



Dietetic Internship Student Handbook

2010 - 2011

COX COLLEGE

Springfield, Missouri

**DIETETIC INTERNSHIP
STUDENT HANDBOOK**

Department of Health Sciences

2010 - 2011

INSTRUCTOR:

Kristen Williams
Associate Professor/
Dietetic Internship Director

**OFFICE/
OFFICE HOURS**

#324/Posted

**OFFICE
PHONE**

269-3040

E-MAIL ADDRESS

kwillia@coxcollege.edu

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I. INTRODUCTION

Welcome to the Cox College Dietetic Internship Program. Your academic achievement, interest in the profession of dietetics, completion of the required coursework and degrees, and past work experience determined your selection to participate in the program. You will find the next ten months very intense as you complete the requirements to establish eligibility to write the American Dietetic Association (ADA) registration examination. We look forward to assisting you to meet the challenges of this program and achieve your educational and career goals.

This handbook provides you with information you will use throughout the program. Sections II and III give a brief introduction to the American Dietetic Association and the Dietetic Internship Program at Cox College. The remaining sections give you information you will use as you progress through the program.

II. THE AMERICAN DIETETIC ASSOCIATION

The ADA was founded in 1917, and is the world's largest organization of food and nutrition professionals. ADA is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy. ADA's mission is to empower the members to be the nation's food and nutrition leaders (www.eatright.org).

The Commission on Accreditation for Dietetics Education (CADE) is ADA's accrediting agency for education programs preparing students for careers as registered dietitians. CADE exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by CADE. CADE is recognized as the accrediting agency for Dietetic Education programs by the United States Department of Education and the Council for Higher Education Accreditation, affirming that CADE meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs (<http://www.eatright.org/CADE/>). The Dietetic Internship Program at Cox College has developmental accreditation and is seeking initial accreditation status by CADE.

The Commission on Dietetic Registration (CDR) is the credentialing agency for ADA. CDR determines standards for eligibility to write the registration exam for dietitians. Present standards are academic preparation, supervised practice and confirmation of academic and practice requirements by verification statement. The Commission's certification programs are fully accredited by the National Commission for Certifying Agencies (NCCA), the accrediting arm of the Institute for Credentialing Excellence based in Washington, D.C., reflecting achievement of the highest standards of professional credentialing (www.cdrnet.org/about). Near the end of the Dietetic Internship, you will receive materials and information needed to make application to write the ADA registration examination and fulfill requirements for Missouri Licensure for Dietitians. Licensing of dietitians is a relatively recent trend which is being pursued on a state-by-state basis. Missouri began licensing dietitians in 2002.

ADA Learning Outcome/Competency Requirements

Entry-Level Dietitians

Revised 2008

Upon completion of the supervised practice component of dietitian education, each graduate's capabilities will include the following core learning outcomes/competencies.

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

Upon completion of the DI, graduates are able to:

- DI 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes
- DI 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice
- DI 1.3 Justify programs, products, services and care using appropriate evidence or data
- DI 1.4 Evaluate emerging research for application in dietetics practice
- DI 1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Upon completion of the DI, graduates are able to:

- DI 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics
- DI 2.2 Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures)
- DI 2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience
- DI 2.4 Use effective education and counseling skills to facilitate behavior change
- DI 2.5 Demonstrate active participation, teamwork and contributions in group settings

- DI 2.6 Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility
- DI 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- DI 2.8 Demonstrate initiative by proactively developing solutions to problems.
- DI 2.9 Apply leadership principles effectively to achieve desired outcomes
- DI 2.10 Serve in professional and community organizations
- DI 2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals
- DI 2.12 Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures
- DI 2.13 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration
- DI 2.14 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Upon completion of the DI, graduates are able to:

- DI 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
 - DI 3.1.a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
 - DI 3.1.b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
 - DI 3.1.c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
 - DI 3.1.d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
- DI 3.2 Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing

- DI 3.3 Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods
- DI 3.4 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions
- DI 3.5 Deliver respectful, science-based answers to consumer questions concerning emerging trends
- DI 3.6 Coordinate procurement, production, distribution and service of goods and services
- DI 3.7 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

Upon completion of the DI, graduates are able to:

- DI 4.1 Use organizational processes and tools to manage human resources
- DI 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- DI 4.3 Apply systems theory and a process approach to make decisions and maximize outcomes
- DI 4.4 Participate in public policy activities, including both legislative and regulatory initiatives
- DI 4.5 Conduct clinical and customer service quality management activities
- DI 4.6 Use current informatics technology to develop, store, retrieve and disseminate information and data
- DI 4.7 Prepare and analyze quality, financial or productivity data and develops a plan for intervention
- DI 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
- DI 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes
- DI 4.10 Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies
- DI 4.11 Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
- DI 4.12 Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

In addition to the core learning outcomes, the Cox College Dietetic Internship has adopted the following Nutrition Diagnostic learning outcomes/competencies:

- DI 5.1: Consider the interrelationships of nutrition with biochemical, physiological and anatomical changes associated with acute, chronic, and terminal illness to determine nutrition diagnoses & etiologies, macro/micronutrient needs and formulate appropriate medical nutrition therapy plans utilizing Kight's NCP, the 5 axes of evidence & Nutriokinetic/Nutriodynamic modeling
- DI 5.2: Utilize assessment techniques (including NPE, body composition/changes, ADLs as appropriate) to evaluate physiologic, pathophysiologic, and functional status to determine nutritional status of patients across a myriad of settings
- DI 5.3: Perform Nutrition Focused Physical Exam (NPE) to assess nutritional status and identify:
 - a. protein calorie malnutrition
 - b. micronutrient based lesions

CODE OF ETHICS FOR THE DIETETIC PROFESSION

Revised 2009

PREAMBLE

The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, *clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration

APPLICATION

The Code of Ethics applies to the following practitioners:

- (a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- (b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and

(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics professionals agree to abide by the Code.

Principles

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
 - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.
 - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
 - a. The dietetics practitioner withdraws from practice when he/ she has engaged in abuse of a substance such that it could affect his or her practice.
 - b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
 - c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
 - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
 - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.

- a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
- a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
 - b. The dietetics practitioner does not aid any other person in violating any CDR requirements or in representing himself or herself as CDR-credentialed, when he or she is not.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
 - a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
 - b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association member- ships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

III. PROGRAM INFORMATION

COX COLLEGE

The Cox College Dietetic Internship (DI) has a nutrition diagnostics concentration. Over the course of 40 weeks, up to 12 qualified students who have completed a bachelor's degree and have met the requirements of the Didactic Program in Dietetics, will complete supervised practice experiences necessary to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration. Successful completion of this program and the registration examination meet the requirements to become a Registered Dietitian (RD).

The program, which approximates the Cox College schedule from August to May, is based in the Southwest Missouri region and offers experiences in medical nutrition therapy , community nutrition and food service/clinical management dietetics. The majority of rotations are completed in CoxHealth facilities in Springfield with the remainder assigned to facilities in Springfield and the Southwest Missouri region. Throughout the program, students meet regularly with preceptors and the DID to discuss program progress.

DEVELOPMENTAL ACCREDITATION STATUS

The program has received developmental accreditation by the Commission on Accreditation for Dietetic Education (CADE) of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 312-899-0040.

MISSION

The Cox College Dietetic Internship is dedicated to excellence in the preparation of competent dietetic professionals committed to serving their communities, their profession and to transforming the future of nutrition in healthcare. The learning environment is structured to promote critical thinking and inquiry, self-improvement, self-reliance,

collaboration and lifelong learning. The program will provide interns with practical, challenging experiences in a broad range of settings that will meet the entry level knowledge and skills as outlined by the Commission on Accreditation of Dietetics Education. The curriculum integrates nutrition diagnosis and evidence-based practice to provide the foundation for a graduate to exceed entry-level knowledge, skills and thinking in clinical nutrition to address the nutritional needs of a variety of populations, especially those in southwest Missouri and the greater Midwest area.

