



**Sodexo Dietetic Internship
Policies and Procedures
for
Dietetic Internship Track**

This document has been carefully prepared for you. It offers guidance to interns on our internship program. Please understand that you are subject to all rules, policies and procedures of Sodexo, and you must comply with all the policies contained in the Sodexo Employee Handbook even if the policy is not mentioned or included in this document.

Policy Book Review Page

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

May 26, 2015
June 9, 2016
January 18, 2017
January 19, 2018
August 30th, 2019
December 18th, 2019
August 31st, 2020
October 16th, 2020
December 8th, 2020
August 9th, 2021
January 12th, 2022
August 12th, 2022
October 28, 2022
August 15, 2023
January 24, 2024
May 31, 2024
October 24, 2024
January 14, 2025

Stacy L. DeLorenzo, MA, RD, LDN

National Director, Sodexo Dietetic Internship

Table of Contents

Admission Requirements (7.1)	4
Affiliation and Site Agreements (6.1 A)	5
Application, Priority Admissions Option, and Specialty Rotation Request Process	6
Application to the Future Education Model Graduate Program	7
Assignments and Deadlines	8
Attendance, Absenteeism, Tardiness, Tracking of Supervised Practice Hours (8.1 C)	9
Communication with Applicants to the Dietetic Internship	11
Community Rotation Procedure	12
Complaints to ACEND about Program (8.2 H)	14
Confidentiality Agreement	16
COVID-19 Safety Measures	17
Credit for Work Experience (8.1C/8.2 I)	19
Deferment Policy	21
Dress Code	23
Disciplinary Action and Termination (8.2 L)	24
Education Purpose of Supervised Practice (8.2 E, F)	25
Equal Opportunity/Affirmative Action (8.1 D)	26
Formal Assessment of Student Learning (8.1 A/ 8.2 J)	28
Graduation Requirements (8.2 M)	29
Grievance Procedure (8.2 G)	30
Holidays and Vacations (8.2 Q)	31
Intern Agreement	32
Intern Retention and Remediation (8.1 B / 8.2 K)	34
Performance Action Plan	35
Insurance Requirements (8.2 A, B, C, D)	36
Leave of Absence (8.2 Q)	37
Marijuana, Alcohol and Random Drug tests	38
Medical Records	39
No Solicitation/Distribution	40
Placement of Interns	41
Professional and Ethical Conduct (8.1 A)	43
Protection of Privacy, Verification of Identity for Distance Instruction, and Access to Personal Files (8.2 O, R, S)	46
Reasonable Accommodation (8.1 D)	47
Recency of Education	48
Rotation Sites	49
Services Provided by Sodexo (8.2 T)	51
Scheduling of Interns (8.2 Q)	53
Tuition Subsidy and Scholarships	54
Verification Statement and Transcripts (8.2 N)	55
Withdrawal and Refund of Tuition and Fees (8.2 P)	56



SODEXO DIETETIC INTERNSHIP

Policy	Admission Requirements (7.1)
---------------	-------------------------------------

1. All interns admitted to the Sodexo Dietetic Internship must have completed a graduate degree and a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for the Education in Nutrition and Dietetics (ACEND) and present a signed Verification Statement from the DPD Director.
2. Applications 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, and recommendations.
 - a. Although not required, most successful candidates accepted by our program have dietetics/food service-related work experience and a GPA of ≥ 3.0 .
3. The selection committee will interview applicants whose screened applications meet the interview criteria.
4. The selection committee will meet to discuss interviewed candidates and identify the candidates who will be accepted and those who will be waitlisted.

Revised 8/2020; 10/2022; 1/2024; 5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Affiliation and Site Agreements (6.1 A)
--------	---

1. Affiliation agreements are obtained for all clinical sites that request them. 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 specialty rotation (previously, concentration) site not covered by #1 or 2 above, for rotations of 17 hours or longer.
 - a. The intern will provide a site agreement form to the preceptor at the facility.
 - b. The intern will also provide the preceptor with a [link](#) to submit their preceptor qualifications and to attach their resume and the completed site agreement form.
 - c. If a facility requires a legal agreement, procedure #1 will be followed.
 - d. Site agreements will be kept on file with the internship.
 - e. The intern will also provide the preceptor with the appropriate rotation activity and evaluation form (RAEF) to plan the rotation and evaluate the intern's performance.
 - f. The preceptor and other qualified personnel will have access to the preceptor website.
4. When a new supervised practice site is needed, the Director for the applicable region will contact the Sodexo Regional Nutrition Manager, Regional Vice President and/or Client Executive to determine appropriate facilities. The Director for the applicable region will contact the on-site manager to determine if the required competencies can be achieved.
5. A database is maintained for all affiliation agreements. 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 receive and provide feedback regarding a supervised practice site on each Rotation Activity and Evaluation Form.
8. Interns complete an end of program survey prior to graduation that requests feedback on the interns' experience with the preceptors. This feedback is used to update preceptor training and to inform decisions about the future use of selected supervised practice sites.

Date: 6/2016
Reviewed:
Revised: 8/2020; 8/2023



SODEXO DIETETIC INTERNSHIP

Policy	Application, Priority Admissions Option and Specialty Rotation Request Process
---------------	---

1. Prospective interns, excluding priority admission candidates, will apply to the Sodexo Dietetic Internship through Dietetic Internship Centralized Application Services (DICAS). Information requested in DICAS includes regions to which they are applying, other preferences for geographic location, and specialty rotation interest.
2. Applicants will use the Sodexo Payment Portal to pay the application fee.
3. Applications will be assigned to the region(s) that the applicant has listed on the DICAS application. Faculty from each region will independently review and rank applicants, using the standardized scoring template. The highest ranked applicants will be interviewed, and the selection committee will identify the candidates that will be accepted, rejected and waitlisted.
4. Emails will be sent to all applicants on or before the ACEND Notification Date informing them of the outcome of their applications.
5. Priority admission process: Applicants who are employed by Sodexo or a Sodexo client and supervised by a Sodexo manager-employee can apply to participate in the priority admission application process.
 - a. Applicants will contact the National Director of the Internship to obtain information about applying to the program.
 - b. Applicants will complete the Priority Admission Application Form, Parts 1 and 2, and submit the application fee by the due dates specified on the website.
 - c. The selection committee will screen and interview the priority admission applications and identify the candidates who will be accepted to the program.
 - d. Priority applicants will be informed of the status of their application prior to the deadline for submitting applications for general admission through DICAS.
6. Individuals without a graduate degree must apply to the University of Rhode Island/Sodexo Future Education Graduate Model on DICAS.
7. For specialty rotations with limited availability, the Director for the Region will determine which interns will be assigned to that specialty rotation. Interns will be given the choice of alternate specialty rotations or may choose the Leadership specialty rotation and design an individualized learning experience.

Revised: 7/2019; 12/2019; 8/2021; 1/2022; 10/2022; 5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Application to the Future Education Model Graduate Program
---------------	---

1. Applicants interested in the Future Education Model Graduate Program will apply to this program in DICAS.
2. Additional information regarding the application process can be found on the website for the [University of Rhode Island – Sodexo Graduate Program](#).

