

Sodexo Dietetic Internships



Policy Book

Policy Book Review Page

This Policy Book has been reviewed and revised on the following dates:

June 9, 2016

May 26, 2015

January 18, 2017

January 19, 2018

September 17, 2018

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SODEXO DIETETIC INTERNSHIPS

Policy	ACEND Complaints About Programs- 10.2 H
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A. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.

B. ACEND staff forwards all written complaints to the ACEND chair within four weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.

C. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the chair's review that no further action will be taken.

D. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.

E. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail.

F. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.

G. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.

H. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.

I. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.

J. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.

K. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.

L. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation.

M. The Campus Internship Director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.

N. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation. (See ACEND Policy & Procedure Handbook, Section 2.8).

July 2012

Reviewed September 2014



SODEXO DIETETIC INTERNSHIPS

Policy	Admission Requirements 10.1 A
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POLICY: To assure that interns matched to the program have a high potential for success.

1. All interns admitted to the Sodexo Dietetic Internships must have completed a DPD program accredited by the Accreditation Council for the Education in Nutrition and Dietetics (ACEND) and present a signed Verification Statement from the DPD Program Director.
2. Applicants will be reviewed using a standardized score sheet. The selection committee scores all aspects of the DICAS application, including grades, work/volunteer experience, personal statement, recommendations and electronic portfolio.
 - a. Although not required, most successful candidates who match to our program have dietetics/food service related work experience and have a GPA of ≥ 3.0 .
3. Once the application has been screened, those scoring above the benchmark will receive an invitation for an interview.
4. Selection committee will meet to discuss interviewed candidates and establish final rankings to be sent to D&D Digital.

1/18/17



SODEXO DIETETIC INTERNSHIPS

Policy	Affiliation Agreements and Site Agreements (8.1 A)
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1. Affiliation agreements are obtained for all clinical sites. The facility's template or Sodexo's template may be used, based on the preference of the facility.
 - a. Agreements are reviewed by both legal departments and signed by authorized individuals
 - b. Affiliation agreements are kept on file with the facility, Sodexo Legal Department, and the internship
2. Affiliation agreements are not required by internship food service management sites, as this rotation takes place in a Sodexo department.
3. Site agreements are required for any community, long-term care, or concentration site not covered by #1 or 2 above for rotations longer than 16 hours.
 - a. Campus Internship director will send a site agreement and qualification sheet to preceptor at the facility
 - b. Preceptor will be given access to the preceptor website, which gives detailed information about all rotations
 - c. If a facility requires a legal agreement, procedure #1 will be followed
 - d. All site agreements will be kept on file with the internship
4. When a new supervised practice site is needed, the Campus Internship Director will contact the Sodexo Clinical Area Support Manager, Regional Vice President and/or District Managers to determine appropriate facilities. The Campus Internship Director will contact the on-site manager to determine if the required competencies can be achieved.
5. A data base is maintained for all affiliation agreements. The data base is reviewed annually and agreements are renewed/updated as needed.
6. Within 2 weeks of starting the clinical and food service management rotations, the primary preceptor and intern will be contacted by the intern's faculty advisor to evaluate the adequacy and appropriateness of the facility to meet the learning objectives.
7. Interns have the opportunity to get feedback regarding a supervised practice site on each Rotation Activity and Evaluation Form.
8. Interns complete an end of program survey that each intern completes just prior to graduation.

Revised 3/17
November 21, 2016



SODEXO DIETETIC INTERNSHIPS

Policy	Application and Concentration Request Process
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1. Prospective interns will apply to the Sodexo Dietetic Internships through DICAS. They will indicate the campus(es) and/or distance option they are applying to in rank order through D&D Digital. All campuses and the distance option participate in the spring match. The Philadelphia campus and the distance option also participate in the fall match.
2. Applicants will mail an application cover sheet (attached) along with the internship application fee to individual designated on the cover sheet. They will first indicate the campus(s) and/or distance option for which they are applying. Second, they will rank the concentrations they are interested in. Third, if applying for the distance option, they will indicate their geographic preferences. Finally, they will indicate their interest in participating in the MS/internship track.
3. Applications will be assigned to one or more campus/distance options based on those that are marked on the application cover sheet. Each campus/distance option will independently review and rank applicants, using the standardized scoring template. The highest ranked applicants will be interviewed and submitted to D&D digital for matching in rank order.
4. Interns choosing the MS/Internship Track will also be required to apply to the University of Rhode Island following the University's application procedures.
5. After interns are matched to the program, Campus Internship Directors will assign concentrations to interns based on intern preference and availability of resources at the campus or in the geography.
6. For concentrations with limited availability, the Campus Internship Directors will determine which interns will be assigned to that concentration. Other interns will be given the choice of alternate concentrations or may choose the Leadership concentration and design his/her own experience for the Leadership Elective rotation.
7. If an intern wants to make any adjustment to his/her chosen concentration, prior approval from the Campus Internship Director is required



SODEXO DIETETIC INTERNSHIPS

Policy	Application to the MS Program
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Students will be accepted to the Sodexo Dietetic Internships Program prior to application to the URI MS in Dietetics Program. Once matched to the Sodexo Dietetic Internship Program, students will apply for admission to the URI MS in Dietetics Program using the following procedure. Students matched in November need to apply to URI by January 15th and students matched in April need to apply to URI by May 1st.

Students will indicate on their Sodexo Dietetic Internship Program application their intention to apply to the URI MS in Dietetics Program. After the match, the Sodexo National Internship Director will notify the Director of the MS in Dietetics Program of those interns that intend to apply to the master's track. Students will give their permission to allow URI access to their application materials in DICAS.

URI will send a list of accepted applicants to Sodexo Dietetic Internships prior to official acceptance to the graduate program to ensure students are enrolled in the internship program.

Once accepted to the Sodexo Dietetic Internship Program, students will complete the Graduate School application (<http://www.uri.edu/gsadmis/>) with the following modifications:

- **Unofficial transcripts** will be viewed through the DICAS application. Students admitted to the graduate program at URI will need to have an official transcript indicating completion of their bachelor's degree sent directly to the Director of the MS in Dietetics Program before enrolling in classes.
- **Applicant's statement** will be viewed through the DICAS application. Discussion on why the student wants to complete the MS in Dietetics Program should be included.
- **Recommendations** will be viewed through the DICAS application. Applicant's email rather than recommender's email should be inserted in this section of the Graduate School application so that recommendation writers are NOT asked to submit a recommendation.
- **GRE scores** are not required for this program.
- **Application fee** must be submitted as part of the Graduate School application.

January 15, 2015



SODEXO DIETETIC INTERNSHIPS

Policy	Assignments and Deadlines
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1. Interns are given a variety of assignments designed to supplement the learning in each rotation. Instructions for each assignment are located on the password protected, intern website. All assignments are submitted via Sakai. Interns will be given access to Sakai prior to orientation
2. Assignments will be discussed and explained in detail during orientation. Interns will be given an assignment checklist with due dates.
3. It is expected that interns will complete assignments by the stated deadlines. Interns will not be able to continue with rotation hours if assignments have not been turned in to the internship faculty reviewer by the established or renegotiated deadline as described below.
4. If an intern is unable to submit an assignment by the deadline date for a legitimate reason (i.e. illness, family or work emergency), s/he will discuss the matter with the internship faculty and negotiate an alternative deadline.
5. If an intern fails to submit assignments by the deadline date without renegotiating a submission date with the internship faculty, the intern will not be able to continue with internship hours until the assignments are submitted. If this occurs three times, s/he may be terminated from the program.
6. If the intern continues to fail to submit assignments during a suspension period, s/he will be placed on a Performance Plan as outlined in the Intern Retention and Remediation Policy.
7. The internship faculty will review and return assignments to interns within 2 weeks of receipt of the assignments from the intern with the following exceptions:
 - a. During the application review periods
 - b. Received after the deadline
 - c. One week prior to and during orientation of the next class
8. If portions of an assignment are incorrect or not at an acceptable professional level, the internship faculty member responsible for reviewing the assignment will indicate the specific portions of the assignment that need to be revised. Plagiarism is not acceptable—refer to the Intern Retention and Remediation policy. All revisions must be completed before completion of the program.

January 2018
December 2014
August 2013



SODEXO DIETETIC INTERNSHIPS

Policy	Attendance, Absenteeism, Tardiness, Tracking of Supervised Practice Hours 10.1 D
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The program is designed so that each successive practice experience builds on those before. Therefore, attendance is an important factor in the provision of a high-quality program.