GOALS AND OUTCOMES

Prepare graduates to become competent entry level dietitians

- First time pass rate of 80% or greater over a 5 year period on the RD exam
- 80% of employers will rate graduate preparation for the profession as adequately or well prepared
- Interns will achieve desired outcomes on 80% of the 38 competencies/learning outcomes for entry-level dietitians
- 95% of interns will complete the program

Develop skill in the nutrition diagnostic approach to the practice of clinical nutrition

- 80% of employers will rate graduate practice experiences in clinical nutrition as adequate or very adequate.
- 80% of graduates will rate preparation in nutrition diagnostics as adequately or well prepared
- 80% of graduates seeking gainful employment will find employment in clinical nutrition care in 1 year
- 67% of the nutrition diagnostic competencies/learning outcomes are rated at 4 or above
- 80% of interns will achieve a score of 75% or greater on the Nutrition Diagnostics Comprehensive Post Test. (The post-test includes advanced level practice nutrition therapy & nutrition diagnostics concepts)

Prepare graduates to effectively utilize current and pertinent scientific literature in practice as an entry level clinical nutrition practitioner

- 85% of interns will complete the Capstone project at the level of “satisfactory” to include:
 - PowerPoint presentation to peers and preceptors
 - poster session presented at SWMDA regional meeting
 - written paper
- 80% of employers will agree/strongly agree that graduates are able to incorporate scientific research in their clinical practice

- 80% of graduates will agree/strongly agree that they feel competent to evaluate and incorporate current and relevant literature in their clinical practice

Support the need for clinical nutrition practitioners in southwest Missouri and the Midwest region.

- 25% of graduates will seek employment in southwest Missouri or the Midwest region
- Over a 5 year period, 70% or more of graduates who sought employment in dietetics will be employed within three months of program completion
- 95% of the interns will complete the program within 15 months of starting the program
- First time pass rate of 80% or greater over a 5 year period on the RD exam

EXPENSES

There is no stipend with the program and a Dietetic Intern should plan for the following expenses. Tuition and fees are subject to change without notice. These amounts are estimations.

D&D Digital application fee
\$50.00

Program application fee (nonrefundable)
\$45.00

Acceptance fee
\$125.00

Educational fees
\$630

Program Tuition
\$6000.00

Tuition fees are the same for in-state and out-of-state interns.

Application fee for Registration Exam (after graduation - approximate)
\$125.00

ADA affiliate membership fee (optional)
\$43.00

Liability Insurance
\$35.00/varies

Lab coats - \$40.00

Variable costs include:

Health Insurance - variable

Physical exam & immunizations - variable

Housing costs - \$300-400/month efficiency apartment

Transportation (car expenses) - costs vary depending on assigned rotations. Some sites are an hour from Springfield. Students are responsible for all costs.

Cost for textbook(s) - \$200-\$500, depending on textbooks/references the student already has

Professional meetings/seminars - \$100-\$200

Review Course for ADA Registration Exam - \$315

IV. PROGRAM INFORMATION AND POLICIES

COLLEGE SCHEDULE, HOLIDAYS AND BREAKS

The internship follows a modified college academic schedule due to the program's required supervised practice hours. Observed holidays are Labor Day, Thanksgiving, Christmas, and New Year's Day. Other college holidays may not apply as they are not observed by the clinical facilities. Interns will have a two week Christmas break and a week long Spring Break. The program is viewed as a work environment, and interns are expected to be at the clinical sites as scheduled. *If classes at the college are cancelled or not in session during a clinical day, the intern is expected to be at the clinical site as scheduled.* Time lost due to illness or emergencies must be made up in order to complete the required hours of practice. **All absences must be reported by phone to the Cox College Dietetic Internship Director (DID) and your current preceptor in the supervised practice facility to which you are assigned.** Exceptions will be made only for just cause and with the approval of the DID and the cooperating facility.

WORK SCHEDULE

Hours of work and days off are scheduled by the preceptor to whom the student is assigned. The work week is at least 40 hours with an additional 2-4 hours of classroom time scheduled on Monday evenings. While at a CoxHealth facility, interns will abide by the HR policy of one half hour for lunch break.

TRANSPORTATION

Interns are responsible for their own transportation to and from all assigned facilities and experience sites. The college is not responsible for accidents students may have in private automobiles. Students are expected to maintain automobile liability insurance.

LIVING ARRANGEMENTS

Interns are responsible for their own housing throughout the program.

INSURANCE

Interns are required to provide proof of health insurance coverage, as well as Professional Liability Insurance. Contact Marsh Affinity Group Services, 1-800-503-9230 or seaburychicago.com for liability insurance.

ACCIDENTS AND ILLNESS

Experience facilities are not responsible for care for non-work related accidents or illnesses. If you are injured or develop a work related illness in a clinical facility, emergency treatment will be provided by the facility. Plans for extended care if necessary will be developed by the college and you and your family. Absences due to illness or other reasons will be considered on an individual basis. When possible, arrangements will be made for a make-up experience, or assigned a special project.

DRUG TESTING AND BACKGROUND CHECKS

Final admission in the program is contingent upon passing a drug test. All students are expected to remain drug free and in a suitable physical and mental condition for the learning environment. Students suspected of being under the influence of drugs or alcohol will be removed from the college or clinical environment, placed on temporary suspension, and evaluated, which will include drug testing.

Students applying to any certificate or degree program are subject to a background check. This process is required prior to program admission and the results remain confidential.

SUPERVISED EXPERIENCES

Community experiences involve visiting sites throughout the Springfield area. Traveling is required in this experience. Frequently you will be required to eat meals served at the sites. As a visitor, meals will be an expense for you.

Food service/clinical management consists of experiences in food service systems in medical facilities throughout the Southwest Missouri area. Traveling to the sites is required, as is payment for meals.

Medical nutrition therapy consists of supervised clinical experiences in assessing, implementing, and evaluating nutritional care of patients in a variety of clinical settings; biological basis of medical, drug, and diet therapy for selected pathologies; consideration of factors in planning and conducting nutritional care of patients. Rotations will be located in Springfield and the southwest Missouri area. Traveling is required in this experience, along with payment for meals.

EVALUATION

Evaluation continues throughout your professional career. You will have the opportunity to develop skills in self evaluation during your class work and planned experiences. Interns and preceptors in the facilities participate in the performance evaluation conferences scheduled on a regular basis during and at the end of rotations in the various practice sites. The conferences identify areas of strength and areas lacking preparation and experience. Conferences should be viewed as positive opportunities for feedback to encourage continued growth and performance of dietetic practitioner skills.

Interns are to discuss self evaluations prior to the rotation evaluation with the preceptor. Evaluation sessions should include discussion of the both preceptor and intern assessment of performance with clear identification of strengths and areas for needed growth and improvement. This will assist in identifying, for both intern and preceptor, areas to emphasize in further skill development. This, along with the Passport Evaluation, should be a component of orientation to the rotation on the first day of a new rotation.

Evaluations should be completed at the end of each rotation (generally Friday) and will be required for interns to turn in to the DID on the following Monday class. This is a required "ticket to class". Failure to turn in original evaluations signed by both preceptor and intern will prevent the intern from attending class, as well as the first day of the next rotation. The intern will be responsible for class content, as well as required to make up the lost clinical day as outlined in the attendance policy. Exceptions to this requirement will be determined in advance by the preceptor and the DID.

Formative evaluation is completed by the DID and preceptor whenever possible. Ongoing evaluation using input from the intern and preceptor occurs at regular intervals throughout the program. The DID presence in the practice facilities provides first-hand knowledge of the intern's performance. Such issues as attitude, responsibility, accountability and interactions with peers, facility employees, and preceptors are monitored and assessed routinely.

College policy dictates that the students are informed of the evaluation procedures at the beginning of each rotation. Records of all graded/evaluated work will be retained by the preceptors or DID.

STUDY GUIDES

The guides should be thoughtfully completed, using appropriate discipline-specific (and medicine, pharmacological, biochemistry, etc) texts, articles, etc. versus using the Internet. Cutting and pasting from the Internet is not acceptable. Guides can be typed or handwritten. If handwriting them, use a **black** pen only, write legibly so others (peers, preceptors & DID) can read. **Every entry/answer needs to be referenced.** Assigned study guides will need to be completed prior to start of rotations and/or as assigned for class. The idea behind the guides is to review and learn pertinent material so information may more easily be applied in the rotations. If interns do not have the working knowledge of the material, learning in the rotations is significantly compromised. If study guides are not completed prior to starting rotations or class, interns will be sent to the library and not be permitted to start the rotation or attend class. Interns will be required to make up the clinical day as outlined in the attendance policy and are responsible for all class content missed.

TESTING

Periodic testing to evaluate learning and to prepare students for the ADA Registration Exam will occur. A multiple choice exam will be given during orientation and then again toward the end of the program that will serve as a significant assessment of student learning and program effectiveness. Quizzes will also be utilized in the classroom and in rotations to evaluate learning. Interns will also complete a series of exams utilizing the college online platform to assist in preparation for the RD exam.

PORTFOLIO

Interns will be required to assemble a portfolio composed of materials from both didactic and supervised practice experiences of the program. The portfolio is a collection of the intern's work. The components should relate to the learning outcomes/competencies of the program. The portfolio is designed to provide documentation of student learning. Portfolios should include, but not be limited to, such items as case studies, educational materials developed, presentations, projects, service learning activities, lesson plans for in-services, research presentations, journal reviews and a resume. The program utilizes the college online platform, allowing the intern to collect and organize portfolio elements in different media types.

