

M.S. Nutrition, Dietetics, and Sensory Science

Dietetic Internship Handbook

Kansas State University

College of Health and Human Sciences

Department of Food, Nutrition, Dietetics and Health

1324 Lovers Lane, 212 Justin Hall

Manhattan, KS 66506

Phone: 785-532-5508



Table of Contents

Welcome.....	3
Contact Information	3
General Information	4
Diversity, Equity, and Inclusion	4
Accreditation (University and Program).....	5
The Profession of Dietetics.....	6
Path to Becoming a Registered Dietitian.....	6
Our Purpose.....	7
Program Philosophy	7
Mission Statement	7
Program Goals and Objectives	7
Student Learning Assessment	8
Program Level Learning Assessment (Competency Requirements and Learning Outcomes)	8
University Level Learning Assessment	8
Dietetics Curriculum & Related Policies	9
M.S. in Nutrition, Dietetics, and Sensory Science Dietetic Internship (MSDI)	9
Program Completion Requirements.....	9
Transfer Credit and Assessment of Prior Learning/Experience.....	10
Program Details	10
Tuition, Fees, Expenses	10
Policies and Procedures.....	12
Program Admission & Progression.....	14
Grievances	21
Student Support Resources	22
Appendix.....	24
Appendix A: Competency Assessment Plan	25
Appendix B: Proposed Course Sequencing	29
Appendix C: Supervised Practice Site Acceptance Form: Waiver, Release, and Assumption of Risk	30
Appendix D: Consent to Disclose of Educational Records for Supervised Practice Site.....	33
Appendix E: Preceptor Materials.....	34

Welcome

Kansas State University (K-State) has been producing outstanding dietetics professionals for over 100 years. Our program is one of the oldest and most prestigious programs in the country providing the required coursework to become a dietitian. We are proud that we have grown and adapted with ever-changing expectations in the field of dietetics. Registered Dietitian Nutritionists (RDN) are and will continue to be the experts in providing evidence-based practice and medical nutrition therapy.

While we have offered courses and experiences in dietetics for decades, our program has evolved. In 1970 the Coordinated Program (CP), which combined coursework and supervised experiences, was established as one of the first of its kind. Over 1,500 students have graduated from the CP in the last 50 years. In 1996, K-State was at the forefront of dietetics education by adding the first-ever online dietetics program. Since then, we have graduated hundreds of distance-based students from across the globe. For years K-State offered two accredited undergraduate dietetics programs. The Didactic Program (DPD) provided a coursework only option and the Coordinated Program (CP) combined that coursework and supervised practice requirements. When the profession elected for a required master's degree to go into effect in 2024, we once again evolved. We transitioned our undergraduate CP into a master's level Dietetic Internship (MSDI). Due to the historic nature and strong partnerships developed in the tenure of the CP, this transition was smooth. We continue to offer our undergraduate didactic coursework and existing DPD program while elevating the supervised practice portion of our previously titled Coordinated Program into a subplan of our Master of Science in Nutrition, Dietetics, and Sensory Science. This provides an efficient option for students to seamlessly transition from their undergraduate studies into a graduate level supervised practice program preparing them for the Registration Exam for Dietitians in a timely manner.

Welcome to the Kansas State University Master of Science Dietetic Internship (MSDI) accredited in 2023.

This handbook includes information about the Dietetic Internship (MSDI) and the dietetics profession. The program requirements outlined in this document are in addition to student responsibilities outlined in the K-State Undergraduate and/or Graduate Catalog.

Students are encouraged to utilize all resources available to dietetics majors including this handbook and items posted in the *MSDI Information* Canvas site. In addition, students can consult dietetics advisors and faculty if they have questions.



Kelly J. Whitehair, PhD, RD, LD
Program Director, Dietetic Internship

Contact Information

Kelly J. Whitehair, PhD, RD, LD
Director of the Master of Science Dietetic Internship
785-532-5576
stirtz@ksu.edu

Tandalayo Kidd, PhD, RD, LPN
Department Head, Food, Nutrition, Dietetics and Health
785-532-0154
martan@ksu.edu

General Information

The Dietetic Internship pathway to the Master of Science in Nutrition, Dietetics, and Sensory Science (MSDI) provides supervised practice experience in conjunction with the master's degree. The MSDI allows students who have graduated from a Didactic Program in Dietetics (DPD) the opportunity to fulfill the requirements to sit for the Registration Examination for Dietitians. The Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312-899-0400, <https://www.eatrightpro.org/acend>

Diversity, Equity, and Inclusion

The MSDI follows the K-State policy for prohibiting discrimination, harassment, and sexual harassment which states "Kansas State University is committed to maintaining academic, housing, and work environments that are free of discrimination, harassment, and sexual harassment. Discrimination based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited." The full policy can be found at <https://www.k-state.edu/policies/ppm/3000/3010.html#policy>.

In addition, the K-State MSDI has adopted the Academy of Nutrition and Dietetics Diversity Definition: "The Academy encourages inclusion, diversity, equity and access (IDEA) by striving to recognize, respect and include differences in age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession." (<https://www.eatrightpro.org/practice/practice-resources/diversity-and-inclusion>).

To operationalize this diversity definition, the MSDI is committed to fostering a culture of diversity, equity, and inclusion through the following strategies:

- Recruitment and admission practices that are applied fairly and consistently regardless of background
- Holistic admissions process and DEI Training for the Selection Committee
- Provision of information to encourage students to apply for available scholarships through K-State, KSAND, and The Academy of Nutrition and Dietetics, and other sources to reduce the financial burden
- Provision of accurate and timely advising to students on the pathways of becoming a dietitian to help students meet their individual needs
- Encouragement and provision of DEI training to program faculty and preceptors
- Respectful communication and cooperation between students, instructors, and preceptors
- Valuing differing and unique perspectives

Any student, faculty, staff, or preceptor found to have exhibited inappropriate conduct or behavior against others may be reported to the Office of Institutional Equity (<https://www.k-state.edu/oie/>).

Students with concerns can discuss with preceptors, instructors, department head, or the student ombudsperson. The student ombudsperson will listen to your concerns and help the student navigate the situation through confidential guidance, resource referrals, and more. More information about the student ombudsperson can be found at: <https://www.k-state.edu/diversity-inclusion/resources/student-ombudsperson/>

Accreditation (University and Program)

The Master of Science Dietetic Internship (MSDI) is housed in the Department of Food, Nutrition, Dietetics and Health (FNDH) within the College of Health and Human Sciences on the Manhattan campus of Kansas State University (K-State).

K-State has been continuously accredited by the Higher Learning Commission (HLC) of the North Central Association of College and Schools since 1916. The university participates through the Open Pathway reaffirmation of accreditation process. K-State completed a comprehensive university self-study and site visit in 2022. <http://www.k-state.edu/about/accreditation/index.html>

The K-State MSDI is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2190, Chicago IL 60606, 312-899-0040, ext. 5400; <http://www.eatrightPRO.org/ACEND>. ACEND has established Standards for Dietitian Education Programs which include knowledge and competency requirements that accredited programs must meet. A comprehensive self-study report and an on-site evaluation will take place in 2026. Current program accreditation is based on the 2022 Standards. To view the ACEND Standards, visit <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards>

The Profession of Dietetics

Public interest in nutrition and wellness is growing rapidly. The discerning consumer needs guidance in applying basic nutrition principles to lifestyle management. The Registered Dietitian Nutritionist (RDN) is uniquely qualified to distinguish between nutrition facts and fallacies. RDNs are nutrition experts that are recognized by the medical profession as credible sources of nutrition information.

As specialists in nutrition and nutrition services management, RDNs offer expertise to individuals and groups desiring to maintain, improve, or restore health. These services are provided in a variety of settings ranging from acute care hospitals to military foodservice operations. Opportunities also exist in diverse areas such as journalism, sports medicine, consulting, information technology specialties, sales, and research and development. The broad range of opportunities for practice within the profession provides RDNs with maximum flexibility as they move through their professional careers.

Path to Becoming a Registered Dietitian

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) grants accreditation status to dietetics education programs. The Commission on Dietetics Registration (CDR) administers the national registration examination and continuing education process completed by dietitians post-exam. To earn the registered dietitian nutritionist credential (RDN), there are three steps to complete.