ATTENDANCE:

1. Interns are expected to attend all scheduled rotation days, classes, meeting times, and any other supervised practice related event.
2. Interns are expected to arrive at the rotation site ready to begin the learning experience at the scheduled time.
 - a. Scheduled time may vary from rotation to rotation and facility to facility
 - b. Class days, webinars, and chats are included as didactic hours in addition to the supervised practice hours
 - c. Preparation, travel and study time is not included in the supervised practice hours

ABSENCES:

1. If an intern is ill and unable to attend, s/he will notify the rotation preceptor and the Campus Internship Director of the absence. It is expected that absences will be made up in order for the intern to complete the required learning experiences. All required hours in each rotation must be completed before passing the rotation.
2. Interns are expected to report to rotations during inclement weather. However, the intern should not jeopardize his/her safety and should use best judgment. If an intern is unable to report to his/her scheduled rotation site due to inclement weather s/he will notify the preceptor and Campus Internship Director.
3. Excessive absences will require extension of the program and may lead to disciplinary action or dismissal from the Program. See: Intern Retention and Remediation Policy.
4. If an intern needs to be absent for more than 2 weeks for medical or personal reasons, the Leave of Absence Policy will be followed.

TARDINESS:

1. Tardiness will not be tolerated. Interns are expected to be on time for all scheduled program activities.

2. An intern is considered to be tardy when s/he is not present to begin the learning experience at the scheduled start time.
3. The rotation preceptor will report excessive tardiness to the Campus Internship Director. Disciplinary action may be initiated. See: Intern Retention and Remediation Policy.

TRACKING OF SUPERVISED PRACTICE HOURS:

1. Distance interns will record hours weekly on a Googledoc spreadsheet. This sheet is checked weekly by the Distance Internship Director.
2. Campus interns will be given a rotation schedule for all rotations. Site preceptors will monitor attendance and report any issues to the Campus Internship Director.
3. Minimum number of hours in each rotation, as well as achievement of all competencies must be completed prior to graduation.

PROGRAM COMPLETION:

It is expected that Program requirements will be completed within fifteen (15) months of the Program start date. Continuation in the program after that time will result in a continuation fee, equal to 1/12 of the current tuition, each month until the intern has completed Program requirements. Failure to complete program requirements within two (2) years of the start date will lead to termination unless a specific alternative plan is agreed upon between the Intern and the Internship Director.

Revised January 2018
Revised December 2014
Revised July, 2017



SODEXO DIETETIC INTERNSHIPS

Policy	Community Rotation Procedure
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CAMPUS OPTION PROCEDURE

1. Interns will be assigned to a variety of rotation sites to complete community rotation competencies.
2. Interns may choose alternate or additional sites based on interest and availability.

DISTANCE OPTION PROCEDURE

Each intern is responsible for arranging his or her own community rotations and for assuring that all community competencies are met as outlined on the Core Competencies for Dietitians form included in the intern website.

1. The intern will contact the preceptor at each desired facility and arrange a time to review the competencies that can be met at that facility. Required competencies are outlined on the Community Rotation Activities and Evaluation Form and must be met at one or more of the sites.
2. Before making arrangements to complete hours at any site, the following criteria must be met in order for the site and preceptor to be approved:
 - a. SITE
 - i. The site must have the resources and learning opportunities available for the intern to meet the specific competencies designated for the site
 - ii. The site must have adequate resources to provide support to the intern's learning process
 - b. PRECEPTOR
 - i. The preceptor does not have to be an RD, but must have the training/skills necessary to evaluate the intern's performance of the specific competencies designated for the site
 - ii. The preceptor must have adequate time to provide support for the intern and to maximize the learning opportunities
3. FOR PLACEMENTS OF 16 HOURS OR MORE AND MEETING COMPETENCIES:
 - a. Before starting the rotation, the intern will send the name of the facility, preceptor, and preceptor email to the Campus Internship Director
 - b. The Campus Internship Director will check to see if an agreement is already in place with this facility
 - c. If there is no agreement in place, the Campus Internship Director will send an introductory email to the preceptor with attached site agreement form for facility signature and preceptor qualifications form

- d. A link to the preceptor website will also be provided.
 - e. Once it is determined that the site and preceptor are appropriate, and the site agreement is returned, the intern will be notified that s/he may start the rotation
 - f. The Site Agreement and Preceptor Qualification Form will be kept on file and the facility will be added to the community site data base
4. Community Rotation Activities and Evaluation Form will be used throughout the community rotation, regardless of the number of sites the intern works at during the community rotation.
 5. Before the end of the rotation, the intern will meet with the preceptor to complete the evaluation. The preceptor will initial and score any competencies met at that site on the Community Rotation Activities and Evaluation Form and sign the final page of the form. If the intern completes activities that are not listed on the Community Rotation Activities and Evaluation Form, they may be described in the comment section of the Rotation Activities and Evaluation Form.
 6. The Community Rotation Activities and Evaluation Form will be sent to the Campus Internship Director within 2 weeks of completing all community hours.
 7. The Campus Internship Director will review and sign the Form and place it in the intern's file.
 8. It is the intern's responsibility to ensure that all competencies are met in at least one of the community sites. If the intern encounters problems meeting any of the competencies, s/he will contact the internship faculty to determine alternate learning activities to meet the competency.
 9. The intern will complete all information for each site on the Community Site Summary form including:
 - a. Location name and address
 - b. Primary preceptor name and contact information
 - c. Total number of internship hours completed at the site
 - d. Age group(s)—that is how the hours are recorded. If an intern works with more than one age group at the site, all age groups and hours with each should be listed. Mixed age groups are listed as community choice hours
 - e. Health fair information will be included on this form, including:
 - i. Date
 - ii. Location/age group
 - iii. Brief summary of activities
 - iv. Total hours spent (including preparation, if applicable)
 - f. Information about seminars attended will be recorded on this form
 - g. Location name, address and preceptor name and contact information for the Long Term Care Rotation will be included on this form
 10. Within 2 weeks of completing all community hours, the intern will email the Community Site Summary form to the Campus Internship Director.

Revised July 2011, Reviewed July 2012, Revised 8/13



SODEXO DIETETIC INTERNSHIPS

Policy	Credit for Work Experience 10.2 I
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Credit for past work experience may be granted, at the discretion of the internship faculty, only under the following circumstances. There is no guarantee that internship hours will be waived.

1. If an intern continues to work during the internship, any part of this work that meets the competencies of the program may be accepted provided ALL of these terms are met:
 - a. There is an appropriate supervisor available who can verify attainment of the competencies. This supervisor will be responsible for completing the appropriate Rotation Activities and Evaluation Form. All competencies of the rotation must be achieved by the intern
 - b. Work must be equivalent or superior to supervised practice activities required by the internship
 - c. Intern must turn in all required assignments for the rotation to the internship faculty
2. Interns who have successfully completed **supervised practice experiences**, such as DTR supervised practice or supervised practice to obtain state licensure, may be eligible to have some of those hours credited toward the internship.
3. Interns who have completed at least one year of full time paid experience in the United States, may be eligible to have some of his/her work-related competencies waived and hours credited toward the internship.
4. For interns in categories 2 and 3 above, the following criteria must be met:
 - a. The intern must submit a formal request within 2 months after the match. The internship faculty will determine if the intern is eligible to be considered to have hours waived. Once an intern is determined to be eligible, the Campus Internship Director will send a copy of the curriculum for the interns to use in compiling their portfolio.
 - b. Interns who are determined to be eligible must submit a portfolio to the internship faculty containing:
 - i. Competencies they feel they have met
 - ii. How they have met these competencies—include work product or other tangible proof
 - iii. Letter of recommendation from work or supervised practice supervisor, summarizing work completed that relates to the competencies requested
 - iv. Completed Rotation Activities and Evaluation Form for appropriate rotation(s) from supervisor
 - c. Competencies requested must be significant enough that no fewer than 200 hours will be waived

- d. Work must be equivalent or superior to supervised practice activities required by the internship
- e. No more than 400 total internship hours will be waived
- f. All Sodexo Dietetic Internships competencies and assignments must be met either through prior achievement or during the internship before graduation from the internship
- g. Hours in a rotation may be extended until competencies have been met, if necessary
- h. If assignments indicate that competency has not been achieved, supervised practice hours will be required in order to meet these competencies
- i. "Credit" pertains to hours only. Tuition credit will not be given.

