

Dietetic Internship Program Handbook

2025-2026 Cohort

*Note: The College of Health and Human Sciences is reorganizing. The information within this handbook reflects those changes as they will be officially in place as of July 1, 2025 and will impact students in the 25-26 cohort of the MSDI. The primary change being departmental structure and MS degree name change from MS in Nutrition, Dietetics, and Sensory Science to MS in Food, Nutrition, and Health. The programmatic structure and policies within will remain the same.

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WELCOME

Kansas State University has a rich legacy of excellence in dietetics education, spanning more than a century. As one of the oldest and most respected programs in the nation, K-State has consistently provided the foundational coursework required to become a Registered Dietitian Nutritionist (RDN). We take pride in our ability to evolve alongside the dynamic field of dietetics, preparing students to meet the ever-changing demands of healthcare and nutrition.

RDNs are—and will continue to be—the leading experts in evidence-based practice and medical nutrition therapy. K-State’s commitment to innovation and quality education is reflected in the evolution of our programs. In 1970, we launched one of the first Coordinated Programs (CP) in the country, integrating academic coursework with supervised practice. Over 1,500 students graduated from the CP during its 50-year history.

In 1996, K-State pioneered the first online dietetics program, expanding access to students worldwide. For many years, we offered two accredited undergraduate pathways: the Didactic Program in Dietetics (DPD), which focused on coursework, and the Coordinated Program (CP), which combined coursework with supervised practice.

In response to the profession’s shift toward requiring a master’s degree for entry-level RDNs beginning in 2024, K-State transitioned its undergraduate CP into a graduate-level Dietetic Internship (MSDI). Thanks to the strong foundation and partnerships built over decades, this transition was seamless. Today, we continue to offer our undergraduate DPD while elevating the supervised practice component into a subplan of the Master of Science in Food, Nutrition, and Health. This structure allows students to efficiently progress from undergraduate studies into graduate-level supervised practice, preparing them for the Registration Examination for Dietitians in a timely and effective manner.

Accredited in 2023, the MSDI represents the next chapter in K-State’s legacy of leadership in dietetics education.

About This Handbook

This handbook provides essential information about the MSDI and the dietetics profession. It outlines program-specific requirements that supplement the policies and responsibilities detailed in the K-State Undergraduate and Graduate Catalogs.

Students are encouraged to utilize all available resources, including this handbook, the MSDI Information Canvas site, and guidance from dietetics advisors and faculty. The terms student and intern are used interchangeably throughout this document.

Please note: This handbook is not a comprehensive guide but serves as an overview of key requirements and information, with links to more detailed content



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PROGRAM OVERVIEW

The Dietetic Internship pathway within the Master of Science in Food, Nutrition and Health (MSDI) at Kansas State University integrates supervised practice experiences with graduate-level coursework. This program is designed for students who have earned a Didactic Program in Dietetics (DPD) verification statement from Kansas State University and are seeking to fulfill the requirements necessary to sit for the Registration Examination for Dietitians.

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

Accreditation (University and Program)

The Kansas State University Master of Science Dietetic Internship (MSDI) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: 312-899-0040, ext. 5400
Website: www.eatrightpro.org/acend

ACEND sets the standards for dietitian education programs, including required knowledge and competency outcomes that all accredited programs must meet. The K-State MSDI is currently accredited under the 2022 ACEND Standards, with the next comprehensive self-study and on-site evaluation scheduled for 2026.

To view the current ACEND Standards, visit: <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2022-standards>

Kansas State University has been continuously accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools since 1916. The university participates in the Open Pathway for reaffirmation of accreditation and completed its most recent comprehensive self-study and site visit in 2022.

For more information about K-State's institutional accreditation, visit: www.k-state.edu/about/accreditation

Student Learning Assessment

Program-Level Assessment

As part of ACEND accreditation, the MSDI program continuously evaluates student achievement of required competencies and learning outcomes. These are outlined in the Competency Assessment Plan (Appendix A) and detailed in each course syllabus.

Assessment results are reviewed annually by the Dietetics Program Leadership Team and the Dietetics Program Advisory Committee to guide curriculum improvements. Any proposed changes are subject to departmental faculty review and approval.

Each competency includes:

- The course or supervised practice setting where it is assessed
- The method of assessment

University-Level Assessment

The MSDI also participates in university-wide student learning assessment, coordinated by the College of Health and Human Sciences Assessment Review Committee and the Associate Dean for Academic Affairs.

In alignment with ACEND guidelines, the MSDI maintains a Program Evaluation Plan (PEP) to track progress toward program goals and a Competency Assessment Plan to document student learning outcomes. Data from these plans are shared with the Office of Assessment for institutional accreditation purposes.

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 School of Health Sciences (<https://www.hhs.k-state.edu/health-sciences/>).

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, the Kansas State University MSDI follows a comprehensive Program Evaluation Plan (PEP) to ensure ongoing achievement of program goals and objectives. Each objective is assessed at least annually, and the results are reviewed by the Dietetics Program Leadership Team and the Dietetics Program Advisory Committee.

These reviews inform both short- and long-term strategies for program improvement, incorporating feedback from, interns, preceptors, and graduates. The goal is to continuously enhance program operations and curriculum to meet evolving professional standards and student needs.

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.

Note: Program outcomes data are available upon request. Please contact the MSDI Director:

- Kelly Whitehair, stirtz@ksu.edu, (785)532-5576

The Academy of Nutrition and Dietetics Mission and Core Purpose

Vision:

A world where all people thrive through the transformative power of food and nutrition.

Core Purpose:

To improve the nutritional status of human beings and to advance the science of dietetics and the education in these and allied areas.

Academic Requirements

Overview

The Master of Science Dietetic Internship (MSDI) is a 30-credit, course-only graduate program that includes a minimum of 1,075 hours of supervised practice. Designed to be completed in 12 months, the program integrates academic coursework and supervised practice across three semesters.

- **Course Delivery:** Coursework is completed on-campus and/or via distance learning.
- **Supervised Practice:** Experiences are arranged by the MSDI Director and take place across the state of Kansas.
- **Program Planning:** Students will complete a formal Program of Study form in consultation with the MSDI Director during the fall semester.
- **Master's Project:** A non-culminating project is completed throughout the program.
- **Competency Coverage:** All coursework and practice experiences meet ACEND's required Core Competencies for Registered Dietitian Nutritionists (CRDNs).

Core Courses (18 credits)

- **FNDH 775 – Research in Health Sciences (3 credits)**
 - **Description:** Students in this graduate course will review the role and importance of the scientific method in health professions, especially those with clinical application. The rationale and role of evidence-based practice and research will be reviewed, and research language and core concepts will be discussed. Students will demonstrate their ability to ask research questions and translate questions into search strategies for finding evidence. The purpose of this course is to provide students the opportunity to demonstrate their capacity to locate, understand, and evaluate the research literature in the student's area of interest. The expectation is to demonstrate understanding of research methodology the ability to critically evaluate research literature. Students will demonstrate knowledge of quantitative and qualitative research methods, types of data, how data are described and how biostatistics are used to provide meaning to research data. A range of health research methods will be covered, and studies about treatment effectiveness (clinical trials and systematic reviews), as well as qualitative approaches will be discussed.
- **FNDH 897 – Applications in Foods, Nutrition, Dietetics, and Health (3 credits)**
 - **Description:** Completion of the master's project throughout the program under the supervision of the MSDI Director.
- **Electives (12 credits)**
 - Students accepted into the Accelerated Dietetics Program during their undergraduate studies may apply up to 9 credits of approved upper-level undergraduate coursework toward these electives. Students may choose from graduate-level courses across campus programs. The MSDI Director will approve for program of study use.
 - **Popular Elective Courses (semester offered may vary)**
 - FNDH 635 Sports Nutrition (Fall)
 - FNDH 700 Global Health and Nutrition (Fall)
 - FNDH 731 Advanced Diabetes Management (Fall)
 - FNDH 732 Advanced Cardiovascular Medical Nutrition Therapy (Spring)
 - FNDH 820 Functional Foods for Chronic Disease Prevention (Spring)
 - FNDH 862 Maternal and Child Health (Spring)
 - KIN 710 Program Planning and Evaluation (Spring)
 - MPH 818 Social and Behavioral Bases of Public Health (Summer)

MSDI-Specific Courses (12 credits)

- FNDH 760 – Applied Dietetics (6 credits)
 - Description: Application of dietetics/nutrition principles through workshops, case studies, independent research, discussion, and simulation. Behavior-based assessment and progression is utilized to encourage self-development and entry-level competence in dietetics practice. A variety of practice areas will be covered. These total approximately 115 hours of experiential/applied learning.
- FNDH 860 – Dietetics Practicum (6 credits)
 - Description: Application of dietetics/nutrition principles in a supervised practice experience within an approved setting. Practicum experiences are arranged with healthcare facilities, foodservice operations, private practice, community organizations, and other related partners.
 - Interns complete supervised practice rotations during the summer, fall, and spring semesters, totaling approximately 960 hours of on-site experience. All placement sites are located throughout the state of Kansas and are arranged by the MSDI Director.

