



**WKU**<sup>®</sup>

# **Dietetic Internship**

**Dietetic Internship Program**  
*Certificate of Dietetic Practice*

**Western Kentucky University**

*2026-2027*

*Intern Handbook & Policies and Procedures*

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## SECTION I: GENERAL INFORMATION

### Mission Statement

The mission of the WKU dietetic internship is to develop competent entry-level Registered Dietitian Nutritionists (RDNs) to become leaders within their profession, engage citizens in their communities and work to improve the quality of life of individuals, employees, and peers in their communities and beyond.

### Goals & Outcome Measures

*Goal 1:* The program will prepare graduates to be competent, entry-level dietitian nutritionists or professionals in fields related to dietetics.

- **At least 80% of program interns complete program/degree requirements within 21 months (150% of the program length).**
- **Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.**
- **80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.**
- **The program's one year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.**

*Goal 2:* The program will encourage graduates to be professionally involved and to assume leadership responsibilities in the dietetics profession and in their communities.

- 80% of program graduates will maintain RDN status.
- 50% of program graduates will attain dietetics leadership roles, management positions, project/program oversight duties, and/or be entrepreneurs within five years of graduating.

*\*Bold lettering indicates outcomes required by ACEND.*

## Program Information

The Dietetic Internship at Western Kentucky University (WKU) resides in the *Certificate of Dietetic Practice* within the Department of Applied Human Sciences (AHS) of the College of Health and Human Sciences (CHHS).

The dietetic internship (DI) program is a 14-month program. The program starts in July, following Fall or Spring acceptance, and ends in August of the following year. The program accepts up to 10 interns each year. Students/interns complete 14 months of supervised practice and graduate work. Supervised practice includes rotations in *Medical Nutrition Therapy*, *Community Nutrition*, and *Food Systems Management concentrations*. Supervised practice rotations typically run 32 hours/week. The program consists of 870 hours of dietetic supervised practice experiences and 180 hours of alternate supervised experiences for a total of 1050 hours.

This DI is a post-baccalaureate program, and once completed the student will obtain a Graduate Certificate in Dietetic Practice and a Master's in Business Administration (MBA). Students/interns will be enrolled in two programs, the MBA housed in the Gordon Ford College of Business, and the Graduate Certificate in Dietetic practice program housed in the College of Health and Human Services. The 15-hour graduate certificate includes the following didactic courses:

- HMD 583 Foodservice Systems Management (3)
- HMD 584 Community Nutrition (3)
- HMD 585 Medical Nutrition Therapy in Practice (3)
- HMD 587 Seminar in Concepts and Methods of Dietetic Practice (3)
- BA 510 Advanced Organizational Behavior (3)

The HMD classes for the Dietetic Practice Certificate are delivered in hybrid format. Three weeks of orientation and intense face-to-face classroom work during the first summer with continuation of the classes online during supervised practice rotations. Students/interns are required to attend orientation which precedes the start of supervised practice and in-person classes. Part of the required coursework are the supervised practice rotations in the corresponding rotation concentrations: Community Nutrition, Food Service Management, and Medical Nutrition Therapy.

The MBA program is a 30-credit hour program that utilizes the Certificate of Dietetic Practice as one of two required stackable certificates. Dietetic students/interns are requested to build their MBA program using the *Enterprise Management Certificate* and the *Dietetic Practice Certificate* along with the required BA 590 course Strategic Business Concepts and Applications and one elective. Additionally, in the last semester of the MBA program, students/interns are required to take BA 596 GFCB Graduate Certificate Portfolio and BA 597 MBA Portfolio which are both 0 credits hours. Please see the MBA website for more detailed information <https://www.wku.edu/mba/>. Students/interns cannot graduate with the *Certificate in Dietetic Practice* without fulfilling the requirements for the supervised practice rotations, HMD coursework, and MBA coursework.

The students/interns are on WKU's campus in Bowling Green, Kentucky (referred to as "campus"), for three weeks during the first summer session for classwork and orientation. The students/interns will also be on campus for Professional Development Days (PDD) throughout the semester. Students/interns can expect to be on campus for approximately 5-6 days each

semester for educational opportunities and interaction with faculty and peers. Students/interns will complete their required supervised practice hours at their assigned supervised practice sites. MBA classwork will be completed online.

All CRDNs must be successfully completed (score of 4 or 5, out of 1-5) before dietetic students/interns can be provided with a verification statement by the program director. These competencies are monitored throughout the program by the program director. If a CRDN is not completed at the end of the supervised practice rotation, the program director and preceptors will work with the student/intern to provide an opportunity for the student/intern to demonstrate competence of the CRDN.

The internship will additionally provide the student/interns with preparation materials for the RDN Examination. There will be RD Exam preparation sessions throughout the program. The materials will be available to the students/interns for the duration of the internship program. Throughout the program, students/interns will be instructed to take multiple practice exams to gauge their knowledge on the material. Students/interns will be notified before the administration of a practice exam. The internship will also utilize exam preparation materials provided by ACEND to help students/interns with exam readiness.

### Estimated Program Costs

It is the responsibility of the student/intern to pay the program fees.