The portfolio process is initiated upon entrance into the internship. Interns collect and maintain copies of assignments and projects throughout the program and select ones for the portfolio that they feel document their progress in achieving learning outcomes/competencies. Interns are responsible for saving all of their work as they progress through the program. The portfolio will be evaluated by the Program Director periodically throughout the program.

FINAL SESSION WITH DIETETIC INTERNSHIP DIRECTOR

The following items will be turned in to the DID during the final meeting prior to the end of the program. When appropriate, each item should be electronically generated. Final review of the portfolio will occur at this meeting.

- Summary sheet of attendance at all professional meetings and summary of what you learned
- Summary of service learning hours and summary of what you learned
- Professional mission statement (1/2 to one page in length)
- Personal mission statement (1/2 to one page in length)
- Personal assessment of how your professional practice and conduct met ADA's Code of Ethics (1 – 2 pages in length)
- One early and one late portfolio assignment/project that demonstrates your professional growth during the program
- One assignment that demonstrates your competency in a complex and/or challenging task or assignment
- One assignment that demonstrates your professionalism
- The completed, preceptor signed Passport Evaluation
- The completed, preceptor signed check off sheet of Patient Care for population groups/diseases
- Tracking of hours – weekly record & program summary record
- Nutrikinetics research paper & presentation (Power Point), copies of journal articles used
- Evidence of completion of study guides
- All evaluations – preceptor signed & self evaluations

SUCCESSFUL COMPLETION

The CADE learning outcomes/competencies reflect the minimal level of expertise the intern must achieve for entry level practice. In addition to the minimal level of expertise required by CADE, the Department of Health Sciences requires satisfactory performance in the following if an intern wishes to receive a verification statement from Cox College:

- Attendance at all professional classes and seminars required by the program
- Satisfactory completion of written work/projects within timeframe as assigned
- Satisfactory evaluations of intern's performance as reviewed by preceptor /instructor and DID
- Active participation in individual and group discussions either in person or via website to demonstrate knowledge and understanding of topic.

UNSATISFACTORY PROGRESS AND PROGRAM TERMINATION

The intern is graded on a “satisfactory-fail” basis. The first time an intern’s academic work and/or performance is evaluated as unsatisfactory, the intern will be provided with an opportunity to improve to a satisfactory level. Upon notice that the intern has received an unsatisfactory evaluation, the program/department shall provide for the following:

- Increased DID/preceptor visits and/or contacts as dictated by the situation
- A verbal warning to the intern that evaluations of written assignments and/or performance are not within the satisfactory range.
- Documentation of the verbal warning placed in the intern’s permanent file
- A meeting with the intern to discuss and develop terms and conditions for improvement with a time-line for review
- A letter written to the intern, with copies to the preceptor and intern’s permanent file, which includes the specific terms and conditions agreed upon that the intern must fulfill in order to improve to a satisfactory level
- If the intern receives a second written warning and fails to meet the agreed upon terms and conditions for improvement within the specified time-line, the intern shall be dismissed from the program. In all steps of this process, the intern, DID and preceptor are involved in the evaluation, discipline, and termination of the intern

The maximum time frame for satisfactory improvement and program completion is 12 months.

Additional reasons for dismissal from Cox College/DI:

- Failure to conduct oneself in a responsible, safe and professional manner as described in the *Student Handbook* (page 14);
- Academic misconduct, including, but not limited to plagiarism or dishonesty; or
- Failure to meet non-academic remediation requirements.

Students are notified in writing when dismissed from Cox College.

VERIFICATION STATEMENTS

In order to receive the verification statement, thus eligibility to write the exam, the intern must complete all assignments and rotations at the appropriate level of entry-level practitioner competence. Merely completing the 40-week internship program does not guarantee receipt of the verification statement.

Upon satisfactory completion of program requirements, the required paperwork is submitted to the CDR for eligibility application for the RD examination and verification statements are provided to each graduate.

ACADEMIC DISHONESTY

All students are expected to consistently exhibit scholastic integrity. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Academic dishonesty is relevant to the evaluation of the students' level of performance and will result in disciplinary action. Dietetics is a profession that upholds the highest standards of integrity and personal ethics.

Scholastic integrity involves the following behaviors:

- All examinations, quizzes, tests and assignments of any kind are expected to be the work of the student alone (unless otherwise assigned or approved).
- Class settings are maintained to provide an environment conducive to learning where students are responsible for their own behavior and for contributing to the learning environment.
- Students are expected to avoid the appearance of academic dishonesty. This includes cheating, plagiarizing, falsifying, and colluding.

Cheating is defined by *The American College Dictionary* as “conducting matters fraudulently or deceitfully, especially for profit of oneself.” This includes, but is not limited, to:

1. any method of cheating on a test by copying from another student
2. possession/using unauthorized material during a test
3. not doing own work or representing another's work as being original
4. misuse of electronic data sources

Plagiarizing is defined by *The American College Dictionary* as “copying or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work.”

Falsifying is defined by *The American College Dictionary* as “to misrepresent, to alter fraudulently, to lie.”

Colluding is defined by *The American College Dictionary* as “to act together through a secret understanding for a fraudulent or illegal purpose.”

Any student assignment that is found to violate scholastic integrity will be not be tolerated. The student will be placed on disciplinary probation, suspended or dismissed from the program and the college. **Probation may or may not precede dismissal.** Students who have knowledge of cheating, plagiarizing, falsifying or colluding by others and hide such information may be considered guilty of the same offense.

ALL WORK assigned in the internship is expected to be done by the person to whom the work is assigned.

AMERICAN PSYCHOLOGICAL (APA) GUIDELINES

These guidelines are to be adhered to when doing professional/scholarly papers for classroom or clinical requirements. There is a book with these guidelines available for purchase at the bookstore, or you can utilize the following web sites to help in understanding the APA system:

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.drgwen.com/materilas/apa/26.htm>

<http://www.apa.org>

GENERAL GUIDELINES FOR WRITING PAPERS

These guidelines have been developed to help students organize and write papers. Evaluation of student papers will be based upon this material.

Use of this Guide

This guide is intended to provide general guidelines for writing papers. Only the basic elements of writing papers are addressed. For more comprehensive direction in writing papers, the student is referred to the Publication Manual of the American Psychological Association, 6th edition (APA) which may be found in the library and the bookstore.

(The program has adopted the APA format for writing formal papers.)

Purpose of Writing a Paper

Written papers serve a variety of purposes in the educational setting. Some of the purposes of writing a paper are to develop the student's skill in

1. communicating clearly and effectively in written form
2. using grammatically correct forms of written communication
3. communicating concisely

Formal written papers will be required during the program. Some of the purposes for writing a formal paper include helping the student to:

1. Become knowledgeable of various references on a given topic
2. Learn topic material in depth
3. Organize and synthesize material from different sources into one paper

Organizing the Paper

Choosing how to approach the topic will require a plan. Usually a paper is developed around a single main idea, but it is seldom developed sequentially at first. Some people divide a paper into subtopics and do outlines and then a draft. Some people organize bibliography references logically and write until all the references have been used or the paper is the correct length. Others write in widely spaced intervals and cut, paste, and shuffle material. Regardless of the method, the final draft must read smoothly from beginning to end. The reader should not have to make assumptions or fill in "holes."

Format

Formal papers require a title page that includes the author (student), the title, and the school. A page header (nine letter abbreviated title) will be used on the top upper right

margin of each page including the title page. The APA manual gives more specific information related to margins, spacing and citations. Every paper has three parts: the introduction, the body and the conclusion or summary. The introduction outlines what the paper will cover. The body thoroughly covers what has been outlined, and the conclusion briefly summarizes the paper.

The student should read the objectives for the paper. The objectives form the basic content areas of the paper. Look for key words in the objectives, i.e. compare, contract, define, etc. If the objectives have not been clearly addressed, the grade will be affected. The reader should be able to easily find where each objective is addressed. When the reader (teacher) has to search for the material, the grade may be affected. All of the content related to a specific objective should be placed together so that the paper flows.

Length

Frequently a preceptor or the DID will suggest the length of the paper. It is important to be brief and concise. Faulty organization or repetition often results in an overly long paper.

Quality and Style of Writing

Good writing presents material clearly and concisely so that it is easily understood. Sentence lengths should be kept within bounds. Errors of grammar, punctuation, spelling, and manuscript form weaken a paper. Aim for simple, unpretentious sentence construction.