Course offerings, semesters offered, and descriptions for each are available in the university catalog and course schedule (<https://www.k-state.edu/academics/courses/>).

Course Sequencing

Each required course in the MSDI program is assigned to a specific semester to ensure a logical progression of learning and supervised practice. Elective courses may vary based on individual student interests and professional goals, and should be selected in consultation with the MSDI Director.

Summer Semester	Fall Semester	Spring Semester
Elective (3 credits)	Elective (6 credits)	Elective (3 credits)
FNDH 897 Applications in FNDH (3 credits)	FNDH 775 Research in Health Sciences (3 credits)	
FNDH 760 Applied Dietetics (2 credits)	FNDH 760 Applied Dietetics (2 credits)	FNDH 760 Applied Dietetics (2 credits)
FNDH 860 Dietetics Practicum (2 credits)	FNDH 860 Dietetics Practicum (2 credits)	FNDH 860 Dietetics Practicum (2 credits)

Supervised Practice

- The K-State MSDI provides approximately 1,075 hours of supervised practice. The hours come from supervised practice placements, workshops, case studies, independent research, discussions, simulation, professional meetings, and applied learning experiences.
- The MSDI Director will arrange all supervised practice placements.
- Supervised practice sites may be assigned anywhere in within the state of Kansas or KC Metro area.
- Interns agree to be placed at sites at the discretion of the program.
- Interns must have reliable transportation to and from the sites.
- The approximate distribution of hours is:
 - Summer community: approximately 192 hours onsite (8 weeks at 24 hours per week)
 - Fall management: approximately 320 hours onsite (2 placements of 5 weeks at 32 hours per week)
 - Spring clinical: approximately 352 hours onsite (11 weeks at 32 hours per week)
 - Student-select: approximately 96 hours (timing may vary)
 - Alternate experience: approximately 115 hours will be spread throughout the 12-month program
- Sample semester timelines can be found in Appendix B.
- Additional details can be found the Policies and Procedures section of this handbook.

Self-select Rotation

The self-selected experience is an opportunity for interns to further their experience in areas of interest in management, community, clinical, private practice, sustainable food systems, or any other areas of practice. The intern, with assistance from the MSDI Director and partnering preceptors, will design the experience and establish goals to achieve during the rotation. The timing of this rotation may vary slightly but generally is three weeks at 32 hours a week. Further information about self-select rotations will be provided during the orientation period and the final planning will occur during the fall semester.

International Experience: Guatemala

Students enrolled in the MSDI program have the opportunity to participate in the K-State Guatemala International Experience, which may count toward a portion of their supervised practice hours.

This experience is offered during the summer semester and includes structured learning activities aligned with ACEND-required CRDNs. A K-State faculty member oversees the program in collaboration with local healthcare professionals, ensuring meaningful engagement in culturally diverse nutrition and health settings.

Students interested in applying this experience toward their supervised practice should consult with the MSDI Director and Guatemala Experience faculty during the fall semester they are applying to the MSDI to determine eligibility and alignment with program requirements. Expenses related to this program would be in addition to those later discussed for the MSDI. More information can be found at: [Guatemala Experience](#).

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 Completion Requirements

To successfully complete the MSDI program, students must:

- Submit a Program of Study form in consultation with the MSDI Director (by mid-fall semester)
- Complete all required graduate coursework for the M.S. in *Food, Nutrition, and Health* with a minimum 3.0 GPA
- Complete at least 1,075 hours of supervised practice and applied experiences in diverse settings
- Successfully complete and present an applied master's project
- Demonstrate competence in all ACEND-required Core Competencies (CRDNs)
- Maintain good academic, financial, and ethical standing with the university

Upon Completion, Graduates Receive:

- A Master of Science degree in *Food, Nutrition, and Health*
- A Dietetic Internship Verification Statement, granting eligibility to take the Registration Examination for Dietitians

Application Process

Admission to the MS Dietetic Internship (MSDI)

Policy

Acceptance into the MSDI program is contingent upon completing all required internship and graduate school application processes, being formally admitted to the Kansas State University Graduate School, and the availability of internship placement positions within the program.

Total enrollment is limited to 15 interns per year.

Procedure

The Kansas State University Master of Science Dietetic Internship (MSDI) program follows a holistic admissions process, evaluating applicants on more than academic achievement alone. Through application materials, activity logs, personal statements, and interviews, applicants are assessed on their:

- Commitment to the field of dietetics
- Analytical and writing skills
- Adaptability and interpersonal communication
- Diversity of life experiences
- Leadership potential
- Academic preparation

The MSDI program admits up to 15 students per year who meet all eligibility requirements. Currently, only students who have earned a DPD Verification Statement from Kansas State University are eligible to apply.

The application process follows this timeline:

- September 5 – Application portal opens (via Canvas)
- November 1 – Application deadline (submitted through Canvas)
- November 8 – Applicants are notified of their admission status
- November 15 – Deadline for accepted applicants to confirm their decision

General application information is available on the MSDI website, with additional details and updates posted on the Canvas-based Dietetics Information Site.

Post Acceptance to MSDI

Students must complete and provide documentation of the following:

- Official transcript with bachelor's degree
- Verification Statement from didactic program in dietetics
- Verification of Physical Exam for Essential Functions and Abilities
- Verification of Immunizations
- Drug Screen
- Criminal Background / Sex Offender Check
- Proof of Personal Health Insurance
- Proof of Professional Liability / Malpractice Insurance
- Basic Life Support (CPR) Certificate
- ServSafe Managers Certificate
- Any other forms required by DI and/or supervised practice sites

Assessment of Prior Learning and Transfer Credit

Policy

The Kansas State University MSDI program does not grant exemptions from supervised practice hours or allow substitutions based on prior education, employment, or volunteer experiences. All interns are required to complete the full scope of supervised practice and applied learning activities as outlined in the program curriculum, regardless of previous experience in the field.

Additionally, the program does not accept transfer credit for any of the graduate-level coursework required for the MSDI. All academic requirements must be completed through Kansas State University to ensure consistency in meeting ACEND accreditation standards and program learning outcomes.

This policy ensures that all students receive a comprehensive and standardized educational experience that fully prepares them for entry into the profession as competent, practice-ready Registered Dietitian Nutritionists.

Procedure

N/A

Post-Acceptance Requirements

Essential Functions & Abilities – Physical Exam

Policy

Students within the program must fully participate in the program's requirements to successfully complete the program. Students must demonstrate proficiency in various competencies required for the dietetics profession, which have been taught in the didactic coursework and will be demonstrated/experienced in the supervised practice. The ACEND [2022 Accreditation Standards](#) have been used to inform the essential functions of the program.

Students admitted to the MSDI, must be able to demonstrate, with or without reasonable accommodations, all functional (e.g., physical, sensory, cognitive, and behavioral) abilities required for satisfactory completion of all aspects of the program curriculum and supervised practice site requirements.

Students are financially responsible for the expense of the physical exam.

Procedure

- Students must authorize the release of the Essential Functions Physical Exam form by signing the Consent to Disclose Records Form within their MSDI acceptance letter (Appendix C).
- Students must complete two items to verify their ability to perform essential functions:
 - Attestation form: states that the student meets the essential functions or that they have received accommodations to ensure completion of those functions.
 - Essential Functions and Abilities Physical Exam Form: qualified healthcare provider must complete a physical examination to confirm their ability to meet the essential functions and are healthy enough to work in the healthcare and community health environment. Qualified health providers completing the immunization/verifications will carry a license of MO, DO, PA, or NP.
- Detailed instructions will be provided to students the Canvas portal. A specific date range for the report will be provided.