Date: 1/15 Reviewed: 8/19 Revised: 8/20; 10/2022
--



SODEXO DIETETIC INTERNSHIP

Policy	Assignments and Deadlines
--------	---------------------------

1. Interns are required to complete assignments designed to support the required learning activities, preparation for the registration exam, and competency achievement in each rotation. Instructions for each assignment are located on the password-protected intern website.
2. Assignments will be discussed and explained in detail during orientation. Interns will have access to 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), the intern will discuss the matter with the internship faculty and negotiate an alternative deadline.
5. If an assignment or assignments are a week overdue, the internship faculty will email the intern a reminder and deadline to submit the assignment within one week.
6. If the overdue assignment(s) have not been submitted within the one-week period, internship faculty will schedule a call to discuss the timely submission of assignments with the intern. The conversation will be documented using the Verbal Counseling Form.
7. If due dates set during the verbal counseling session are not met, a call with internship faculty and the intern will be scheduled. Firm deadlines for the assignments will be set and documented using the Correct Action Notice. The form will be signed by the intern and returned to the internship faculty member. The intern will be informed that their continued participation in the program is in jeopardy if they do not comply with the deadlines.
8. If the intern fails to comply with the deadlines outlined in the Correct Action Notice, a call will be scheduled with intern, their internship faculty advisor, and the National Director. At this time a Performance Action Plan will be developed. Specific deadlines will be set for all overdue assignments and the intern will be notified that they will be terminated from the program if the deadlines are not met. The intern will sign the PAP and return it to the National Director.
9. 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 before and during orientation of the next class
10. 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 the completion of the program.

Date: 8/2013

Reviewed: 12/2014; 1/2018

Revised: 7/2019; 8/2020; 5/2024; 9/2024



SODEXO DIETETIC INTERNSHIP

Policy	Attendance, Absenteeism, Tardiness, Tracking of Supervised Practice Hours (8.1 C)
---------------	--

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 days of orientation, all scheduled rotation days, classes, meetings, and any other supervised practice-related events.
2. Interns are expected to arrive at the rotation site ready to begin the learning experience at the scheduled time.
 - a. Schedules will vary from rotation to rotation and facility to facility. Interns are expected to follow the policies of the facility regarding their internship rotations.
 - b. Some webinars and chats are considered didactic hours in addition to the supervised practice hours.
 - c. Preparation, travel, and study times are not considered supervised practice hours.

Absences:

1. If an intern is unable to attend due to an unplanned critical event or illness (self or immediate family), the intern will notify the rotation preceptor and DI Region Director or advisor. 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 personal safety and should use their best judgment. If an intern is unable to report to the scheduled rotation site due to inclement weather, the intern will notify the preceptor and DI Region Director.
3. Excessive absences will require an 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. Interns are expected to be on time for all scheduled program activities. The rotation preceptor will determine what constitutes excessive tardiness and will communicate this to the DI Region Director. Repeated tardiness may result in disciplinary action, which may be the development of a performance plan, and may lead to termination from the internship.
2. An intern is considered to be tardy when the intern is not ready to begin the learning experience at the scheduled start time.

Tracking of Supervised Practice Hours:

1. Interns will record hours weekly on a document developed, shared, and monitored by the DI Region Directors and advisors.
2. Interns will be given a rotation schedule for all rotations. Site preceptors will monitor attendance and report any issues to the DI Region Director.
3. Interns must complete the required number of hours, in addition to assignments and competencies, in order to be considered for graduation.

Program Completion:

It is expected that Program requirements will be completed within fourteen (14) months of the Program start date. Continuation in the program after that time will result in a continuation fee, equal to 1/12th of the current tuition, to be paid each month until the intern has completed the program requirements. Failure to complete program requirements within two (2) years of the start date will result in automatic termination unless a specific alternative plan is agreed upon among the Intern, the DI Region Director and the National Internship Director.

Revised: 12/2014; 7/2017; 1/2018 8/2019; 8/2020; 12/2020; 5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Communication with Applicants to the Dietetic Internship
---------------	---

1. An application review and selection committee consisting of the DI Region Directors, associate directors, and other qualified individuals will review applications to the Sodexo Dietetic Internship.
2. The selection committee will use pre-set email templates in DICAS to communicate the following:
 - a. Receipt of submitted applications
 - b. Accepted application
 - c. Waitlisted application
 - d. Rejected application
 - e. Confirmation of acceptance by the candidate
3. Applicants for the priority admission slots will be informed of the status of their applications prior to the deadline for submitting general applications to the program on DICAS.
4. Selection Committee members will NOT communicate information about selection status to applicants. In response to requests about application status, the Selection Committee members will inform applicants that all communications, regarding results of the application and appointment process, will come from the internship on or before the ACEND determined Notification Day during the Spring and Fall application cycles.
5. All applicants will be informed of the outcome of their applications by the ACEND-determined applicant Notification Day for each of the application cycles.
6. Applicants will inform the internship of their acceptance on or before the ACEND-determined applicant Decision Day.
7. If there are openings in an internship region after the ACEND-determined applicant Decision Day, the DI Region Director will contact waitlisted applicants to offer them an internship spot in that region.
8. The internship will review the status of open positions for all regions after contacting waitlisted applicants. If openings still exist in an internship region, the internship will re-open the application portal on DICAS and market its openings to DPD programs and potential candidates.

Date: 3/2019

Revised: 8/2019; 12/2019; 8/2020;5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Community Rotation Procedure
---------------	-------------------------------------

It is the responsibility of each dietetic intern to arrange his or her community rotations and to assure that all community competencies are met as outlined on the rotation activity and evaluation form (RAEF) for the community rotation.

1. The intern will contact the preceptor at each selected site and arrange a time to review the competencies that can be met at that site. Required competencies are outlined on the RAEF. Most competencies need only be met once, even if the intern repeats the activity at more than one location.
2. Appropriateness of the community site:
The following criteria must be met for the site to be appropriate:
 - 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 must have the training, necessary skills, and time to be able to observe and evaluate the intern's performance of the specific competencies designated for the site.
 - c. **Site Agreement**
 - i. For sites where an intern will be interning for more than 16 hours, an intern must arrange for the preceptor to submit a signed site agreement and preceptor resume or qualification form to Smartsheet from each location.
 - ii. The Site Agreement and Preceptor Resume or Qualification Form will be kept on file and the facility will be added to the community site database.
3. One Community Rotation Activity and Evaluation Form will be used throughout the community rotation, regardless of the number of sites that are used by the intern during the community rotation.
4. Before the end of the rotation at each facility, the intern will meet with the preceptor to complete the designated section of the evaluation. The preceptor will initial and score any competencies met at that site on the RAEF and sign the final page of the form. If the intern completes activities that are not listed on the RAEF, they may be described in the comment section of the RAEF.
5. The intern will submit the signed RAEF to the learning management system within 2 weeks of completing the community rotation.
6. The Director of the Region will review and sign the Form and return the signed evaluation form via the learning management system.

7. 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, the intern will contact the internship faculty to determine alternate learning activities to meet the competency.