1. **Undergraduate Coursework:** Students must complete a baccalaureate degree which meets the ACEND Foundation Knowledge Requirements (KRDNs). The Bachelor of Science in Dietetics offered by K-State includes coursework that meets these requirements.
2. **Graduate Level Coursework:** As of January 1, 2024, the Commission on Dietetics Registration (CDR) requires a minimum of a master's degree to be eligible to take the credentialing exam to become an RDN.
3. **Supervised Practice:** Students are required to complete a supervised practice experience in an ACEND accredited program. The supervised practice occurs after the didactic coursework and must provide a minimum of 1,000 hours of learning experience in acute care, community nutrition, and nutrition services management for a variety of disease-states and age groups. The K-State Master of Science Dietetic Internship (MSDI) combines the graduate level academic requirements and the supervised practice requirements into one program (#2 and #3).
4. **Verification Statement:** After completion of both the academic (bachelor's and master's requirements) and supervised practice components students will receive a verification statement confirming eligibility to sit for the Registration Examination.
5. **Credentialing Exam:** Once the verification statement has been received graduates are eligible to sit for the national Registration Examination for Dietitian Nutritionists. This national examination is administrated by the Commission on Dietetic Registration (CDR). Successful completion of this exam allows the individual to use the initials RD or RDN after their name, indicating that they are credentialed as a Registered Dietitian Nutritionist. The RDN exam is a computer-based test which is available year-round. Graduates receive information regarding the registration exam from the CDR shortly after graduation. After passing the exam, practitioners must complete regular continuing education to maintain their RDN credential. The RDN credential is recognized by many states as eligibility for dietetic licensure within that state.
 - a. All U.S. states and territories with licensure and certification laws accept the RDN credential for state licensure and certification purposes. In Kansas, graduates also must obtain licensure to practice as a Registered Dietitian Nutritionist.
 - b. Instructions on Kansas licensure and application forms can be found at <https://kdads.ks.gov/kdads-commissions/survey-certification-and-credentialing-commission/health-occupations-credentialing/applications-forms>
 - c. For information about Licensure in other states, please visit CDR's website that has a listing of state and U.S. territory licensure and certification laws <https://www.eatrightpro.org/advocacy/licensure/professional-regulation-of-dietitians>

Our Purpose

Program Philosophy

The K-State dietetics program is based on the belief that dietitians are uniquely qualified to provide the latest evidence-based information and guidance in nutrition, encompassing health promotion, clinical nutrition, and management of nutrition services and foodservice systems.

The faculty believes students must understand the importance of the following in dietetic practice:

- Appropriate and timely decision-making based on knowledge, judgment and application of research;
- Effective management of resources to achieve organizational goals;
- Utilization of human relations techniques in attainment of objectives;
- Demonstration of leadership in problem-solving and recognizing needs for future change;
- Commitment to the Academy of Nutrition and Dietetics Standards of Practice and Code of Ethics;
- Assumption of responsibility for self-direction, evaluation, and continued personal and professional development; and,
- Advocacy of sound nutrition practices enhancing the well-being of the public.

The MSDI at K-State strives to prepare graduates to become successful dietetic practitioners. Every effort is made to prepare students for professional practice in our service-oriented, information-based society. The importance of quality and service is emphasized, as client needs and expectations must be the central focus of innovative dietetics practice. Dietitians must use on-going self-evaluation, embark on lifelong learning, and adhere to a personal and professional code of ethics.

- The MSDI mission aligns with the missions of K-State (<http://www.k-state.edu/about/mission/index.html>), the College of Health and Human Sciences (<https://www.hhs.k-state.edu/about/>), and the Department of Food, Nutrition, Dietetics and Health (<https://www.hhs.k-state.edu/fndh/about/>).

Mission Statement

The K-State Dietetic Internship will prepare graduates to be entry-level Registered Dietitian Nutritionists who apply evidence-based practice to provide food and nutrition products and services to meet the needs and support the well-being of those we serve.

Program Goals and Objectives

As an ACEND-accredited program, achievement of program goals and objectives are continually monitored according to a Program Evaluation Plan (PEP). Program objectives are measured at least annually for each goal. The results are reviewed by the Program Advisory Committee and utilized to improve program operation and curriculum. This committee develops short and long-term improvement strategies based upon objective achievement and student and preceptor comments. Program outcomes data are available upon request from the MSDI Director, Kelly Whitehair stirtz@ksu.edu.

Program Goal #1: Program graduates will be successful on the RDN exam and in obtaining entry-level employment in the field of dietetics.

Objectives:

1. At least 80% of students complete program requirements within 1.5 years (150% of planned program length). (RE 2.1.c.1.a)

2. Of graduates who seek employment, at least 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (RE 2.1.c.1.b)
3. At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (RE 2.1.c.1.c.1)
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (RE 2.1.c.1.c.2)

Program Goal #2: Program graduates will be prepared to function within the RDN scope of practice to meet clients' food and nutrition needs.

Objectives:

1. At least 80% of employers responding to surveys will rate their satisfaction with the graduate's preparation for entry-level professional practice as "meets expectations" or "exceeds expectations". (RE 2.1.c.1.d)
2. At least 80% of employers responding to surveys will rate graduates' ability to utilize evidence-based information to meet consumer needs as "meets expectations" or "exceeds expectations".
3. At least 80% of employers responding to surveys will rate graduates' ability to demonstrate professionalism and ethical behavior as "meets expectations" or "exceeds expectations".
4. At least 80% of employers responding to surveys will rate graduates' teamwork and collaboration to meet consumer needs as "meets expectations" or "exceeds expectations".
5. At least 80% of program graduates responding to surveys will "agree" or "strongly agree" that their educational experience prepared them for entry-level professional practice.
6. At least 80% of preceptors responding to surveys will "agree" or "strongly agree" that students are prepared for entry-level practice.

Student Learning Assessment

Program Level Learning Assessment

(Competency Requirements and Learning Outcomes)

As an ACEND-accredited Dietetic Internship, it is expected that students will have obtained competence for all ACEND-specified competency requirements and learning outcomes. The on-going assessment process for these competencies is located on the Competency Assessment Plan (Appendix A). These competencies and their assessment method will also be listed in each coordinating course syllabus. The Program Advisory Committee will discuss and determine if data supports the recommendation for programmatic or curriculum change. All course and programmatic changes must be reviewed and voted upon by departmental faculty.

This plan includes the following for each competency:

- Course/Supervised Practice Placement in which the competency is assessed (ACEND)
- Assessment method (ACEND)

University Level Learning Assessment

The MSDI participates in university-wide student learning assessment under the guidance of the College of Health and Human Sciences Assessment Review Committee and the Associate Dean for Academic Affairs. Per ACEND-accreditation guidelines, the MSDI has a Program Evaluation Plan (PEP) designed to measure achievement of program goals, and a Competency Assessment Plan to document the assessment of student achievement of learning outcomes for each of the 2022 ACEND Core Competency Requirements. Data from the SLO Plan are shared with the Office of Assessment as part of university-wide accreditation.

Dietetics Curriculum & Related Policies

M.S. in Nutrition, Dietetics, and Sensory Science Dietetic Internship (MSDI)

The 31-credit non-thesis MSDI includes approximately 1075 hours of supervised practice. Academic coursework and supervised practice are completed in unison throughout the program and can be completed in 12 months. Academic coursework will be completed on campus and/or by distance learning.

The base course requirements are:

- STAT 701, 703, or 705 3 credits
- FNDH 897 Applications in FNDH 3 credits
- FNDH 880 Professional Communication in FNDH 1 credit
- Elective Courses 12 credits

MSDI specific courses are:

- FNDH 760 Applied Community Dietetics 1 credit
- FNDH 761 Applied Management in Dietetics 3 credits
- FNDH 762 Applied Clinical Dietetics 2 credits
- FNDH 860 Dietetics Practicum (supervised practice) 6 credits

Course offerings, semesters offered, and course descriptions for each course are available in the university catalog and course schedule (<http://courses.k-state.edu/courses/>). Proposed course sequencing can be found in Appendix B.

Students will enroll in supervised practice (FNDH 860) during summer, fall, and spring semesters. All supervised practice site placements are arranged by the MSDI Director within the state of Kansas or Kansas City Metro area. Sites include acute and critical care, outpatient, long-term care, wellness, public health, community, school foodservice, and other professional settings. The program director will assign dietetic interns to preceptors based on interns' preferences as well as the availability of preceptors. Students receive a list of available experiences for supervised practice and can rank their choices. Efforts are made to coincide with student preferences, but it is not guaranteed. The ability of supervised practice facilities to accept dietetic interns varies from semester to semester and year to year.

Note: Students who have completed their didactic (DPD) coursework at K-State may be able to utilize up to 9 credits of higher-level professional undergraduate coursework as dual credit towards a portion of the master's credit electives. This process must be started during the undergraduate studies and can be discussed with an advisor.