Reviewed and Approved by Advisory Board January 7, 2003
Revised 2009
Revised 2012

POLICY: CONFIDENTIALITY STATEMENT

The follow confidentiality statement will be signed by all interns before starting the internship:

I understand that I must hold in strict confidence all information relating to Sodexo, all rotation facilities and their respective patients, clients, employees, interns, volunteers and contract personnel. I understand I have a legal and ethical responsibility to prevent access to and disclosure of confidential patient, client, employee, intern, volunteer, contract personnel and non-public institutional information without proper authorization or for unauthorized purposes.

I understand that information classified as confidential includes all medical, personal, or other information about a patient, client, employee, intern, volunteer, or contract personnel, as well as non-public information about Sodexo and all rotation facilities. This information includes, but it not limited to:

- Diagnostic/procedural/test data
- Appointment information
- Notes, letters, reports concerning the examination, treatment and observation of patients/clients
- Conversations or educational discussions with or about patients and/or employees
- Written correspondence and fax, e-mail, or other electronic communication
- Observations of patients/clients and/or employees
- Demographic data, i.e. address, age, telephone number, employer, etc.
- Insurance information
- Administrative and financial data
- Salary, salary history and employment records of all current or former employees
- Sodexo proprietary information, including but not limited to information on Sodexonet.

I understand that I may access only that information which is necessary to perform my job. I understand that I do not have the right, apart from performing my duties, to access confidential information of any patient, employee, intern, volunteer or contract personnel, including my spouse, other family members, co-workers or friends, without written authorization by those individuals. If my duties require that I access the confidential information of people known to me, I will not discuss my knowledge of the information with those people.

I understand that any violation of confidentiality as represented by this Confidentiality Statement, whether intentional or not, may result in disciplinary action, up to and including immediate termination from the program. I may also be subject to civil and/or criminal penalties.

SIGNATURE _____ DATE _____

PRINT NAME _____



SODEXO DIETETIC INTERNSHIPS

Policy	Deferment Policy
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Under certain circumstances, once an intern has been matched, a one year deferment to the following year's internship class may be granted. Deferment beyond the following year will not be granted. These circumstances include illness, injury, or family circumstances. Once an intern has decided to defer, s/he will not be eligible to rejoin the class either prior to orientation, or mid-year.

The deferment will be granted at the discretion of the Internship Director.

DEFERMENT: AT MATCHING:

If an intern is matched to the Sodexo Dietetic Internships, and is unable to accept the match because of illness, injury or family circumstances, s/he will be granted deferment to the following class without having to reapply if the following conditions are met:

1. S/he pays the initial nonrefundable deposit before the ranked list is sent in for the following year (on or before February 15 or September 25).
2. All requirements for admission to the internship continue to be met such as graduation from an ACEND approved program, obtaining a DPD verification, and other documents are updated and in effect.
3. All fees and tuition for the following year's class will apply to the deferred intern, unless tuition is paid in full at the time of the deferment. In that case, the current year's tuition will be charged.

DEFERMENT: FROM MATCHING UNTIL ONE WEEK BEFORE PROGRAM START:

If an intern is unable to participate in the internship because of illness, injury, or family circumstances between accepting the match and 30 days before the start of Internship Orientation, s/he may choose one of the following options:

1. Pay the remainder of the tuition and defer the start date until the following year. The current year's tuition and deposit amounts will apply.
2. Initial deposit, if it has been paid, will be applied to the remainder of the tuition owed. Intern will defer placement to the following class. In this case, tuition and deposit amounts for the following class will apply.
3. Withdraw from the program and receive a refund of any tuition paid, minus the non-refundable deposit, if it has been paid. The nonrefundable deposit will not be returned. If the individual decides to apply to the internship at a later time, s/he may do so, following the application guidelines, which apply at the time of the new application. No materials from prior applications will be held for use in future application.

DEFERMENT: FROM ONE WEEK BEFORE PROGRAM START DAYS UNTIL ORIENTATION

If an intern is unable to accept the match to the internship because of illness, injury, or family circumstances within 30 days before the start of internship orientation, s/he may choose one of the following options:

1. No refund. Tuition and deposit will remain with the internship. Internship will be deferred until the following year and the intern will owe no further tuition or deposit, provided that tuition and deposit had been paid in full for the current year.
2. Receive a refund of tuition paid, minus the nonrefundable deposit and defer placement to the following class. In this case, tuition and deposit for the following class will apply. The nonrefundable deposit will not be returned but will be applied to the tuition for the following year.
3. Withdraw from the program and receive a refund tuition paid, minus the non-refundable deposit. The nonrefundable deposit will not be returned. If the individual decides to apply to the internship at a later time, she may do so, following the application guidelines, which apply at the time of the new application. No materials from prior applications will be held for use in future application.

DEFERMENT: AFTER ORIENTATION HAS STARTED

- 1 Attendance at internship orientation is mandatory. An intern cannot participate in the internship without participating in Internship Orientation.
- 2 If illness, injury, or family emergency occurs during orientation—
 - a. The intern will be allowed to continue with the current class if s/he has attended $\geq 70\%$ of orientation classes
 - b. The intern will be deferred to the next year's class if s/he has attended $< 70\%$ of orientation classes. In this case, the intern will be required to repeat all of orientation. Option 1 under "Deferment from one week until orientation" will apply
- 3 At the discretion of the Internship Director, an intern may be excused from a small number of classes during orientation for family/personal circumstances, illness, or religious observances. It is the intern's responsibility to notify the Campus Internship Director as soon as possible. The missed classes will not exceed 30% of orientation classes.
- 4 The intern will be responsible for completing alternative learning activities to make up for the missed classes. Appropriate activities/assignments will be determined by the Campus Internship Director.

Revised August 2013

Revised January 18, 2017



SODEXO DIETETIC INTERNSHIPS

Policy	Dress Code
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Professional appearance and behavior is expected at all times by dietetic interns. Interns will be expected to maintain a neat and professional appearance and to behave professionally when working rotation sites, attending class days and at all other internship functions. Interns are not only representing themselves, but also the facilities where they are working, Sodexo, and the Profession of Dietetics.

1. All clothing is to be clean, neat, pressed and in good repair at all times.
2. Jeans, sweatshirts, facial jewelry, open-toed shoes, shorts, clothing with logos, casual clothing, revealing clothing (low cut tops or midriff showing), and tight fitting clothing are not allowed at any time. No sleeveless tops, tank tops or halters. Shoulders must be covered.
3. Jewelry is limited to wedding bands, watches, small post earrings and other plain necklaces or earrings.
4. Many people, particularly those in hospitals are sensitive to odors, so heavy perfumes are not permitted.
5. Rubber soled shoes are required in the kitchen and production areas and strongly recommended for safety in clinical areas. Low heeled (1-1 ½ inch) shoes with closed heels and toes are required. Safety shoes may be required. Intern should check with preceptor.
6. Hair is to be completely covered by a hair net or cap in all food preparation areas.
7. Eating in food production areas is not permitted. Chewing gum is not permitted during any rotation.
8. Nail polish or false nails are not permitted in food preparation areas.
9. A lab coat may be required by the facility. In some facilities, clinical staff wear scrubs. Interns will check with preceptors prior to starting the rotation. Interns will follow the facility policy. Interns are responsible for purchasing and laundering lab coats.
10. Interns must wear name tags when on rotation premises. This may be required facility name tag or name tag issued by the internship.
11. Interns are expected to adhere to all Sodexo and facility safety and sanitation requirements.
12. If facility dress code differs from above, the facility's code should be followed. Under

certain circumstances, exceptions may be made to the above policy. (For example, dress that is more casual would be permitted when working with children at a camp). Interns should always check with the facility preceptor when in doubt.



SODEXO DIETETIC INTERNSHIPS

Policy	Disciplinary Action and Termination 10.2 L
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The Sodexo Dietetic Internships has a plan in place to correct most types of unsatisfactory performance or conduct through remediation measures. See Intern Retention and Remediation policy for details. However, some types of performance and misconduct are so severe that they may warrant termination, without any prior counseling action steps. Examples of these types of violations include, but are not limited to, the following:

An intern that has completed the remediation action plan without successful results as determined by the Campus Internship Director.

Any violation of Sodexo's or the facility's policy on ethical conduct.

Insubordination or failure to carry out reasonable requests made by the manager or supervisor.

Theft, attempted theft, or removal from the premises without proper authorization of, Company, Client or co-worker property.

Willful misuse or destruction of Company, Client or a co-worker's property.

Sleeping during work time or leaving the job without authorization.

Any violation of the Company's Drug and Alcohol Use policy, including the possession or consumption of illegal drugs or alcoholic beverages or being under the influence of illegal drugs or alcoholic beverages on Company time or on Company/Client premises.

Gambling on Company time or on Company/Client premises.

Sexual harassment or other harassment or discrimination of any kind, including bullying, verbal abuse, racial slurs, social media and online conversation.