8. The intern will complete all information for each site on the Community RAEF including:
 - a. Location name and address
 - b. Primary preceptor name and contact information
 - c. Total number of internship hours completed at the site
 - d. Information about seminars attended

Reviewed: 7/2012

Revised: 7/2011; 8/2013; 8/2019; 8/2020; 1/2024



SODEXO DIETETIC INTERNSHIP

Policy	Complaints to ACEND about Program (8.2 H)
---------------	--

1. Any individual, for example, student, faculty, nutrition, and dietetics practitioner and/or member of the public may submit a complaint against any accredited program to the Accreditation Council for Education in Nutrition and Dietetics (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.
2. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint. If the complainant requests to remain confidential to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
3. 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.
4. 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.
5. At the same time as the complainant is notified, the complaint is forwarded to the program electronically. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence via email.
6. The ACEND chair requests the program conducts a preliminary investigation and submit a report addressing the relevant accreditation standards or policies submitted electronically no more than 30 calendar days from receipt of the notification.
7. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution, or other sources.
8. The ACEND staff 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.
9. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and any additional evidence provided by the program.
10. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. The staff works with the ACEND board and legal counsel to identify a plan to address the complaint.

11. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
12. 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, the ACEND board placing the program on probation or withdrawing of accreditation or scheduling an on-site visit at the program's expense.
13. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action via email within two weeks of the decision. The complainant is notified of the final decision via email within two weeks of the final decision.
14. Decisions related to a complaint review are not subject to an appeal by the complainant or by the program; however, in the event the program is placed on probation or accreditation is withdrawn, the program has the right to request the ACEND board reconsider the decision. (See the Requests for Reconsideration of ACEND Board Decisions Section 2.8)

Date: 7/2012 Reviewed: 9/2014 Revised: 5/2019; 8/2020; 1/2024



SODEXO DIETETIC INTERNSHIP

Policy

Confidentiality Agreement

The following confidentiality agreement will be signed by all interns and students before starting the internship:

I understand that I must hold in strict confidence all confidential information relating to Sodexo, all rotation facilities and their respective patients, clients, employees, interns, students, 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, student, 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, student, volunteer, or contract personnel, as well as non-public information about Sodexo and all rotation facilities. This information includes, but is 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
- Company organization models
- Any financial data or sales targets
- Trade secrets
- 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, student, 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 INTERNSHIP

Policy	COVID-19 Safety Measures
--------	--------------------------

This policy is based on Sodexo's Policies on Employee COVID-19 Safety Measures which applies to dietetic interns admitted to the Sodexo Dietetic Internship.

Health and Safety is an integral part of Sodexo's purpose to create a better everyday for everyone to build a better life for all. Interns are expected to integrate Health and Safety into everything they do to minimize risk to employees, patients, clients, and customers. The internship is committed to providing supervised practice conditions that are safe and healthy.

To protect interns, employees, patients, clients and customers, Sodexo has established the following safety measures. We need all our interns to commit to these practices for their own health and the health of those around them.

1. Intern Health Monitoring

- I. All employees are expected to monitor their own health prior to starting work each day to verify they have no COVID-19 symptoms, which include:
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell

This list does not include all possible symptoms. The CDC updates possible symptoms as more information about the virus becomes available. The most current information can be found at www.cdc.gov.

2. Vaccinations

All interns are required to be vaccinated prior to orientation. Interns may request an exception from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Interns also may be entitled to a reasonable accommodation if they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination conflict with a sincerely held religious belief, practice, or observance.

Requests for medical exceptions or delays and reasonable accommodations must be initiated by the intern and approved by the supervised practice sites that the intern is assigned to.

3. In-Person Experiential Learning

- I. Interns must meet the following requirements prior to any in-person experiential learning:
 - a. Complete all training required by the supervised practice sites.
- II. Interns must follow policies and procedures set forth by the assigned practice sites to reduce personal exposure and spread of the virus. These may include, but are not limited to:
 - a. Wearing PPE such as surgical masks and gloves. Interns are responsible for

- purchasing the PPE required by the supervised practice site.
 - b. Answering questions and/or participating in screening related to virus exposure and symptoms.
 - c. Being tested for COVID-19.
 - III. Interns must wash their hands frequently, using proper handwashing techniques.
 - IV. Immediately alert the DI Region Director of any symptoms associated with COVID-19.

4. Interns with a COVID-19 Diagnosis or Symptoms

- I. Interns with symptoms or diagnosis of COVID-19 may not begin or continue in-person experiential learning for at least 24 hours until both of the following are true:
 - a. Interns' symptoms are getting better overall, and
 - b. Interns have been fever-free for at least 24 hours (without fever-reducing medications)
- II. After beginning or resuming in-person experiential learning, interns should take added precautions for five additional days, including:
 - a. Wearing a mask
 - b. Practicing good hygiene by covering coughs and sneezes, washing or sanitizing hands often, and cleaning frequently touched surfaces
 - c. Physical distancing to the extent possible

5. Record Keeping/Confidentiality

- I. Any written medical information obtained from interns, including any information about COVID- 19 symptoms or diagnosis, will be maintained as a confidential medical record in compliance with the Americans with Disabilities Act ("ADA").
- II. We will not ask an intern about COVID-19 symptoms in front of other individuals in compliance with the ADA and general privacy requirements.

Date: 8/2020; 10/20; 1/2022; 5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Credit for Work Experience (8.2 I)
--------	------------------------------------

Credit for past and current 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. Work Experience Prior to the Internship

1. Interns who have completed at least one year of full-time paid Food Service Management or Community Nutrition work experience in the United States, may be eligible to have some work-related competencies waived and hours credited toward the internship.
2. For interns described above, the following criteria must be met:
 - a. The intern must submit a formal request within 2 months of acceptance to the internship program. The request will include an Application for Credit for Work Experience and supporting documentation. An internship committee in collaboration with the intern's Region Director will determine if the intern is eligible to be considered to have hours waived. The DI Region Director will inform the intern of the outcome of the application and will make the necessary adjustments to the intern's schedule if the application is approved.
 - b. The formal request for Credit for Work Experience includes:
 - I. A completed [Application for Credit for Work Experience](#)
 - II. An Inventory of Competencies from Prior Work Experience (*obtain inventory form from DI or SEL Director*) that describes:
 - Competencies interns believe they met during their prior work experience
 - How these competencies were met —include work product or other tangible proof
 - Date and location where competencies were met
 - Signature from work supervisor validating that the competencies were met during the intern's employment
 - III. Current resume, validating full-time paid Food Service Management or Community Nutrition work experience.
 - c. Competencies requested must be significant enough that no fewer than 96 hours will be waived.
 - d. Work must be equivalent or superior to supervised practice activities required by the internship.
 - e. A maximum of 140 internship hours per rotation will be waived.