Common Errors

The following are common errors that should be avoided:

1. Incomplete sentences – long prepositional phrases without a noun or verb
2. Short, choppy sentences
3. Long, awkward sentences which are difficult to read and understand (Dividing the material into two sentences is usually best.)
4. The indefinite reference, which uses the words “this” and “which” without clearly tying them to an antecedent
5. Faulty words (try to use a word which carries the meaning you want to convey. Use a dictionary or thesaurus freely. Avoid long words as they are usually no more precise than short ones. i.e. “utilize” for “use”, “facilitate” for “help”. Also avoid gross errors such as “there” for “their”, “principle” for “principal”, etc.)
6. Nouns and pronouns or subjects and verbs that do not agree. i.e. “the nurse reveals her or his (not their) feelings,” “nurses reveal their feelings”.

Critical Review and Assistance

A student can correct many flaws in a paper by reading the draft critically. Classmates or friends may read the paper and offer suggestions. Also, your preceptor or the DID may be willing to read an early draft and offer suggestions.

Citing Sources for Reference and Quotations

References should be given appropriate credit. Use of over three words directly from another source must be within quotation marks. Additionally, paraphrased sentences must be given appropriate credit. In short, any thought that is not your own must be credited. APA style should be used to reference material in the body of the paper. A quotation of less than 40 words should be written exactly as it appears in the source. Any material inserted by the student is enclosed in brackets []. If words are omitted, three periods (...) are inserted and the quote can continue. For longer quotations (more than 40 words) use a comma or colon; double space; then indent five spaces and double-space the quote. Quotation marks are unnecessary for an indented, double-spaced quotation. The student should avoid copying over three paragraphs directly. A paragraph in the text that is paraphrased from a source can be given credit at the end of the last sentence in the paragraph. It is not necessary to cite every sentence to the same source. When writing a paper use recent articles as references. A general guideline is that a journal article or book which is referenced should have been written within the past five years. Exceptions may be articles or books which are recognized as “classics” or of historical significance in relation to a particular subject. The student should check with the DID or preceptor before using references that are more than five years old.

Electronic Sources

There are several basic “pieces” of information which should be included any time an electronic source is cited. These include author (if named), title of page or article, and the URL (address). Web sites which may be helpful as you cite from online journals, homepages, and personal e-mail include:

List of Several Sites for Citing Information in a Variety of Formats

<http://www.nlc-bnc.ca/ifla/l/training/citation/citing.htm>

Bibliographic Formats for Citing Electronic Information

<http://www.uvm.edu/~ncrane/estyles>

this includes both APA and MLA style

The APA handbook also includes several pages on citing from electronic sources. Some faculty/preceptors require students to turn in photocopies of the web sites they cite with their papers. Anyone can post anything on the Internet. There is no regulation, nor is there likely to be in the near future. It is important that students use judgment when surfing the web. A variety of questions listed below can help you determine the usefulness of what you find on the Internet:

What is the site’s purpose? Will its information be unbiased?

Who sponsors the site? What are the organization’s values or goals? Can you contact the sponsors should questions arise?

What are the author’s credentials? Is the author cited frequently in other sources?

Is the information well-documented? Does it provide citations to sources used in obtaining the information? Are individual articles signed or attributed?

Is the site stable? Are links to other sites provided, and if so, are they good links?

When was it published? Is the date of the last revision posted somewhere on the page? This is especially important if the information is time sensitive.

Lastly, how does the value of the web-based information you have found compare with other available resources, either print or electronic?

This material had been adapted from “Check Out Site’s Credibility Before Citing It” by David Boraks of the Knight-Ridder News Service.

ATTENDANCE

Regular attendance and punctuality are considered **essential** to success in the internship. Classroom and clinical attendance is expected. Absence for any reason does not relieve the student of responsibility for all program requirements. The student is responsible for obtaining information, announcements and assignments covered during absences. See Appendix for Absence Policy.

Classroom

Students entering and leaving class during the class session is Very disruptive to the learning process, disrespectful of classmates and faculty and should not occur, except in an emergency situation. Students arriving after the session has started, may not be permitted to enter the class session until a break and/or may be locked out of class.

Clinical

Arriving late disrupts the clinical experience and is disrespectful of the preceptors/professionals who are providing the clinical experience. Tardiness, leaving early or absence can result in unsuccessful completion of the rotation.

Punctuality is essential as a nutrition practitioner and a component of **professionalism**. Students are expected to arrive prior to the scheduled clinical time. Arriving late is a tardy. **A tardy will be considered an hour of clinical practice and will have to be completed at the end of said clinical day. All absences will have to be made up at outlined in the attendance policy.** In the event of illness or emergency, it is the student’s responsibility to notify the appropriate preceptor a minimum of one hour **prior** to the time the rotation is to begin. The student is to inform the Program Director of the absence via email or phone.

Inclement weather

Students are expected to attend all rotations, weather permitting. The closure of Cox College due to inclement weather does not excuse the student from clinical rotations. The expectation is that if the student can safely arrive at the clinical facility, then efforts should be made to do so. If the student determines it is not safe, the preceptor should be notified as soon as possible. The DID should be notified via email or by phone. The absence is not an excused absence and must be made up as outlined in the attendance policy.

COMMUNICATION DEVICES

Cellular telephones, pagers, palm pilots and other forms of electronic communication devices must be used in an acceptable manner with concern and consideration for your classmates, preceptors and patients.

Devices in the Classroom

All cellular phones and pagers should be turned off or placed in silent/vibration mode upon entering classrooms or computer labs. Students are **NOT** to answer the cellular phone/pager during any classroom activities or while in the computer lab. These devices may be confiscated by faculty per discretion.

Special circumstances may be approved as an exception. Permission ahead of time to leave a phone or pager on is necessary for an emergency situation.

Devices in the Clinical areas

Palm pilots or similar devices may be used in the clinical areas as long as they do not have the ability to record, take picture or voice. The use of cell phones or personal pagers is **NOT** allowed in the clinical areas. These devices should not be taken into the clinical areas. The clinical agency/facility or college is NOT responsible for the loss or theft of any device.

DRESS CODE & BEHAVIOR

Professionalism is a central concept in nutrition/dietetic practice. In both classroom and clinical settings, professionalism is demonstrated by appropriate behavior and appearance.

General Information

Professional attire and one's presentation of self add to one's credibility. Students are expected to convey an image of competence, confidence and professionalism at all times when they are on the Cox College campus and while in all clinical settings.

Language (words, tone & delivery) and behavior are to be appropriate, nonconfrontational and respectful at all times. The student represents Cox College and CoxHealth in all clinical settings. Attire, appearance and conduct are to be appropriate and professional at all times.

Appropriate Classroom Attire & Behavior

Attire is to be appropriate for attending a professional educational setting. Clothing items that have the midriff showing are not appropriate. Hats, sweat suits and warm-ups will not be permitted. Only plain t-shirts, free of logos, will be permitted.

Academic and Behavioral Expectations

Along with the learning and application of theoretical concepts, **development of professional behaviors is a key component of the dietetics curriculum**. Therefore, it is expected that the student will demonstrate professional behaviors in all aspects of the program. Academic integrity and professional conduct are expected of all students. The

use of another student's work or the incorporation of work not one's own without proper credit will result in sanctions at the discretion of the DID/instructor/preceptor. Similarly, inappropriate behavior or behavior judged by the DID/instructor/preceptor to be disruptive to the educational environment will not be tolerated.

It is expected that students will:

- a. be prompt and regular in attending classes
- b. be well prepared for class to actively discuss and participate
- c. submit required assignments in a timely manner
- d. carry out assignments or presentations in a professional manner

There is a tremendous amount of challenging content to be covered in the program. You will be best served if you keep current with the readings and participate actively in each of your learning opportunities. It is expected that you will:

- Be on time to class
- Turn off your cell phone during class
- Keep chit-chat to a minimum in class to avoid distraction to others
- Treat your colleagues, preceptors, and the faculty with respect
- Demonstrate ethical and professional behavior in all aspects of the program

Any behavior contradictory to this may result in the removal of the student from the classroom with subsequent additional activities and assignments.

Appropriate Clinical Attire & Behavior

Professional dress is required for all clinical areas. Closed toe shoes are required, along with hose (with skirts or dresses) or socks (with pants/slacks). Athletic shoes are not allowed. A clean, non-wrinkled, white lab coat is required in all clinical areas. Refer to the CoxHealth dress code policy for more details.

When reporting to clinical areas, the student is required to always bring a calculator, black ink pen, note pad and/or clipboard, along with any other items required by the preceptor. The student photo badge is to be worn at all times when on the Cox College campus and when in clinical areas (unless otherwise specified by particular agencies/sites).

Purse and valuables taken to the clinical sites are done so at the students' risk and the college cannot guarantee safety or return of lost or stolen valuables or personal items. The amount of items you can bring to the clinical site varies, due to storage limits. Check with the preceptor for details.