Possession of a dangerous weapon on Company/Client premises.

Any disorderly conduct, such as profanity, yelling or vulgar, abusive or obscene language while on Company premises or arising out of Company business.

Misuse of copyright or plagiarisms.

Willful falsification of application, patient, or financial records.

Failure to carry out reasonable assignments after repeated requests.

Conviction of a felony or off-duty conduct which relates to the intern's ability to function in the internship or the Company's integrity or reputation.

Revised August 2013

Reviewed September 2014



SODEXO DIETETIC INTERNSHIPS

Policy	Education Purpose of Supervised Practice 10.2 E, F
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Supervised practice sites and preceptors will refrain from using interns to routinely replace regular employees except as part of the learning process; for example, during staff relief and assisting staff as a manager would.

The intern shall be aware that he/she is not entitled to wages or compensation anytime during or at the conclusion of the program.

Reviewed September 2014



SODEXO DIETETIC INTERNSHIPS

Policy	Equal Opportunity/Affirmative Action
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This policy on Equal Employment Opportunity applies to Dietetic Interns admitted to the Dietetic Internship Program.

Sodexo is committed to the principles of equal employment opportunity. The Company will provide equal employment opportunity without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or veteran status in full compliance with the Civil Rights Acts of 1964 and 1991, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Americans With Disabilities Act of 1990, as amended; the Equal Pay Act; the Rehabilitation Act of 1973; the Pregnancy Discrimination Act; the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; the Presidential Executive Orders and the regulations of the U.S.

The Sodexo Dietetic Internships strives to choose the best-qualified person for each internship slot while valuing and promoting diversity within the internship. In this spirit, it will comply with all applicable federal and state laws regulating employment decisions. These include, but are not limited to, advertising, recruiting, hiring, placement, promotion, transfer, demotion, compensation, training, layoff or termination, participation in social and recreational functions and use of employee facilities.

DISABILITY Sodexo likewise extends the benefits of equal opportunity to qualified disabled persons in all aspects of the internship relationship. Further, the Internship affirms that it will provide reasonable accommodation to the known physical or mental limitations of any qualified disabled intern or applicant.

HARASSMENT Company policy prohibits harassment due to race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, disability, veteran status, sexual orientation or any other basis protected by law. This means that no intern will be ridiculed, belittled or embarrassed by jokes, slurs and comments, subject to intimidating, abusive or offensive comments, touching or gestures, or excluded from work-related activities for any of the reasons stated above.

This policy applies to all employees at all levels of the Company. Any intern who in any way harasses a fellow intern, employee, a customer or any other person may be subject to immediate termination of employment.

RETALIATION Sodexo will not discriminate against a person because he or she has opposed any unlawful employment practice, or filed a charge, or participated in any action under Title VII or any other anti-discrimination law.

Equal Employment Opportunity

Discharging an employee for filing or threatening to file a charge of discrimination, or refusing to hire an individual solely because a reference check reveals that he/she may have filed a discrimination charge against a former employee.

COMPLAINT PROCEDURES: Any employee who believes that he/she has been discriminated against or harassed in violation of this policy may and should file a complaint about it as described in the Grievance Procedure Policy. The internship will conduct a prompt and impartial investigation of the complaint, as outlined in the Grievance Procedure Policy.

If Sodexo determines after investigation that discriminatory conduct could have occurred, it will take immediate action to remedy that conduct. Any employee who is found to have committed discrimination will be subject to appropriate constructive counseling, which may include termination. The severity of the constructive counseling action will be based on the circumstances of the infraction.

Sodexo will strive to maintain the confidentiality of information revealed in the investigation as much as possible and release information arising out of a complaint or investigation only on a need-to-know basis. Employees should be aware, however, that certain information might have to be discussed for an effective investigation to be conducted.

There will be no retaliation against victims of and witnesses to discrimination or anyone who cooperates in an investigation of discrimination. Anyone who engages in retaliation will be punished accordingly, up to and including termination.

INTERNSHIP DIRECTORS' RESPONSIBILITIES Any manager who receives a charge of discrimination filed with the federal government, or any state or local discrimination agency, should immediately notify the designated Human Resources executive and forward a copy of the charge to the Labor and Employment Law Department of the Company's Law Department for processing.

Equal Employment Opportunity

As a manager, it is also your responsibility to:

- Make sure that your interns are aware of this policy and their rights under it.
- Provide guidance and assistance – explain the Company's EEO policies to interns. Make sure interns have a clear understanding of the policies and take time to listen to employees, especially any complaints about possible unfair treatment.
- Ensure a work environment free of discrimination – treat all interns fairly and impartially with respect to all internship decisions, including work assignments, opportunities from training and constructive counseling action.
- Prevent harassment among interns; do not allow any intern to be ridiculed, demeaned or embarrassed because of racist, ethnic or sexist jokes, comments or actions.

- Avoid derogatory references to age, ethnic background, sex, religion, etc. These are often interpreted as reflective of a discriminatory attitude.
- Ensure that there is no retaliation against a person who complains of discriminatory practices or treatment.
- Respond appropriately to complaints of discrimination or harassment, if an employee reports harassment to you.
- Advise the intern that the complaint will be investigated promptly.
- Immediately contact your Human Resources representative and inform him/her of the complaint.
- Decide, with your Human Resources representative, how the complaint will be addressed and resolved.

Revised from Sodexo Policy for internship 12/14



SODEXO DIETETIC INTERNSHIPS

Policy	Formal Assessment of Student Learning 10.2 J
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1. All interns will be formally evaluated at the end of each rotation, with interim evaluations undertaken as needed.
2. It is expected that ongoing feedback will be given to interns by the preceptor and/or Campus Internship Director and will serve as the basis for formal evaluations.
3. When completing evaluations, the preceptor will initial and score each of the competencies and add comments in the appropriate area. The preceptor and intern will review the evaluation together. The intern will have an opportunity to comment on the evaluation in the appropriate area. The evaluation will be signed by the preceptor and the intern. The intern will send the original of the evaluation to the Campus Internship Director who will review, sign, and file it in the intern's file. It is recommended that the intern keep a copy of all evaluations.
4. An intern must meet or exceed expectations on all competencies in order to pass the rotation.
5. Completion of evaluations is the responsibility of the interns. Interns will make arrangements with the preceptor to complete and review the evaluations BEFORE leaving the site. Any difficulties encountered in accomplishing this should be brought to the attention of the Campus Internship Director.
6. Evaluations are kept in each intern's file. All evaluations must be on file prior to the completion of the internship. Verification Statements will not be issued until all evaluations are completed, are found to be satisfactory, and are on file.

July 2012

Reviewed September 2014



SODEXO DIETETIC INTERNSHIPS

Policy	Graduation Requirements- 10.2 M
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1. Completion of the Dietetic Internship is contingent upon achievement of the required competencies, which are outlined by the Accreditation Council for Education of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (The Academy).
2. Interns must complete all Program Requirements in order to be eligible to graduate. This includes:
 - a. Completion of the required number of hours in each rotation
 - b. Satisfactory completion of all rotations and achievement of entry level competency in all rotations, by meeting or exceeding expectations on all Rotation Activities and Evaluation Forms
 - c. Satisfactory completion of all assignments as determined by the Campus Internship Director
 - d. Financial obligations to the Program paid in full
3. All interns will achieve a satisfactory rating on each competency requirement. Each rotation is planned to enable the intern to meet these competency requirements. Rotation evaluations will state specific performance results, and need for improvement with action plan if necessary. A separate policy, "Formal Assessment of Intern Learning" expands on this.
4. When all the above requirements are met, the National Internship Director will provide three (3) signed originals of the verification statement to the intern and place one signed original in the intern's file. This documentation is necessary to verify completion of the Dietetic Internship and establish eligibility to sit for the Registration Exam for Dietitians. The National Internship Director, Sodexo Dietetic Internships, will then process paperwork to be sent to the Commission on Dietetic Registration (CDR).
5. MS requirements do not need to be met in order to receive a verification statement as long as the requirements listed in #2 above are met.
6. Failure to complete program requirements within eighteen (18) months of the program start for Non-MS interns (150% of planned completion) or twenty one (21) months of the program start date MS interns (150% of planned completion) will lead to termination in the program unless a specific alternative plan is agreed upon between the intern and the Campus Internship Director.

Note: Many states have licensure for dietitians. It is the intern's responsibility to know what the regulations are in the state where s/he will practice. Before graduation, interns will check their state's licensure regulations to assure that they are in compliance upon accepting positions in that state.