2. Work Experience during the Internship

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 the following terms are met:

- a. There is an appropriate supervisor available who can verify attainment of the competencies. The supervisor will be responsible for verifying on the RAEF that the intern has met the expectations of all the competencies and for completing the appropriate Rotation Activities and Evaluation Form. All competencies of the rotation must be achieved by the intern.
 - I. Work must be equivalent or superior to supervised practice activities required by the internship
 - II. Intern must turn in all required assignments for the rotation to the internship faculty
3. All Sodexo Dietetic Internship competencies must be met either through prior achievement or during the internship before graduation from the internship. Interns/students are not waived from completing assignments. All rotation assignments must be completed during the internship.
4. Hours in a rotation may be extended until competencies have been met, if necessary.
5. If assignments indicate that competency has not been achieved, supervised practice hours will be required to meet these competencies.
6. "Credit" pertains to internship hours only. Tuition credit will not be given.

Date: January 7, 2003 by Advisory Board
Reviewed: 8/2019
Revised: 2009; 2012; 8/2020; 10/20; 5/23; 8/2023; 9/2024



SODEXO DIETETIC INTERNSHIP

Policy	Deferment Policy
--------	------------------

Under certain circumstances, once an intern has been accepted, 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, the intern 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 DI Region Director.

Deferment after applicant Decision Day:

If an intern is accepted to the Sodexo Dietetic Internship, and is unable to accept the offer because of illness, injury or family circumstances, the intern will be granted deferment to the following class without having to reapply if the following conditions are met:

1. The intern pays the initial nonrefundable deposit by the due date.
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 applicant Decision Day 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 internship offer and thirty (30) days before the start of Internship Orientation, the intern may choose one of the following options:

1. The interns may 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. The interns may apply the initial deposit, if it has been paid, to the remainder of the tuition owed. The intern will defer placement to the following class. In this case, tuition and deposit amounts for the future class will apply.
3. The interns may withdraw from the program and receive a refund of any tuition paid, minus the non-refundable deposit, if it has been paid. The non-refundable deposit will not be returned. If the intern decides to apply to the internship during a future application cycle, the intern 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 applications.

Deferment from one week before program start to 30 days until orientation.

If an intern is unable to accept the offer because of illness, injury, or family circumstances within 30 days of the start of internship orientation, the intern 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 if 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 of tuition paid, minus the non-refundable deposit. The nonrefundable deposit will not be returned. If the individual decides to apply to the internship during a future application cycle, the intern 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 a future application.

Deferment after orientation has started

1. Attendance at internship orientation is mandatory. An intern cannot participate in the internship without participating in the 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 the intern has attended more than > 70% of orientation classes
 - b. The intern will be deferred to next year's class if the intern has attended less than 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 DI Region 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 DI Region 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 DI Region Director.

Revised: 8/2013; 1/2017; 8/2019; 8/2020; 5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Dress Code
--------	------------

1. Professional appearance and behavior are always expected for dietetic interns. Interns will be expected to maintain a neat and professional appearance and to behave professionally when working at rotation sites, attending orientation and at all other internship functions. Interns are representing themselves, the facilities where they are working, Sodexo, Sodexo Dietetic Internship, and the Profession of Dietetics.
2. All clothing is to be clean, neat, and in good repair.
3. Jeans, sweatshirts, facial jewelry, open-toed shoes, shorts, clothing with logos other than the Sodexo or Sodexo Dietetic Internship logo, revealing clothing (low cut tops or midriff showing), and tight-fitting clothing are not allowed at any time. Tank tops or halters are not allowed. Shoulders must be covered.
4. Jewelry is limited to wedding bands, watches, small post earrings and other plain necklaces or earrings.
5. Heavy perfumes are not permitted.
6. Non-slip safety 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. Intern should check with preceptor about procuring non-slip safety shoes.
7. Hair is to be completely covered by a hair net or cap in all food preparation areas.
8. Eating in food production areas is not permitted. Chewing gum is not permitted during any rotation.
9. Nail polish or false nails are not permitted in food preparation areas.
10. 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 to determine the appropriate clothing for the rotation. Interns will follow the facility policy. Interns are responsible for purchasing and maintaining neat and clean lab coats or scrubs.
11. Interns must wear name tags when on rotation premises. This may be a required facility name tag or name tag issued by the internship.
12. Interns are expected to adhere to all Sodexo and facility safety and sanitation requirements.
13. If the 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.

Revised: 8/2019; 8/2020



SODEXO DIETETIC INTERNSHIP

Policy	Disciplinary Action and Termination (8.2 L)
---------------	--

The Sodexo Dietetic Internship 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 who has completed the remediation action plan without successful results as determined by the DI Region Director. Failure to carry out reasonable assignments after repeated requests.
- Any violation of the internship's or 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 of property from the premises without proper authorization.
- Willful misuse or destruction of Company, Client or a co-worker's property.
- Sleeping during work time or leaving the job without authorization.
- Possession or consumption of illegal drugs or alcoholic beverages or being under the influence of illegal drugs or alcoholic beverages during supervised practice or on Company/Client premises.
- Gambling during supervised practice or on Company/Client premises.
- Sexual harassment or other harassment or discrimination of any kind, including bullying, such as verbal abuse, racial slurs, social media misuse, and online or phone conversations or texts.
- 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 plagiarism.
- Willful falsification of application, patient, or financial records.
- 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.

Reviewed: 9/2014

Revised: 8/2013; 8/2019; 8/2020; 1/2024



SODEXO DIETETIC INTERNSHIP

Policy	Education Purpose of Supervised Practice (8.2 E, F)
---------------	--

Supervised practice is intended for educational purposes only and should not be used for replacing employees at the supervised practice site.

1. Interns cannot lawfully replace regular employees except as part of the learning process, for example, clinical staff relief, manager training, management staff relief and/or assisting staff as a manager would.
2. Interns are not entitled to wages or compensation for supervised practice activities performed during the internship.

Reviewed: 9/2014

Revised: 8/2019; 8/2020; 1/2024



SODEXO DIETETIC INTERNSHIP

Policy	Equal Opportunity/Affirmative Action
---------------	---

This policy on Equal Employment Opportunity applies to Dietetic Interns admitted to the Sodexo Dietetic Internship.

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, gender identity, genetic information, marital status, pregnancy, national origin, ancestry, citizenship, age, disability, veteran status, or any other basis protected by law.

The Sodexo Dietetic Internship strives to choose the best-qualified person for each internship placement while valuing and promoting diversity within the internship. In this spirit, Sodexo Dietetic Internship will comply with all applicable federal and state laws regulating internship application 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 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. (See Reasonable Accommodation Policy for more details)

Harassment

Company policy prohibits harassment which is offensive, unwelcome, physical or verbal behavior due to race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, disability, veteran status, sexual orientation, gender identity, genetic information, or any other basis protected by law. Sodexo prohibits any conduct which contributes to an intimidating or offensive work environment and/or interferences with a person's ability to perform their job. Do not assume that behavior that is not offensive to you is acceptable to others; harassment is often defined by the person receiving it. While it is not possible to list all the circumstances that can be considered harassment, the following are some examples that may contribute to a claim of harassment: inappropriate jokes, slurs and comments, abusive or offensive comments, touching or gestures, exclusion from work-related activities based on an individual's protected characteristic.

This policy applies to all interns. Any intern who in any way harasses a fellow intern, employee, a customer, client, client employee, vendor employee, or any other person may be subject to immediate termination of employment.