Seeking Accommodations

Students needing accommodations, access to technology, or information about processes should contact the Student Access Center and/or their instructor. Services are available to students with a wide range of needs, and they aim to create accessible campus environments. If you are a student enrolled in campus/online courses through the Manhattan or Olathe campuses, contact the [Student Access Center](#) at 785-532-6441

The Student Access Center will review a candidate's documentation and confirm that it identifies the student as a student with a disability under applicable laws. The Student Access Center reserves the right to request additional

documentation. It is the responsibility of the student to request reasonable accommodation through the Student Access Center and to adhere to Student Access Center procedures. If a student state they can meet the technical standards with accommodations, then when the student requests accommodations, Student Access Center will review whether the requested accommodations are reasonable. A review of the requested accommodations will take into account whether the requested accommodation would jeopardize clinician/patient safety or would fundamentally alter the nature of the program to include but not be limited to all coursework, clinical experiences and internships deemed essential to fulfilling the graduation requirements of the program. The decision regarding reasonable accommodations rests with the Student Access Center. MSDI faculty will work with the student to determine the best plan for success.

Note: It is possible a student within the Dietetic Internship may not be able to satisfy the requirements upon starting the program and/or due to an event that occurs during the progress, even with accommodation. If this is the case, it may be determined that a student will not be able to begin or progress in the program. This would be determined in consultation with necessary parties.

Immunizations/Vaccination Verification

Policy

Students admitted to the MSDI must have a qualified healthcare provider confirm/verify that you have received appropriate immunizations.

The selected requirements are consistent with CDC [recommendations for healthcare providers](#) and are common requirements among many supervised practice sites.

- Although the immunization/vaccination lists current standards for healthcare providers and is somewhat comprehensive, clinical placement sites may request additional vaccinations, and the list may change in response to communicable disease patterns.
- Students will be notified prior to starting a clinical placement of additional requirements.

Immunizations Required

- Varicella (Chicken Pox) vaccine series or positive varicella titer if previously infected with chickenpox
- Measles, Mumps, Rubella (MMR): MMR vaccine series, or a quantitative MMR titer
- Current Adult Tdap Vaccination (Td or Tdap must be current within the past 10 years)
- Hepatitis B vaccine **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: Recommended to get one dose of influenza vaccine annually, when seasonally appropriate (approx. October through February). This must be done the fall of your supervised practice.
- COVID-19 vaccine: required by some sites – as per ongoing guidelines

Students are financially responsible for the expense of the appointment and/or required immunizations.

Procedure

- Students must authorize the release of the Immunization/Vaccination records by signing the Consent to Disclose Records Form within their MSDI acceptance letter (Appendix C).
- Students must complete two items to verify their required immunizations:
 - Attestation form: states that the student understands the requirements and that the supervised practice site may have additional requirements.
 - Immunization/Vaccination Verification Form: qualified healthcare provider must complete a verification form to confirm immunization status and document any provided at the time of the appointment. Qualified health providers completing the immunization/verifications will carry a license of MO, DO, PA, or NP.
- Detailed instructions will be provided to students the Canvas portal. A specific date range for the documents will be provided.

Urine Drug Screening

Policy

The Dietetic Internship at Kansas State University requires a Urine Drug Screening (UDS) on all if its conditionally admitted applicants. Conditionally accepted students who have a positive finding on their UDS may be denied full admission.

The urine drug screen panel (UDS) will consist of:

- | | |
|--|-------------------|
| 1. Marijuana (THC, Cannabinoids) | 6. Benzodiazepine |
| 2. Cocaine | 7. Barbiturates |
| 3. Amphetamines (includes Meth) | 8. Propoxyphene |
| 4. Phencyclidine (PCP) | 9. Methadone |
| 5. Opiates/Morphine (not synthetic, not oxy) | 10. Methaqualone |

Students are financially responsible for the expense of the UDS.

Procedure

- Students must authorize the release of the UDS results/documentation by signing the Consent to Disclose Records Form within their MSDI acceptance letter (Appendix C).
- Students must complete two items to verify their required immunizations:
 - Attestation form: states that the student understands the UDS policy.
 - Urine Drug Screen Request form
- Detailed instructions will be provided to students the Canvas portal. A specific date range for the report will be provided.
- Students with a positive UDS will meet with the MSDI director to determine the course of action including potential dismissal from the MSDI.

Criminal Background/Sex Offender Check

Policy

The Dietetic Internship at Kansas State University requires a Criminal Background / Sex Offender Check (CBSO) on all if its conditionally admitted applicants in order to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments, to adhere to applicable healthcare regulations, and to attest to affiliated supervised practice sites a student's background and eligibility status. The CBSO will identify incidents in a student's history that might pose a risk to patients or others.

Conditionally accepted students who have an adverse finding on their CBSO may be denied full admission.

Students are financially responsible for the expense of the CBSO.

Procedure

- Students must authorize the release of the CBSO by signing the Consent to Disclose Records Form within their MSDI acceptance letter (Appendix C).
- Once conditionally accepted, the CBSO will be considered a condition of acceptance and must be completed prior to the start of the internship.
- Students must complete an acknowledgement form of their understanding of the CBSO policy.
- Detailed instructions will be provided to students the Canvas portal. A specific date range for the report will be provided.
- Any conditionally accepted applicant who fails to complete the background check will not be allowed to begin supervised practice and may jeopardize full admission status to the MSDI.

- An adverse CBSO (report of anything other than “clear” or “no findings” or other similar language used by the approved vendor that issued the report) check may preclude participation in supervised practice rotations.
- Review of CBSO
 - The MSDI will utilize a committee to review any CBSO that contain adverse findings. The committee will consist of the MSDI Program Director, DPD Program Director, and MS in Food, Nutrition and Health Graduate Program Coordinator.
 - The committee will review each adverse CBSO to determine the potential impact the adverse findings may have on the applicant’s ability to be fully admitted into the MSDI.
 - While enrolled in the Dietetic Internship, students must notify the MSDI Program Director within five (5) days of any offense, arrest, or charge that may alter the results of their CBSO. Failure to do so may result in a recommendation to the Graduate School for dismissal from the program.

Personal Health Insurance

Policy

All K-State MSDI students are required to carry personal health insurance throughout the duration of the program (June–May). Proof of coverage must be submitted upon enrollment and renewed annually.

- Health insurance is the responsibility of the student, including selection, cost, and maintenance.
- Failure to maintain active health insurance may result in removal from supervised practice experiences.

Procedure

- Students may choose any health insurance provider and plan, but coverage must include at least catastrophic care.
 - Students without insurance must obtain coverage before participating in any supervised practice.
 - The Kansas Board of Regents offers health insurance to students through [United Healthcare Student Resources](#). Open enrollment is available before the beginning of each semester.
- A scan/photo of a card showing the plan, your name, and dates of coverage must be submitted into the Personal Records Module of your MSDI Canvas Portal.
- If, at any point, the policy lapses, the student must immediately notify the program director and renew the policy. Proof of the new/renewed policy must be uploaded to Canvas.
- Documentation is kept on file for verification.

Liability / Malpractice Insurance

Policy

Practicum sites do not assume liability for students. Kansas State University, by state law, also does not assume liability for students. Therefore, students must purchase and maintain their own professional liability insurance for their time in supervised practice.

Procedure

The company we recommend for this insurance is the Marsh Affinity Group Services, a service of Seabury and Smith. This company is recommended by the Academy and provides professional liability insurance for practicing credentialed RDNs.

Detailed instructions will be provided to students the Canvas portal.

ServSafe Manager Certification

Policy

All K-State MSDI students are required to provide proof of ServSafe Managers certification.

Students are financially responsible for the expense of the ServSafe certification/renewal.

Procedure

- Detailed instructions will be provided to students the Canvas portal. A specific date range for the submission will be provided.
- This certification was required for an undergraduate course and is active for five years. If it has expired, the student should contact the MSDI Director for assistance in renewing.

