log must
 - a. Automatically tally or sum all hours
 - b. Automatically tally or sum hours by rotation or additional experience
 - c. Be submitted electronically
 - d. Be updated weekly
- w. Time logs may be periodically audited in part or in whole by Program Director or Coordinator.
- x. Interns found to falsify information on time log will be counseled as outlined in P&P 3.02.5: Plagiarism and Cheating.

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**Policy and Procedure Number: 3.03
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Complaints

POLICY

Interns have the right to file a complaint to either ACEND or within the DI Program faculty or administration. Complaints made to ACEND will be handled exclusively by ACEND and Program administrators have no involvement with the submission or review of these complaints. Written complaints submitted within the Program will be reviewed by Program administrators and will be handled on a case-by-case basis.

PROCEDURE

- y. ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. More information is available from the Academy website www.eatright.org.

A copy of the accreditation/approval standards and/or the Accreditation Council's policy and procedure for submission of complaints may be obtained through the ACEND website. A form and procedure for filing complaints can be obtained through the ACEND complaints page, [here](#).

- z. Interns may initiate a complaint about internship program personnel without fear of retaliation. A complaint about a preceptor may be made to Program administrators. A complaint regarding the Maryland Program Coordinator may be made to the Internship Director. Any complaint regarding the VA/MD/DC WIC Dietetic Internship Director should be made to Megan Nason, MS, RD, Virginia WIC Nutrition Manager via email megan.nason@vdh.virginia.gov.

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**Policy and Procedure Number: 3.04
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Assessment of Learning and Progress Reports

POLICY

Interns are assessed throughout the program for entry level competence. Interns must demonstrate entry level competence in a variety of professional practice standards as outlined by ACEND in order to receive a verification statement.

Interns will be kept informed of their progress and demonstration of entry level competence at regular intervals throughout the program.

PROCEDURE

1. Interns are scored throughout the program in a variety of formats including, but not limited to
 - a. Supervised Practice Rotations
 - i. ACEND Standards (2022)
 - ii. Preceptor Observations
 - b. Alternative Learning (modules, role playing, presentations, etc.)
 - i. Grading/scoring rubrics
 - ii. Director and Coordinator Observations
2. Interns who have not sufficiently demonstrated entry level competence may be required to complete additional material or repeat supervised practice hours in order to sufficiently demonstrate entry level ability.
3. Interns who repeatedly fail to demonstrate entry level competence are at risk for termination from the program as is described in 3.05.
4. Interns have the right to view their scoring or grading rubrics and final scores.

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**Policy and Procedure Number: 3.05
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Probationary Status and Termination

POLICY

Interns who fail to comply with Program rules or who are not performing to entry level ability may have disciplinary or probationary action brought against them which could result in termination from the program.

Program faculty will make every effort to keep interns enrolled in the program. The program must have sufficient data and documentation proving misconduct or lack of progression to entry level competence in order for the disciplinary or probationary process to begin. Interns must repeatedly demonstrate misconduct, commit a significant offense, or regularly perform under program expectations in order to be terminated from the program prematurely and without verification.

Interns who repeatedly demonstrate misconduct but do not meet the requirements to warrant termination from the program may be referred to additional counseling or intervention services and enrollment in or completion of such a service or program may be a requirement to maintain status in the program.

PROCEDURE

1. Probationary status is warranted if an intern repeatedly demonstrates behaviors or actions which are not in line with the standards, policies and procedures of the program. Written notice of probationary status and the corrective actions or pathway to good standing will be provided to intern within 5 business days of program administrators deciding to move an intern to probationary status. Interns placed on probation will be counseled based on the following guidelines.
 1. Behavior which prompted counseling will be documented and clearly disclosed to intern during counseling.
 2. Corrective actions will be reviewed.
 3. Counseling session will be documented in director's intern file.
2. Termination is determined by program administrators on an individual basis.
 1. Interns will be informed of termination in person and provided with a letter of dismissal outlining the basis for the decision.
 2. There is no appeal process for termination.

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3. Interns who are terminated are not entitled to a refund of any costs associated with the program.
4. Interns who are terminated may be at risk for additional actions against them by their hosting local agency. The program has no role in these actions or decisions. The program will not inform local agency administrators of termination.

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**Policy and Procedure Number: 3.06
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Access to Support Services

POLICY

Interns who desire support services should contact their employment agency Human Resources representative or EAP representative in order to access these services. The program does not provide funds, stipends, or reimbursement for these services.

PROCEDURE

1. It is the choice of the intern to inform program administrators of the use of support services. Program administrators will make every reasonable effort to accommodate interns requiring additional support if written disclosure is made.

Depending on the specifics of the situation, interns may be granted adjusted schedules or deadlines or additional time to complete the program if their access to support services would be impeded without such accommodations. The DI Director may require testimony by an individual with sufficient authority in the matter in order to approve the request.

2. The Program and its faculty are not obligated to find resources or funding for resources.

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**Policy and Procedure Number: 3.06.01
Effective October 1, 2023
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Tutorial and Testing Services

POLICY

Interns will be provided with multiple study materials and exam prep modules to prepare the intern for the Registered Dietitian Examination. The exam cost is placed upon the intern.

PROCEDURE

1. At no cost to the intern, exam materials will be provided throughout the internship.
 - a. Example: *Jean Inman Review of Dietetics; Pocket Prep App, All Access Dietetics*
2. Quarterly exam workshops hosted by the internship administration includes exam practice questions and critical thinking scenarios.
 - a. Interns are encouraged to utilize testing like environment during practice questions/tests.
3. Monthly office hours are provided by the internship administration to interns to offer support.

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**Policy and Procedure Number: 3.07
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Voluntary Withdrawal

POLICY

Interns may select to withdraw from the Program at any time. Interns who withdraw are not entitled to refunds or reimbursement of fees or costs associated with the Program. Interns who withdraw from the Program must disclose this change in status to their local agency coordinator.

PROCEDURE

Voluntary withdrawal is handled on an individual case basis. Interns who wish to withdraw from the Program should contact the DI Director and Program Coordinator to schedule a meeting to discuss in detail this desire and how such an action would be completed.

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**Policy and Procedure Number: 3.08
Effective October 1, 2016
Revised July 22, 2024**

INTERN RIGHTS AND RESPONSIBILITIES: Credit for Previously Completed Experiences

POLICY

The VA/MD/DC WIC Dietetic Internship does not award credit for previously completed experiences. All interns are required to complete all hours, assignments, and projects in full.

PROCEDURE

Interns who request credit for previously completed experiences are informed of the Program's policy on prior experience credit.

This policy will be reviewed in the intern handbook during orientation.

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**Policy and Procedure Number: 4.01
Effective October 1, 2023
Revised July 22, 2024**

PROGRAM RIGHTS AND RESPONSIBILITIES: Distance Learning

POLICY

Portions of the internship will be conducted using distance learning. Distance learning is defined as the intern being in a different location than the program staff or preceptor. To maintain an effective verification process for interns utilizing distance learning the internship will require webcams be on for identification purposes.

PROCEDURE

1. When meeting virtually, interns and staff will be required to have their cameras on to verify identity at the beginning of meetings.
2. Meetings will be private and only include internship staff and interns.