Reviewed September 2014, Revised June 2016



SODEXO DIETETIC INTERNSHIPS

Policy	Grievance Procedure 10.2 G
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If a dietetic intern has a concern regarding the dietetic internship policies and procedures or the administration of these procedures for selection, admission, evaluation, discipline or other activities pertaining to the program, or any decision made by a member of the dietetic internship program the following steps should be taken to voice a concern:

1. Consult with the internship staff person. The consultation should always include the presentation of the intern's problem(s) and constructive, feasible suggestions for the solution of the problem. This must be initiated no more than five (5) working days from the date of the grievance.
2. If a dietetic intern has a concern regarding the dietetic internship policies and procedures or the administration of these procedures for selection, admission, evaluation, discipline or other activities pertaining to the facility or supervised practice staff, managers, or preceptors, or any decision made by the previously mentioned persons, the following steps should be taken to voice a concern:
3. Consult with the supervising dietitian or manager involved with the activity or evaluation. The consultation should always include the presentation of the intern's problem(s) and constructive, feasible suggestions for the solution of the problem. This must be initiated no more than five (5) working days from the date of the grievance.
4. If consultation with the internship staff person, supervising dietitian, or manager proves unsatisfactory, the intern's next step is to consult with their Campus Internship Director.
5. After hearing the positions of the intern and supervising dietitian, the Campus Internship Director may render a decision on the issue and/or default to the grievance committee. If the Campus Internship Director renders a decision, the decision is final unless a written letter requesting a grievance committee hearing is received from the intern within five (5) working days of the decision.

Note: If the grievance is with the Campus Internship Director, the grievance committee will be convened as the next step.

6. The grievance committee will consist of a dietetic internship staff member, a member of Sodexo corporate management, the National Internship Director and a member of the Dietetic Internship Advisory Committee. The grievance committee called together to hear the complaint will render a decision on the issue which will be final. The grievance committee will meet to hear the complaint no more than ten (10) working days from the day that the National Internship Director receives the written request.
7. There is never any retaliation for filing a grievance.
8. The program will maintain a record of intern complaints for a period of seven years,

including the resolution of complaints.

Reviewed July 20, 2012
Reviewed September 2014
Revised January 18, 2017



SODEXO DIETETIC INTERNSHIPS

Policy	Holidays and Vacations 10.2 Q
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Campus Interns:

1. The dietetic internship program includes scheduled vacation and holiday time off.
2. Interns may be scheduled to work on the day of the holiday if a rotation assignment or experience requires it.
3. Accommodations in scheduling holiday time for religious and cultural needs will be made. Interns are responsible for making the program management personnel aware of these needs early in the program year.

Distance Interns:

1. It is generally recommended that vacation time be taken between rotations in order to maintain continuity of the rotation.
2. Holidays and vacations are to be arranged by the intern with the Campus Internship Director and with the preceptor if taken during a rotation.
3. The Campus Internship Director must approve vacation time.
4. Any holiday or vacation time taken by interns will not be counted as part of the internship hours in any rotation.

MS Interns:

1. Interns participating in the MS Track will follow the schedule of the University in order to coordinate rotations and courses.

July 2012
Revised September 2014
June 2016



INTERN AGREEMENT BETWEEN SODEXO

AND

(INTERN)

Sodexo accepts the Intern to participate in the Sodexo Dietetic Internships (The Program) for the term set forth and the Intern agrees to participate in the Program in accordance with the terms and conditions set forth in the “Policy and Procedure Manual” for the Sodexo Dietetic Internships.

SODEXO AGREES TO:

1. Provide educational practice experiences following the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Standards of Education.
2. Provide formal and informal evaluations and feedback on a regular basis, with no more than 25 rotation days between formal evaluations.
3. Provide adequate resources and facilities to carry out the requirements of the program.
4. Provide necessary staff support and guidance to enable the Intern to carry out the requirements of the program.
5. Provide the intern with Verification Statement upon satisfactory completion of the program and to submit required paperwork to the Commission on Dietetics Registration (CDR) for processing.

THE INTERN AGREES TO:

1. Be responsible for expenses outlined on the internship website.
2. Adhere to the rules, regulations and policies of Sodexo and affiliating institutions during the term of the program, and as outlined in the “Policy and Procedure Manual” for the program.
3. Satisfactorily complete all required hours, competencies, and assignments before the end date of the program.

4. Provide proof of Health Insurance, Academy membership, background criminal check, final transcript and DPD Verification Statement prior to the start of the program.
5. Complete physical examination form with required laboratory tests prior to the start of the program.
6. Provide -at intern's expense- results of tests (i.e. drug tests or fingerprinting) which may be required by practice facilities.
7. Pay all required tuition and fees prior to the start of the program.
8. Read and adhere to the Confidentiality Statement as outlined in the "Policies of the Sodexo Dietetic Internships" and specific confidentiality policies of the individual rotation facilities.

THE INTERN UNDERSTANDS THAT:

1. Failure to complete performance requirements because of:
 - a. Unsatisfactory evaluations
 - b. Failure to complete assignments in a satisfactory manner
 - c. Failure to meet required competencies
 - d. Failure to comply with policies of the program
 - e. Excessive absences

Will lead to extension of specific rotations and may lead to termination in the program.

It is expected that Program requirements will be completed within fifteen (15) months of the Program start date. Continuation in the program after that time will result in a continuation fee, equal to 1/12 of the current tuition, each month until the intern has completed Program requirements. Failure to complete program requirements within two (2) years of the start date will lead to termination unless a specific alternative plan is agreed upon between the Intern and the Internship Director.

INTERN: I have read, understand and agree to the terms of this contract. I have read, understand and agree to abide by all the Policies of the Sodexo Dietetic Internships.

_____ Date: _____

CAMPUS INTERNSHIP DIRECTOR:

_____ Date: _____

Revised: 7/17



SODEXO DIETETIC INTERNSHIPS

Policy	Intern Retention and Remediation 10.2 K
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It is the policy of Sodexo Dietetic Internships to promote and preserve a safe, productive and pleasant environment, which enables interns to achieve their highest level of productivity and self-fulfillment.

Sodexo requires all interns to meet the standards of performance and conduct which have been established for their role. It is everyone's responsibility to treat the company's customers, clients, employees and one another with respect and understanding. It is also our intention to have all of the interns complete the internship. However, if an intern does not meet Sodexo's standards for performance and behavior, constructive counseling action may be taken to improve performance or correct behavior.

Constructive Counseling Procedures:

1. If an intern is not performing to specified standards, the preceptor will contact the Campus Internship Director to discuss the problem.
2. The preceptor and/or Campus Internship Director will notify the intern of the particular areas requiring improvement. If necessary, the Campus Internship Director will meet with the intern and the preceptor.
3. A written, specific performance action plan will be established by the preceptor, the Campus Internship Director, and the intern in order to assure that the intern is able to attain the program competencies. The written action plan will be placed in the intern's file and signed by the intern.
4. The intern will carry out the plan and meet with the preceptor on a regular basis, as specified in the plan, to discuss the intern's progress. The intern will communicate regularly with the Campus Internship Director during this time, as outlined on the performance action plan.
5. It is expected that the length of the rotation, as outlined in the plan, may be extended for the intern not achieving program competencies.
6. If, after completing the plan, the intern still does not meet the required competencies, the Campus Internship Director will meet with the intern and appropriate rotation preceptors to discuss the feasibility of continuing in the program.
7. If it is determined that competencies cannot be met by an intern, the intern will be notified that his/her participation in the program is terminated.

8. The intern will have the opportunity to appeal the decision following the program Grievance Procedure.

Reviewed September 2014



SODEXO DIETETIC INTERNSHIPS

PERFORMANCE ACTION PLAN

INTERN:

ISSUES:

ACTION PLAN:

TIME FRAME:

REVIEW:

I understand the terms of the performance action plan as outlined above and that failure to meet the requirements of the above action plan will lead to my termination from the Sodexo Dietetic Internships.

Dietetic Intern

Date

Preceptor

Date

Campus Internship Director

Date



SODEXO DIETETIC INTERNSHIPS

Policy	Insurance Requirements- 10.2-A, B, C, D
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- A. **Professional Liability Insurance-** Interns are under the supervision of Sodexo, and as a result are covered for professional liability through Sodexo. This covers only those activities that are part of the internship.
 - a. Interns must have all medical record entries co-signed by the supervising dietitian.
 - b. Any intern engaging in outside consulting, or other professional practice, must obtain insurance for those activities on his/her own.