Program Completion Requirements

The following are the requirements to complete the MSDI program:

- Complete required program coursework for the M.S. Nutrition, Dietetics, and Sensory Science with a cumulative grade point average (GPA) of at least a 3.0 for all K-State graduate work (31 credit hours)
- Be in good academic and ethical standing with the university.
- Successfully complete a minimum of 1,075 hours of supervised practice experience in a variety of settings.
- Earn a passing score on all Core Competencies required by ACEND.
- Complete all program requirements within 18 months (150% planned program length)

Upon successful completion of the K-State MSDI graduates will receive the following:

- Master of Science degree in Nutrition, Dietetics, and Sensory Science
- Dietetic Internship Verification Statement, allowing eligibility to take the National Registration Examination for Dietitians

Transfer Credit and Assessment of Prior Learning/Experience

K-State does not grant exemption from any supervised practice or alternate learning experiences based on prior education or employment experiences. The program also does not accept transfer credit for the graduate coursework required for the MSDI.

Program Details

Tuition, Fees, Expenses

The figures below can be used as a guide for estimating the financial commitments of the program but are not an official quote of total costs.

Estimated expenses

- | | |
|--|-------------|
| • Tuition for Kansas Residents (31 credit hours) | \$13,202.90 |
| • Tuition for Non-Kansas Residents (31 credit hours) | \$29,732.10 |
| • Student Service Fees | \$1,200 |
| • Graduate School Application Fee | \$65 |

Note: The cost of tuition depends upon student residency. The latest and most up-to-date information about tuition and fees is found at <https://www.k-state.edu/finsvcs/cashiers/costs/manhattan-tuition-fees/>.

Additional expenses for students (may vary significantly):

Textbooks

- It is difficult to estimate the cost of textbooks. Many required and/or recommended books for the MSDI will have likely been utilized in prior undergraduate courses. Many graduate faculty will utilize open or alternative sources in place of textbooks. Students are encouraged to save the important dietetics-related textbooks for use when studying for the RDN Credentialing Exam after completing the supervised practice. Check with each professor about the value of keeping the course textbook in preparation for the RDN Exam.

Computer/Tablet

- It is recommended that students purchase a computer for use during the program. The estimated cost of a computer system is \$1000 to \$1500 and is required for students as early as possible. Information about technology on K-State campuses is available at <https://www.k-state.edu/onestop/technology-support/>. Information available includes computer recommendations, description of the Information Technology Assistance Center (iTAC) and IT Help Desk, student Webmail and KSIS (student information system).

Additional Expenses Specific to the MSDI Program

Student Membership to Academy of Nutrition and Dietetics

- Academy membership gives you free membership in a state affiliate of the Academy. Both the national association and the state affiliate may provide scholarship and volunteer opportunities. Student membership also provides book and other resource discounts.
- \$58 per year (<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>)

Professional Liability Insurance

- Required for all supervised practice placements.
- Approx. \$30/year

Personal Health Insurance

- Required for all supervised practice placements.
- If a student does not already have a policy, it is estimated at \$650 for the year.
- For health insurance options, see <https://www.uhcsr.com/>

Criminal Background Check

- Required for most supervised practice placements.
- Approx. \$60 (one-time fee)

Drug and Alcohol Testing

- Required for many supervised practice placements.
- Approx.. \$30 (one-time fee, if done at Lafene Health Center)

Housing & Transportation

- As deemed appropriate by the student, estimated at \$300-\$600 per month
- Few cities with practicum sites have reliable public transportation. Students must be able to provide their own transportation to practicum sites.

Other Costs You May Incur

Professional Meetings

- It is encouraged that students attend state and/or national meetings to network and gain additional educational experiences. The cost of these can vary as can the required travel.

Student Dietetic Association

- Student interest group that provides networking and educational opportunities as well as leadership roles.
- Less than \$10/year

Registration Exam for Dietitian Nutritionists

- After completing a supervised practice program, students will pay \$200 to sit for the Registration Examination for Dietitians. Information about the exam can be found at <https://www.cdrnet.org/RDN>

Financial Aid

- Information can be found at <http://www.k-state.edu/sfa/>. You may wish to call the Office of Financial Assistance for additional information at 785-532-6420.

Policies and Procedures

The MSDI expects students to abide by all university policies. For information about policies not listed, visit <https://www.k-state.edu/registrar/students/academicpolicy/>.

Honor System

Information on the University's Honor System may be found in the University Handbook at the following website: <http://www.k-state.edu/honor/>.

Withdrawal from the University

Information regarding withdrawal from the University is found in the Undergraduate Catalog at <https://www.k-state.edu/sfa/about/policies/dropwithdraw.html>.

Scheduling and Time Commitments

The MSDI follows the University academic calendar as described in the University Handbook at <https://www.k-state.edu/registrar/calendar/>. There are program-specific scheduling commitments as well.

Supervised Practice Preparation and Orientation

Prior to each supervised practice the program holds an orientation for students.

- Once cohort students are accepted, they are assembled as a group for a basic informational session.
- Various preparatory and orientation meetings may occur prior to each supervised practice placement.
- Dates and details regarding each of these will be shared at the beginning of the program.

Supervised Practice Time Commitments

Students will be assigned supervised practice placements from June through May of their program enrollment. Supervised practice is considered a time of intensive, hands-on experiences. It is important that students focus on the experience and its accompanying courses. Depending on the type and location of a placement, it can be expected to spend 16-32 hours per week on-site with your preceptor and their team. The number of weeks for each experience may vary as may the days of the week you are scheduled with your preceptor. Placements may include some weekend or evening activities. Schedules are based on preceptor availability and organizational structure and may vary throughout the semester.

In some cases, there are times when case studies, discussions, meetings, or activities are used to enhance the practicum and are counted towards the students' total supervised practice hours. These are controlled situations called alternate supervised experiences. These may be intertwined into an MSDI-specific course or on off-site scheduled days.

Due to the expected rigor of the supervised practice, students are strongly encouraged not to overcommit themselves outside of the program. If an outside job must be maintained, hours for that job must be scheduled so that they do not conflict with the supervised practice schedule or courses. The student should work closely with the MSDI Director and facility preceptors regarding scheduling issues.

Students are not allowed to replace employees as part of supervised practice (ACEND Standards 8.2.e (2022)). Students may complete staff relief during the semester, typically at the end of the clinical semester. Students will carry a clinical caseload; the student will report to a supervising RD if questions or concerns arise during staff relief. If a student believes their educational time is being utilized to fill in for staff vacancies, they should contact the program director who will discuss the issue with the practicum site preceptor.

Vacation, holiday, and absence policies

Holidays and vacation breaks are published in the K-State Undergraduate and Graduate catalogs and online at <http://www.k-state.edu/registrar/events/>. Individual course instructors also may announce class cancellations or changes in the semester schedule. Students are responsible for checking with individual course instructors regarding absence policies.

Students in supervised practice experiences have the same holidays and vacation breaks as on-campus students. However, students and preceptors should work together to ascertain the best schedule for that facility and operation. For example, a student may work a weekend in a supervised practice facility and be given time off during the week. Or a student in a school foodservice setting may rearrange the time they take their spring break week to coincide with the school district's spring break rather than the K-State spring break.

Excessive absences, whether for illness, family emergency, or other reasons, must be discussed with the MSDI Director. All parties involved will work together to determine if, when, and how time missed may be made up.

The student is responsible for notifying MSDI Director as early as possible in the semester if absence from classes or facilities is anticipated. Provision must be made to the satisfaction of the program director and supervising preceptor for coverage of coursework or duties during the student's absence.

Attendance at professional meetings

Students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of The Academy of Nutrition and Dietetics, the Kansas Academy of Nutrition and Dietetics annual meeting, the Kansas Nutrition Council annual meeting, or other organization seminars. These events may occur during course times or supervised practice experiences, so schedules must be discussed with the MSDI Director and your site preceptors in advance. Attendance at and travel to and from the events is not supervised or sponsored by Kansas State University and is at the students' own risk. Some hours of supervised practice practicum have been planned to include these opportunities.

Interview days for graduating students

Students who are in their last semester are allowed two days away from classes and facility assignments for the purpose of interviewing for jobs per university policy. MSDI Director and preceptors must be notified as soon as possible of the requested time off and plans must be in place for coverage of duties during the student's absence.

Accommodations

The Student Access Center appreciates disability as an integral part of the K-State University experience. We are committed to providing equal access and opportunity to all campus programs and services for students with disabilities. Through collaboration and support of the entire campus community, the Access Center promotes disability pride, self-determination of the student, and universally accessible design principles, so that everyone has full access to university life. Register for academic or transportation accommodations at <http://www.k-state.edu/accesscenter/students/index.html>.