ITEM	FEE
Tuition (for MBA and Certificate)	\$20,010 (in-state)   \$23,730 (out-of-state)
WKU Graduate Studies Application Fee	\$55
WKU Application for Graduation, Certificate	\$15
Living Expenses (varies by city)	\$5000-7000
TB Skin Test Series	\$25
Hepatitis B Vaccine (if needed)	\$225 (\$75 per shot)
Health Insurance (varies)	\$1500
Background Check & Drug Screen	\$130
Student Liability Insurance	\$35
Parking on Campus (for PDD) (\$2 / Day Visitor Parking Permit)	\$20
Academy Student Membership	\$58
Books	\$75
Registration, Lodging, Transportation for KAND	\$250-400
Transportation Costs (varies)	\$1500

Scrubs (varies)

\$15-60

## **Financial Assistance**

Financial aid is available through the University.

<https://www.wku.edu/financialaid/types/loans.php>

A limited number of professional scholarships are available through the Academy for Nutrition and Dietetics. Application qualifications and forms are available at the following link:

<http://www.eatrightpro.org/resources/membership/student-member-center/scholarships-and-financial-aid>

## **WKU Office of Student Support Services**

Dietetic interns, as WKU students, have access to multiple support services. See website

<https://www.wku.edu/sss/> for specific services and how to access services.

## **Student Health Services**

Dietetic interns, as WKU students, have access to Student Health Services as described in the WKU Student Handbook under [WKU Health Services](#).

## **Student Health Insurance**

Dietetic students/interns must have personal health insurance prior to beginning the internship. This insurance is required by some of our clinical agencies and is needed to defray the cost of hospital and medical care for any illness or injury that might be sustained while in this program and the substantial monetary liability that you, as a student, might incur because of failure to have such insurance.

## **Student Professional Liability Insurance**

Students/interns are required to purchase professional liability insurance. Proof of insurance is required before you can begin your supervised practice experiences. One source is [www.proliability.com](http://www.proliability.com); with a minimum insurance of \$1,000,000 per occurrence and \$3,000,000 aggregate.

## **Drug Testing & Criminal Background Checks**

A background check and drug testing are required of all students/interns prior to starting rotations. Both should be completed through CoreScreening. Students/interns are responsible for the cost of the background check and drug screen. Additional screens or background checks may be required by specific rotation sites, and students/interns must comply with the requirements of their supervised practice sites.

## **Access to Counseling and Testing Services**

Dietetic interns, as WKU students, can access a variety of support services as specified in the WKU Student Handbook. The WKU Counseling and Testing Center, in Potter Hall 409, provides personal counseling services and administers national testing programs. Contact the Center for appointments and for test information at (270) 745-3159 or see the [website](#).

### Accreditation Status

The Western Kentucky University Dietetic Internship has been accredited by the Accreditation Council for Nutrition and Dietetics Education of the Academy for Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; [Acend@eatright.org](mailto:Acend@eatright.org); 800-877-1600. For information regarding:

Accredited programs for dietitian/nutrition students/interns:

- Coordinated Programs, Didactic Programs and Dietetic Internships
- Accredited programs for dietetic technician students
- Computer matching for dietetic internships
- Sponsoring organizations' eligibility requirements, Standards of Education, and policies for accreditation refer to [www.eatright.org/ACEND](http://www.eatright.org/ACEND)

### Program Calendar & Schedule (*Tentative*)

This program will consist of 1050 hours of supervised practice experience and experiential learning hours. The internship is a 14-month program. In the event of a health, medical, or family emergency a *Leave of Absence* may be granted to a student/intern [please see the *Leave of Absence Policy* on page 14 of the handbook]. The supervised practice rotations will be divided into concentration areas. Concentration areas include *Medical Nutrition Therapy*, *Community Nutrition*, and *Foodservice Systems Management*. The rotation schedule is unique for each student/intern and will be provided to the student/intern during orientation.

WKU dietetic interns do not select their own internship sites, though if a student/intern requests a certain type of rotation (i.e. sports nutrition, extension services, etc.) the program director will try to find a rotation that will provide the requested experience.

Dietetic students/interns will be in rotation four days per week, Monday-Thursday, unless otherwise specified by the preceptor and/or program director. There will be additional days for Professional Development (PD) that will either take place during the week or on Friday's. Students/interns are required to attend PD days, as they are related to graduate classes and/or required CRDNs. Some PD Days may require attending an event that is off-site from campus (i.e. conferences). The Dietetic Internship has a similar calendar to the WKU Academic Calendar, though it does not include snow days, certain holidays, etc. Students/interns will be required to follow the schedule set by the internship faculty and preceptors – this may include supervised practices hours on evenings or weekends, depending on the events that may take place at the supervised practice site.