Retaliation

Sodexo will not retaliate against an intern because the intern has opposed any unlawful practice, filed a charge, participated in an investigation of an internal claim or a formal charge of discrimination, rested a reasonable accommodation, or participated in any action under any anti-discrimination law. Engaging in retaliation will result in constructive counseling, up to and including termination of employment.

Complaint Procedures

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

The internship 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. Interns should be aware, however, that certain information might have to be discussed for an effective investigation to be conducted.

DI Region Director's 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.

All complaints will be taken seriously. Any DI Region Director who received a complaint of, or has knowledge of, harassing behavior must immediately report it to the internship's Human Resource representative and the PeopleCenter for investigation, even if the intern does not wish to make a formal complaint.

Revised: 12/2014 (Sodexo Policy); 8/2020
Reviewed: 8/2019; 1/2024; 5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Formal Assessment of Student Learning (8.1A and 8.2 J)
--------	--

1. All interns will be formally evaluated at the end of each rotation, with interim evaluations undertaken as needed. Early detection of academic difficulties is assessed with the regular review of Rotation Activity and Evaluation Forms (RAEF) which are completed and submitted at the end of each rotation. Professional and ethical behaviors are also assessed on each RAEF.
2. It is expected that ongoing feedback will be given to interns by the preceptor and/or DI Region 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 and to complete a self-reflection on their rotation experience. The evaluation will be signed by the preceptor and the intern.
4. The intern will submit the evaluation to the Lamp Learning Consortium, the learning management system used by the internship.
5. The DI Region Director will review, sign, and return the signed evaluation to the intern via the learning management system. It is recommended that the intern keep a copy of all evaluations.
6. An intern must meet or exceed expectations on all competencies to pass the rotation.
7. Completion of evaluations is the responsibility of the intern. The intern will arrange 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 DI Region Director.
8. Evaluations are maintained as part of the intern's records. All evaluations must be completed prior to the completion of the internship. **Verification Statements will not be issued until all evaluations are completed** and are found to be satisfactory.

Date: 7/2012

Reviewed: 9/2014

Revised: 8/2019; 8/2020; 1/2024; 10/24



SODEXO DIETETIC INTERNSHIP

Policy	Graduation Requirements (8.2 M)
---------------	--

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) and completion of a graduate degree.
2. Interns must complete all Program Requirements 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 (RAEF)
 - c. Satisfactory completion of all assignments as determined by the DI Region Director
 - d. Financial obligations to the Program paid in full
 - e. Completion of a graduate degree
3. Interns will achieve a satisfactory rating on each competency requirement. Each rotation is planned to enable the intern to meet these competency requirements. RAEFs 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 internship will provide an electronic copy of the verification statement to the intern and file a copy of the statement. This documentation is necessary to verify completion of the Dietetic Internship and establish eligibility to take the Registration Exam for Dietitians. The National Director of the Sodexo Dietetic Internship will submit the required documentation to the Commission on Dietetic Registration (CDR), using the online CDR Registration Eligibility Processing System.
5. Failure to complete program requirements within fourteen (14) months of the program start for interns (150% of planned completion) or twenty-one (21) months of the program start date for MS/DI interns (150% of planned completion) will lead to termination from the program unless a specific alternative plan is agreed upon between the intern and the DI Region Director.

Note: Many states have licensure for dietitians. It is the intern’s responsibility to know what the regulations are in the state where the intern will practice. Before graduation, interns will check their state’s licensure regulations to assure that they are complying with the licensure requirements for the state where they are accepting employment.

Reviewed: 9/2014 Revised: 6/2016; 8/2019; 8/2020; 1/2024



SODEXO DIETETIC INTERNSHIP

Policy	Grievance Procedure (8.2 G)
---------------	------------------------------------

If a Sodexo 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. The consultation 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:
 - a. 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. The consultation must be initiated no more than five (5) working days from the date of the grievance.
 - b. If consultation with the internship staff person, supervising dietitian, or manager proves unsatisfactory, the intern's next step is to consult with the DI Region Director.
 - c. After hearing the positions of the intern and supervising dietitian, the DI Region Director may render a decision on the issue and/or default to the grievance committee. If the DI Region 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 DI Region Director, the grievance committee will be convened as the next step.

3. The grievance committee will consist of a dietetic internship staff member, a member of Sodexo corporate management, the National Director of Sodexo Dietetic Internship, and a member of the Dietetic Internship Visioning Board. 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.
4. There is never any retaliation for filing a grievance.
5. The program will maintain a record of intern complaints for a period of seven years, including the resolution of complaints.

Reviewed: 7/2012;9/2014

Revised: 1/2017; 8/2019; 8/2020



SODEXO DIETETIC INTERNSHIP

Policy	Holidays and Vacations (8.2 Q)
---------------	---------------------------------------

1. The dietetic internship program does not include scheduled vacation and holiday time off.
2. If an intern chooses to take some time off, it is recommended that vacation time be taken between rotations to maintain continuity of the rotation.
3. Holidays and vacations are to be arranged by the intern with the DI Region Director and with the preceptor if taken during a rotation.
4. The DI Region Director must approve vacation time.
5. Interns may be scheduled to work on the day of a legal holiday if a rotation assignment or experience requires it.
6. 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.
7. Any holiday or vacation time taken by interns will not be counted as part of the internship hours in any rotation.
8. MS/DI Interns: Interns participating in the MS/DI Track will follow the schedule of the University of Rhode Island in order to coordinate rotations and courses.

Reviewed: 7/2012; 6/2016 Revised: 9/2014; 8/2019; 8/2020



SODEXO DIETETIC INTERNSHIP

Intern Agreement between Sodexo and

(Intern)

Sodexo accepts the Intern to participate in the Sodexo Dietetic Internship (The Program) for the terms set forth and the Intern agrees to participate in The Program in accordance with the terms and conditions described in the “Policies and Procedures of the Sodexo Dietetic Internship” and Sodexo’s Employee Handbook.

Sodexo agrees to:

1. Provide educational practice experiences following the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Standards for Dietetic Internships.
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 a 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 Procedures” 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, background criminal check, final transcript and DPD Verification Statement prior to the start of The Program.
5. Complete the physical examination form with required laboratory tests prior to the start of The Program.
6. Provide, at the intern’s expense, results of tests (i.e. drug tests or fingerprinting) which may be required by supervised practice facilities.
7. Pay all required tuition and fees prior to the start of The Program.
8. Read and adhere to the Confidentiality Agreement as outlined in the “Policies and Procedures of the Sodexo Dietetic Internship” and specific confidentiality policies of the individual rotation facilities.
9. Allow Sodexo Dietetic Internship to share the intern’s name and contact information with Sodexo recruiters and hiring managers for recruitment purposes, only.

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 or Sodexo’s policies
 - e. Excessive absences

will lead to an extension of specific rotations and may lead to termination from the program.