- B. **Criminal Background Checks, Drug Testing and Fingerprinting-** Criminal background checks will be conducted by Sodexo. Interns are responsible for the cost of this check. Some facilities may require drug testing and/or fingerprinting for interns. Interns are responsible for obtaining these tests and any cost for obtaining this testing. Interns will be notified if these tests are required.

- C. **Liability for Safety & Travel-** Travel to and from assigned areas is the sole responsibility of the individual intern.

- D. **Health Insurance and Illness-** Interns are required to carry health insurance throughout the internship and are responsible for costs related to illness or injury while in a facility or supervised practice.

Reviewed 9/14



SODEXO DIETETIC INTERNSHIPS

Policy	Leave of Absence (10.2 Q)
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PURPOSE: To assure that a leave of absence will not interfere with achievement of program goals and competencies

1. If an intern needs to take a leave an absence of longer than two weeks from participation in the program for medical or personal reasons, s/he will submit the request in writing to the Campus Internship Director for approval. The request will include the reason for the leave of absence, estimated time frame for the leave, and expected date of return to the program.
 - a. Requests for a Leave of Absence for medical reasons must be accompanied by a note from a physician verifying the illness and expected length of the leave of absence
 - b. A note from a physician stating that the intern is ready to return to the internship is required before the intern can restart rotations
2. If the Leave of Absence will be for an extended period of time, the Internship Director will determine which competencies still need to be met by the intern. Before the intern returns to the program, a plan will be established by the Campus Internship Director, intern, and, if appropriate, the preceptor so that the intern can attain all program competencies. The intern and Campus Internship Director will sign off on the plan.
3. It is understood that all competencies of the program must be met before the intern graduates from the program.
4. Failure to complete program requirements within two (2) years of the start date will lead to termination. Exceptions to this will be made only under special circumstances and require the approval of the Campus Internship Director and, if necessary, the Advisory Committee.
5. If an intern returns to the program after a year or more away, the Campus Internship Director will determine which, if any, rotations will need to be repeated.
6. If the intern is unable to return to the program after the agreed-upon period of time, a determination will be made by the Campus Internship Director whether the leave of absence will be extended.
7. No refund will be provided.
8. If it is determined that the leave of absence will not be extended, the intern will be terminated from the program and will be notified in writing.



SODEXO DIETETIC INTERNSHIPS

Policy	Medical Records
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The policy on Medical Records pertains to any document or documentation within a chart found in a health care facility, clinic or physician's office that is both private and confidential in nature and discusses the medical care planned or rendered to any individual person. The entire contents of this document and/or all of the information contained in any medical record is included in the scope of this policy.

Medical records may be broadly classified into three types:

1. The first are records or information obtained to determine the fitness of an applicant or employee for employment, placement in a specific job or certification to return to work. Such information will be held in strict confidence and maintained either by the physician conducting the examination or by the appropriate department. Such information will not be given routinely to the intern's supervisor.

Furthermore, medical inquiries should be job related in that they elicit information regarding the intern's ability to perform work efficiently and safely. Inquiries cannot be vague, broad or irrelevant.

2. The second type of medical record is information obtained as the result of medical care, including emergency treatment, usually provided through the corporate medical facility or unit first aid facility. Since such treatment may not relate to job performance and in order that the traditional confidential relationship between physician and patient be maintained, this treatment information will be kept apart from intern related records. It will not be used in making employment related decisions unless a condition existed which would affect the health and safety of the individual or others on the job. This information may also be used to establish or assess an intern's allegations of illness or disability.

3. The third medical record covered by this policy are medical records that are used by the intern to complete any rotation competency, assignment or project. The information contained must be held private and confidential at all times. The intern must not:

- Discuss the medical plan of care or documentation of a patient or client with anyone else who is not involved in providing care for this individual.

- Make a photocopy of any part of the medical record.

- Make notes about the contents of the medical record that can identify a patient or client.

- Include information in any rotation competency, assignment or project that can identify a patient or client.



SODEXO DIETETIC INTERNSHIPS

Policy	No Solicitation/Distribution
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The policy on No Solicitation and Distribution applies to all Dietetic Interns admitted to the Sodexo Dietetic Internships. Any reference to EMPLOYEE below applies to Dietetic Interns in the Dietetic Internship Program, as well.

Sodexo strives to create an environment in which employees/interns have the time, tools and support they need to perform their jobs with undivided attention. For this reason, the company prohibits on-the-job solicitation because it may cause employees/interns to neglect their own work, interfere with the work of others and be a source of inappropriate pressure.

Sodexo strictly prohibits any non-employee from entering onto any premises it owns or controls to solicit or distribute literature to its employees. The Company may make an exception to this rule for limited charitable solicitations.

Under this policy, employees/interns:

- May not solicit for any cause during work time.

- May not, whether on working time or not, solicit other employees/interns who are on working time.

- May not distribute literature of any kind during work time.

- May not, whether on working time or not, distribute literature of any kind to other employees/interns who are on working time.

- May not distribute literature at any time for any cause in working areas.

Prohibited solicitation includes promotion of membership and subscriptions for any public or private enterprises.

Working time does not include authorized breaks or meal periods or other times when employees/interns are not responsible for performing work tasks.



SODEXO DIETETIC INTERNSHIPS

Policy	Placement of Interns
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Campus Interns

1. Interns matched to one of the campus locations will be placed in practice sites as determined by the Campus Internship Director.
2. Every effort will be made to place interns in preferred locations or convenient to their homes, whenever possible.

Distance Interns

1. Interns will be placed in practice sites that have already been approved whenever possible.
2. Every effort will be made to place interns in appropriate facilities as close as possible to the geographic location requested by an applicant.
3. Once the applications have been reviewed and the candidates who will be considered for ranking are chosen, the following process is initiated by the Campus Internship Director:
 - a. If an applicant is geographically located in an area where there is no approved practice site, the Campus Internship Director will contact the appropriate Clinical Regional Nutrition Manager to determine availability of appropriate practice sites in the area.
 - b. If it is determined that there are appropriate practice sites in the applicant's geographic area, the Campus Internship Director will contact the Food Service Manager and/or Clinical Nutrition Manager at the site to request the use of the site and staff for a practice site.
 - c. If there is no appropriate site in a requested geographic area, the Campus Internship Director will notify the applicant of this fact and inform him/her of closest site available.
 - d. If the intern accepts the alternate location s/he will be left on the list of applicants to be ranked.
 - e. If the intern declines the alternate site, s/he will be removed from the ranking list so that the intern can have an opportunity to be matched to another internship.

4. If the intern is matched to the program, the practice site will be notified. A link to the password protected preceptor website will be sent to the practice site along with a contract to be signed. The Campus Internship Director will communicate by phone and/or email with one or more of the preceptors at the site, as necessary. A password protected website is available to all preceptors. Information to access the site will be sent to the primary preceptor by the internship staff. The preceptor website will contain at least the following information:
 - a. Philosophy and Goals of the program
 - b. Rotation descriptions
 - c. Pertinent evaluation forms
 - d. A copy of the Internship Policy Book
5. Whenever possible, internship faculty will visit the site while the intern is at the in the rotation to review the competencies and evaluation forms and to answer any questions or concerns of the staff.
6. Additional visits may be made by internship faculty if problems arise. Otherwise regular email or phone contact will be made with the site preceptor, as needed.
7. At the end of the rotation, the intern will be asked to evaluate the site for continued use by future interns.

INTERNATIONAL EXPERIENCE

1. If the intern who is matched to the program is interested in completing an international experience, s/he will notify the National Internship Director to discuss the possibility. The Internship Director will contact the internship liaison, who will provide the appropriate contact for the country of interest. **NOTE:** Those completing an international experience **MUST** choose the Leadership Concentration.
2. The National Internship Director will contact this person to determine an appropriate placement for the food service management rotation in the area requested by the applicant.
3. If it is determined that there are appropriate practice sites in the requested country, the National Internship Director will contact the Food Service Manager at the site to request the use of the site and staff for a practice site.
4. If there is no appropriate site in a requested country, the National Internship Director will notify the intern of this fact and discuss any other options.
5. The practice site will be given access to the preceptor website. The National Internship Director will communicate via phone and/or email with one or more of the preceptors at the site.
National Internship Director will contact the preceptor through e-mail and/or phone to answer any questions and assure that program competencies are being met.