<b>Orientation &amp; Class Days</b> <i>(Subject to Change)</i>	
<b>Week 1</b>	<b>July 20-23</b>
<b>Week 2</b>	<b>July 27-30</b>
<b>Week 3</b>	<b>August 3-6</b>
<b>Fall Semester Rotations</b>	
<b>OFF WEEK</b>	<b>August 10-14</b>
Week 1	August 17-20
Week 2	August 24-27
Week 3	August 31-September 3
Week 4	September 7-10
<b>PDD</b>	<b>September 11</b>
Week 5	September 14-17
Week 6	September 21-24
Week 7	September 28-October 1
<b>Fall Break: October 5-8</b>	
<b>PDD</b>	<b>October 9</b>
Week 8	October 12-15
Week 9	October 19-22
Week 10	October 26-29
Week 11	November 2-5
Week 12	November 9-12
<b>PDD</b>	<b>November 13</b>
Week 13	November 16-19
<b>Thanksgiving Break: November 23-27</b>	
Week 14	November 30-December 3
Week 15	December 7-10
<b>PDD</b>	<b>December 11</b>
<b>Winter Break: December 14-January 14</b>	
<b>Spring Semester Rotations</b>	
<b>PDD</b>	<b>January 15</b>
Week 1	January 18-21
Week 2	January 25-28
<b>Legislative Day</b>	<b>Date TBD (February or March)</b>
Week 3	February 1-4
Week 4	February 8-11
<b>PDD</b>	<b>February 12</b>
Week 5	February 15-18
Week 6	February 22-25
Week 7	March 1-4
Week 8	March 8-11
<b>Spring Break: March 15-19</b>	
Week 9	March 22-24* <i>Shortened for KAND ANCE</i>
<b>Kentucky Academy of Nutrition &amp; Dietetics (KAND) ANCE, Louisville, KY</b>	<b>March 25<sup>th</sup></b>
Week 10	March 29-April 1
Week 11	April 5-8
<b>PDD</b>	<b>April 9</b>
Week 12	April 12-15
Week 13	April 19-22
Week 14	April 26-29
Week 15	May 3-6
<b>PDD</b>	<b>May 7</b>

Week 16	May 10-13
Week 17	May 17-20
<b>Summative Week</b>	<b>May 24-28</b>
Optional / Makeup Week	Camp Hendon (June)

## SECTION II: POLICIES & PROCEDURES

### Statement of Compliance

Western Kentucky University (WKU) is committed to equal opportunity in its educational programs and employment. WKU is an Equal Employment Opportunity/Affirmative Action employer, and does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniform service, veteran status, pregnancy, childbirth or related conditions, or physical or mental disability. On request, WKU will provide reasonable accommodation, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities, and employment.

### Code of Ethics for Dietetics Practitioners

WKU Dietetic Interns are expected to use the Code of Ethics for the Profession of Dietetics as a guide for their professional behavior. The code is included in this handbook on page 18.

### Equitable Treatment

The Dietetic Internship Program at WKU is committed to empowering its community to embrace diversity by building equitable and inclusive learning, working, and living environments. The program does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniform service, veteran status, pregnancy, childbirth or related conditions, physical or mental disability, size or socioeconomic status.

### Student Code of Conduct

WKU is committed to developing and maintaining the highest standards of scholarship and conduct. Therefore, all students/interns are subject to the rules and regulations of the university. In accepting admission to the Certificate of Dietetic Practice/Dietetic Internship, students/interns indicate their willingness to abide by university rules and regulations and acknowledge the right of the university to take appropriate disciplinary action, including suspension and/or expulsion as may be deemed appropriate, for failure to abide by university rules and regulations. For rules related to student conduct, see the following [link](#).

### Title IX Statement

WKU is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination,

harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender-based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and MUST report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s [Counseling and Testing Center](#) at 270-745-3159.

### **Assessment of Prior Learning & Credit Toward Program Requirements**

The WKU Dietetic Internship does not allow exception from any dietetic internship rotation, projects, or assignments because of prior education courses or experiences.

### **Distance Instruction & Communication**

Distance instruction will take place through the WKU Blackboard online learning platform. Each student/intern has a unique username and password to verify their identity. Students/interns will also complete on-site instruction through face-to-face classroom content and discussion. Project work will be turned in either during campus days or through the Blackboard learning system. All students/interns are expected to abide by the Student Code of Conduct regarding assignments and projects.

Since supervised practice sites are not on campus, students/interns are expected to check their emails **twice per day** (i.e. lunch break and after rotation) to ensure they are up to date on any communication from the Internship Director or HMD faculty. It is expected that students will be timely in their responses and that emails are written in a professional manner.

### **Purpose of Supervised Practice**

The purpose of supervised practice is to provide students/interns with hands-on, educational training. Students/interns are **not** to replace facility staff. Students/interns may not replace staff to fulfill any staff work responsibilities, unless related to activities to meet dietetic internship competencies and/or requirements. Replacement of employees is defined as interns being placed on the regular work schedules in lieu of paid employees. If you, as a student/intern, determine you are being used as a replacement for employees, contact the internship director for intervention.

### **Attendance**

Dietetic students/interns are expected to arrive on time, remain present for the entirety of each scheduled rotation, and attend all Professional Development Days (PDDs) and supervised practice experiences associated with the program. The program does not provide designated sick leave or personal leave days.

All absences from rotations or PDDs, including the reason for the absence, must be reported to both the Internship Director and the Preceptor by phone at least sixty (60) minutes prior to the scheduled start time of the rotation or class day. In addition, the student/intern must send an email to the Internship Director and Preceptor within the first hour of the scheduled start time

documenting the absence and reason. Unexcused absences are not permitted and may result in disciplinary action. Following a third absence during a rotation, the Internship Director will review the circumstances of the absences and determine whether remedial action is necessary. Repeated tardiness, early departures, or failure to remain for the entirety of a supervised practice experience or PDD may also be considered an absence.

Any missed supervised practice time must be completed through make-up hours during the same rotation or through a comparable supervised practice experience to ensure fulfillment of the required minimum supervised practice hours. The student/intern is responsible for letting the Internship Director know if time was missed and coordinating make-up time with the Internship Director and Preceptor. The Internship Director must also be notified of all approved make-up dates and times via email.