Students are expected to come to the clinical site prepared for discussion and participation. All patient and preceptor interactions, assignments or presentations are carried out in a professional manner. Any behavior contradictory to this may result in the removal of the student from the clinical area with subsequent additional activities and assignments. Any lost time from the clinical areas must be made up at the convenience of the preceptor.

STUDENT EMPLOYMENT

Students are strongly discouraged from working while enrolled in the Dietetic Internship. The demands of the program – physical, emotional, mental and time are quite high. Employment must not conflict or interfere with learning in the classroom or the clinical settings. Job requirements **DO NOT** constitute an excused absence. If employed, the student is in no way to represent himself/herself as a student dietitian or nutritionist or performing specific functions learned as a student which are not part of the job description. The Missouri Statute for Professional Licensure, *Chapter 324, Occupations and Professions General Provisions, Section 324.205* states: “2. No person shall practice or offer to practice dietetics in this state for compensation or use any title, sign, abbreviation, card or device to indicate that such person is practicing dietetics unless he or she has been duly licensed pursuant to the provisions of Sections 324.200 to 324.225.” *Section 324.206 Permitted acts by persons not holding themselves out as dietitians* states “ (4) A person pursuing an approved educational program leading to a degree or certificate in dietetics at an accredited or approved educational program as long as such person does not provide dietetic services outside the educational program. Such person shall be designated by a title that clearly indicates the person’s status as a student.” The DID and faculty/preceptors reserve the right to make changes in the program as needed to enhance student learning. Classroom or clinical rotations may be at times other than those originally outlined. Community events outside of the usual working hours are typical of dietitian involvement and are expected of student interns.

TECHNOLOGY

The Dietetic Internship **highly recommends** that each student have access to a personal computer and printer outside of the college. It is not the college’s responsibility to print or copy documents that the faculty may send to you via e-mail attachments or use in the classroom. It is the student’s responsibility to be able to send/receive e-mails with attachments and operate basic computer software such as Word, Excel, and PowerPoint. The college will provide you an email account free of charge. **All computers must have an up-to-date active antivirus program in place to prevent sending viruses.** The recommended minimum computer specs are:

Recommended Minimum Computer Specs for Windows	
Desktop	Laptop
Pentium 4 2.4 GHz or Equivalent	Pentium M 1.6 GHz or Equivalent
512 MB RAM	512 MB RAM
40 GB Hard Drive	40 GB Hard Drive
CD-RW / DVD-ROM Combo Drive	CD-RW / DVD-ROM Combo Drive
100 Mbps Network Card	100 Mbps Network Card And 802.11G Wireless Card
15” LCD Flat Panel or 17” CRT Monitor	14” Display 15” LCD Flat Panel or
Windows XP Home Or Professional	Windows XP Home or Professional

Know your Cox College e-mail address. Cox College uses your e-mail account to communicate with you about financial, registration, and academic matters. The DID and preceptors use e-mail to communicate regularly with students about assignments,

changes, as a means to provide class material and clinical rotation issues. Please make sure mail box is emptied on a regular basis. You cannot receive mail if your box is full. Check your e-mail at least daily.

COMMUNICATION OF POLICY CHANGES

Situations may occur during the program that requires an immediate policy change within the program. These changes are communicated to the student in the following manner:

1. Written communication of policy changes will be distributed in an electronic format such as *The Chatter* and/or via student college e-mail. It is highly suggested that Cox College e-mail is checked a minimum of twice daily – at the start and end of the working day. You are responsible for information e-mailed to you whether you remember to check your e-mail or not
2. Verbal announcement of the policy change in Monday class by the DID
3. Publication of new policy with the new *Dietetic Internship Student Handbook* printing and/or *Addendum to the Dietetic Internship Student Handbook*

V. COLLEGE POLICIES AND INFORMATION

For information contact these offices at the phone number listed or check the Cox College web homepage at <http://www.coxcollege.edu> for additional information and to find the *Student Handbook*.

PRIMARY OFFICE AND SERVICE PHONE NUMBERS

The Library
269-3460, refer to the college *Student Handbook*
Financial Aid
269-3045, refer to the college *Student Handbook*
College Health Service/Insurance
Refer to the college *Student Handbook*
Childcare
269-8050, refer to the college *Student Handbook*
Counseling Services
269-3517, refer to the college *Student Handbook*
Computer Labs
Refer to the college *Student Handbook*
Student Organizations
Refer to the college *Student Handbook*
Safety and Security
269-3715, refer to the college *Student Handbook*

GRIEVANCE PROCEDURES

Refer to the college *Student Handbook*

Cox College is eager for each intern to reach his/her potential and successfully complete the program. Problems you may encounter in your course work or other areas that may interfere with your performance are of concern to your preceptors and DID. You are encouraged to seek guidance from them. However, if your problems are not resolved, a grievance may be reviewed through the following college procedures. See the college *Student Handbook* for details in resolving grievances.

PRIVACY OF INFORMATION

In accordance with federal law, the college has adopted policies and procedures governing the confidentiality of student records. See the college *Student Handbook* for details of the Family Educational Rights and Privacy Act. Access to intern records is defined in the Intern Records Policy in the Appendix.

NONDISCRIMINATION POLICY

Cox College has an established policy against discrimination based on age, sex, marital status, race, religion, disability, ethnic or national background. This policy applies to the entire college community, including activities, organizations, and physical facilities in which students participate. Any person who believes that he or she has been the recipient of a discriminatory act prohibited by this policy should contact the department of Enrollment Management. Refer to the college *Student Handbook* for details.

HARASSMENT

Cox College is committed to providing an educational and work environment that is free of sexual harassment and intimidation. See the college *Student Handbook* or the Director of Student Services for additional information.

WITHDRAWAL

A student may withdraw from the DI at any time and for any reason by submitting written notification to the DID. The DID will conduct an exit interview. Re-entry into the program that year is not possible; however, the student may be considered for re-acceptance in the program in the future.

TUITION

Tuition and fees are subject to change at any time. Fifty percent of tuition and fees are due by the start of the program in August, with the remaining 50% due when the program resumes in January following Christmas Break. Payment may be via cash, check, money order, Visa, MasterCard, Discover, or automatic monthly payments may be set up via the college approved payment plan. Financial aid may be available for those who qualify. Contact the Cox College Financial Aid office for more information regarding eligibility. Consult the college *Student Handbook* for additional details.

Refund of tuition and fees upon withdrawal or termination is determined by the college refund and repayment policy. See the college *Student Handbook* (page 30) for details.

APPENDIX

AGREEMENT BETWEEN DIETETIC INTERNSHIP STUDENTS AND COX COLLEGE

Attendance at all professional courses is necessary to meet the program standards of the American Dietetic Association. The program has assumed the responsibility for assuring that each student receives a minimum of 1500 experience hours distributed among designated areas of dietetic practice. It is your responsibility, as part of your professional commitment to the program, to attend all scheduled activities.

The student understands and accepts that verification of successful completion of the DI program may be withheld by the college until satisfactory arrangements (as determined by the Financial Director of Cox College) to satisfy all financial obligations to the college have been met.

If, for reasons of illness, family emergencies, or inclement weather, you cannot attend a scheduled activity you must notify the instructor and preceptor in the facility. Missed practice activities must be made up at the convenience of the staff at the participating facility.

In the event of an extended illness, the program will make arrangements, when possible, to allow you to complete the program.

Cox College and has entered into agreements with medical facilities, public health agencies, selected businesses, and school districts throughout Southwest Missouri whereby these agencies agree to provide preprofessional experience in dietetics for students enrolled in the Dietetic Internship Program. **As part of these agreements, the college has pledged to enter into a separate agreement with each student to define selected responsibilities of the students as follows:**

- a) be responsible for following the administrative policies of the facility
- b) be responsible for providing the appropriate dress required but not provided by the facility
- (c) be responsible for own transportation, meals and living arrangements
- (d) be responsible for reporting to the facility on time and following all established regulations during the regularly scheduled operating hours of the facility.
- (e) accept responsibility for communication with supervisors on site
- (f) enroll in Liability Insurance
- (g) provide proof and maintain health insurance during the entire period of preprofessional experience
- (h) comply with the American Dietetic Code of Ethics and Standards of Practice for the Profession of Dietetics which includes all matters of confidentiality
- (i) provide proof of immunization record upon request

Date:

Student:

Director, Dietetic Internship Program:

**Cox College
Dietetic Internship
Student Understandings**

- I understand that there are intellectual standards in this program and that I am responsible for monitoring my own learning. ____
- I understand that the program (rotations & class) will focus on practice and not lecture. ____
- I understand on a typical class day I will be working in small groups and that I will be responsible to take an active part in advancing the assigned work of the group. ____
- I understand that I will be held regularly responsible for assessing my own work using criteria and standards discussed in class. ____
- I understand that there are periodic oral and written exams and that I must demonstrate mastery of the material to complete the program. ____
- I understand that there are written and oral assignments. I understand that if an assignment is due for a class day and it is not completed, then I am not prepared to do the “in-class” work of the day and will be asked to leave. I understand that I may return to class once the assignment is completed. ____
- I understand that study guides are assigned for rotations and class. Failure to complete the assigned guide prior to the specific class or rotation will result in missing the class or rotation. I will be required to make up the clinical day as specified in the attendance policy and/or am responsible for all class content. ____
- I understand that all work submitted will be my own and referenced. I understand the penalties for failing to exhibit scholastic integrity. ____
- I understand that I will be responsible for “teaching” a class to my peers, utilizing critical thinking standards. The topic in clinical nutrition will be assigned by the Dietetic Internship Director (DID). ____
- I understand that I will be responsible for a research presentation to peers and preceptors, as well as a written paper on the same topic. The topic will be approved by the DID. ____
- I understand that I will complete 20 volunteer hours in a nutrition related area. ____
- I understand that the work of the class requires consistent attendance and active participation. ____
- I understand that punctuality is essential as a nutrition practitioner and a component of professionalism and that arriving late is a tardy. If I arrive late to a rotation I will be required to make up an hour of rotation time at the end of said rotation day. ____
- I understand that routine evaluation is an essential component of my growth as a nutrition practitioner. In the supervised practice component, I will complete a self evaluation and participate in a collaborative evaluation of my performance with the preceptor. I understand that rotation evaluations are a “ticket to class”. Failure to have these evaluations completed, signed and turned in to the DID on the first Monday after completion of the rotation will result in my missing a day of clinical rotation and missing class. I will be required to make up the rotation day as specified in the attendance policy and am responsible for all class materials/learning. ____

NAME (print and sign) & DATE:

Cox College

WAIVER OF LIABILITY

Dietetic Internship

Department of Health Sciences

WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT

Please read this carefully. It affects any rights you may have if you are injured or otherwise suffer damages on a Cox College or travel program.

WHEREAS I, (indicate full name) am about to participate in Cox College's Dietetic Internship Program and I acknowledge that I understand that in consideration for my being permitted to participate in said study program, I do hereby, for myself, the members of my family and spouse if I am alive, and my heirs, assigns, and personal representatives if I am deceased, acknowledge and assume the risk of participation in the program, and do hereby **RELEASE AND FOREVER DISCHARGE** Cox College, its affiliate CoxHealth, and all their officers, faculty or employees (herein after referred to as "Releasees"), whether accompanying said program or otherwise, from any and all claims, demands, actions or causes of action on account of any injury to me or my property or on account of my death which may occur from any cause during the said program, or any continuances thereof; and I do hereby expressly covenant and agree to refrain from bringing suit or proceedings at law or in equity or otherwise as provided by law, against any of said bodies or persons on account of any and all such claims, demands, actions or causes of action.

I further **AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES** from any loss, liability damage or cost, including court costs and attorneys fees that they may incur due to my participating in said program.

IN SIGNING THIS RELEASE I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own, free act and deed; no oral representations, statements, or inducements apart from the foregoing written agreement have been made: I am at least eighteen (18) years of age and fully competent and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Date:

Student's Signature:

Dietetic Internship Representative:

Cox College

EMERGENCY INFORMATION

Dietetic Internship

Department of Health Sciences

This information is intended to be of assistance to the program representative should an emergency situation occur.

Be sure to inform the program representative should changes need to be made.

1 Name of Cox College Program: Dietetic Internship

2. Your Name:

3. Country of Citizenship:

4. Permanent Address:

Phone:

Fax:

E-mail:

5. Parent/Guardian/Person to contact in case of emergency and address (if different from above)

Phone:

Fax:

E-mail:

6. I give my permission to Cox College and its agents to contact the person I have identified as my emergency contact in the event the internship representative feels or agents of Cox College feel such action is justified.

Date:

Signature:

DIETETIC INTERNSHIP PROGRAM

Cox College

INTERN CONSENT TO DISCLOSURE OF EDUCATION RECORDS

I, the undersigned Cox College student, plan to enroll, or have enrolled, in the Dietetic Internship Program sponsored by the Department of Health Sciences. To facilitate my participation in the Dietetic Internship Program, I hereby consent to the disclosure of my educational records to preceptors in Affiliated Facilities that have contracted with Cox College to provide clinical learning experiences for students enrolled in the Cox College Dietetic Internship Program. I also consent to the Affiliated Facility where I am placed to disclosing my educational records back to Cox College. The purpose of this disclosure is to provide information about my educational background to prospective Affiliated Facilities for assistance in placing me and, once placed in an Affiliated Facility, to promote cooperation between the Cox College and the Affiliated Facility concerning my learning experience during the dietetic internship. Once I am placed in an Affiliated Facility, I realize that facility has a responsibility to provide evaluation and feedback about my learning experience to Cox College.

I understand that:

1. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of my student educational records and limits access to the information contained in those records.
2. My educational records may only be disclosed to Affiliated Facilities on the condition that the facility will not re-disclose the information to any other party without my written consent, unless specifically allowed by law.
3. The Affiliated Facilities involved in the Cox College Dietetic Internship Program have agreed, as part of a contract with Cox College, to maintain the confidentiality of student educational records as required by law.
4. I have the right not to consent to the disclosure of my educational records, except as authorized under Federal regulations regarding post-secondary academic records.
5. I recognize that I may request a copy of my educational records.
6. This Consent remains in effect unless revoked by me, in writing, and delivered to Cox College, but that any such revocation shall not affect disclosures previously made by Cox College prior to the receipt of my written revocation.

Student's Name (Type or Print):

Student's Signature:

Date:

Cox College

CONDITIONS OF PARTICIPATION

Dietetic Internship

Department of Health Sciences

All applicants are asked to review and sign the following statement which constitutes conditions for participation in the Cox College Dietetic Internship program.

1. I understand and agree that as a participant in Cox College Dietetic Internship program that I am subject to the student conduct regulations described in the Student Handbook, which can be found at: www.coxcollege.edu. I further understand that if I am interning at an organization or facility as part of a Cox College program, I am also subject to the conduct regulations of that institution.
2. I agree to participate fully in all portions of the program and agree that any deviation I will make from the program design must be approved in advance in writing by the program director.
3. I agree that the program director may terminate my participation in the program if: 1) I engage in actions endangering to myself or others; 2) my conduct is considered to be detrimental or incompatible with the best interest and welfare of the program; 3) my work and level of competence is below acceptance levels.
4. I am aware of the nature and the cost of the program and will guarantee that all financial obligations will be met.
5. I understand that Cox College reserves the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. Cox College also reserves the right to make changes to the Program or alterations in the Program's proposed schedule and itinerary. I further understand that should the Program, or any portion of the Program, be canceled, Cox College shall have no responsibility beyond the refund of all deposits made and monies paid to Cox College by participants. Minor alterations in Programs will not result in refunds.

I have read and understand the conditions governing my participation in Cox College Dietetic Internship Program. I further understand the possible actions that will be taken should I act in a manner that is inconsistent with these conditions.

Date:

Signature:

INTERN CONSENT TO ANONYMOUS EMPLOYER SURVEY

I, the undersigned Cox College student, grant permission to the Dietetic Internship Program sponsored by the Department of Health Sciences to survey my future employer(s) for anonymous feedback. I realize that the program has a responsibility to acquire feedback about my learning experience at Cox College and my overall preparation for practice as a dietitian.

This Consent remains in effect unless revoked by me, in writing, and delivered to Cox College, but that any such revocation shall not affect disclosures previously made by Cox College prior to the receipt of my written revocation.

Student's Name (Type or Print):

Student's Signature:

Date:

GUIDELINES FOR CLINICAL CASE STUDIES

Purpose

Dietitians must be able to communicate well with peers, patients, physicians and other members of the health care team. The purposes of these case studies are to: 1) think critically, make clinical decisions and provide rationale for the nutritional care of patients and 2) communicate pertinent patient information in a clear, concise, organized manner.

General guidelines

- Two Case Studies must be completed by each intern during the Cox College Dietetic Internship program.
- All case studies should be typed and prepared for oral presentation.
- The presentation should be no longer than 15 minutes in length followed by a question and answer period.
- With the assistance of the preceptor, choose a patient of interest to the intern and others and one that the intern is the primary provider of nutrition care.
- Cases chosen need to include a NPE that is completed with, and verified by, a preceptor. Inclusion of pictures of patient lesions is desirable.
- A thorough understanding of the entire patient is expected. Be prepared to answer questions regarding any aspect of the patient, disease state/pathology, current therapeutic guidelines, the interventions/care provided by you, etc.
- Your thinking and decision making in the care of the patient should be explicit and evidence based.