Student Records

All information pertaining to student records can be found in the University Undergraduate Handbook at: <http://www.k-state.edu/registrar/ar/#STUREC>. The Department of Food, Nutrition, Dietetics and Health follow these guidelines. The program director maintains a file on each student which includes a student's application to the program, recommendation forms (right to review waiver), required entrance documents, and summary comments on student performance. Students can view their records, apart from the application scoring sheet and letters of recommendation, where their rights have been waived. To review records, contact the MSDI Director.

Faculty and staff at K-State follow the Family Educational Rights and Privacy Act of 1974 (FERPA) to maintain student records and information. For more information regarding FERPA and the Student Records Policy, please visit [FERPA \(k-state.edu\)](http://www.k-state.edu/ferpa).

MSDI Handbook

This MSDI Handbook is available to the public, dietetics students, and preceptors. A link to the handbook can be found on the MSDI webpage. Students are formally alerted to the presence of the handbook by their undergraduate advisors and upon acceptance into the MSDI.

Dress Code

There is no specific dress code for campus or online students when participating in class lectures or labs. However, students are encouraged to dress professionally when participating in experiential learning activities for a course, attending a professional meeting, or participating in any volunteer or shadowing experiences. Required dress for supervised practice rotations will vary slightly based on the location. While some sites may require business casual, others may suggest scrubs. For examples of professional dress, visit <http://www.k-state.edu/careercenter/students/attire/index.html>

Program Admission & Progression

Acceptance into K-State's Master of Science Dietetic Internship is a selective process. To enter, you'll need to meet the following admission requirements:

Academics

- A bachelor's degree from a didactic program in dietetics accredited by the Accreditation Council for Education in Nutrition in Dietetics must be in progress or completed within the last five years.
 - This degree must be conferred before entering the program, which begins in June.
 - Official transcript(s) from all institutions attended are required.
- A minimum cumulative GPA of 3.0 on a 4.0 scale
- Submission of (some will overlap with items you submitted for your graduate school application):
 - Cover letter
 - MSDI Application
 - Resume
- Participation in an interview with the selection committee

Acceptance into the Kansas State Graduate School is also required for official entrance into the MSDI. Required [graduate application materials](#) consist of:

- Unofficial transcripts from every institution you have earned college credit from
- Three professional references willing to submit an electronic survey via Qualtrics
- Completed applicant information form ([FNDH Graduate Applicant Supplemental Information](#))

- International applicants must also submit financial paperwork and language competency exam scores
- The online application for the K-State Graduate School can be found [here](#).

The Dietetic Internship selection committee will be looking for the following when evaluating your application and official admission:

- Completion of or Declaration of Intent to complete a bachelor's degree from an accredited institution.
- Completion of an ACEND-accredited Didactic Program in Dietetics (DPD)
- Overall undergraduate GPA of at least 3.0 with a minimum of a B in all natural-science and professional (dietetics-related) courses
- Quality of personal statement
- Evidence of experiential learning activities related to dietetics (i.e., shadowing, service-learning, observation, employment, volunteering, leading, etc.)
- Evidence of skill, traits, and leadership abilities
- Quality of references

Post Acceptance Requirements

Once accepted into the K-State MSDI, students must provide the following information and complete required processes before enrollment. Requirements and associated program policies are described below. Details for providing the information and completing the on-boarding process are included in the Letter of Acceptance. Students are required to sign an Acceptance Form containing a waiver, release, and assumption of risk (Appendix C) and a Consent to Disclose Education Records (Appendix D).

All conditionally accepted applicants must demonstrate compliance with the K-State Dietetic Internship Student Health Policy by submitting the following information on the Health Information and Immunization form. These requirements are at the student's own expense.

- Verification of immunizations
 - Required immunizations will be published annually and updated based on the CDC recommendations for health care workers, and the individual requirements of the clinical sites the program uses for clinical experiences.
- Verification of Physical Examination
 - Includes the health care provider's acknowledgment that the applicant meets the technical standards for admission.
- Personal Health Insurance
 - All K-State MSDI students must provide proof of health insurance upon enrollment and annually. Students must maintain health insurance coverage through the entirety of the program.
- Background Check
 - Conditionally admitted applicants to the K-State MSDI will be required to undergo criminal background and sex offender (CBSO) checks, performed at least 45 days prior to supervised practice placement. Criminal convictions of any nature may create difficulty in placing a student into clinical rotations. CBSO checks that limit the program's ability to secure supervised practice experiences may prevent students from completing the dietetic internship.
- Drug Screening
 - Conditionally admitted applicants to the K-State MSDI will be required to complete a drug screen. A positive drug screen may result in the admittance being rescinded due to the difficulty of placing the applicant into supervised practice experiences.

- Academic Standing
 - Maintain a 3.0 GPA throughout the MSDI
 - Earn a minimum of B on all program courses
 - Earn an acceptable mark on specified assignments or activities measuring student achievement of Core Competencies (CRDN) provided by ACEND

Application & Admission

Students seeking to apply to the MSDI should review program eligibility and admission requirements. Students generally apply the final year of their undergraduate didactic program. Applicants should begin gathering materials and references prior to starting the formal application process. The program begins in June and is designed to be 12 months in length with graduation in May (if all requirements are met). The program will disseminate the internal MSDI application in the fall semester. Applications are due November 1. Interviews will be scheduled immediately and notifications will be made by December 1. Applicants' decisions on acceptance are due December 15.

Process

Detailed information about the application process is posted via the departmental website and in the *Dietetics Information* site, which K-State students have access to in Canvas. K-State does not utilize the Dietetic Internship Centralized Application Service (DICAS) matching system, but rather an internal process. Students should notify the MSDI Director by email (stirtz@ksu.edu) of their intention to apply, and they will be granted access to the *Application Portal*. This portal is where all application materials are submitted. The MSDI Director will provide information about the application process; however, it is the students' responsibility to initiate and complete all application steps. Application materials will be kept on file with the program director and will not be returned. The steps in the application process are:

1. Meet all program course admission requirements.
2. Request access to the Application Portal.
3. Submit all requested materials by the application deadline (11:59pm (CST) on November 1).
4. Reserve MSDI Application Interview time (you will receive a link from the selection committee).
5. Participate in a 20-minute interview with faculty.
 - a. The purpose of the interview is to ascertain the applicant's knowledge about and interest in the program and determine the most appropriate fit for supervised practice placement. This interview also enables the faculty to assess communication skills, maturity, poise, human relations skills, and understanding of the rigors of the program. The application process for this program should be considered like application for a professional position.
6. Students are scored by the Selection Committee.
 - a. Acceptance into the program is based on meeting the admission criteria, committee assessment of student readiness for the program, and overall evaluation of the applicant.
7. Results of the selection process will be sent to applicants by email by December 1.
 - a. Details regarding conditional acceptance into the program and additional requirements will be included in the letter of acceptance.
 - b. Acceptance into the MSDI is not official until various agreements are signed, additional documentation is gathered and the DPD program verification is official.
 - c. The number of students accepted each semester is dependent upon the number of affiliated practicum sites willing to work with students.

Priority Review and Selection Process

The K-State MSDI has a priority review and selection process. K-State Didactic Program (DPD) on-campus students will be given initial priority, followed by K-State distance students. Currently, no external candidates may apply. Applicants will be notified of their acceptance/rejection by December 1.

Supervised Practice Sites

Selection and Evaluation

Upon probationary acceptance, a list of available supervised practice sites is provided. Students are then asked to prioritize locations for placement. The MSDI director makes assignments based on the needs of preceptors and interest of the students, if able.

The assigned supervised practice placements will vary slightly from student to student based on preceptor availability and overarching interest.

- Community-based:
 - ~ 160 hours (i.e., WIC, county health departments, community organizations, research and extension offices, etc.)
 - These hours are completed entirely on-site with oversight of the preceptor(s) and visits from the MSDI Director.
 - This placement and learning activities/CRDN assessment can be aligned with our summer Guatemala International Experience if a student is interested. A FNDH faculty member oversees this program in partnership with other healthcare professionals.
 - ~40 hours Service Project & Application
 - These hours are completed entirely on-site with oversight of the preceptor(s) and visits from the MSDI Director.
 - ~15 hours cohort meetings, discussions, activities (with MSDI Director and/or Faculty)
- Management:
 - ~ 330 hours (i.e., college & university dining, K-12 schools, long-term care foodservice, private practice, etc.)
 - These hours are completed entirely on-site with oversight of the preceptor(s) and visits from the MSDI Director.
 - ~ 55 hours alternative supervised experiences (i.e., simulation, project, case studies, etc.) (with MSDI Director and/or Faculty)
- Clinical / Counseling:
 - ~400 hours (acute care and critical access, specialty clinics, out-patient, private practice, etc.)
 - These hours are completed entirely on-site with oversight of the preceptor(s) and visits from the MSDI Director.
 - ~ 55 hours alternative supervised experiences (i.e., simulation, project, case studies, etc.) (with MSDI Director and/or Faculty)
- Other:
 - ~20 hours professional meetings, experiences, etc.