If a student/intern arrives late to a Professional Development Day, the Internship Director will address the tardiness through either an in-person discussion or email communication. If a student/intern is tardy three times, the Internship Director will meet with the student/intern to discuss the pattern of tardiness, and remedial action may be required.

### **Time Sheets**

All students/interns will complete time sheets during each of the scheduled rotations. Students/interns are responsible for following any directions for recording times. At the end of each rotation, time sheets should be shown to the preceptor or site director for verification. Once time has been verified, the preceptor or site director will place their initials in the appropriate box. If time is missed, the student/intern will fill out the appropriate information on the time sheet with the date, number of hours missed, reason, and how the time is going to be made up. These time sheets are to be brought to all on-campus days throughout the internship and at times designated by the internship director.

### **Inclement Weather Policy**

During inclement weather conditions, students/interns should adhere to the rotation site policy and decisions made by the main preceptor on whether they should go to the rotation or not. Any time missed due to inclement weather must be made up at a time agreed upon with the main preceptor.

### **Professional Membership**

All students/interns must become student members of the Academy of Nutrition and Dietetics.

### **Professional & Personal Appearance**

Students/interns are expected to always present themselves in a professional manner regarding behavior and appearance. Dress code is established by each facility. The following general principles apply to all WKU dietetic student/interns:

- Good personal hygiene and professional appearance.

- Dress is business casual. Denim, shorts, revealing attire, leggings, athletic wear, etc., are **not** permitted. Shoes should be close-toed, flat, or low-heeled. Non-slip shoes should be worn for Food Service Management rotations.
- During food service rotations, students/interns are expected to adhere to the supervised practice site policies that may include additional requirements such as hair coverings, jewelry removal, non-slip shoes, etc.
- Some rotations require scrubs. WKU dietetic interns should purchase black scrubs for these rotations.
- The student's/intern's nametag must be visible, above the waist. Some facilities also require additional identification.

### **Employment Outside the Internship**

Part-time employment during the internship is allowed, though flexible. Employment may **NOT** interfere with supervised practice rotations or Professional Development (PD) days. Missing supervised practice or class time related to an outside job will result in disciplinary action. It is expected that any part-time employment will not distract the student/intern from rotation preparation or class studies.

### **Travel**

Students/interns are responsible for providing their own transportation for all educational activities, including rotation placements. Neither WKU nor Dietetic Internship provide any travel reimbursement for students/interns traveling to their supervised practice sites or other required activities. Students/interns are also responsible for securing their own personal auto liability insurance. WKU is not liable for any accident or injury that occurs during travel required for internship-related activities.

### **Injury or Illness Policy**

Students/interns are liable for all medical and personal health care (emergency or otherwise) while at WKU or any supervised practice site. Each facility has a policy for injury or illness on the job. The dietetic student/intern is required to alert the preceptor if injury or illness occurs, and the preceptor will then guide the intern through the proper protocol. The dietetic student/intern must also notify the Internship Director of the incident.

If sick, a student may be asked to show a doctor's note as confirmation of illness. Before returning to rotations after an illness, a student must be fever-free 24 hours before returning to internship roles and responsibilities.

### **Access to Student Records**

In accordance with federal law as established in 1974 by the Family Educational Rights and Privacy Act, WKU maintains the confidentiality of student/intern records and provides a student/intern with the right to inspect and review education records, the right to seek to amend those records, and the right to limit disclosure of information from the records.

Dietetic Intern files related specifically to the internship will be kept in a locked file cabinet in a locked office, or on a locked and restricted computer. A student/intern must provide in writing, either through email or letter, requesting to see his/her file. Once an agreed upon date and time is set, the file will be provided to the student/intern to review at that time. The file must be reviewed in an area determined by the Internship Director and must be returned immediately to the Internship Director upon completion of the review.

### **Protection of Privacy**

An Intern's Dietetic Internship file is housed in a locked file cabinet in an office, or on a locked and restricted computer. All information in the intern's file is kept private except for projects the student/intern completed. Preceptors may refer to a student's/intern's project as requested. No one has direct access to the files except the Dietetic Internship Director.

### **Filing & Handling Complaints**

These procedures are consistent with the [Student Grievance Procedure](#) for WKU. A student/intern who disagrees with a faculty member or preceptor about an academic matter must first try to resolve it through discussion with the instructor/preceptor. If the issue is not resolved satisfactorily between the student/intern and the instructor/preceptor, the student/intern may specify in writing the basis for the disagreement and request a review by the Internship Director. If the issue is an appeal of the final grade received in a course, this request must be submitted within three months of the date that term grades are issued by the Registrar.

A student/intern who wishes to appeal the decision of the Program Director must write/email the Department Head of Applied Human Sciences Department within a month of the date of the Program Director's decision, enclosing copies of the written documents and requesting a review. The Department Head, in consultation with the Program Director, will arrive at a final decision in the matter. If the complaint is still not resolved, the student/intern should meet/write the Dean of the College of Health and Human Services. If no resolution occurs at this point, the student/intern may file a written notice of appeal which is delineated in the WKU Student Handbook.

The Accreditation Council for Nutrition and Dietetics Education (ACEND) will review complaints that relate to a program's compliance with accreditation standards. Written complaints to ACEND should only be initiated once all other options of reporting and review of the complaint have been exhausted at the program, department, and university levels. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy for Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995.