8. Travel and housing arrangements are the responsibility of the intern.



SODEXO DIETETIC INTERNSHIPS

Policy	Professional and Ethical Conduct
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PROFESSIONAL CONDUCT:

Professional conduct is expected by all dietetic interns. The dietetic intern must represent themselves in a manner which:

- Conforms to the Academy of Nutrition and Dietetics Standards of Ethics and Professional Responsibility
 - Adheres to all of the policies for each affiliation facility and for Sodexo and the dietetic internship program
 - Respects the confidentiality of the patients, staff and health care institution activities
 - Completes assignments in an ethical manner
 - Works well with others and is not disruptive
 - Treats others with fairness, respect and dignity
 - Follows through with commitments
1. The dietetic intern is responsible for reviewing the policy and procedure manuals at the affiliation facility where he/she is assigned to work. Interns are responsible for knowing the content of the policies at the facilities where they are assigned, for Sodexo as they apply to the internship program and for the dietetic internship program itself.
 2. Medical records and information obtained on patient care rounds or in conferences are confidential and must not be discussed with others outside of the immediate health care team and/or in public places. The intern will be responsible for complying with HIPAA regulations.
 3. Information regarding personnel and finances of the facility or institution and personal employee data of an employee at the facility including disciplinary action and performance appraisals are confidential and must not be discussed with others outside of the immediate management team and/or in a public place.
 4. Interns are expected to treat all people with courtesy and respect at all times.
 5. Profane or provocative language will not be tolerated.
 6. Facility's telephones are for conducting facility business. Personal phone calls should be kept to a minimum and intern should check with facility preceptor for appropriate phone to use for personal calls.
 7. Cell phones will not be used for personal calls or text messaging during internship hours except for emergencies or during break times. Interns will follow facility policies regarding cell phone use.

8. Interns who must leave their work area during work hours must notify their preceptor.
9. Interns represent Sodexo as well as the department and facility as part of the professional staff. Therefore, professional dress and behavior is expected. See Dress Code for specifics.
10. Problems or issues should be discussed between the intern and assigned preceptors. If issues remain unresolved, refer to the Grievance Procedure.
11. The following will result in immediate termination from the program:
 - a. Being in possession of or under the influence of alcohol or illegal drug while on duty or on facility premises.
 - b. Engaging in illegal activities
 - c. Insubordination
 - d. Physical or verbal threats or abuse
12. Comply with Sodexo policies on “general business practice,” which covers conflict of interest, political activities, prohibition of gifts from vendors, etc.
 - a. **Obey all relevant laws:** Obey all relevant laws, including but not limited to, those that apply to alcoholic beverages, civil rights, copyright protection, environmental protection, and workplace safety.
 - b. **Treat all employees fairly, with dignity and respect:** All interns are entitled to a work environment free of verbal, physical and sexual harassment. The Company is committed to the principles and procedures set forth in its Promise of Respect and Fair Treatment Policy. The Company is also committed to providing equal employment opportunities for minorities, women, veterans and persons with disabilities. The Company believes that the promotion of workforce diversity is an important objective in its own right, is a source of competitive advantage and a requirement of equal employment opportunity laws.
 - c. **Avoid Conflict of Interest:** Interns should avoid conduct which presents an actual or potential conflict of interest. An actual or potential conflict of interest occurs when an intern is in a position to influence a decision that may result in a personal gain for that intern, relative or close acquaintance as a result of the Company's business dealings. (For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage).

An intern having any interest, direct or indirect (other than an interest of 5% or less in a publicly-held company), in any supplier, customer, competitor or franchisee of the Company, should make prompt disclosure to the Company.
 - d. **Avoid the improper giving and receiving of gifts:** Accepting gifts or money from patients/clients/customers is not permitted.

- e. **Safeguard the company's assets:** Personal use of supplies, equipment or premises belonging to the Company or its clients is prohibited, unless prior permission is received from a supervisor and adequate compensation is arranged. Every intern is responsible for safeguarding Company assets under the intern's control.
- f. **Protect the company's reputation:** Certain types of off-duty conduct may interfere with the Company's legitimate business interests. Interns are expected to conduct their personal affairs in a manner, which does not adversely affect the Company's integrity, reputation or credibility.
- g. **Separate personal political activities from the company's business:** The company encourages individual participation by interns in the political process. This includes service on governmental bodies and participation in partisan political activities. However, such activities should not be carried on in a way, which interferes with the intern's job responsibilities.
- h. **Report observed violations of standards:** The integrity of the organization is diminished whenever these standards are violated. The Company expects interns to report any perceived violation of the policy. Interns can report any perceived ethical violations to their immediate supervisor or to the Internship Director. Any such reports will be investigated promptly and thoroughly.

Interns who do not adhere to these responsibilities may be subject to disciplinary action that could lead to termination from the internship program.

ETHICAL BEHAVIOR

1. Dietetic Interns will abide by the Code of Ethics for the Profession of Dietetics (found at www.eatright.org).
2. Protect patients' rights including those of confidentiality and privacy, and respect patient advanced directives.
3. Interns will not engage in unethical activities by seeking loopholes, shortcuts or technicalities, and should reject the notion that unethical behavior is acceptable because "everyone is doing it." Every action should be judged by considering whether it is legal, fair to all concerned and would withstand the scrutiny of outsiders. Interns whose behavior is found to violate ethical standards will be subject to constructive counseling action including, where appropriate termination.

NOTE: This policy applies to in person, telephone and social media communications.



SODEXO DIETETIC INTERNSHIPS

Policy	Protection of Privacy and Access to Personal Files 10.2 R, S
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It is the intent of Sodexo to ensure the proper use and privacy of intern records and personally identifiable intern information. The following will be observed:

Only personal information necessary for valid business or legal reasons shall be collected and such information shall be limited in its use and retention.

Interns have reasonable access to their personal records, upon request, and a means for correcting or amending the record in dispute by attaching a concise written statement. If the student requests a review of his/her personal record, this must be completed with the Campus Internship Director campus and one other observer present (ie assistant director). Interns are not allowed access to materials in their application packet that they have waived the right to see (i.e. recommendations.) Interns may not have access to the files of other interns or staff members. Information from intern files may be used by the Campus Internship Director in order to write letters of recommendation. Intern information may also be used to evaluate the internship program, but will not be shared in identifiable form.

Personal information about an intern may be released outside of Sodexo only with the written consent of the intern, except to verify employment or student status or satisfy legitimate investigatory, regulatory or other legal obligations.

In the case of an intern whose performance is in question, the Campus Internship Director will have the authority to share portions of the file with a select advisory board in order to aid in reviewing the intern's performance and make a determination regarding the eligibility of the intern to continue in the program.

July 2012

Reviewed September 2014



SODEXO DIETETIC INTERNSHIPS

Policy	Recency of Education
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Applicants must meet recency of education requirements to be eligible for entry into the Sodexo dietetic internship program. This is to ensure that applicants have an up-to-date knowledge base.

If the internship applicant's degree was completed greater than 5 years prior to applying for admission to the dietetic internship and the applicant has **significant dietetics work experience**, the applicant is required to demonstrate evidence of *relevant* ongoing AND-approved professional education.

Significant dietetics work experience is defined as working in a dietetics position in an acute or long-term care facility greater than or equal to 2 years.

If the internship applicant's degree was completed greater than 5 years prior to applying to the dietetic internship and the applicant **does not** have **significant dietetics work experience**, the applicant is required to take additional courses in dietetics to total 3-6 semester hours (3 hours in Advanced Nutrition and/or 3 hours in Medical Nutrition Therapy or equivalent) at a US regionally accredited college or university. Number of required semester hours is dependent on length of time since graduation, and dietetics experience during that time and will be determined by the internship director. An official transcript verifying completion of the courses must be submitted before starting the internship.

If an internship applicant obtained his/her verification statement prior to 2012 regardless of work experience, the transcript must be reviewed by the DPD Program Director. The DPD Program Director will determine which courses would need to be taken in order to meet the 2012 ACEND standards.

December 2014



SODEXO DIETETIC INTERNSHIPS

Policy	Rotation Sites
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POLICY: Sodexo offers dietetic internships to train nutrition professionals by providing high quality, self-directed and individualized educational experiences. Dietetic interns require access to various facilities in order to complete the required, integral practice portion of internship. The facility agrees to provide that access according to the terms outlined below.