Distance instruction is utilized during the supervised practice rotations since students are placed throughout the state. All coursework materials including information, assignments, exams, and quizzes are posted on Canvas, the learning education platform used by K-State, and students must utilize their secure K-State login and password to access any materials and complete assignments, exams, and quizzes.

Practicum sites are selected and retained based upon the following characteristics:

- Willingness to expend preceptor and staff time required to educate students through their supervised practice hours
 - The MSDI would not be possible without the commitment of our supervised practice sites. The time, knowledge, and experiences our preceptors provide contribute to the education of our students and the future of the dietetics profession. Information specific to these sites and the preceptors can be found in Appendix F.
- Ability and willingness to provide opportunities for students to complete required projects
- Patient population allowing students' learning activities in providing nutrition care for clients with uncomplicated illnesses such as obesity, diabetes, cancer, cardiovascular disease, gastrointestinal diseases, renal disease, and possibly other complicated illness to meet ACEND standards
- Equitable treatment and evaluation of student performance
- Upholding ethical standards and practices at the practicum site
- Willingness to complete an affiliation agreement between the facility and Kansas State University
- Accreditation by Joint Commission on Accreditation of Healthcare or another agency, compliance with FDA or state food code, etc.
- Generally positive reports from MSDI students

Practicum sites are evaluated by students at the end of each semester through surveys. Evaluation measures of practicum sites by students include the following:

- Experiences that prepared student for entry-level practice
- Guidance that was clearly communicated
- Staff knowledge and expertise
- Clear and fair evaluation

Consistent complaints from students that are found to be justified by instructors will result in discontinuance of the practicum site after attempts to improve the situation have failed, or immediately, as the situation warrants.

Students should report unethical or inappropriate behavior on the part of a preceptor or practicum site staff member with consequent investigation by the MSDI Director and potential removal of the student from the practicum site. The student has the right to file a grievance against the instructor hence practicum site through the university using the appropriate steps listed in the University Handbook (<http://www.k-state.edu/accesscenter/students/grievance.html>). The supervised practice site will be discontinued if found guilty of unethical behavior such as sexual harassment, medical malpractice, or fraud.

Practicum sites are reviewed informally by the instructor at site visits and conferences. Instructors evaluate practicum sites based upon the following:

- Provision of experiences and activities that allow student to complete all required projects
- Guidance of students through required projects and toward and through staff relief
- Completion of evaluations required of preceptors
- Feedback from student survey results or immediate concerns expressed by students

Student Placement

Students will be assigned to practicum sites and must accept the assigned practicum sites as a condition of being accepted into the MSDI Program in Dietetics at Kansas State University. A Waiver, Release, and Assumption of Risk will be signed by the student (Appendix C). Students will acknowledge that practicum sites accept students on a volunteer basis. Students must acknowledge that practicum sites may change their decision regarding accepting a student any time up to the beginning of the semester resulting in the MSDI Director locating a new practicum site from locations that might agree to accept a student on short notice, if possible.

Expectations & Requirements of Students:

- Students at practicum sites are expected to dress, behave, and present themselves as if they were employed there.
- Students are expected to know and abide by the policies and protocols of the supervised practice site where they are assigned.
- Students are expected to function as a student-member of a multidisciplinary team of professionals.
- Students are expected to provide appropriate services to patients/clients/customers in a professional manner, always respectful of the individual's needs and right to privacy.
- Students are expected to obtain advice and direction from supervising registered dietitians and other professionals when unsure of the correct or most appropriate nutrition care to provide a patient or the most appropriate interaction with an employee or customer of the practicum site.
- Students are expected to respect the wants and needs of customers and clients in the practicum facility.
- Students are encouraged to discuss concerns or questions with their preceptor and/or the instructor/program director.
- Students are expected to adhere to the dress code of their practicum site.
- Students will be provided rules for HIPAA compliance from the clinical practicum instructor at the beginning of the semester. Students are expected to participate in any HIPAA orientation or training provided by the clinical practicum site and to adhere to all rules of patient confidentiality.
- Students are expected to maintain confidentiality regarding operational issues in all practicum sites.
- Students are expected to log practicum hours each week in practicum on the timesheet provided by the instructor of the course. Preceptors must initial the timesheet each week.
- Students are obligated to know and follow facility policy and protocol. Most affiliation agreements clearly state that the facility reserves the right to expel a student from their facility for matters of inappropriate conduct.

Practicum site-specific requirements

Each practicum site has specific entrance requirements including pre-semester training. The program director will provide each student with a list of requirements and due dates for the practicum site where they are assigned. This could include specific facility training, CPR certification, providing a record of a recent physical examination, signing confidentiality statements, participating in facility orientation, etc. The program director will need all documentation approximately 30-50 days prior to the first day of the clinical practicum. This information is required prior to the student starting at the facility. The program director will send copies of all documentation to the practicum sites before the first day of the semester after the student has signed a release waiver (Appendix D & E). All practicum sites are notified that information provided to them regarding student health either by program director or student themselves is HIPAA protected.

Housing

It is the student's responsibility to find housing for themselves, at their own risk and expense during the practicum semesters, just as students are responsible for their own housing when attending classes on campus.

Assessment of Student Learning and Performance Reports

Regular evaluation of student performance in a supervised practice component is an important part of the MSDI experience. Each student meets on a regular basis with their facility preceptor to evaluate learning activities and identify strengths and areas for improvement in on-the-job knowledge and behavior. Formal evaluations by preceptors are completed at midterm and at the end of the semester. Competency evaluation is measured by the preceptor and course instructor through practicum projects. Both lecture courses and supervised practice are graded courses and final grades are determined by the instructor on record based upon preceptor evaluations and project scores. Please also see the section titled "Student Learning Assessment" for the formal process used to assess student learning outcomes for university and accreditation purposes.

Program Retention, Remediation and Termination Procedures

The philosophy of the program is that students must demonstrate competence in both knowledge and performance. The MSDI Director and/or instructors will review student progress with preceptors a minimum of twice per semester. MSDI instructors will meet with the preceptor and student if they are not performing up to standards as indicated by the preceptor performance report. They will determine goals, objectives, and a timeline for the student to meet performance standards. These goals, objectives and timelines are documented through a performance improvement plan. The improvement plan is individualized for each student and their areas of concern which could be knowledge-based and/or behavioral concerns. If the concerns are knowledge-based, the instructor will develop a plan to provide additional knowledge-based sessions weekly such as lectures, case studies, discussions, etc. If the concerns are behavioral based, the preceptor and instructor will provide expectations for changes and the student will develop strategies to improve behaviors to meet expectations. If the student does not make the specified improvements by the given timeline, they may be dismissed from the program. If dismissed from the program, the student will have the opportunity to meet with faculty advisors to discuss career paths and options. Obtaining a grade of B in all MSDI courses is a prerequisite to continue in the MSDI. Students who do not earn at least a B in a course will be re-evaluated for continuation in the program. Student performance and professional behavior is a critical component in determination of letter grades for courses. Performance is assessed by practicum preceptors and reviewed by course instructors in determining successful completion of the program. Notwithstanding anything herein to the contrary, nothing in this paragraph or elsewhere shall be construed to limit the university's or preceptors' decision to discipline or terminate the student for policy or protocol violations.

Graduate Degree

For more information regarding graduate school, please see the Graduate Handbook at <http://www.k-state.edu/grad/graduate-handbook/>. Information includes Admissions, Enrollment, and Progress; Master's Degree; Doctoral Degree; Graduate Certificate Programs; The Graduate Faculty; Graduate Council Constitution, By-Laws, Procedures; Graduate Student Rights and Grievance Procedures; Dissertations, Theses, Reports; Graduate Student Reinstatement Procedure.

Once admitted to graduate school, students should also work with their major professor(s) to determine their program of study and enrollment of graduate coursework. Every master's student must file with the Graduate School, a Program of Study, a formal list of the courses the student intends to take to fulfill the requirements of the graduate degree. The program of study should consist solely of courses directly related to the master's degree. Full-time students must file their programs before the end of their second semester of graduate study. The student should prepare the program of study in consultation with the supervisory committee, all members of which must indicate their approval by signing the Program of Study form provided by the Graduate School.

Graduation Requirements

Application for graduation clearance is completed using KSIS. The student is responsible for verification that all transcripts of college credits from previous institutions are on file in the Office of the University Registrar before the end of the semester in which graduation is intended.