### **Withdrawal & Refund of Tuition & Fees**

For various reasons a student/intern may withdraw from WKU and the Dietetic Internship. Information concerning withdrawal and refund of tuition and fees may be found in the [graduate catalog](#).

## **Graduation & Program Completion Requirements**

Verification Statements are only granted under the following circumstances (*Receipt of the Verification Statement allows a graduate to apply to take the written exam to become a Registered Dietitian Nutritionists*):

- 1) Completion of 1050 supervised/alternate practice hours and experiences as evidenced by signed time sheets and completed academic work.
- 2) Meets performance standards and receives a minimum of satisfactory score (4 out of 5) or above on all CRDNs.
- 3) Completes and receives a satisfactory score (80%) or above on all course assignments.
- 4) Maintains professional and ethical standards as outlined in the Academy of Nutrition and Dietetics Code of Ethics.
- 5) Completion of all required coursework with an average GPA of 3.0 or greater.
- 6) Conferral of Certificate of Dietetic Practice and Master of Business Administration (unless MBA requirement is exempt). If MBA is exempted, proof of master's degree conferral is a requirement.
- 7) The Dietetic Intern has discharged all indebtedness to Western Kentucky University.

All dietetic students/interns must complete an *Application for Graduation* and for the *Certificate of Dietetic Practice* in the WKU Office of the Registrar.

## **Verification Statement Procedures**

Upon successful completion of graduation requirements, the Internship Director will electronically notify the Commission on Dietetic Registration (CDR) that the student/intern has met the graduation requirements. The Internship Director will issue the student/intern a Verification Statement documenting completion. CDR will notify the intern within 15 days (about 2 weeks) of their eligibility to take the national registration exam for dietitians.

## **Leave of Absence Policy**

Most students/interns can expect to complete the Dietetic Internship in the 14-months of scheduled programming. If a Dietetic Intern has a health-related or family emergency and must leave the program for a period, the student/intern will be put on a *Leave of Absence*. The *Leave of Absence* will pause the period regarding the 14-month time frame allowed for the program's completion. Once the student/intern returns from the *Leave of Absence* the period for the maximum amount of time to complete their internship will resume. Arrangements for the extended experience will be completed by the Program Director, in cooperation with preceptors and the student/intern. Student/intern grades for the classes of the Dietetic Internship will remain incomplete until the work is completed, at which time a grade for the experience will be assigned. The maximum amount of time allowed for a *Leave of Absence* is 12 months.

## **Intern Performance Monitoring**

The internship director will seek feedback from preceptors and students/interns throughout supervised practice hours. The internship director requests all preceptors or preceptor contacts to contact the internship director if there are performance concerns/issues. The internship director and the facility contact will discuss possible solutions. If the student/intern performance concerns

do not improve and there are concerns of the student/intern successful completion of the program, then *Dietetic Internship Retention and Remediation Procedures* will be initiated.

### **Dietetic Internship Retention & Remediation Procedures**

If a student/intern does not meet the competencies of the supervised practice experience, the student/intern will be assigned additional experiences, not to exceed two months, until the desired level of expertise is accomplished. Should this occur, the Program Director, in consultation with the preceptor of the facility, will provide in writing specific steps and actions that are to be required of the student/intern. If the student/intern does not meet competencies at this point, the student/intern will be dismissed from the program or offered an opportunity to restart the program with the next internship cohort – depending on if the student/intern has the potential to complete the competencies with more training. If it is deemed that future placement into the internship is not an option, either by the student/intern or the program director, the student/intern will be counselled about possible alternate career paths and opportunities.

If at any time the conduct of a student/intern is judged to unfavorably 1) affect the morale of other participants in the program, 2) result in an unsatisfactory level of performance, or 3) the health status of a student/intern is a detriment to the student's successful completion of the program, a meeting shall be held between the Program Director and appropriate representatives to determine corrective action.

### **Dietetic Intern Discipline/Termination**

Behavior and/or attitudes deemed inappropriate by the Dietetic Internship Director and/or Preceptor will be brought to the attention of the Dietetic student/intern. Behaviors and/or attitudes reported by the Preceptor to the Dietetic Internship Director will result in beginning the process of disciplinary action for correcting the inappropriate behavior/attitudes.

Disciplinary action will be progressive and accomplished in a private and constructive manner to facilitate improvement in dietetic intern behavior and performance.

#### **1) Step 1: First Warning, Written counseling**

The DI director will inform the dietetic student/intern, in writing, of the conduct or performance problem. Specific expectations for improved conduct or performance will be outlined for the intern. A written summary will be given to the student/intern and the original placed in the student's/intern's file in the DI director's office. In some cases, due to distance, meetings may occur via electronic means or phone. A copy of the warning will be sent electronically at the time of the meeting.

#### **2) Step 2: Second Warning, Written Counseling**

The DI director will inform the student/intern of the conduct or performance problem in writing. Specific expectations for improved conduct or performance will be outlined for the intern. A written summary will be given to the student/intern and the original placed in the student's/intern's file in the DI director's office. In some cases, due to distance, meetings may occur via electronic means or phone. A copy of the warning will be sent electronically at the time of the meeting.