Outline for Case Study

This outline is to be used as a guide for the development of your case studies. Each major topic needs to be addressed, but the orders and details can be changed to fit the specific case.

I. General information:

- Patient's initials
- Patient's age
- Nationality
- Status in life - job title, marital status

II. Report on Admission

- Date of admission
- Present illness - onset, duration
- Diagnosis
- General condition upon admission
- General orders- diet, medication, drugs, etc.

III. Nine-Step Nutritional Care Process

- 1) Evidence – much detail in this area – all 5 axes of evidence need to be **thoroughly** addressed. This forms the basis for your diagnosis/etiology, thus determining your interventions.
- 2) Diagnosis (es)
- 3) Etiology

- 4) Goals – clinical measures, patient specific
- 5) Interventions – relate to etiologies; evidence-based
- 6) Black Box A
- 7) Proximal Outcomes
- 8) Black Box B
- 9) Distal Outcomes
- 10) Inclusion (& needed discussion) of nutrition assessment/PCM

IV. Special history not noted above

- Family responsibilities
- Social conditions affecting health - economic, familial, emotional, and/or psychological

V. Discussion of disease or condition – applicable, but not noted above in 9-step process

- Symptoms
 - Clinical
 - Pathological
- Treatment (Discuss those applicable) - medical, surgical, chemotherapy, dietary, educational
- Prognosis

VII. Summary – include discussion of challenges, successes, etc. in your process of care of this patient

VIII. References – references utilized in workup of the patient and in preparation of the presentation & paper.

RESEARCH PAPER AND PRESENTATION

Single Nutrient-Nutritional Physiology Nutriokinetics,

Disease-Based Nutritional Physiology Nutriokinetics OR Nutrient Based Lesion

- Research: 1) a vitamin or mineral as related to nutritional injury; 2) a disease with significant nutritional injury implications and present to peers, preceptors; 3) nutrient based lesion
- Nutrient, disease or lesion to be approved by DI Director.
- Include a minimum of 10 peer reviewed journals. Provide DI Director with copies of the articles (pdf's or hard copies if pdf not available)
- Utilize appropriate textbooks – nutrition, general or specific medical (dermatology, etc), pathology, pharmacology, etc.
- Outline the nutriokinetics &/or stages of injury of the nutrient, disease or lesion.
- Address the nutrition lesions associated with the nutrient or disease.
- Outline recommended treatment(s).
- Address relevance of problem(s) and application to practice.
- Written paper of 8-10 pages, including references.
- Use APA format (see Student Handbook, Cox library or www.apa.org for more details).
- PowerPoint presentation of approximately 15-20 minutes.

Cox College Dietetic Internship Policy & Procedure	
Title: Absence/Tardiness	Page <u>1</u> of <u>2</u>
Formulated: 4/08	Effective Date: 8/08
Last Reviewed/Revised:	
Approved By: Kristen Williams, MSRD	
Dietetic Internship Director	

Policy:

Attendance at class and work is vital to the success of the internship program and the individual intern. Unscheduled absences are disruptive to the learning experience.

Procedure:

Absences for any reason are discouraged. All absences are required to be made up. These make up days will only occur during breaks: Thanksgiving, Christmas, Spring Break, and require approval of the preceptor and Internship Director.

- In the event of an illness necessitating an absence from class intern must notify Internship Director at least 1 hour prior to start of class.
- In the event of an illness necessitating an absence from a rotation intern must notify Internship Director **and** Supervising Preceptor at least 1 hour prior to start of rotation.

The Internship Director will counsel/discipline the intern for absence in accordance with the process outlined below:

1. Intern will receive a written warning on the 2nd occurrence of absence within the previous 10 months.
2. Intern will receive a 2nd written warning on the 4th occurrence of absence within the previous 10 months.
3. Intern will be subject to discharge from the internship program on the 5th occurrence of absence within the previous 10 months.

The Internship Director will counsel/discipline the intern for tardiness in accordance with the process outlined below:

1. Intern will receive a written warning on the 2nd occurrence of tardiness within the previous 30 days.
2. Intern will receive a 2nd written warning on the 4th occurrence of tardiness within the previous 60 days.
3. Intern will be subject to discharge from the internship program on the 5th occurrence of tardiness within the previous 90 days.

Note:

- Intern must present a note from the doctor in the event of an illness.
- Any other reason necessitating an absence from a rotation will be dealt with on a case to case basis.
- Arriving late at a rotation will result in an additional hour of rotation time at the end of said day.

Reminder:

- Failure to meet required competencies and quiz-outs of individual rotations will result in the addition of 1 week to said rotation experience. This week(s) will be made up at the end of the internship term.
- Failure to meet academic coursework expectations will result in additional assignments and/or remediation.

Definitions:

Absence – an unscheduled occurrence, in which intern is not in class or rotation as expected.

Occurrence – a period of absence consisting of one or more consecutive work/class days. If intern attempts to report to work following an occurrence, subsequently becomes ill again with the same illness within 48 hours, and sustains another period of absence; this will count as one occurrence in total.

No Call No Show – intern does not report to work or class and fails to notify the Internship Coordinator and Supervising Preceptor of absence. **Intern may be subject to discharge from the program.**

Tardy – intern who is not present in class or assigned work area, ready for class/work at the beginning of his/her assigned rotation/class time.

Partial Day Absence – intern will be considered absent if he/she misses greater than 2 hours of scheduled class or rotation time. If intern has less than a 2 hour absence as a result of leaving class/work early, this will be counted as tardy for disciplinary purposes.

Cox College

Title: Intern Records	Formulated: October 2009
Submitted by: Dietetic Internship Director	Reviewed:
Approved by: Enrollment Management Health Sciences Department	Next Review:
	Revised:

Purpose: To maintain confidentiality of student records and define access to those records

Policy: A record of each intern shall be maintained by Cox College for a minimum of 10 years following the completion, termination or withdrawal from the program.

Procedure:

The college will maintain the following records of each individual accepted into the Cox College Dietetic Internship:

- Academic records (application and selection process materials, transcripts, verification statements, health records and background check)
- Rotation and summary evaluations; records of supervised practice hours

The records are held in a secure manner:

- Academic records for current interns are maintained in the office of the Enrollment Management Assistant
- Non-current academic intern files are maintained in the first floor storage room file cabinets
- Evaluations and practice hours are maintained in the Dietetic Internship Director's office

The intern may have access to the records at a time agreeable to the individual maintaining the files. Any other persons desiring access to the records must have written authorization from the intern permitting release of the records.

AMERICAN DISABILITIES ACT, STUDENTS WITH DISABILITIES Providing Academic Adjustments to Qualified Students with Disabilities

I. Academic Requirements

Cox College is committed to making reasonable modifications to its academic requirements when such modifications are necessary to ensure that academic requirements do not discriminate (or have the effect of discriminating) on the basis of handicap, against a qualified handicapped applicant or student as defined under the Americans with Disabilities Act. Modifications may include, but are not limited to the following:

- A. Changes in the length of time permitted for the completion of degree requirements
- B. Substitution of specific courses required for the completion of degree requirements
- C. Adaptation of the manner in which specific courses are conducted

If a qualified handicapped applicant or student requests an academic modification that Cox College can demonstrate is essential to the instruction being pursued by such student or to any directly related licensing requirement, failure to make such an academic modification by Cox College shall not be regarded as discriminatory under the Americans with Disabilities Act.

II. To Whom Students Should Make Requests for Academic Adjustments/Advance Notice

A. To Whom Request Shall Be Directed. If a qualified handicapped applicant or student believes an academic adjustment is necessary, he/she should immediately contact the Director of Student Services by telephone (417)269-3598; e-mail studentservices@coxcollege.edu; or by mail at 1423 North Jefferson Avenue, Springfield, MO 65802, Attn.: Director of Student Services. Please see Section II of this Policy for more specific guidelines regarding requests.

B. Advance Notice. If a qualified handicapped applicant or student believes an academic adjustment is necessary, he/she shall use best efforts to provide the Director of Student Services with at least three (3) weeks advance notice of the request for an academic adjustment.

III. Procedure by Which Requests for Academic Adjustments Shall Be Considered

A. If an applicant or student believes an academic adjustment is necessary, he/she shall make a written request to the Director of Student Services (submitted either by electronic mail at studentservices@coxcollege.edu, or by regular mail to 1423 North Jefferson, Springfield, MO 65802, Attn.: Director of Student Services). The request shall include:

1. Course in question
2. Nature of the disability and the reason for the request (i.e. the reason that taking the required course would amount to discrimination based on the disability)
3. Student's history with the course or subject matter, including any attempts to pass the class, whether accommodations were requested, and what accommodations were available
4. Statement of the accommodation he/she is seeking
5. Application or student should attach documentation of the disability from a qualified diagnostician, and the applicant or student may attach letters or other documents supporting the request. ("Documentation" refers to, but is not limited to, the following: a diagnosis made by a medical, psychological, education, rehabilitation (or other) professional(s) qualified to make the particular diagnosis)

B. The Director of Student Services shall review the request and documentation and shall meet individually with the applicant or student within ten (10) days following receipt of the request.