To be awarded a graduate degree, the student 1. must not be on probation 2. must have a cumulative GPA of 3.0 or higher on graduate coursework on the program of study 3. must meet all the requirements of the Graduate School, the student's academic program area, and the student's supervisory committee, 4. must be enrolled during the semester in which the degree requirements are completed. For more information regarding graduate school, please see the Graduate Handbook at: <http://www.k-state.edu/grad/graduate-handbook/>.

Verification Statement Procedures

To earn a Verification Statement to qualify to sit for the Registration Exam, MSDI students must complete all coursework required for the Master of Science in Nutrition, Dietetics, and Sensory Science, complete the

supervised practice experience, and fulfill all ACEND competencies. Upon completion of all requirements and final grades are posted, the College of Health and Human Sciences Dean's office will provide the MSDI Director with a letter. Once received, the MSDI Director will prepare and sign the Verification Statements. Each graduate will receive an electronic copy with the program director's electronic signature. The original signed and dated verification statement remains on file in the department of Food, Nutrition, Dietetics, and Health indefinitely. The program director will also request a signature from the student that allows the university's registrar's office to release one copy of the student's official transcript to the program director for record keeping purposes only.

Grievances

In keeping with the University's process, the grievance procedure for the MSDI serves the three functions as that of the University: "(1) to safeguard the rights and academic freedom of both students and faculty, (2) to assure due process, and (3) to provide for consistency in handling undergraduate grievances throughout the university". For additional information about grievances, please see the university policy at <https://www.k-state.edu/studentlife/reportsandpolicies/studentcomplaintsandgrievances.html>.

In addition, the MSDI seeks to preserve the working relationship with the preceptor, their staff, and the practicum site by recognizing that each practicum site must enforce their own policies and protocols.

A MSDI student should notify the program director with concerns or complaints about their preceptor, practicum site, or course content. The program director will consider such complaints and seek additional information when needed and decide on a resolution. Students may also discuss their concerns with the department head of FNDH.

Opportunity and Procedure to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995 or by calling 1-312-899-0040, ext. 5400. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. ACEND's website is: <http://www.eatrightPRO.org/ACEND>.

Program complaints will be kept on file for a period of at least 7 years, including the resolution of complaints.

Student Support Resources

Student Support & Accountability

201 Holton Hall; 785-532-6432; studentsupport@ksu.edu

Works to provide support for students and oversees several conduct-related processes for the university. This is often a great starting point if you have academic or personal concerns and are not sure where to turn. For more info visit <https://www.k-state.edu/student-support/>.

Academic Achievement Center

101 Holton and Holtz Hall; 785-532-6492; achievement@k-state.edu

The Academic Achievement Center (AAC) provides a comprehensive and coordinated system for the identification, diagnosis, advisement, counseling, and referral of students to the various academic support services available at K-State. In addition, the AAC provides direct academic support through programs that include:

- Tutorial Assistance (<http://www.k-state.edu/aac/tutoring/>)
 - Free tutoring is available in a variety of introductory courses and sessions are led by peer tutors who have excelled in the course. Students can choose from scheduled tutoring or walk-in tutoring.
- Academic Coaching (<http://www.k-state.edu/aac/academic-coaching/>)
 - Students are paired with a professional team member who provides individualized approach to guide students toward academic success. The coach will help students with a variety of topics like improving goal setting and goal achievement, refining decision-making skills, gaining confidence with responsibilities, sharpening academic skills, and motivation.

Non-Traditional & Veteran Student Services

101 Holton Hall; 785-532-6434; kstatenontrad@k-state.edu

Non-Traditional and Veteran Student Services (NTVSS) provides assistance and advocacy for students before, during, and after their admission to Kansas State. Non-traditional students are seeking to start or continue the pursuit of an undergraduate degree later in life rather than right after graduating high school. They include: students attending part-time or work full time while enrolled; students who are financially independent of their parents; students with family dependents other than a spouse; students who are single parents. Military-affiliated students include: student veterans; students serving on active duty, in the national guard, or reserve and ROTC cadets; students who are spouses or dependent family members of a service-member or veteran. For more information, please contact the website: www.k-state.edu/nontrad.

Student Access Center

202 Holton Hall; 785-532-6441; V/TT 785-532-6441; accesscenter@k-state.edu

Student Access Center (SAC) serves the campus community by partnering with students, faculty, and staff to create accessible environments and provide academic and housing accommodations. Staff will work as a liaison with students' instructors. For more information about the services provided visit <https://www.k-state.edu/accesscenter/>.

Lafene Health Center

1105 Sunset Avenue; 785-532-6544; lafene@k-state.edu

Provides a range of services that include special clinics for sports-related injuries, women, allergies and immunizations, general care, and counseling services. Also included are services in health education, nutrition, and physical therapy. The services of pharmacy, laboratory, and x-ray are available at reduced rates. More information about Lafene Health Center and the services provided can be found at <http://www.k-state.edu/lafene/>.

Counseling & Psychological Services

Lafene Health Center, Rm 101; 785-532-6927; counsel@k-state.edu

Staffed by licensed psychologists, licensed marriage and family therapists, professional counselors, and advanced trainees. They provide a variety of services including individual, couple, and group counseling, career assessment and counseling, biofeedback training for stress management and performance enhancement, applied sport psychology programs, alcohol and other drug education services, educational and skill-building workshops, among others. For more information visit <http://www.k-state.edu/counseling>.

Office of Student Financial Assistance

220 Anderson Hall; 785-532-6420; finaid@k-state.edu

Aid with scholarships, grants, work study, loans, and other financial benefits. For information visit: <https://www.k-state.edu/sfa/scholarships-aid/>.

If students are a member of the Academy of Nutrition and Dietetics, they may be eligible to apply for scholarships through the Academy. Please refer to: <http://www.eatrightpro.org/resources/leadership/honors-and-awards/grants-and-scholarships>. Scholarships are sometimes offered through the Kansas Academy of Nutrition and Dietetics and Kansas Nutrition Council. These opportunities will be communicated by faculty to students through dietetic student communication channels.

**Preceptor specific materials are provided in Appendix E.

Appendix

Appendix A: Competency Assessment Plan

Kansas State University Master of Science Dietetic Internship RDN Competency Assessment (Required Element 4.1 and 4.2) Based on 2022 ACEND Standards (Revised December 2023)

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.		
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.	FNDH 860 Practicum (On-site Foodservice Mgmt)	Customer Service and Quality Improvement Assignment
CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	FNDH 762 Applied Clinical	Journal Review & Application
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.	FNDH 860 Practicum (On-site Foodservice Mgmt) & FNDH 860 Practicum (On-site Community)	Analyzing a Financials Assignment Community Project
CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.	FNDH 897 Applications in Foods, Nutrition, Dietetics, and Health	Culminating M.S. Project
CRDN 1.5 Incorporate critical-thinking skills in overall practice.	FNDH 860: Practicum (all on-site placements)	Final Performance Evaluation
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.		
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.	FNDH 860: Practicum (on-site clinical)	Regulation & Legislation Assignment
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.	FNDH 860: Practicum (all on-site placements)	Final Performance Evaluation
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.	FNDH 860: Practicum (all on-site placements)	Final Performance Evaluation
CRDN 2.4 Function as a member of interprofessional teams.	FNDH 860: Practicum (all on-site placements)	Final Performance Evaluation

CRDN 2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.	FNDH 860: Practicum (On-site Clinical)	Collaboration Assignment
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	FNDH 860: Practicum (On-site Clinical)	Referral Assignment
CRDN 2.7	Apply change management strategies to achieve desired outcomes.	FNDH 860: Practicum (On-site Clinical)	Change Mgmt Assignment
CRDN 2.8	Demonstrate negotiation skills.	FNDH 761 Applied Management	Advanced Management Project
CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.	FNDH 860: Practicum (On-site Community)	Final Performance Evaluation
CRDN 2.10	Demonstrate professional attributes in all areas of practice.	FNDH 860: Practicum (all on-site placements)	Final Performance Evaluation
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.	FNDH 860: Practicum (all on-site placements)	Final Performance Evaluation
CRDN 2.12	Implement culturally sensitive strategies to address cultural biases and differences.	FNDH 761 Applied Management FNDH 762 Applied Clinical	Advanced Management Project Adversity Assignment
CRDN 2.13	Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	FNDH 762 Applied Clinical	Advocacy Assignment
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.			
CRDN 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.	FNDH 860: Practicum (On-site Clinical)	RealCase Medical Nutrition Therapy
CRDN 3.2	Conduct nutrition focused physical exams.	FNDH 860: Practicum (On-site Clinical)	RealCase Nutrition Care Process
CRDN 3.3	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B ₁₂ or iron supplementation).	FNDH 762: Applied Clinical FNDH 860: Practicum (On-site Clinical)	Practice & Preparation ClinSim Assessment Demonstration
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.	FNDH 860: Practicum (On-site Clinical)	ClinSim Blood Glucose Demonstration