Basic Life Saving (CPR)

Policy

All K-State MSDI students are required to maintain an active CPR certification.

Students are financially responsible for the expense of the certification.

Procedure

- Detailed instructions will be provided to students the Canvas portal. A specific date range for the submission will be provided.
- The MSDI will provide an opportunity for students to complete this training as a group for those who are interested.

Expectations of Students

Attendance

Policy

Interns are expected to attend all required classes, supervised practice experiences, and program-related activities unless they are ill or have a university-approved excuse. Attendance and punctuality are essential, as supervised practice is evaluated based on performance, and interns must be present to be assessed.

Supervised practice placements are assigned from June through May of the program year and are considered a time of intensive, hands-on learning. Interns should prioritize these experiences and their accompanying coursework.

Depending on the type and location of the placement, interns can expect to spend 24–32 hours per week on-site with their preceptor and team. Schedules may vary by site and may include evening or weekend hours, based on preceptor availability and organizational opportunities.

In addition to on-site experiences, alternate supervised experiences—such as case studies, workshops, or simulations—may be integrated into MSDI-specific courses or scheduled on off-site days. These activities are structured and count toward the total required supervised practice hours.

Given the demanding nature of the supervised practice component, students are strongly advised to avoid overcommitting themselves with responsibilities outside the program. If maintaining outside employment is necessary, work hours must not conflict with supervised practice schedules or coursework. Students are expected to coordinate closely with the MSDI Director and facility preceptors to address any scheduling concerns.

Please be aware that students who work during the program may face challenges in completing program requirements satisfactorily and on time. While we recognize that employment may be essential for some, any outside work must be arranged around the often-variable supervised practice schedule. Employment during daytime hours (Monday through Friday) in Semesters 1 and 2 is strongly discouraged, as it may interfere with required activities. Additionally, some supervised practice experiences may include evening or weekend hours, requiring flexibility in outside work schedules.

If conflicts arise between supervised practice and outside employment, the MSDI Director and preceptors will address these concerns with the student. Ultimately, students are required to prioritize and fulfill the supervised practice schedule as determined by the program. Adjustments to outside employment must be made to ensure all program requirements are met.

Procedure

- Interns must participate in each assigned experience for the full scheduled time.
- Punctuality is required for all classes and supervised practice, regardless of transportation method.
- Elective leave (e.g., vacations) is not permitted during classes, finals, supervised practice, field trips, or other scheduled internship activities. This includes the week prior to the start of the semester through the end of finals.
- In the case of extended illness, missed time must be made up in consultation with the MSDI Director, instructor, and preceptor.
- If an intern is unable to attend a scheduled experience, they must notify both the instructor and preceptor before the start of the day.
- A written warning will be issued for the first unexcused absence. A second unexcused absence may result in dismissal from the program.

Calendar, Holidays, and Campus Closures

Policy

The MSDI program observes all official holidays and university breaks as outlined in the Kansas State University academic calendar. However, the internship schedule does not follow the standard semester start and end dates. Interns should be aware that supervised practice and program activities may begin before or extend beyond the typical academic term. Supervised practice sites do not follow inclement weather or campus closures for the Manhattan area, so students are expected to communicate with their preceptors regarding expectations.

Procedure

The MSDI program observes official holidays as listed in the K-State Academic Calendar, which can be found in the current Academic Class Schedule or Graduate School Catalog. However, the MSDI schedule may differ from standard university semester start and end dates due to the structure of supervised practice and program activities.

Interns should not schedule vacations or elective leave during classes, finals, supervised practice experiences, field trips, or any planned internship activities. This includes the week prior to the start of each semester through the end of finals week.

Semester schedules may vary slightly from the [university calendar](#). Interns will be notified in advance of any adjustments. Below is a general outline of the MSDI schedule:

- Summer Semester: Begins the first week of June and ends the first week of August
 - Includes 1 week of preparation, 8 weeks of on-site supervised practice, and 1 week of close-out activities
- Fall Semester: Typically follows the university calendar and runs through finals week
 - Includes approximately 10 weeks of on-site placement, 2–3 weeks of workshops/simulations/applied experiences, 1 week of close-out, and 2–3 weeks for master's project work.
- Spring Semester: Generally, begins the week prior to the official semester start and continues through finals week
 - Includes 1 week of preparation, 11 weeks of on-site placement, 3 weeks of personal choice placement, and 1 week of close-out
- Spring graduate commencement typically occurs on the Friday of finals week

If classes are canceled on the Manhattan campus due to weather or other emergencies, students must still communicate directly with their preceptors, as these closures typically do not apply to supervised practice sites. If classes remain in session but hazardous weather makes travel unsafe, the intern must notify their preceptor by phone and email the MSDI Director at the start of the scheduled workday. Missed hours must be made up later unless the intern has already accrued sufficient hours.

Program Completion Time Frame

Policy

Students enrolled in the MSDI must complete all required supervised practice experiences and program components in a sequential and timely manner. Due to the structured nature of the internship, all supervised practice requirements must be completed within the scheduled timeframe of the rotation to ensure continuity of learning and competency development.

Graduate coursework and MS project expectations associated with the degree may be extended beyond this timeframe, provided the student remains in good academic standing and meets university requirements for degree completion. Per the K-State [Graduate School Handbook](#), students have six years from the time of their initial enrollment in which to complete all requirements for their master's degree.

Procedure

- The standard length of the MSDI program is 12 months and includes both supervised practice and graduate coursework.
- Students must complete all supervised practice rotations in the prescribed sequence unless an approved exception is granted by the MSDI Director.
- Extensions beyond this timeframe may be considered only under exceptional circumstances and must be approved by the MSDI Director and relevant university offices.
- Students who do not complete the supervised practice within the allowable timeframe may be dismissed from the internship portion of the program but may still be eligible to complete the MS degree, depending on academic standing.
- Graduate coursework may continue beyond the supervised practice timeframe, in accordance with university policies for graduate degree completion. The Dietetic Internship Verification Statement will not be awarded until all MSDI program requirements are completed (i.e., supervised practice, coursework, MS project, etc.).

Leave of Absence Policy

Students who need to temporarily leave the MSDI program before completing all required components must request a formal leave of absence. Due to the sequential nature of the supervised practice experiences, re-entry into the program is subject to approval and availability. A student's placement in supervised practice may be held for up to one year, with possible extensions granted in cases of extenuating circumstances. Where program requirements have changed, students may be required to do additional work to meet accreditation or programmatic requirements.

Tuition, Fees, and Expenses

Policy

Interns will be responsible for programmatic expenses.

Procedure

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. Please note, this is an approximation for a 12-month program.

Estimated expenses

Tuition & Fees

• Tuition for Kansas Residents (30 credit hours)	\$14,374.80
• Tuition for Non-Kansas Residents (30 credit hours)	\$32,144.70
• Student Service Fees	\$1,500
• College Fees	\$850
• 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/>.

Program Required Expenses

• Health Insurance	Variable
<i>Rates vary based on single, married, etc.</i>	
• Professional Liability Insurance	\$30
• Background Check	\$60-\$75
• Drug Screen	\$35-\$50
<i>May or may not be covered by your insurance.</i>	
• Basic Life Support (CPR) Training	\$0-\$100
• Immunizations	
<i>Varies depending on immunizations needed and insurance.</i>	
• ServSafe Managers Exam	\$0-\$38
<i>Depends on renewal status.</i>	
• Academy of Nutrition and Dietetics Student Membership	\$58

Room, Board, & Travel Expenses*

• Books and supplies	
• Transportation	\$3,016
<i>Few cities with practicum sites have reliable public transportation. Students must be able to provide their own transportation to practicum sites.</i>	
• Off-campus Housing	\$11,828
<i>As deemed appropriate by the student.</i>	
• Miscellaneous personal costs	\$2,402

*Estimate costs obtained from [K-State Graduate Manhattan Campus Annual Estimate](#).

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: [Wildcat One Stop](#). Information available includes computer recommendations, description of the Information Technology Assistance Center (iTAC) and IT Help Desk, student Webmail and KSIS (student information system).

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.