2. **For Interns with Graduate Degrees:** It is expected that Program requirements will be completed within fourteen (14) months of The Program start date.
For Part-Time Interns or Interns completing a Graduate Degree while in the Internship: It is expected that Program requirements, including obtaining a graduate degree, will be completed within twenty (20) months of The Program start date.
 - a. 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 DI Region Director.
3. Interns are assigned to client sites where Sodexo provides client services. If Sodexo and the client ends the contractual agreement for services, the internship will make reasonable efforts to accommodate the affected intern at a site within the intern’s preferred geography.
4. Interns are assigned to rotation sites based on the intern’s geographical preferences and availability of sites. Because of the limited availability of sites, the internship will not approve requests to change rotation sites except in extenuating circumstances.

Intern:

- I read, understand, and agree to the terms of this contract.
- I read, understand, and agree to abide by all the Policies of the Sodexo Dietetic Internship and Sodexo’s Employee Handbook
- I read and understand [the Mission, Vision and Goals](#) of the Sodexo Dietetic Internship and agree to complete my rotations in alignment with them.

Intern Signature _____ **Date** _____

Intern Print Name _____

Director Signature _____ **Date** _____

Director Print Name _____

Only for Interns completing a Graduate Degree while completing the Internship

- I understand that a graduate degree is a requirement for completing the internship and that I will receive an Internship Verification Statement after providing proof of completion of a graduate degree, i.e., an official transcript from a graduate school.

Intern Signature _____ **Date** _____

Intern Print Name _____

Director Signature _____ **Date** _____

Director Print Name _____

Revised: 7/2017 8/2019; 8/2020; 12/2020; 8/2021; 8/2023; 1/2024; 5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Intern Retention and Remediation (8.1 B / 8.2 K)
---------------	---

It is the policy of Sodexo Dietetic Internship to promote and preserve a safe, productive, and pleasant environment, which enables interns to achieve their highest level of productivity and self-fulfillment.

Sodexo Dietetic Internship 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 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. Some types of performance and misconduct are so severe that they may warrant termination, without any prior counseling action steps.

Constructive Counseling Procedures:

1. If an intern is not performing to specified standards, the preceptor will contact the DI Region Director to discuss the problem.
2. The preceptor and/or DI Region Director will notify the intern of the areas requiring improvement. If necessary, the DI Region Director will meet with the intern and the preceptor.
3. A written, specific performance action plan will be established by the preceptor, the DI Region Director, and the intern in order to ensure 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 DI Region 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 who is not achieving program competencies.
6. If, after completing the plan, the intern still does not meet the required competencies, the DI Region 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 the intern's participation in the program is terminated.
8. The intern will have the opportunity to appeal the decision following the program Grievance Procedure.

Reviewed: 9/2014; 8/2019 Revised: 8/2020



SODEXO DIETETIC INTERNSHIP

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 Internship.

Intern Signature _____ **Date** _____

Intern Print Name _____

Preceptor Signature _____ **Date** _____

Preceptor Print Name _____

Director Signature _____ **Date** _____

Director Print Name _____



SODEXO DIETETIC INTERNSHIP

Policy	Insurance Requirements (8.2 A, B, C, D)
---------------	--

1. 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, is responsible for obtaining insurance for those activities.
2. Criminal Background Checks, Drug Testing and Fingerprinting- Criminal background checks will be conducted by Sodexo. Interns are responsible for the cost of the background 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.
3. Liability for Safety & Travel- Travel to and from assigned areas is the sole responsibility of the individual intern.
4. 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: 9/2014; 8/2019 Revised: 8/2020



SODEXO DIETETIC INTERNSHIP

Policy	Leave of Absence (8.2 Q)
--------	--------------------------

Purpose: To assure that a leave of absence will not interfere with the achievement of program goals and competencies

1. If an intern needs to take a leave of absence of longer than two weeks from participation in the program for medical or personal reasons, the intern will submit the request in writing to the DI Region 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. The PeopleCenter may be contacted by the DI Region Director and leave will be granted in accordance with Company policy,
 - 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, the DI Region 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 DI Region Director, the intern, and, if appropriate, the preceptor so that the intern can attain all program competencies. The intern and DI Region Director will sign 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 DI Region Director and, if necessary, the DI Visioning Board.
5. If an intern returns to the program after a year or more away, the DI Region 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, the DI Region Director will determine whether the leave of absence will be extended. 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.
7. No refund will be provided to an intern who is terminated from the program. Refunds are not provided to an intern who takes a leave of absence; however, the intern may continue the internship upon return from leave.

Reviewed: 8/2019 Revised: 8/2020



SODEXO DIETETIC INTERNSHIP

Policy	Marijuana, Alcohol and Random Drug tests
---------------	---

Alcohol

Sodexo Dietetic Internship prohibits the following:

- Unauthorized use, consumption, storage, manufacture, distribution, dispensation, possession, sale, or attempted sale of alcohol on Company/client premises, during working hours and/or at the end of a client catering event or on Company/client premises at the end of a workday.
 - The sole exception is that alcohol consumption is permitted by interns who are guests at Sodexo or Sodexo Dietetic Internship sponsored events.
- Being under the influence of alcohol on Sodexo/client premises, or during working hours

Sodexo Dietetic Internship will give an intern who refuses the applicable test or tests positive for the presence of Alcohol the opportunity to explain the results. Interns who fail to comply with this policy may be subject to constructive counseling up to and including removal from the supervised practice site without the possibility of future employment and expulsion from the internship program.

Marijuana

Sodexo complies with all applicable laws, including but not limited to, the federal Drug-Free Workplace Act of 1988. Under federal law, marijuana is an illegal controlled substance with no currently accepted medical use. Accordingly, the Company's prohibitions include a probation on the use/possession of marijuana at all of its locations in the United States.

If a doctor prescribes you a drug, you should ask your doctor whether use of that drug will affect your ability to work safely and effectively. If you are told by your doctor that a prescribed drug may adversely affect your ability to perform your job safely, efficiently, and/or effectively, you should inform the DI Region Director or Human Resources representative of the situation so an accommodation can be considered, if appropriate.

Sodexo Dietetic interns are subject to random drug tests in any Sodexo facility.

Sodexo Dietetic Internship will give an intern who refuses the applicable test or tests positive the opportunity to explain the results. Interns who fail to comply with this policy may be subject to constructive counseling up to and including removal from the supervised practice site without the possibility of future employment, and expulsion from the internship program.

Date: 6/24/ 2020; 1/2024



SODEXO DIETETIC INTERNSHIP

Policy	Medical Records
---------------	------------------------

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 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 intern 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 or internship 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 always be held private and confidential. The intern must not:
 - a. Discuss the medical plan of care or documentation of a patient or client with anyone who is not involved in providing care for this individual.
 - b. Copy or take pictures of any part of the medical record.
 - c. Make notes about the contents of the medical record that can identify a patient or client.
 - d. Include information in any rotation competency, assignment or project that can identify a patient or client.

Reviewed: 8/2019 Revised: 8/2020



SODEXO DIETETIC INTERNSHIP

Policy	No Solicitation/Distribution
---------------	-------------------------------------

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.
- Working areas do not include break rooms, sidewalks, parking lots, and other similar areas, unless it is part of your intern responsibilities, or the job of the employee being solicited, to work in that location at that time.