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.	FNDH 762: Applied Clinical FNDH 860: Practicum (On-site Clinical)	Practice & Preparation ClinSim Tube Placement Demonstration
CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.	FNDH 762: Applied Clinical FNDH 860: Practicum (On-site Clinical)	Practice & Preparation ClinSim Swallow Screen Demonstration
CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.	FNDH 860: Practicum (all on-site placements)	Final Performance Evaluation
CRDN 3.8 Design, implement and evaluate presentations to a target audience.	FNDH 762: Applied Clinical FNDH 860: Practicum (On-site Community)	Case Study Presentation Community Project
CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.	FNDH 760 Applied Community FNDH 860: Practicum (On-site Community)	Service Project Community Project
CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.	FNDH 860: Practicum (On-site Clinical)	Educational and Counseling Assignment
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	FNDH 860: Practicum (On-site Community)	Community Project
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.	FNDH 860: Practicum (on-site, not site specific)	Nutrition Communications Training Day
CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	FNDH 860 Practicum (On-site Foodservice Mgmt)	Meal Planning and Production Assignment
CRDN 3.14 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.	FNDH 860 Practicum (On-site Foodservice Mgmt)	Recipe Development/Modification Assignment
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.		
CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).	FNDH 860 Practicum (On-site Foodservice Mgmt)	Human Resources Assignment
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.	FNDH 761 Applied Mgmt in Dietetics	Safety and/or Security Assignment

CRDN 4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).	FNDH 860 Practicum (On-site Clinical)	Program Quality and Customer Service Assignment
CRDN 4.4	Apply current information technologies to develop, manage and disseminate nutrition information and data.	FNDH 760 Applied Community Dietetics	Service Project
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.	FNDH 860 Practicum (On-site Foodservice Mgmt)	Analyzing Financials Assignment
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	FNDH 860 Practicum (On-site Foodservice Mgmt)	Waste Analysis and Resource Management Assignment
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	FNDH 860: Practicum (On-site Community)	Community Project
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	FNDH 860: Practicum (On-site Community)	Community Project
CRDN 4.9	Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	FNDH 860: Practicum (On-site Clinical)	Coding and Billing Assignment
CRDN 4.10	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	FNDH 761 Applied Mgmt in Dietetics	Risk Management Assignment
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.			
CRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	FNDH 860: Practicum (all on-site placements)	Self-Evaluation and Improvement Plan
CRDN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	FNDH 762 Applied Clinical	Career Goals Assignment
CRDN 5.3	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	FNDH 762 Applied Clinical	CRD Portfolio Assignment
CRDN 5.4	Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).	FNDH 761 Applied Management	Advanced Management Project
CRDN 5.5	Demonstrate the ability to resolve conflict.	FNDH 761 Applied Management	Advanced Management Project
CRDN 5.6	Promote team involvement and recognize the skills of each member.	FNDH 761 Applied Management	Advanced Management Project
CRDN 5.7	Mentor others.	FNDH 860 Dietetics Practicum	Mentoring Project
CRDN 5.8	Identify and articulate the value of precepting.	FNDH 860 Dietetics Practicum (all on-site placements)	Preceptor Appreciation

Appendix B: Proposed Course Sequencing

Kansas State Master of Science Dietetic Internship Proposed Course Sequencing

(M.S Nutrition, Dietetics, and Sensory Science + Dietetic Internship)

Note: The following is the proposed course sequencing to complete the MSDI in 12 months. Internal K-State applicants (DPD graduates) may qualify to utilize 9-credits of higher-level undergraduate coursework as dual credit towards graduate electives. This reduces three credits of courseload per semester from the sequence below.

31 credits total = 25 coursework + 6 Supervised Practice “Dietetics Practicum” Credits

<u>Summer</u>		<u>Fall</u>		<u>Spring</u>		<u>Summer****</u>	
Elective	3	Elective	6	Elective	3		
STAT 701/703/705	3			FNDH 880 Professional Communication in FNDH	1		
		FNDH 897 Applications in Food, Nutrition, Dietetics and Health	1	FNDH 897 Applications in Food, Nutrition, Dietetics and Health	2		
*FNDH 760 Applied Community Dietetics (~15 hours alt exp + 40 hours on-site service project)	1	*FNDH 761 Applied Management in Dietetics (~55 hours alt exp)	3	*FNDH 762 Applied Clinical Dietetics (~55 hours alt exp)	2		
**FNDH 860 Dietetics Practicum (~160 hours community)	2	**FNDH 860 Dietetics Practicum* (~330 hours management)	2	**FNDH 860 Dietetics Practicum* (~400 hours clinical)	2		
Total Semester Credits	9	Total Semester Credits	12	Total Semester Credits	10		
***Students also have the opportunity to attend various professional meetings (~20 hours)							

*MSDI Specific Courses with Alternative Supervised Experiences (125 hours)

**MSDI On-site Supervised Practice hours (930 hours)

***Students may attend various professional meetings (20 hours)

****Some students may choose to push an elective course back to the second summer due to feeling overwhelmed or availability of a class they are interested in.

Appendix C: Supervised Practice Site Acceptance Form: Waiver, Release, and Assumption of Risk

Assigned Supervised Practice Site Acceptance Form

Waiver, Release, and Assumption of Risk

Student Name:

Community Supervised Practice Site:

Management Supervised Practice Site:

Clinical Supervised Practice Site:

Please initial each of the following if you choose to accept the invitation to the K-State Dietetic Internship (MSDI).

_____ I understand that to begin the MSDI I must complete my undergraduate didactic program (DPD) earning a B or better in my professional courses and in good academic standing with the university.

_____ I agree to the assigned practicum sites as a condition of being accepted into the Dietetic Internship at Kansas State University.

_____ I acknowledge that practicum sites accept students on a volunteer basis and realize sites may change their decision regarding accepting a student any time up to the beginning of the semester resulting in the Dietetic Internship Director locating a new practicum site from locations that might agree to accept a student on short notice.

_____ I acknowledge that I am solely responsible for all transportation to, from, and between practicum and other sites and activities during my participation in the Dietetic Internship. I agree that all such travel is at my own expense and at my own risk, just as when students travel to class on campus.

_____ I assume all risks associated with my participation in the practicums of the Dietetic Internship, including without limitation for travel to and from the practicum sites and activities, meetings and other engagement with a mentor, and other site employees, clients, or the like, and risks associated with health care, all of which may include serious bodily injury up to and including death.

_____ I acknowledge that it is my responsibility to find housing for myself at my own risk and at my own expense during the practicum semesters, just as students are responsible for their own housing when attending classes on campus.

_____ I acknowledge that Kansas State University employees and agents are not present during my practicum and most activities of the Dietetic Internship (except to the limited extent when practicums are completed through departments of Kansas State University under the supervision of Kansas State University employees), and they do not exercise supervision or control over persons, mentors, patients, clients, clinic activities, clinic and surrounding premises, or the like. I understand that I may make my own independent inquiry of and research the sites and/or mentors to which I am assigned and may raise with the Dietetic Internship Director any potential or actual issues identified prior to or during a given practicum semester.

_____ I waive, release, and discharge for myself, my heirs, executors, administrators, legal representatives, assigns, and successors in interest, Kansas State University, the State of Kansas, the Kansas Board of Regents, and their agents, officers and employees, from all claims, demands, and causes of action of any kind, including claims for negligence, which may arise from or be related to my participation in the practicums of the Dietetic Internship. I further agree that if despite this release, myself or anyone on my behalf makes a claim against any of the persons or entities listed in this paragraph, I will indemnify and hold harmless each of them from all litigation expenses, attorney fees, loss, liability, damage, or cost that may incur as the result of any such claim.

_____ I agree that I have or will obtain, prior to the start of any practicum, medical insurance purchased at my own expense.

_____ I understand that I am responsible for any medical and other expenses incurred during the practicum semesters.

_____ I agree that I will obtain, prior to the start of any practicum, comprehensive general liability and professional liability insurance in the amounts required by the site to which I am assigned, purchased at my own expense. The university's collection or passing on of this information does not imply that the insurance policy will provide coverage of an incident (during the practicum or otherwise) or that it will provide me with sufficient coverage for an incident, and the University does not assume any corresponding responsibility. I understand that I must maintain this insurance during the entire practicum experience, and if there are material changes to the insurance coverage, I must notify facilities in which you are completing supervised practice hours.