#### **3) Step 3: Third Warning, Probation**

The student/intern may be placed on probation when there is evidence that he/she has difficulty in complying with Standards of Professional Performance and Code of Ethics

for the Profession of Dietetics or is unable to complete rotation requirements. All facts will be carefully reviewed and confirmed through personal interviews with preceptors, the intern, and any other involved parties prior to placing the intern on probation. The DI director will discuss probationary status with the student/intern in private. In addition, a letter outlining reason(s) for probation, performance requirements, expectations, and a time-period for re-evaluation will be provided. The student/intern will receive guidance, support, and/or counseling from DI director or other appropriate support personnel to facilitate successful completion of the program. The student/intern will receive a copy of the letter, and the original will be placed in the student's/intern's file in the DI director's office.

If the student/intern fails to meet performance requirements or expectations after the third warning, or the student/intern receives additional unsatisfactory ratings during the probationary period, the student/intern will be dismissed from the program.

A student/intern terminated from the WKU internship program for inappropriate behavior, attitudes, and/or performance will not be considered for future internship placements. Examples of inappropriate behavior include:

- Chronic tardiness
- Missed work
- Insubordination to faculty or supervised practice site staff
- Theft
- Cheating or plagiarism
- Violation of Academy of Nutrition and Dietetics Code of Ethics
- Violation of Western Kentucky University Student Conduct Code

Other behaviors may be deemed worthy of a formal warning upon consultation with Preceptors, the Site Director, WKU Faculty, and DI Director. There will be **no reinstatement** after termination.

## **Social Media**

Social media should be understood to include any website or forum that allows for open communication on the internet including, but not limited to:

- Social Networking Sites (LinkedIn; Instagram; Facebook; X)
- Micro-Blogging Sites
- Blogs (including personal)
- Video and Photo-Sharing Websites (YouTube; TikTok; Flickr)

In general, students/interns should think carefully before posting online, because most online social platforms are open for all to see. Despite privacy policies, students/interns cannot always be sure who will view, share, or archive the information that is posted. If an student/intern has any doubt about what to post online, ***it is best not to post.***

Students/interns should not use social media during working hours or on equipment provided by your supervised practice site unless such use is work-related or authorized by a preceptor.

Students/interns should protect WKU and the supervised practice training site's private, confidential, and proprietary information. Students/interns should make sure that online postings

do not violate any non-disclosure or confidentiality obligations or disclose any confidential and/or proprietary information of WKU or the supervised practice-training site.

## **SECTION III: EVALUATIONS**

### **Evaluations of Supervised Practice Rotations**

Supervised practice rotations will include formal student/intern learning assessment and performance evaluation using the *Intern Evaluation Form* specific to the rotation. Preceptors will complete the *Intern Evaluation Form* at the midpoint of the rotation and at the end. Midpoint evaluations are only applicable for sites in which the student/intern is present at least **six** weeks. The *Intern Evaluation Form* completed by the preceptor should be signed by the dietetic student/intern and preceptor. The signed *Intern Evaluation Form* and the dietetic intern's *Self-Appraisal Form* should be submitted to the Program Director within one week of completion of the rotation.

### **Competency Evaluation**

Dietetic students/interns will be evaluated on their level of competence specific to the required CRDNs to be met through the Dietetic Internship. Students/interns will be required to submit all competency documentation before the end of the dietetic internship.

### **Procedure for Didactic Course Evaluations**

Didactic course grades are determined by the course instructor, based on the course description provided at the beginning of the course. Students/interns must maintain a cumulative grade point average (GPA) of at least 3.0 for successful program completion. The course instructor will retain custody of materials used to determine the student's/intern's grade (i.e., exams, papers, portfolio items) for at least 90 days after notice of the student's/intern's final course grade OR make reasonable effort to return such materials to the student's/intern's custody. If the course instructor is notified of a student's/intern's intent to file a grade appeal while the materials remain in the course instructor's custody, extraordinary care for the materials must be taken until such time as the appeal is resolved.

### **Site and Preceptor Evaluations**

At the end of each rotation, the student/intern will evaluate his/her experiences in the rotation. The evaluation is designed to indicate the strengths and weaknesses of the rotation, the Preceptors, Site Director, and any other staff and the supervised practice site. These comments should be constructive and professional and reflect the time and commitment preceptors provided throughout the training. The evaluation forms will be sent to the Internship Director and placed into a rotation evaluation file. These evaluations will be used as a basis for discussion during the annual review of the program, which includes WKU faculty and advisory committee members.

**Preamble:**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

**Principles and Standards:****1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

**2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

**3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.

- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
  - c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
  - d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
  - e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
  - f. Refrain from verbal/physical/emotional/sexual harassment.
  - g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
  - h. Communicate at an appropriate level to promote health literacy.
  - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. **Social responsibility for local, regional, national, global nutrition and well-being (Justice)**  
Nutrition and dietetics practitioners shall:
- a. Collaborate with others to reduce health disparities and protect human rights.
  - b. Promote fairness and objectivity with fair and equitable treatment.
  - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
  - d. Promote the unique role of nutrition and dietetics practitioners.
  - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
  - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

**Glossary of Terms:**

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>3</sup>

**Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

**References:**

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

**WESTERN KENTUCKY UNIVERSITY**

**Dietetic Internship Handbook Statement**

By signing this form, I acknowledge that I have read and familiarized myself with the 2026-2027 edition of the Western Kentucky University (WKU) Dietetic Internship Program Handbook.