Employment

Due to the time commitment required by the Dietetic Internship, outside employment may be challenging. Interns may work if their job does not interfere with supervised practice rotations or class schedules. Flexible, limited-hour positions—such as teaching or grading assistant roles—may be available.

Financial Aid

Interns may apply for scholarships through the Academy of Nutrition and Dietetics, Kansas Academy of Nutrition and Dietetics, and other organizations. Graduate-level scholarships and financial aid information are available through K-State's [Office of Student Financial Assistance](#) or 785-532-6420. Faculty will share relevant opportunities as they become available.

Scholarships

Scholarships are available annually from the Academy of Nutrition and Dietetics Foundation (ANDF) and other state and district dietetic associations. Web sites to find information are:

- <http://www.eatrightfoundation.org/Foundation/scholarships/>
- <http://www.eatrightks.org>

The Program Director will also post notices regarding scholarship opportunities within the K-State Dietetics Info Canvas site and through MSDI communications. The School of Health Sciences and the Dietetics Program provide scholarships that are available through the general [Kansas Scholarship Network](#) application.

Teaching/Grading Assistantship

Occasionally there will be hourly employment available as a grader for courses within the Food and Nutrition or Dietetics programs. When these opportunities become available, announcements will be made. No official Graduate Teaching Assistantships (GTA) are available for students in the MSDI.

Note: All expenses listed here are subject to change.

Housing

Policy

MSDI students are responsible for securing and funding their own housing throughout the 12-month program. This includes any required time spent in Manhattan for workshops, simulations, or other program-related activities.

Housing arrangements are made at the student's own risk and expense.

Procedure

- Supervised practice placements will be communicated with students in advance of each rotation to provide time for students to locate appropriate housing.
- Manhattan-based housing/lodging options will be communicated with students as appropriate.

Professional Meetings or Conferences

Policy

Students are encouraged to attend professional events such as the Food and Nutrition Conference and Exhibition (FNCE), the Kansas Academy of Nutrition and Dietetics annual meeting, and other relevant seminars or conferences. Attendance at these events is voluntary and must be coordinated around supervised practice and coursework commitments. All associated costs are the responsibility of the student.

Procedure

- Students must discuss potential attendance with the MSDI Director and their preceptor(s) in advance to ensure it does not conflict with scheduled coursework or supervised practice.

- Travel to and participation in professional meetings are not supervised or sponsored by Kansas State University and are undertaken at the student's own risk.
- Some supervised practice hours may be planned to include professional meeting attendance; however, students must confirm eligibility and documentation requirements with the MSDI Director.

Supervised Practice

Site Selection, Approval, & Evaluation

Policy

Practicum sites are selected and retained based on their ability to provide high-quality supervised practice experiences that support the educational goals of the MSDI program and meet ACEND accreditation standards. Sites must demonstrate a commitment to student learning, uphold ethical and professional standards, and maintain a collaborative relationship with Kansas State University through formal affiliation agreements.

Procedure

Site Selection Criteria:

- Demonstrated willingness to dedicate preceptor and staff time to support student learning.
- Ability to provide opportunities for students to complete required projects and meet ACEND competencies.
- Access to a patient population that supports learning in nutrition care for both uncomplicated and complex illnesses (e.g., obesity, diabetes, cancer, cardiovascular, gastrointestinal, renal diseases).
- Commitment to equitable treatment and fair evaluation of student performance.
- Adherence to ethical standards and professional conduct.
- Willingness to enter into a formal affiliation agreement with Kansas State University.
- Accreditation by appropriate regulatory bodies (e.g., Joint Commission, FDA, state food code).
- Positive feedback from previous MSDI students.

Site Evaluation and Monitoring:

- Students evaluate practicum sites at the end of each semester via surveys assessing:
 - Preparation for entry-level practice.
 - Clarity and consistency of guidance.
 - Staff knowledge and expertise.
 - Fairness and transparency in evaluation.
- Instructors conduct informal evaluations during site visits and conferences, focusing on:
 - Availability of required learning experiences and projects.
 - Preceptor support and guidance.
 - Completion of required evaluations.
 - Student feedback and concerns.

Site Discontinuation:

- Sites receiving consistent, substantiated complaints from students may be discontinued after efforts to resolve issues have failed.
- Immediate removal may occur if serious concerns arise, such as unethical behavior or unsafe practices.
- Students must report unethical or inappropriate behavior by preceptors or staff to the MSDI Director.
 - The MSDI Director will investigate and determine appropriate action, including potential removal of the student from the site.
 - Students may file a formal grievance through the university following procedures outlined in the University Handbook: [Grievance Policy](#).
 - Practicum sites found guilty of unethical conduct (e.g., sexual harassment, medical malpractice, fraud) will be discontinued.

Placement and Expectations

Policy

The MSDI Director assigns supervised practice placements for each student.

Procedure

- Upon probationary acceptance, students are asked to prioritize placements from a list of available supervised practice sites.
- The MSDI Director makes assignments based on the availability of preceptors, interest of students, and overarching fit of the student and the experience.
- The approximate distribution of hours is:
 - Summer community: approximately 192 hours onsite (8 weeks at 24 hours per week)
 - Fall management: approximately 320 hours onsite (2 placements of 5 weeks at 32 hours per week)
 - Spring clinical: approximately 352 hours onsite (11 weeks at 32 hours per week)
 - Student-select: approximately 96 hours (timing may vary)
 - Alternate experience: approximately 115 hours will be spread throughout the 12-month program
- Students must accept the assigned sites as a condition of being accepted into the MSDI. An agreement is signed by the student acknowledging that practicum sites:
 - accept students on a volunteer basis.
 - may change their decision regarding accepting a student any time, resulting in the MSDI Director locating a new practicum site, sometimes on short notice.
- Within the supervised practice sites students are expected to:
 - dress, behave, and present themselves as if they were employed there, adhering to dress code/policy.
 - know and abide by the policies and protocols.
 - function as a student-member of a multidisciplinary team of professionals.
 - provide appropriate services to patients/clients/customers in a professional manner, always respectful of the individual's needs and right to privacy.
 - 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.
 - respect the wants and needs of customers and clients.
 - discuss concerns or questions with their preceptor and/or the instructor/program director.
 - participate in any HIPAA orientation or training provided by the clinical practicum site and to adhere to all rules of patient confidentiality.
 - maintain confidentiality regarding operational issues, practices, and materials.

Confidentiality, Privacy, and Security of Information

Policy

Interns are expected to uphold all federal and state laws, as well as facility and university policies, regarding the confidentiality, privacy, and security of information. Confidential or private information must only be accessed and used for legitimate, approved purposes related to the internship. Interns are strictly prohibited from disclosing, sharing, or misusing any confidential or private information encountered during their supervised practice or academic activities.

Procedure

All interns will complete training on confidentiality, privacy, and information security. This training will be provided by the MSDI program, and additional training may be required by individual supervised practice sites.

This training will include:

- Health Insurance Portability and Accountability Act (HIPAA) – lists individually identifiable health information that may not be accessed or shared for any purpose other than patient care.

- Family Educational Rights and Privacy Act (FERPA) – a federal law that protects the privacy of student education records.

Interns will be required to sign confidentiality and privacy agreement forms for both the K-State MSDI program and any supervised practice facilities as requested.

Performance Monitoring, Retention, and Remediation

Policy

MSDI students are required to maintain good academic standing and demonstrate satisfactory performance in all supervised practice experiences to remain in and progress through the program.

All students must meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Competency Requirements for Dietitian Nutritionists (CRDNs) to be eligible for program completion.