Reviewed: 8/2019



SODEXO DIETETIC INTERNSHIP

Policy	Placement of Interns
---------------	-----------------------------

1. Interns will be placed in approved practice sites as determined by the DI Region Director.
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 acceptance are chosen, the following process is initiated by the DI Region Director:
 - a. If an applicant is geographically located in an area where there is no approved practice site, the DI Region Director will contact the appropriate Sodexo Regional Nutrition Manager to determine the 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 DI Region 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 DI Region Director will notify the applicant of this fact and inform him/her of the closest site available.
 - d. If the applicant accepts the alternate location, the applicant will be left on the list of applicants to be accepted or waitlisted.
 - e. If the applicant declines the alternate site, the applicant will receive a rejection letter so the applicant can have an opportunity to apply to another internship.
4. After the applicant accepts the internship offer, the practice site will be notified. The DI Region Director will communicate by phone and/or email with one or more of the preceptors at the site, as necessary. A link to the password-protected preceptor website will be sent to the practice site along with information for obtaining an affiliation agreement for the site if it is a new rotation site. The 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 provides the following information:
 - a. Philosophy and Goals of the program
 - b. Rotation descriptions
 - c. Pertinent evaluation forms
 - d. Internship Policies and Procedures
 - e. Preceptor Training and Continuing Education Opportunities
5. The internship faculty will conduct virtual meetings with the site while the intern is at the site in the clinical rotation to review the competencies and evaluation forms and to answer any questions or concerns of the staff at the site.
6. In-person 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. If, during the internship, a change in practice site is required due to unforeseen circumstances, the DI Region Director will facilitate the identification of an alternate site that meets the geographical preferences of the intern.

Interns have the opportunity to provide feedback on the practice sites on their Rotation Activity and Evaluation Form (RAEF), as well as on the intern graduate survey they complete just before program completion.

8. Interns are responsible for locating the sites for their community, long-term care and specialty rotations. This is done with assistance from their internship advisor and other DI team members.

Revised: 8/2019; 1/2024; 5/2024; 9/2024



SODEXO DIETETIC INTERNSHIP

Policy	Professional and Ethical Conduct (8.1 A)
---------------	---

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 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 always expected to treat all people with courtesy and respect.
 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 are 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 may result in immediate termination from the program:
 - a. Being in possession of or under the influence of alcohol, Marijuana, or illegal drugs 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 ethical conduct, which covers conflict of interest, political activities, prohibition of gifts from vendors, etc.
 - a. Obey all relevant laws including but not limited to, those related to employment, alcoholic beverages, civil rights, copyright protection, environmental protection, and workplace safety.
 - b. Treat others fairly, with dignity and with respect.
 - c. 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 like 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 entertainment, gifts, and gift cards. 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. Conduct yourself in a manner which does not adversely affect the Company's or the client'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, to the DI Region Director, or the Speak Up Ethics Line at 800-422-7358 . 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

Dietetic Interns will abide by the Code of Ethics for the Profession of Dietetics (found at www.eatright.org).

Protect patients' rights including those of confidentiality and privacy, and respect patient advanced directives.

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.

Reviewed: 12/2014; 1/2018; 8/2019 Revised: 8/2020
--



SODEXO DIETETIC INTERNSHIP

Policy	Protection of Privacy, Verification of Identity for Distance Instruction and Access to Personal Files (8.2 O, R, S)
---------------	--

Sodexo Dietetic Internship will comply with the Family Education Rights and Privacy Act (FERPA) to ensure privacy and proper use of intern records and personally identifiable information.

1. The internship will maintain intern records for educational purposes, to execute affiliation agreements and to meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards.
2. Intern records are stored securely online. These records can only be accessed by the assigned DI Region Director or Associate DI Region Director, using their individual Sodexo username and password.
3. Interns have the right to access their records by making a request to the DI Region Director.
4. Interns will not have access to the records of other interns. Whenever an education record contains information concerning more than one intern, a student may have access only to the specific information which pertains to that intern.
5. Personal information about an intern will be released outside of the Sodexo Dietetic Internship only with the written consent of the intern, except to verify intern status or to satisfy legitimate investigatory, regulatory, or other legal obligations.
6. The internship will de-identify any data used for marketing, or other purposes.
7. Distance learning assignments are maintained on Lamp Learning Consortium, a learning management system. Each intern has a username and password to verify their identity. Online quizzes for distance learning are completed on ProProfs Quiz Maker. Each intern must verify their identity using a two-step log in process prior to completing quizzes on this platform.
8. Completed assignments will be de-identified before dissemination to others for educational purposes. Interns enrolled in the University of Rhode Island (URI) graduate program will follow student authentication procedures to upload completed and reviewed internship assignments to Brightspace, the URI learning management system.

Date: 7/2012 Reviewed: 9/2014; 8/2019 Revised: 8/2020; 1/2024



SODEXO DIETETIC INTERNSHIP

Policy	Reasonable Accommodation (8.1 D)
---------------	---

1. Sodexo Dietetic Internship will make reasonable accommodation for the known physical or mental limitations of an intern with a disability or for pregnancy, childbirth or related conditions provided the individual requesting accommodation is otherwise qualified for the job, unless doing so will result in an undue hardship or the individual poses a direct threat to the health or safety of themselves or others in the rotation site. Individuals who can perform the essential functions of the internship with or without an accommodation are considered qualified and protected from employment discrimination under the law.
2. Sodexo Dietetic Internship will also provide reasonable accommodation for the religious beliefs and practices of interns unless doing so would cause more than a minimal burden to the rotation site.
3. Sodexo Dietetic Internship has established a process to manage requests for reasonable accommodation. This process ensures full consideration and documentation of requests through an interactive process between the intern, the rotation site, and the Region Director and the PeopleCenter as needed.
 - a. Interns who wish to request accommodation(s) should contact their DI region director or the PeopleCenter, who will provide the intern with the Accommodation Form.
 - b. The DI Region Director will work with the PeopleCenter to review the completed Accommodation Form and will determine if additional medical documentation is needed.
 - c. The DI Region Director and the PeopleCenter will meet with the intern to discuss details of the application including areas of the internship that require accommodation.
 - d. If accommodation is needed for didactic areas only, the DI Region Director and the PeopleCenter will review the resources available to Sodexo employees to determine potential accommodations for the intern.
 - e. If accommodation is needed for the supervised experience, the DI Region Director and the PeopleCenter will contact the preceptor(s) at the rotation site(s) to research potential accommodations for the intern.
 - f. The DI Region Director and the PeopleCenter will compile all potential available accommodations and then meet with the intern to discuss them and to develop a plan for implementing the accommodations.
 - g. After the accommodations have been agreed upon, the DI Region Director will sign the Accommodation Form and forward it to the national director who will maintain the approved form on file and to the intern.
 - h. If the accommodation impacts the rotation site(s), the DI Region Director or the PeopleCenter will arrange monthly updates with the preceptors and the intern to ensure that the accommodation is meeting the needs of the intern.