C. The Director of Student Services shall schedule additional meetings, if needed, and shall make a decision based on the individual circumstances and the law within seven (7) days of the meeting with the applicant or student.

D. The Director of Student Services will inform the applicant or student of the decision in writing within five (5) days of the decision.

E. The applicant or student may appeal the Director of Student Services' decision, in writing, by submitting a letter to the President that indicates the desire to appeal within five (5) days of notification to the applicant or student. The applicant's or student's letter should be sent to: 1423 North Jefferson, Springfield, MO 65802, Attn.: President. Failure to submit a request for appeal within the time frame set forth herein will result in an acceptance of the Director of Student Services' decision and will constitute an automatic waiver of the applicant's or student's right to appeal.

F. The President shall, within five (5) days of receipt of the letter requesting an appeal, call a special meeting of the College Leadership Council to hear the appeal.

G. The applicant or student shall be given a minimum of ten (10) days advance notice of the College Leadership Council's special meeting date. The meeting shall be held within 15 days of the request for appeal. The applicant or student will be informed that at this time he/she may appear at the

College Leadership Council's special meeting to present his/her request and/or relevant documentation. During the College Leadership Council's special meeting, the Director of Student Services shall present his/her decision and his/her reasoning and/or documentation for the decision. Then, the applicant or student shall have the opportunity to present his/her request, documentation and reasoning. (The Director of Student Services shall leave the meeting room during the applicant's or student's presentation.) After the College Leadership Council hears both the Director of Student Services' reasoning and the applicant's or student's request, it shall excuse the Director of Student Services and the student/applicant from the meeting, deliberate, and vote, based on the circumstances and the law. (The Director of Student Services shall not be permitted to vote on this issue.) The College Leadership Council's decision shall be binding, and the applicant or student shall have no further right to appeal.

H. The President shall inform the applicant or student in writing of the College Leadership Council's decision within three (3) days of the decision.

IV. Procedure by Which Academic Adjustment Shall be Considered in Emergency Situations.

In the event that an applicant or student requests an academic adjustment in an emergency situation ("emergency situation" is defined in this policy as a situation in which an answer to the request for the academic adjustment is needed before the time periods permitted in Section III of this policy), the Director of Student Services shall use best efforts to expedite the process provided in Section III of this policy to provide the applicant or student an answer as soon as is reasonably practicable.

V. Other Rules

Cox College shall not prohibit handicapped students from using tape recorders in classrooms or using dog guides in campus buildings; to the extent such prohibitions have the effect of limiting the participation of handicapped students in Cox College's educational programs or activities.

VI. Auxiliary Aids and Services

A. Absence of Auxiliary Aids. Cox College shall take reasonable steps to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual or speaking skills. (Auxiliary aids may include taped texts; interpreters; note takers; transcription services; written materials or other effective methods of making orally delivered materials available to students with hearing impairments; Braille materials; large print materials; acquisition or modification of equipment or devices; readers; and other similar services and actions).

B. Aids of a Personal Nature. Cox College shall not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

VII. Confidentiality and Procedures for Handling Confidential Information

Information about an applicant's or student's disability is confidential. This information may not be shared, whether orally or in writing, with any parties beyond those directly involved in the proceedings and decision-making.

VIII. Publication of Policy

This policy shall be publicized in the student handbook, student catalog, and course syllabi and shall be provided to all college personnel.

NOTE: The college reserves the right to request documentation as to how the diagnosis was determined such as what tests were applied to reach the diagnosis (i.e. for learning disabilities or test anxiety). A physician's letter stating a student is under a physician's care for stress does not necessarily indicate a diagnosis of test anxiety. The college expects that any testing and/or documentation of the disability will come from a qualified diagnostician. Any testing necessary to determine diagnosis of a disability will be done at the student's expense.

HARASSMENT

Cox College is committed to creating and maintaining an atmosphere in which all individuals can work and learn free of all forms of harassment, exploitation or intimidation. Cox College will not tolerate harassment of students or employees by anyone. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, veteran status, citizenship status or other protected group status. Cox College will not tolerate harassing conduct that creates an intimidating, hostile or offensive environment.

COX COLLEGE'S DISCIPLINARY POLICIES: SEXUAL OFFENSES

In cases of alleged sex offenses or harassment on the Cox College campus, both the accuser and the accused are entitled to have equal opportunity by having others present during any disciplinary proceeding or hearing. Both the accuser and the accused must be informed of the outcome of any disciplinary proceeding or hearing brought within Cox College alleging a sexual offense or harassment, including final determinations and any sanction that is imposed upon the accused.

Cox College may impose sanctions following a final determination of any disciplinary proceeding or hearing regarding sexual harassment, rape, acquaintance rape, or other forcible or nonforcible sex offenses. These sanctions may include but are not limited to any or all of the following:

- Warning
- Counseling
- Letters of reprimand
- Disciplinary probation
- Disciplinary suspension
- Disciplinary dismissal
- Criminal or civil justice procedures

Sexual Assault

If you have been sexually assaulted, remember it is NOT your fault.

1. Tell someone immediately. If on campus, call Security at 269-3715. If not on campus, call the police at 911 or 864-1810. Reporting the assault does NOT commit you to filing charges.
2. Call the Sexual Assault hotline at 8634-7233 for information and resources that can help you.
3. For emergency medical treatment, call 911 or go to CoxHealth's Emergency Department at either Cox North or Cox South, Urgent Care, or St. John's Emergency/Trauma Center.
4. Contact the Director of Student Services on Cox College's campus, 269-3598, for further information and help..
5. You may also wish to contact the following agencies:
 - Victims Center, 864-7233
 - Family Violence Center, 864-7233

- CoxHealth Emergency Department North, 269-3193
- CoxHealth Emergency Department South, 269-4083
- St. John's Emergency/Trauma Center, 885-2115

Sexual Harassment

Sexual harassment as defined by the Equal Employment Opportunity Commission:

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing and
2. submission to or rejection of such conduct by an individual is used as a basis for academic or personal decisions affecting such an individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or learning environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.”

Harassment, especially sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and of Title IX of the Education Act Amendments of 1972. Cox College will not tolerate, condone, or subject anyone to any form of harassment. In addition to being illegal, any form of harassment violates the dignity of the individual and the integrity of the College as an institution of learning.

Harassment includes behavior which is personally offensive and which interferes with the working or learning effectiveness of individuals. Such behavior may include:

- Sexually oriented verbal kidding or abuse.
- Subtle pressure for sexual activity.
- Sexual flirtations, touching, advances, propositions, or blocking normal movement.
- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
- Visual, graphic, or suggestive comments about an individual's dress or physical appearance, derogatory posters, cartoons, drawings or display in the College environment of sexually suggestive objects or pictures, including nude photographs.
- Using degrading words sexual or otherwise to describe an individual.
- Retaliation for having resisted or reported any alleged harassment.

Any employee or student who believes that the actions or words of another individual constitute harassment as defined above, has the responsibility to first express their perception of harassment to that individual and ask that the behavior stop.

If this fails or if the individual does not feel that they can safely or effectively confront the individual, he/she should immediately make a verbal and written complaint of the behavior to the Director of Student Services, the College Security Officer, or a faculty advisor.

All complaints of harassment will be investigated promptly, in an impartial manner, and as confidentially as possible. The investigation will be conducted by personnel not involved in the alleged harassment. Upon completion of an investigation, determination will be made regarding the resolution of the complaint. The college will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings or dismissal for students and employees.

If an individual is not satisfied with the handling of the complaint or the action taken by the college, he/she can file a complaint by following the Complaint Resolution Procedure. In all cases, all parties involved will be notified of the findings and conclusions.

Sex Offender Registration and Community Notification

Under provisions as set forth in the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (Wetterling Act):

<http://www.ojp.usdoj.gov/BJA/what/2a1jwacthistory.html>), sex offenders are required to report any enrollment or employment at an institution of higher education and to provide this information to a law enforcement agency whose jurisdiction includes the institution.

Please access the links below regarding sex offender registries:

Greene County Sex Offender List:

www.greenecountymo.org/sheriff/sex_offender/list.php

Missouri Sex Offender Registry:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

Missouri State Highway Patrol Registry Sex Offenders List:

www.mshp.dps.missouri.gov/CJ38/search.jsp