Procedure

- Supervised Practice Evaluations:
 - Projects/Assignments will be graded by the MSDI Director. Preceptors will provide input on facility-based assignments using an evaluation form available in the facility-specific assignment packet.
 - Intern performance will be formally evaluated at least once during each rotation by the preceptor using a form available in the facility-specific assignment packet. This evaluation will correlate with a self-evaluation by the student using a similar form. Longer rotations may include a mid-point evaluation to monitor progress.
 - Self-Evaluation: Student will complete self-assessments of their competence during each rotation to encourage reflection and professional growth.
 - Should a preceptor identify that a student is not performing in a satisfactory manner:
 - Initial Feedback: The preceptor will provide the intern with constructive feedback and specific suggestions for improvement.
 - Escalation: If performance does not improve within a reasonable time frame, the preceptor will notify the MSDI Director.
 - Performance Review Meeting: The MSDI Director will convene a meeting with the student and preceptor to discuss the concerns. A written improvement plan will be developed, outlining the specific competencies to be addressed, expectations for improvement, and a timeline. This plan will be signed by all parties and placed in the student's file.
 - Support and Remediation: If performance remains unsatisfactory, the MSDI Director will explore additional support options, such as tutorial assistance or remedial instruction.
 - Continued Participation: If the student demonstrates satisfactory improvement within the designated timeframe, they may continue in the program without further action.
 - Further Action: If the student fails to meet the expectations outlined in the improvement plan, the MSDI Director will convene a Department Committee (Program Director and two faculty members) to determine next steps. These may include reassignment to a different rotation site, a leave of absence, or dismissal from the program. If dismissal is recommended, the student will be counseled into alternative career paths aligned with their strengths and interests.

Remediation Process

Students who do not meet performance standards in supervised practice, coursework, or graduate projects will meet with the MSDI Director, faculty, and/or graduate advisor to develop an individualized improvement plan. All remediation plans will be documented in the student's file and monitored for progress.

Documentation for Hours Completed

Policy

ACEND requires a minimum of 1000 hours of supervised practice to be eligible for a Verification Statement allowing eligibility to sit for the Registration Examination for Registered Dietitians. The MDI program meets these requirements.

The MSDI Director will arrange all supervised practice rotations for students.

Procedure

- Students will receive a supervised practice schedule from the MSDI Director.
- Students will document hours via a provided timesheet. Preceptors will sign-off on documented hours.
- The K-State MSDI provides approximately 1,075 hours of supervised practice. The hours come from supervised practice placements, workshops, case studies, independent research, discussions, simulation, professional meetings, and applied learning experiences.
- The approximate distribution of hours is:
 - Summer community: approximately 192 hours onsite (8 weeks at 24 hours per week)
 - Fall management: approximately 320 hours onsite (2 placements of 5 weeks at 32 hours per week)
 - Spring clinical: approximately 352 hours onsite (11 weeks at 32 hours per week)
 - Student-select: approximately 96 hours (timing may vary)
 - Alternate experience: approximately 115 hours will be spread throughout the 12-month program
- Students are required to notify the MSDI Director if any days of supervised practice are missed due to illness or injury. Any time missed during the supervised practice rotation must be rescheduled and made up. This will ensure the successful completion of the required number of supervised practice hours

Student Evaluation of Experience

Policy

Students are expected to provide feedback on each course, supervised practice experience, and the overall MSDI program. These evaluations are essential for continuous program improvement and help ensure the quality and effectiveness of the learning experience.

Procedure

- Students will be provided with formal evaluation forms at designated points throughout the program.
 - Formal evaluations are completed for:
 - Each supervised practice rotation (via electronic survey)
 - Each MSDI course (via TEVAL)
 - The overall internship program experience (via electronic survey and exit interviews)
- Informal feedback is provided throughout the program during regular check-ins with the cohort.
- Feedback should be honest, voluntary, and constructive.
- All responses are reviewed by the MSDI Director and faculty to inform program development and improvement efforts.

Educational Purpose (to prevent use of students to replace employees)

Policy:

Supervised practice is designed for learning, not employment. Interns are placed in facilities to gain educational experience under the supervision of qualified professionals. They are not employees and must not be used to replace staff. All supervised practice activities are intended to support intern learning and meet program competencies.

Procedure

- Internship Affiliation Agreements are established between K-State and each supervised practice site to ensure alignment with program goals and ACEND standards.

- Preceptors are informed of the educational purpose of supervised practice and the expectation that interns are not to replace employees.
- Interns are supervised by qualified preceptors and are expected to seek guidance when questions or concerns arise, especially during staff relief.
- Staff relief experiences are scheduled near the end of the clinical rotation and are designed to reinforce learning—not to fulfill staffing needs.
- Interns are encouraged to communicate any concerns about their role or responsibilities with their preceptor and/or the MSDI Director. If an intern believes their time is being used to fill in for staff vacancies rather than for educational purposes, they should contact the MSDI Director, who will address the concern with the practicum site preceptor.

Illness or Injury Involving Supervised Practice

Policy

MSDI students must report any illness or injury that occurs during supervised practice. Interns are expected to follow both the policies of the supervised practice site and the MSDI program.

Procedure

Reporting Illness or Injury:

- Interns must follow the facility's procedures for reporting illness or injury.
- Interns must notify their current preceptor and the MSDI Director.
- The MSDI Director will assist in reporting incidents to the appropriate parties at the supervised practice site.

Guidelines for Illness and Missing Rotation Days:

- Interns should stay home and notify their preceptor and the MSDI Director if they experience any of the following:
 - Fever ($\geq 100^{\circ}\text{F}$)
 - Skin eruptions or rashes
 - Purulent (pus-like) drainage
 - Jaundice
 - Prolonged sore throat
 - Productive or chronic cough
 - Flu-like symptoms (e.g., body aches, fever, sore throat)
 - Diarrhea or vomiting (not related to pregnancy)
 - Positive COVID-19 or flu test
- The need for make-up days will be determined by the MSDI Director.

Medical Care and Responsibility:

- If an intern is injured or becomes ill while performing duties at a supervised practice site (unrelated to an exposure incident), they should seek treatment according to their personal health insurance policy and the facility's procedures.
- Interns are responsible for all medical costs related to illness or injury.
- Facilities will provide orientation on health and safety protocols at the start of the rotation.

Compensation Policy for Supervised Practice

Policy

Interns are not compensated by Kansas State University for hours completed as part of their supervised practice experience. However, under specific circumstances, interns may receive a stipend or hourly wage during their practice area of interest rotation—for example, when working on a funded project or completing hours at a site where they are already employed. This opportunity is subject to the approval of the MSDI Program Director.

Procedure

To be considered, the intern must clearly demonstrate how the goals and learning needs for the rotation will build upon their existing knowledge and skills. The plan must be reviewed and approved by the Program Director prior to the start of the rotation.

Program Completion

Path to Becoming a Registered Dietitian

Policy

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 (RDN) credential, individuals must complete the following steps:

1. Earn a Master's Degree and Complete Required Coursework
Complete a minimum of a master's degree from a U.S. Department of Education-accredited institution (or foreign equivalent), along with coursework through an ACEND-accredited program (Didactic, Coordinated, Graduate, or International).
2. Complete Supervised Practice
Fulfill the required supervised practice through an ACEND-accredited program (Dietetic Internship, Coordinated Program, Graduate Program, or Individualized Supervised Practice Pathway).
3. Pass the National Registration Examination
Successfully pass the national exam administered by the Commission on Dietetic Registration (CDR). For more information, visit www.cdrnet.org.
4. Meet State Licensure or Certification Requirements
Many states require licensure or certification to practice.
 - a. All U.S. states and territories with licensure laws accept the RDN credential.
 - b. In Kansas, RDNs must also obtain state licensure.
 - i. Kansas licensure information and application forms: [KDADS Health Occupations Credentialing](#)
 - c. For licensure requirements in other states, visit: [CDR State Licensure Directory](#)
5. Maintain Credential Through Continuing Education
After earning the RDN credential, dietitians must complete continuing education to stay current with research, guidelines, and best practices.

Procedure

- The K-State Didactic Program in Dietetics (DPD) fulfills the ACEND coursework requirement.
- The K-State MSDI fulfills the master's degree requirements.
- The K-State MSDI fulfills the supervised practice requirement.

Verification Statement and Registration Exam Process

Policy

To be eligible for a Verification Statement, students must successfully complete all components of the MSDI program—including graduate coursework, supervised practice, and the master's project—at a satisfactory level. The Verification Statement, signed by the MSDI Director, is required to establish eligibility for the Registration Examination for Dietitians.