_____ I understand that facilities may require vaccination and health verification, background checks, facility-specific training, and/or certifications, all of which must be completed/produced prior to the beginning of the supervised practice. If requirements are not met, I understand that I may not be able to complete the program.

All Dietetic Internship students must provide proof of the following. Please initial next to each, indicating your understanding of the requirement.

_____ Varicella (chicken pox) Vaccination
Vaccine series or positive titer if previously infected with chicken pox.

_____ Measles, Mumps, Rubella Vaccination
MMR 2 vaccine series or quantitative titer.

_____ Tdap Vaccination
Within last 10 years

_____ Hepatitis B Vaccination and a quantitative Hepatitis B titer

_____ TB Skin Test
One step TST (TB skin test) dated and read appropriately or interferon gamma release assay (IGRA) within the last 12 months indicating a negative result

_____ Influenza Vaccination
For current flu season (~Oct – Feb)

_____ Background Check
Utilize Validity, some also require a Missouri-state check.

_____ Physical Exam
Within last 12 months stating you are healthy enough to work in the healthcare environment.

_____ Drug Panel (10-point)
Available through Lafene, with a request letter from Dr. Whitehair.

_____ Full COVID-19 Vaccination
Strongly recommended and required by most sites – as per ongoing guidelines. As a student in a health care facility, COVID-19 vaccination may be important to your clinical trajectory, so we strongly encourage maintaining up-to-date vaccination per CDC guidelines.

List any concerns and/or exemption requests. *Note: exemption requests are site-specific and **not** handled by Kansas State University.*

_____ I agree to follow the Dietetic Internship Student Handbook.

_____ I agree to abide by Kansas State University policies, K-State Dietetic Internship policies, and practicum site policies and protocols throughout the Dietetic Internship.

_____ I understand that if I do not follow policies and procedures of the Program, The University, and/or of the assigned practicum site, I may be subject to disciplinary action, including but not limited to dismissal from the program through the University and/or the assigned practicum site.

Please initial the following if you choose to **decline** the invitation to the K-State Dietetic Internship.

_____ I choose to decline the invitation to the K-State Dietetic Internship.

Student Signature/Date

Please return the completed form by (date) to:

Kelly J. Whitehair

Director, Dietetic Internship

Justin Hall, Room 202

stirtz@ksu.edu

Appendix D: Consent to Disclose of Educational Records for Supervised Practice Site

Consent to Disclose Education Records

(In accordance with the Family Education Rights and Privacy Act (FERPA))

Student Name:

Summer Community Supervised Practice Site:

Fall Management Supervised Practice Site:

Spring Clinical Supervised Practice Site:

I, _____, hereby consent to the disclosure of the following documents:

- Medical record documentation
- Drug/Alcohol testing
- Criminal background check
- Additional site-specific paperwork required by supervised practice facilities
- General preceptor and site evaluation summaries/statistics

to the assigned supervised practice site for the purpose of completing supervised practice experience at the facility in relation to the Dietetic Internship at Kansas State University.

Signature/Date

Please return the completed form by (date) to:

Kelly J. Whitehair
Director, Dietetic Internship
Justin Hall, Room 202
stirtz@ksu.edu

Appendix E: Preceptor Materials

Preceptor Materials

The Master of Science Dietetic Internship (MSDI) would not be possible without the commitment of our supervised practice sites. The time, knowledge, and experiences our preceptors provide contribute to the education of our students and the future of the dietetics profession. Kansas State University (K-State) provides students with a Master of Science in Nutrition, Dietetics, and Sensory Sciences, and the ACEND (Accreditation Council for Education in Nutrition and Dietetics) required 1000+ hours of supervised practice.

K-State's Dietetics programs have been producing outstanding dietetics professionals for decades and are one of the oldest and most prestigious programs in the country. The initial supervised practice program, the Coordinated Program, was established in 1970 and was the second program established in the United States. In the program's 50 years of existence, it graduated well over 1500 graduates. Upon the implementation of the 2024 mandate for a master's degree, we reorganized our programs. We continue to offer our B.S. in Dietetics program for all didactic coursework (DPD). We have transitioned the supervised practice portion of the previously titled Coordinated Program into a graduate level Dietetic Internship (MSDI). The supervised practice experiences are now aligned with our Master of Science in Nutrition, Dietetics, and Sensory Science program. The MSDI allows for a cleaner model providing an easy transition for students from an undergraduate didactic program into a graduate level supervised practice setting. Elevating the supervised practice experience and keeping it aligned with our existing Master of Science in Nutrition, Dietetics, and Sensory Science abbreviates the time between clinical experiences and the registration exam.

Recruitment and Orientation of New Practicum Sites

The MSDI seeks to recruit new practicum opportunities for students within Kansas and KC Metro and to maintain an adequate number of sites to support the program. Details on the selection and evaluation of practicum sites is provided in the *Supervised Practice Sites* section of this handbook.

New Practicum Sites:

1. The MSDI Director will communicate with the proposed practicum site regarding their interest in becoming a preceptor for students and the expectations for providing supervised practice opportunities for students.
2. Affiliation agreements are required for all facilities that students are sent to complete supervised practice hours. Once a facility has agreed to become a host site, the MSDI Director will communicate with the facility and the campus legal departments to coordinate the affiliation agreement. The purpose of the agreement is to delineate the rights and responsibilities of both the facility and K-State. If the facility wants to use the facility's contract, they will forward the contract to the director and the director will have the K-State attorney review, negotiate terms with the facility, and approve the agreement. Once K-State and the facility agree upon terms, the agreement will be sent to the facility for signatures. The facility will send it back to the MSDI Director who will route to campus Administration for signature. Once all signatures are obtained, the director will keep a copy on file and send a copy to the facility for their records. Affiliation agreements are not needed for entities that are a part of Kansas State University. Affiliation agreements are considered open-ended by the University unless the facility specifies effective dates within the agreement provided to the University. The program director reviews all affiliation agreements periodically to assure that they are current.
 - a. These agreements generally include all health screening, legal, or orientation-based requirements for the students. The MSDI Director notifies incoming students of the entrance requirements for their specific practicum sites. The MSDI Director organizes and provides the required to the

preceptor or education department prior to the student beginning the semester. Letters are sent with these documents stating that the health-related documents are HIPAA and FERPA protected.

3. Prior to placing a student at the new practicum site, the MSDI Director and applicable faculty will communicate with the preceptor and staff by an on-site meeting or conference call to review expectations, projects, and evaluations.

Preceptor Orientation, Training, and CEUs

Semester orientation and conference calls

At the beginning of each semester, the practicum course instructor will provide preceptors and community mentors with the following:

1. Preceptor orientation video and letter that includes expectations, information regarding accreditation standards and competencies, program's mission, goals, and objectives, and preceptor training opportunities. Occasionally we will meet in person or via Zoom for this training in lieu of a video orientation.
2. Programmatic feedback provided by students and preceptors through surveys
3. K-State MSDI Informational Handbook
4. Accreditation Standards Competencies
5. Course syllabus
6. Course information and important dates
7. Copies of performance evaluations to be completed by the preceptor for the student
8. Copies of projects to be completed by student and project evaluations to be completed by preceptor
9. Other necessary and important information
10. Contact information of the student, course instructor, and program director

Preceptors are asked to speak via conference calls with instructors during the semester to ask questions, receive information/advice, and provide suggestions, if necessary. Instructors also contact preceptors periodically throughout the semester to ensure the semester is going as planned and if any concerns or questions have arisen.

Training

Preceptors are encouraged to take the Dietetics Preceptor Training Program provided at the ACEND website. The training provides 8 CPEUs at no cost.

- [Dietetics Preceptor Training Program \(eatrightpro.org\)](http://eatrightpro.org)

Targeted training for individual preceptors will be provided by the program director or instructor(s) based upon instructor observation or student comments and/or survey results.

ACEND also offers training for faculty, staff, students, and preceptors regarding Diversity, Equity, and Inclusion. The program director will send out information regarding live webinars that are also recorded and posted on the ACEND website which offers free CPEUs. More information regarding these educational opportunities can be found at [Diversity, Equity and Inclusion ACEND Resources \(eatrightpro.org\)](http://eatrightpro.org).

Preceptors can earn up to 3 CPEUs per year for a total of 15 CPEUs per 5-year reporting period. Preceptors must complete the Preceptor Confirmation and Self-Reflection Form and have the MSDI Director sign the form. Forms and FAQs about how to earn your preceptor CPEUs can be found at [CPEU Credit for Preceptors - Commission on Dietetic Registration \(cdrnet.org\)](http://cdrnet.org).