I understand the contents of this document and how the policies and procedures of WKU's Dietetic Internship Program will impact my progress in the program.

I have spoken with the Dietetic Internship Director to discuss any questions or concerns that I have regarding the contents of this handbook.

*Student Name, Printed:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**WESTERN KENTUCKY UNIVERSITY DIETETIC INTERNSHIP**

**Code of Ethics Acknowledgement Form**

I, \_\_\_\_\_ (Dietetic Intern/Student), am a Dietetic Intern in the Western Kentucky University Dietetic Internship Program. I have read the Code of Ethics for the Profession of Dietetics. I understand its guidelines, and I agree to uphold its ethical principles. As a student member of the Academy of Nutrition and Dietetics and as a future ACEND-credentialed dietetics practitioner, I agree to abide by the Code.

*Student Name, Printed:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## WESTERN KENTUCKY UNIVERSITY DIETETIC INTERNSHIP

### Statement of Confidentiality

Upon enrolling in the Western Kentucky University Dietetic Internship Program, and in supervised practice experiences and didactic classes that have any clinical component, including visitation of clinical settings and working with clinical personnel, each dietetic student/intern is required to sign the following statement. This statement shall remain in the dietetic intern's file in the Internship Director's office for the duration of his/her participation in the Dietetic Internship Program. Any breach of confidentiality on the part of the dietetic intern may result in immediate dismissal from the Dietetic Internship Program.

I understand that during my participation as a dietetic student/intern at Western Kentucky University, I may be privileged to confidential medical information regarding patients being observed and treated. I understand that this information is confidential and protected by state and federal (HIPAA) law. Further, I agree not to discuss or disclose such information with anyone except the registered dietitians, other medical personnel with authority to discuss the case, or the instructor of the course. Furthermore, I will always abide by this confidentiality policy and will not disclose such information to any other persons at any time without the direct written consent of the involved patient or unless I am required to disclose such information by law.

*Student Name, Printed:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

# WESTERN KENTUCKY UNIVERSITY DIETETIC INTERNSHIP

## Photograph, Video, & Media Release Authorization Form

I, \_\_\_\_\_ (Dietetic Intern/Student), hereby grant permission to Western Kentucky University (WKU), including its Dietetic Internship Program, affiliated faculty/staff, and authorized partners, to photograph, record, videotape, and otherwise capture my statements and participation during activities (“the media”) associated with the Dietetic Internship Program.

I understand and agree that such photographs, video recordings, audio recordings, and related media materials may be used by WKU for lawful educational, promotional, marketing, recruitment, public relations, and informational purposes, including but not limited to:

- University websites and webpages
- Social media platforms
- Printed publications and brochures
- Marketing and recruitment materials
- Presentations and educational materials
- Newsletters and email communications with advisory board and/or preceptors
- Digital and electronic communications
- Other university-related publications or media outlets

I acknowledge and agree that I voluntarily authorize the use and reproduction of the media without compensation or additional approval outside of this document.

This authorization is voluntary and shall remain in effect indefinitely unless revoked in writing. I understand that revocation will apply only to future uses of the media and not to materials already published or distributed prior to the date of revocation.

By signing below, I acknowledge that I have read and fully understand this Release Authorization Form and agree to its terms and conditions.

*Student Name, Printed:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## WESTERN KENTUCKY UNIVERSITY DIETETIC INTERNSHIP

### Background/Drug Screening Student Acknowledgement, Consent, and Release of Liability

I, \_\_\_\_\_ (“Student/Intern”), acknowledge and understand that participation in the Dietetic Internship Program at Western Kentucky University (“WKU”) may require the completion of background checks, drug screenings, and/or other compliance-related documentation through a third-party vendor platform, including but not limited to CoreScreening. By signing this document, I acknowledge and agree with the following:

#### **Voluntary Submission of Information**

I understand that I am voluntarily providing personal information and documentation to a third-party vendor for the purpose of meeting internship and supervised practice requirements. Such information may include, but is not limited to:

- Personally identifiable information (PII)
- Background screening information
- Drug screening results
- Identification documents

I understand that WKU and the Dietetic Internship Program do not own, operate, or directly manage the CoreScreening platform or any third-party screening system.

#### **Student Responsibility for Account Security**

I understand that I should not share login credentials or allow unauthorized individuals access to my screening account. I acknowledge that CoreScreening and I am solely responsible for:

- Maintaining the confidentiality of my account credentials;
- Uploading accurate and appropriate documentation;
- Protecting access to my personal information;
- Promptly reporting any suspected unauthorized access to my account or records.

#### **Limitation of University and Program Responsibility**

I acknowledge and understand that neither WKU, the Dietetic Internship Program, the Internship Director, preceptors, faculty, staff, nor WKU Information Technology Services (ITS) shall be held responsible or liable for:

- Security incidents, breaches, or unauthorized disclosures occurring within the third-party vendor platform;
- Vendor system failures, outages, or data losses;

- Improper handling, storage, or transmission of information by the third-party vendor;
- Student failure to safeguard login credentials or confidential information;
- Delays or consequences resulting from incomplete, inaccurate, or late submissions by the student.

I further understand that WKU does not guarantee the security practices or cybersecurity protections of third-party vendors.

### **Acknowledgment of Cybersecurity Risks**

I understand that electronic transmission and storage of information carry inherent cybersecurity and privacy risks, including the possibility of unauthorized access, disclosure, or data breach. By utilizing the required vendor platform, I knowingly assume these risks.