Effective 5/2024



SODEXO DIETETIC INTERNSHIP

Policy	Recency of Education
---------------	-----------------------------

Applicants, with either a graduate or an undergraduate degree, 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 more 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. The 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 DI Region Director. An official transcript verifying completion of the courses must be submitted before starting the internship.

Date: 12/2014 Reviewed: 8/2019 Revised: 8/2020; 1/2024
--



SODEXO DIETETIC INTERNSHIP

Policy	Rotation Sites
--------	----------------

Sodexo offers a dietetic Internship to train dietetics and nutrition professionals by providing high quality, self-directed and individualized educational experiences. Dietetic interns require access to various facilities to complete the required, supervised practice portion of the internship. The facilities agree to provide 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 (i.e. computer access, workspace) 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 (i.e. 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 and applicable Sodexo 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

Revised: 8/2019; 8/2020; 1/2024



SODEXO DIETETIC INTERNSHIP

Policy	Services Provided by Sodexo (8.2 T)
--------	-------------------------------------

1. Sodexo does not provide financial aid. MS/DI interns are eligible for financial aid through the university.
2. MS 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 for completing the tuition reimbursement application 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 DI Region Director must be obtained prior to ordering the material and a receipt must be provided 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 site. Interns must provide a copy or scan of their insurance card to their DI Region Director prior to starting orientation.
7. Sodexo offers Sodexo dietetic interns access to TELUS Health, an employee assistance program. No enrollment is necessary. TELUS Health offers voluntary professional counseling services covering a wide range of personal and work-related problems such as:
 - a. Access to TELUS Health, a resource for work-life balance, phone # 1-888-267- 8126
 - b. Emotional stress
 - c. Financial matters
 - d. Legal problems
 - e. Grief
 - f. Child or spouse abuse
 - g. Work-related issues
 - h. Substance abuse
8. Interns are required to carry automobile 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.
9. Interns are provided with a variety of resources related to preparation for the RDN exam. These resources include RDN exam prep website, discussion and practice questions during monthly chats, monthly Study Bites review sessions, end of rotation quizzes, and free access to All Access Dietetics Study Smarter Method materials. Academic support/tutoring is provided by all members of the DI team as needed on an individual basis.

Date: 7/2012

Revised: 9/2014; 8/2020

Reviewed: 8/2019; 1/2024; 5/2024; 10/24



SODEXO DIETETIC INTERNSHIP

Policy	Scheduling of Interns (8.2 Q)
---------------	--------------------------------------

1. Interns are responsible for arranging their individual schedules and reporting rotation hours to the DI Region Director via the appropriate internship document.
2. Interns are expected to complete 32 supervised practice hours each week. Exceptions are allowed on an individual basis.
3. 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.
4. Schedules will be discussed with the internship staff, as needed, prior to the beginning of each rotation to ensure appropriateness of hours. Every effort will be made to accommodate the intern's individual scheduling needs if 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 DI Region Director. Hours in the rotation must be resumed as soon as possible and the total required hours for that rotation must be completed.
5. Interns will submit the number of hours completed each week by Saturday of that week.
6. Intern will record the total hours completed in any rotation during the previous week on the intern's 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.
7. Both the intern and internship faculty will have access to the hours entered by each intern.
8. The internship staff will check with site preceptors, as appropriate, to ensure accuracy of hours.
9. All required hours in each rotation must be completed prior to graduation from the program.
10. Intern log sheets of reported hours will be kept on file by the DI Region Director.

Date: 7/2012 Revised: 8/2019; 8/2020



SODEXO DIETETIC INTERNSHIP

Policy	Tuition Subsidy and Scholarships
---------------	---

Sodexo Dietetic Internship offers financial assistance to selected interns who meet the criteria for a tuition subsidy or a scholarship. The relief is provided in the form of tuition credit for selected interns.

1. Tuition Subsidy

- a. The tuition subsidy is provided to interns who commit to work for Sodexo Healthcare in areas of the country where Sodexo Healthcare RDN jobs will be available post-graduation or who are willing to relocate or travel for employment with Sodexo.
- b. After each application period, interns will be invited to apply for the tuition subsidy.
- c. The applications will be reviewed and evaluated by representatives from Sodexo Healthcare and the Dietetic Internship.
- d. All applicants will be informed of the results of the application review.
- e. Selected applicants will be invited to sign a Retention Agreement.
- f. Applicants who sign and return the agreement will receive a tuition credit for half of the tuition.
- g. When the intern is approaching graduation, the internship faculty will collaborate with Sodexo Healthcare Talent Acquisition to identify employment opportunities for the intern.
- h. Interns who decline an employment offer from Sodexo Healthcare will repay the tuition subsidy according to the terms of the Retention Agreement.

2. Scholarships

- a. Sodexo offers two scholarships each year, an annual Commitment to Diversity Scholarship for \$5000 and a biannual Barbara Woodland Scholarship for \$1000.
- b. After each application period, interns will be invited to apply for one or both scholarships.
- c. The applications will be reviewed and evaluated by representatives from Sodexo North America and the Dietetic Internship, using a blinded process.
- d. The National Internship Director will communicate the results of the scholarship application review to all applicants and the winners will receive the applicable tuition credit.

3. Interns who receive either a tuition subsidy and/or a scholarship are responsible for paying the remainder of the tuition by the due dates listed in the welcome information.

4. Sodexo does not provide financial aid. URI/MS interns are eligible for financial aid through the university.

Effective: 1/2024



SODEXO DIETETIC INTERNSHIP

Policy	Verification Statement and Transcripts (8.2 N)
---------------	---

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 official 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.

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. However, the DPD verification is required before an intern can attend orientation.

2. Upon receipt of this documentation, the DI Region Director will review the forms to verify completeness and accuracy. Any problems identified with the documentation will be resolved by the DI Region Director, intern and DPD director. Interns will not be allowed to attend orientation without these documents in their file.
3. Interns who did not provide an official transcript of a graduate degree prior to orientation must provide one before completing the internship.
4. Upon completion of all requirements of the internship (hours, competencies, and assignments), the National Internship Director will submit the required documentation to the Commission on Dietetic Registration.
5. The National Internship Director will provide an electronic copy of the verification statement to the graduating intern and will keep a copy in the internship records.

Reviewed: 12/2014; 8/2019 Revised: 8/2020; 1/2024
--



SODEXO DIETETIC INTERNSHIP

Policy	Withdrawal and Refund of Tuition and Fees (8.2 P)
---------------	--

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 the DI Region Director.

1. 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 completed application no later than the date of the application deadline.
2. No refund will be made on the initial tuition deposit paid when the intern accepts the appointment to the program or for voluntary resignation and termination resulting from disciplinary procedure.
3. The remaining tuition will not be refunded once the intern starts the internship. In the event the intern pays partial or whole tuition before the start date of the internship and withdraws before the start of orientation, only the tuition minus the deposit will be refunded.
4. No refunds for the background check report will be granted once the background check has been completed. The orientation fee will not be refunded if an intern withdraws within 2 weeks or less prior to the start of orientation.

Date: 7/2012

Reviewed: 9/2014; 8/2019

Revised: 8/2020; 5/2024; 9/2024