Procedure

To successfully complete the MS in Food, Nutrition and Health, students must:

- Submit a Program of Study form in consultation with the MSDI Director (by mid-fall semester)
- Maintain a minimum 3.0 GPA for the 30-credit program
- Complete and present an applied master's project that receives a "passing" evaluation from the MSDI Director and involved faculty.
- Maintain good academic, financial, and ethical standing with the university

To receive the ACEND-required Verification Statement, interns must:

- Earn a minimum grade of B in all MSDI coursework
 - Courses in which a grade below B is earned must be repeated.
- Fulfill all program and university requirements for the master's degree and be officially awarded the degree by the university.
- Complete at least 1,075 hours of supervised practice and applied experiences in diverse settings
- Complete all supervised practice rotations and demonstrate entry-level competence in all required CRDNs by:
 - Achieving a minimum score of 80% or 3 out of 5 on all competency-based assignments and activities.
 - If these performance levels are not met or if progress is insufficient, the intern must repeat the experience or complete remediation (e.g., additional practice, simulation, or targeted assignments).
 - Demonstrating professionalism in appearance, attitude, behavior, and communication throughout all supervised practice experiences, workshops, and field trips, as reflected in evaluations.
- Complete the program within the maximum timeframe outlined in the Program Completion Time Frame Policy.

Verification Statement: Upon successful completion of all program requirements, students will receive a digital copy of their Verification Statement from the MSDI Director. This document is required for Academy of Nutrition and Dietetics (AND) membership, licensure applications, the Registration Examination for Dietitians, and employment. Photocopies are not accepted by credentialing bodies.

Exam Eligibility Submission: The MSDI Director will submit all required documentation to the Commission on Dietetic Registration (CDR) to initiate the student's eligibility for the Registration Examination for Dietitians. Once CDR has approved the graduate to take the Registration Examination, they receive authorization to take the examination from the testing service (Pearson Vue). The graduate completes the application and submits the required fees to take the examination. The examinations are scheduled at approved testing sites. The graduate schedules the date for taking the examination at the chosen site. The Registration Exam uses the computer adaptive testing method. For more information on the Registration Examination view <http://www.cdrnet.org/>

Record Retention: The Dietetics Program retains a copy of each student's Verification Statement (digital or signed) indefinitely. Students may request additional copies in the future by contacting the MSDI Director.

Credential & Code of Ethics

Policy

The Commission on Dietetic Registration (CDR) does not recognize the terms *Registered Dietitian Eligible (RDE)* or *Registered Dietitian Nutritionist Eligible (RDNE)* as official credentials. Therefore, students and graduates of the MSDI program are not permitted to use these terms for employment, licensure, or any other professional purpose.

Graduates of the program may only use the titles Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) after they have successfully passed the Registration Examination for Dietitians and paid all required fees to CDR.

Licensure In most states in the US, dietitians are required to obtain a license to practice. New graduates that plan to practice in these states need to apply for a license to practice. The laws and contacts for licensure of dietitians in these states are found at Commission on Dietetic Registration: [State Licensure](#).

The Code of Ethics Task Force updated the Academy's Code of Ethics in June 2018. "Nutrition and dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues and other professions." You are required to read and comply with the professional conduct guidelines outlined in the Code of Ethics for the Dietetic Profession at Commission on Dietetic Registration: [Code of Ethics](#).

Procedure

- Students and graduates must refrain from using unrecognized titles such as RDE or RDNE in any professional context.
- Students must review the Academy's Code of Ethics and comply with its principles throughout the program and in future professional practice.
- Graduates may begin using the RD or RDN credential only after passing the Registration Examination and paying all required fees to CDR.

General Policies and Procedures

Supportive Environment

Policy

The K-State MSDI program is committed to fostering a supportive and welcoming learning environment for all interns. We strive to ensure that every student feels a sense of belonging within both the university and the program community.

The program values the inherent worth and dignity of every individual and promotes an atmosphere of tolerance, sensitivity, understanding, and mutual respect. Interns will be supported in reaching their full potential through access to resources, individualized guidance, and a culture that encourages personal and professional growth.

Procedure

To uphold the MSDI program's commitment, interns are expected to:

- Communicate Respectfully
 - Use professional, courteous language in all interactions with peers, instructors, preceptors, and staff. Listen actively and respectfully to others' perspectives.
- Engage with Kindness and Professionalism
 - Treat others with kindness, patience, and professionalism. Value the contributions and perspectives of others, even when they differ from your own. Keep with the K-State [Principles of Community](#).
- Respect Time and Commitments
 - Honor scheduled commitments and avoid unnecessary delays. Notify instructors or preceptors promptly if you are unable to attend a scheduled activity.
- Collaborate and Cooperate
 - Foster a spirit of teamwork by cooperating with classmates, instructors, and preceptors. Support one another in achieving shared learning goals.
- Seek Support When Needed
 - Reach out to instructors, preceptors, or the MSDI Director if you encounter challenges or concerns. Students are also encouraged to apply for scholarships through K-State, KSAND, the Academy of Nutrition and Dietetics, and other sources to help reduce financial stress.
- Follow University Policies
 - The MSDI program adheres to Kansas State University's policies prohibiting discrimination, harassment, and sexual harassment. The full policy can be found at: [K-State University Policy](#)
- Report Inappropriate Conduct
 - If you feel uncomfortable because of comments or behavior encountered, you may bring it to the attention of your instructor, advisors, and/or mentors. If you have questions about how to proceed with a confidential process to resolve concerns, please contact the [Student Ombudsperson Office](#). Violations of the [student code of conduct](#) can be reported using the [Code of Conduct Reporting Form](#). You can also report [discrimination, harassment or sexual harassment](#), if needed.

Accommodations

Students with disabilities may benefit from services including accommodations provided by the Student Access Center. Disabilities can include physical, learning, executive functions, and mental health. You may register at the [Student Access Center](#).

Honor Code and Academic Honesty

Policy

MSDI students will abide by the K-State Honor and Integrity System. The policies and procedures of the [Honor and Integrity System](#) apply to all full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning.

Procedure

- All MSDI students are held to the Honor Pledge which applies to all assignments, examinations, or other course work undertaken by students.
- The Honor Pledge is implied, whether or not it is stated: "On my honor, as a student, I have neither given nor received unauthorized aid on this academic work." A grade of XF can result from a breach of academic honesty. The F indicates failure in the course; the X indicates the reason is an Honor Pledge violation.
- Inappropriate Use of Course Materials
 - Many course materials (i.e., outlines, slides, exams, case studies, lectures, etc.) are proprietary/copyrighted. In these cases, students are prohibited from posting or selling any such materials without written permission of the professor/instructor/preceptor. To do so is a violation of the K-State Student Conduct Code.

Grievances

Policy

The MSDI program follows Kansas State University's grievance process, which is designed to:

1. Safeguard the rights and academic freedom of students and faculty,
2. Ensure due process, and
3. Promote consistency in handling student concerns.

For full details, refer to the university policy: [Student Complaints and Grievances](#).

If a student feels they have been treated unfairly or have other grievances (complaints), they have a right to voice their concerns through the appropriate channels without fear of retaliation.

Procedure

- If a student believes they have been treated unfairly or that departmental procedures have been misapplied, they should first attempt to resolve the issue directly with the faculty/preceptor. If unresolved, the student may escalate the concern to the MSDI Director, Program Chair, and if necessary, to the School of Health Sciences.
- Students are encouraged to bring concerns about preceptors, practicum sites, or course content to the MSDI Director. The Director will review the concern, gather additional information as needed, and work toward a resolution. Students may also consult the Program Chair or Director of the School of Health Sciences.
- To maintain positive relationships with practicum sites, the MSDI program respects each site's internal policies and protocols. However, students should never fear retaliation for voicing concerns.
 - The MSDI Director will meet (in person or via video/phone) with the student to gather further information regarding the student concern. The Director will document the concern, dates, communication, and any other necessary information.
 - If appropriate, the MSDI Director will follow-up with a meeting (in person or via video/phone) with the preceptor(s) for clarity, action, or information collection.
 - The Director will involve others as appropriate (i.e., Program Chair, School Director, etc.).
 - The MSDI Director will come to a conclusion for the next steps.
 - A complete record of the process will be kept on file for at least seven years.
- If a student believes the program is not in compliance with ACEND accreditation standards, all internal options have been exhausted, and the student is not satisfied, the student may submit a written complaint to ACEND:

- ACEND
Mail: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995,
Phone: 800-877-1600 ext. 5400
Email: ACEND@eatright.org
Website: <https://www.eatrightpro.org/acend>
- All formal complaints and outcomes are documented by the Program Director in the student's departmental file and advising system and kept on file for a minimum of seven years.