### **Compliance Expectations**

I agree to comply with all internship, university, clinical site, and vendor requirements regarding confidentiality, privacy, and appropriate handling of sensitive information. I understand that failure to comply with such requirements may result in disciplinary action, removal from a supervised practice site, delay in program progression, or dismissal from the program.

### **Release and Hold Harmless**

To the fullest extent permitted by law, I hereby release, waive, and hold harmless WKU, the Dietetic Internship Program, the Internship Director, faculty, staff, preceptors, and WKU ITS from any and all claims, damages, liabilities, losses, or expenses arising out of or related to:

- My use of a third-party screening platform;
- Unauthorized access to or disclosure of my information;
- Cybersecurity incidents involving the vendor platform;
- My own actions or negligence related to the handling of my information.

### **Student Acknowledgment**

I certify that I have read and understand this document in its entirety. I acknowledge that I have had the opportunity to ask questions prior to signing and that I voluntarily agree with the terms outlined above.

**Student/Intern Name (Printed):** \_\_\_\_\_

**Student/Intern Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# WESTERN KENTUCKY UNIVERSITY DIETETIC INTERNSHIP

## Student Site Placement Agreement

This Agreement (“Agreement”) is entered into by and between Western Kentucky University Certificate of Dietetic Practice/Dietetic Internship and \_\_\_\_\_ (Dietetic Intern/Student).

### BACKGROUND

- 1) WKU and Student desire to cooperate in obtaining Supervised Experiential Learning (Supervised Practice) sites for the student, who has been admitted to the WKU Certificate of Dietetic Practice/Dietetic Internship Program.
- 2) WKU has the ability and resources to arrange for the necessary Supervised Experiential Learning (Supervised Practice) sites through affiliation agreements between WKU and the approved sites.
- 3) The parties agree that the sole purpose of this Agreement is to confirm and memorialize Student’s acceptance of the terms and conditions of the site(s) and Student’s placement therein.

### AGREEMENT

For and in consideration stated above, the student agrees to the following terms and conditions:

- 1) Student consents to being assigned Supervised Experiential Learning (Supervised Practice) sites for the duration of the program.
- 2) Student acknowledges that s/he has read, reviewed, understands, and is aware of the requirement to abide by the existing rules, policies, and/or regulations of WKU and the sites, including any additional site-specific Code of Conduct, student education manuals and materials, the wearing of proper dress and identification, and obtaining additional compliance requirements of the sites.
- 3) Student understands that s/he is required to have/provide the following compliance documents or signed waiver (if allowed) prior to attending sites: background check, 10-panel drug screen, recent negative two-step TB test, student professional liability insurance (coverage 1 million/3 million), proof of health insurance, current government-issued photo ID, Proof of two MMR vaccines, or Measles (Rubeola)/Mumps/Rubella titer, Varicella titer, Tdap booster within the last eight years, Proof of Hepatitis B series or titer, and COVID vaccination if required by sites.
- 4) Student acknowledges and understands that signing of a waiver for any above compliance item may not be accepted by a specific site. If the site does not accept a signed waiver, then the student must obtain the site’s compliance documents.
- 5) Student will meet the site’s employee standards for safety, health, and ethical behavior.
- 6) Student shall defend, indemnify, and hold harmless WKU, its agents, officers, officials, employees, and volunteers from and against all claims, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes,

omissions, work, or service of the student with regard to the student's performance of this Agreement. The insurance requirements of this Agreement will not be construed as limiting the scope of this indemnification.

- 7) Student will be responsible for any charges generated for emergency or other care related to any occupational injury, environment hazard, or infectious disease incurred in the line of duty while participating in Supervised Practice sites, off campus, and on campus activities. The university or its agents, officers, or officials will not cover any cost related to medical care for the student.
- 8) Student agrees to allow the Certificate of Dietetic Practice/Dietetic Internship faculty to send records to sites, if required or requested by the site, to prove compliance with contractual terms with the site in the event of an audit or if a prerequisite exists for attendance at the site. Records may include, but are not limited to: criminal background checks, drug screen, immunization records, COVID vaccination or declination, TB test results, evidence of student professional liability insurance, health insurance, government-issued photo ID, and any applicable educational records (resume, goal statement, transcript, etc.).

*Student Name, Printed:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**WESTERN KENTUCKY UNIVERSITY DIETETIC INTERNSHIP**

**Emergency Contact Form**

The information requested on this form is confidential and for emergency use only. In the event of a medical emergency, this information will be used by authorized emergency personnel.

Please be honest when completing all pertinent information.

**Student/Intern Information:**

Student/Intern Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

WKU email address: \_\_\_\_\_

Other Email address: \_\_\_\_\_

**Emergency Contact:**

Name: \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact:

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

**Additional Information: Please attach a copy of your health insurance card.**

Any allergies? Yes/No

If yes, please list all allergies:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you taking any medications we should be aware of? Yes/ No

Please list all medications we should be aware of:

\_\_\_\_\_

Do you have any medical/mobility/mental health concerns of which we should be aware?

Yes/No

If yes, please list medical/mobility/mental health concerns that we should be aware of:

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In case of emergency, I give permission for my information to be released to emergency personnel. I also agree that any of my emergency contacts listed on this form may be notified in an emergency, as needed.

*Student Name, Printed:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_