THE INTERNSHIP WILL:

1. Be responsible for the overall educational program of its interns
2. Maintain compliance with the Standards of Education set forth by Accreditation Council for Education in Nutrition and Dietetics
3. Provide the curriculum and/or rotation competencies to the rotation site
4. Assure that all interns comply with the required immunizations and tests
5. Provide liability insurance for all interns and provide proof of insurance as requested
6. Obtain a criminal background check on all interns
7. Provide support and guidance to the intern and site preceptors
8. Establish a performance plan for any intern who is not performing to required standards and remove any intern who is unable to meet the facility and internship standards
9. Issue a verification statement upon completion of all internship requirements

THE FACILITY WILL:

1. Maintain overall responsibility for conducting all business and providing patient care
2. Provide the intern with orientation to the department and arrange for facility orientation as required, as well as resources (ie. computer access, work space) needed to achieve the required competencies and learning goals
3. Provide supervision, instruction, evaluation, and resources essential to achievement of required competencies and learning goals
4. Allow access to the facility's resources, patients/clients, and staff as needed for the intern's achievement of required competencies and learning goals
5. Work with the internship to carry out any performance plans for any intern who is not performing to required standards
6. Evaluate the intern's progress on a regular basis
7. Not be expected to pay the intern for education-related work
8. Not use the intern to replace regular staff, except as part of the learning process
9. Request that the internship remove any intern that is not able to meet facility and internship standards or for reasons related to the facility (ie staffing issues, contract issues)

THE INTERN WILL:

1. Perform learning activities as outlined by the internship under the direction of a qualified individual

2. Sign and adhere to the confidentiality statement of the internship and/or the facility
3. Adhere to HIPAA regulations
4. Read and adhere to facility policies
5. Read and adhere to internship policies
6. Be responsible for expenses related to the internship including tuition, housing, meals, transportation, parking, and educational resources
7. Maintain health insurance throughout the internship and provide proof of health insurance coverage



SODEXO DIETETIC INTERNSHIPS

Policy	Services Provided by Sodexo- 10.2 T
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1. Sodexo does not provide financial aid. A limited number of scholarships may be available from Sodexo. Interns must apply for these scholarships. Appropriate forms will be sent to all Sodexo interns after being matched to the Sodexo Dietetic Internships. URI/MS interns are eligible for financial aid through the university.
2. Part time interns continuing to work at least 30 hours a week on Sodexo payroll may be eligible for tuition reimbursement, depending on the number of hours worked. Interns are responsible to complete paperwork requesting this benefit and must seek approval from the Sodexo unit where they work.
3. Most clinical sites have access to a medical library. Interns should have access to this service as well. If there is a charge for articles ordered, the Internship may be able to pick up any reasonable cost for materials related to internship activities or assignments. Approval by the Campus Internship Director must be obtained prior to ordering the material and a receipt must be provided in order to receive reimbursement.
4. Cost of meals and parking vary from facility to facility. Interns are responsible for parking, meal costs, and any unanticipated costs related to the facility. Interns may be eligible for the same benefits accorded to staff.
5. Liability insurance is provided by Sodexo for all interns while they are performing internship-related activities.
6. Interns are required to pay for and carry health insurance throughout the internship and are responsible for costs related to illness or injury while in a facility or supervised practice. Interns must provide a copy or scan of their insurance card to their internship director prior to starting orientation.
7. Sodexo offers its salaried and administrative/clerical employees access to the Employee Assistance Program (EAP). Eligible employees and their family members are automatically covered from the employee's date of hire. No enrollment is necessary. Interns are included in this benefit. The EAP offers voluntary professional counseling services covering a wide range of personal and work-related problems such as:
 - Access to Life Works, resource for work-life balance, phone # 1-888-267-8126
 - Emotional stress
 - Financial matters
 - Legal problems
 - Grief
 - Child or spouse abuse
 - Job stress
 - Work-related issues
 - Substance abuse
8. Access to Sodexonet, Sodexo's Intranet site
9. Interns are required to carry car insurance on their automobiles and will be responsible for their safety and the cost of traveling to and from sites, whether by private or public transportation.

7/2012, Revised 9/14



SODEXO DIETETIC INTERNSHIPS

Policy	Scheduling of Interns 10.2 Q
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Campus Option

For Interns participating in the campus options:

1. The Campus Internship Director is responsible for scheduling interns for rotations, class days, and field trips.
2. Interns are expected to comply with their schedule, and to work with the program director to resolve any issues or conflicts.
3. The designated program primary preceptor at each facility will schedule the intern to work with various preceptors for individual rotations.
4. In general, the intern will follow the same schedule as the preceptor dietitian or manager.
5. The intern must report to work according to the direction of the preceptor for all learning experiences covered in that module.

Distance Option

Interns participating in the distance option are responsible for arranging their schedules and reporting rotation hours to the Campus Internship Director via the Hours Googledoc.

1. Interns must complete a minimum of 24 supervised practice hours each week.
2. Interns will be responsible for arranging their schedules with individual preceptors, based on the needs of the individual intern and the scheduling needs and abilities of the facility.
3. Schedules will be discussed with the internship staff, as needed, prior to the beginning of each rotation to assure appropriateness of hours. Every effort will be made to accommodate the intern's individual scheduling needs as long as these needs do not interfere with the quality of the learning experiences and the needs of the facility. If a unique learning opportunity arises during a rotation, the intern will be allowed to interrupt the current rotation to participate in the opportunity if the intern obtains prior approval from the preceptor and Campus Internship Director. Hours in the rotation must be resumed as soon as possible and total required hours for that rotation must be completed.
4. Intern schedules will be submitted by Saturday of each week:
 - a. The Intern will go to the Google Docs Site and click on the appropriate file
 - b. The total number of hours completed in each rotation (Column C) along with total required hours (Column B) will be listed.
 - c. Intern will record the total hours completed in any rotation during the previous week on his/her individual sheet. Intern will click on the tab at the bottom of

the page to access the appropriate sheet and record hours under the appropriate date. Date at the top of each column is week ending.

5. Both the intern and internship faculty will have access the hours entered by each intern.
6. The internship staff will check with site preceptors, as appropriate, to assure accuracy of hours.
7. All required hours in each rotation must be completed prior to graduation from the program.
8. Intern log sheets of reported hours will be kept on file on the Campus Internship Director's computer.

July 2012



SODEXO DIETETIC INTERNSHIPS

Policy	Verification of Student Identity 10.2 O, 10.2R
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POLICY: To assure validity of the identity of interns

1. Upon admission to the program, each intern is given an account on Sakai (distance and campus interns).
2. A user name and password is unique for each intern.
3. All completed assignments are uploaded to the intern's Sakai account to be reviewed by the appropriate faculty member.
4. Reviewed assignments are returned to the intern's account.
5. Quizzes are given through Proprofs.com and are used for study purposes only.

January 18, 2017



SODEXO DIETETIC INTERNSHIPS

Policy	Verification Statement and Transcripts- 10.2 N
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1. All incoming dietetic interns will be required to submit the following documentation prior to the first day of intern orientation:
 - a. Verification statement from their DPD Program including date of completion (month, day, year) and original signature of the DPD director in non-black ink.
 - b. Final transcript from their university granting the intern's highest degree, showing that their degree has been conferred. Transcript must contain graduation date and degree conferred.
2. Upon receipt of this documentation, the Campus Internship Director will review the forms to verify completeness and accuracy. Any problems identified with the documentation will be resolved by the Campus Internship Director, intern and DPD director. Interns will not be allowed to begin orientation without these documents in their file.

EXCEPTION: If the intern completes degree requirements close to the start of the internship, the transcript may not be complete by the start of the internship. In this case, it is recommended that the intern wait for 1-2 months before requesting a final transcript. The DPD verification will still be required before orientation, however.

3. Upon completion of all requirements of the internship (hours, competencies and assignments), the National Internship Director will submit the required paperwork to the Commission on Dietetic Registration. **NOTE:** Interns do not need to have completed the MS program in order to receive a verification statement, as long as internship requirements are met.
4. The National Internship Director will issue 3 copies of the Supervised Practice Verification Statement to the intern. One original of the verification statement will be kept in the intern's permanent file.

NOTE: Completion of the MS program is not required to obtain a verification statement. That is issued when the internship requirements have been met.

Reviewed December 2014



SODEXO DIETETIC INTERNSHIPS

Policy	Withdraw & Refund of Tuition & Fees- 10.2 P
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Dietetic interns who withdraw from the program voluntarily may be eligible for a partial refund according to the guidelines below. Interns who withdraw voluntarily must submit their intention to withdraw in writing to his/her Campus Internship Director.

No refund will be made for the application fee for applicants who are considered for admission to the dietetic internship program. Applicants who are considered are those who submit a complete application packet postmarked no later than the date of the application deadline.

No refund will be made on the initial tuition deposit paid when the intern accepts the appointment to the program. This includes voluntary resignation and termination resulting from disciplinary procedure.

The remaining tuition will not be refunded once the intern starts the internship. In the event the intern pays partial or whole tuition prior to the start date of the internship and withdraws prior to the start of orientation, only the tuition minus the deposit will be refunded.

July 2012

Reviewed September 2014