Privacy of Information & Personal Files

Policy

All students admitted to the MSDI program are required to complete a Consent to Disclose Records Form as part of their acceptance process. This form authorizes the program to share relevant academic and performance information with preceptors and affiliated supervised practice sites, in compliance with FERPA and HIPPA, for the purpose of supporting student learning and program accreditation.

The MSDI Director will develop and maintain a file for each student.

Procedure

- The Consent to Disclose Records Form (Appendix C) is included in the MSDI acceptance materials sent to admitted students.
- Students must complete, sign, and return the form by the deadline specified in their acceptance letter.
- The completed form is maintained in the student's file for the duration of the program.
- Information may only be shared with individuals or organizations directly involved in the student's education and training, as outlined in the consent form.
- Students may request to update or revoke their consent at any time by submitting a written request to the MSDI Director.

Withdrawal from Course or Program

Policy

Students enrolled in the MSDI program who are considering withdrawing from one or more courses must consult with the MSDI Director before taking any action. Because course withdrawal may significantly impact the student's academic progress and delay program completion, each request will be reviewed on a case-by-case basis.

Withdrawal procedures and refunds will follow university-established procedures and schedules.

Procedure

The student must contact the MSDI Director to discuss any form of potential withdrawal and its implications for program progression.

- Course Withdrawal
 - If the student wishes to drop a course, they must submit a written request to the MSDI Director that includes:
 - The course(s) from which they are requesting withdrawal,
 - The reason(s) for the withdrawal, and
 - A proposed plan for completing the course(s) and the overall program.
 - The MSDI Director will review the request and determine whether the student may continue in the program and under what conditions.
 - Approved withdrawals may result in a revised program timeline and could affect the student's eligibility for supervised practice placements.
 - The student is responsible for following university procedures for official [Course Drops and Withdrawals](#), including meeting any institutional deadlines.

- Programmatic or University Withdrawal
 - Occasionally extraordinary personal or medical circumstances, or a change in career direction, may lead a student to question whether to continue in the program. If this occurs, the student must meet with the Program Director and develop a plan about whether to continue.
 - When a student withdraws from the program (i.e., drops all courses), the point of the semester in which the student withdraws will determine the notation on the transcript (i.e., W for withdrawal, letter grade, or no class notation recorded).
 - The student should work with the MSDI Director, Financial Aid, and other student assistance to determine the procedures to follow.

STUDENT SUPPORT RESOURCES

Kansas State University offers a wide range of support services to help students succeed academically, personally, and professionally. Interns are encouraged to take advantage of these resources as needed throughout the MSDI program.

Academic Achievement Center (AAC)

Location: 101 Holton Hall and 258 Hale Library

Phone: 785-532-6492

Email: achievement@k-state.edu

Website: [Academic Achievement Center](#)

Offers academic support through:

- **Tutorial Assistance:** Free peer-led tutoring in a variety of introductory courses.
- **Academic Coaching:** One-on-one support to improve goal setting, decision-making, academic skills, and motivation.

Cats' Cupboard

Location: 1021 Denison Ave.

Phone: 785-532-0366

Email: catscupboard@k-state.edu

The Cats' Cupboard provides you immediate access to food items as well as personal hygiene items at no cost. No income requirements verified for your participation.

Counseling & Psychological Services (CAPS)

Location: Lafene Health Center, 1105 Sunset Avenue, Room 101

Phone: 785-532-6927

Email: counsel@k-state.edu

Website: [Counseling Services](#)

Offers individual, couples, and group counseling, career counseling, stress management, and workshops. Staffed by licensed professionals and advanced trainees

Division of Information Technology

Location: 2nd Floor, Hale Library

Phone: 785-532-7722

Website: [IT Service](#)

Provides service and resources to all aspects of technology and K-State programming.

Hale Library

Location: 1117 Mid-Campus Drive North

Email: libhelp@k-state.edu

Website: [Library](#)

Direct access to databases, interlibrary loan, research tips, librarians, etc.

Lafene Health Center

Location: 1105 Sunset Avenue

Phone: 785-532-6544

Email: lafene@k-state.edu

Website: [Lafene Health Center](#)

Provides general medical care, women's health, immunizations, nutrition counseling, physical therapy, and more. On-site pharmacy, lab, and x-ray services are available at reduced rates.

Military Affiliated Resource Center

Location: 222 Student Union

Phone: 785-395-8387

Email: military@k-state.edu

Website: [Military Affiliated Resource Center](#)

Supports students who are student veterans; serving on active duty, in the national guard, or reserve and ROTC cadets; are spouses or dependent family members of a service-member or veteran.

Office of Student Financial Assistance

Location: 220 Anderson Hall

Phone: 785-532-3552

Email: finaid@k-state.edu

Website: [Financial Assistance](#)

Assists with scholarships, grants, loans, work-study, and financial planning.

Parking Services

Phone: 785-532-7275

Email: parking@ksu.edu

Website: parking@ksu.edu

Purchase permits, plan for your visits to campus, see rules and regulations for parking.

Student Access Center (SAC)

Location: 202 Holton Hall

Phone: 785-532-6441

Email: accesscenter@k-state.edu

Website: [Student Access Center](#)

Coordinates academic and housing accommodations and partners with faculty to ensure accessible learning environments.

Student Support & Accountability

Location: 201 Holton Hall

Phone: 785-532-6432

Email: studentsupport@ksu.edu

Website: [Student Support & Accountability](#)

Provides support for students navigating academic or personal challenges and oversees university conduct processes. A helpful starting point if you're unsure where to turn.

APPENDIX A: COMPETENCY ASSESSMENT PLAN

CRDN Competency Assessment (Required Element 4.1 and 4.2)

Based on 2022 ACEND Standards (Revised May 2025)

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	Customer Service and Quality Improvement
CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	FNDH 897 Applications in FNDH	MS Project
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.	FNDH 860 Practicum	Community Project Innovation Proposal
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 FNDH	MS Project
CRDN 1.5 Incorporate critical-thinking skills in overall practice.	FNDH 860 Practicum	Final Preceptor 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	Regulation & Legislation
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.	FNDH 860 Practicum	Community Project Final Preceptor Performance Evaluation
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.	FNDH 860 Practicum	Final Preceptor Performance Evaluation
CRDN 2.4 Function as a member of interprofessional teams.	FNDH 860 Practicum	Final Preceptor Performance Evaluation
CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.	FNDH 860 Practicum	Collaboration & Delegation
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	FNDH 860 Practicum	Referral Process
CRDN 2.7 Apply change management strategies to achieve desired outcomes.	FNDH 860 Practicum	Education and Counseling Session

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
CRDN 2.8 Demonstrate negotiation skills.	FNDH 860 Practicum	Education and Counseling Session
CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.	FNDH 860 Practicum	Final Preceptor Performance Evaluation
CRDN 2.10 Demonstrate professional attributes in all areas of practice.	FNDH 860 Practicum	Final Preceptor Performance Evaluation
CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.	FNDH 860 Practicum	Final Preceptor Performance Evaluation
CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.	FNDH 860 Practicum	Education and Counseling Session
CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	FNDH 860 Practicum	Advocacy in Action
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	RealCase Medical Nutrition Therapy
CRDN 3.2 Conduct nutrition focused physical exams.	FNDH 760 Applied Dietetics	ClinSim NFPE
	FNDH 860 Practicum	RealCase Medical Nutrition Therapy
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 760 Applied Dietetics	ClinSim Health Screen
	FNDH 860 Practicum	RealCase Medical Nutrition Therapy
CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.	FNDH 760 Applied Dietetics	ClinSim Blood Glucose Monitoring
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 760 Applied Dietetics	ClinSim Feeding Tube Placement
CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.	FNDH 760 Applied Dietetics	ClinSim Swallow Screen

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
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	Final Preceptor Performance Evaluation
CRDN 3.8 Design, implement and evaluate presentations to a target audience.	FNDH 860 Practicum FNDH 897 Applications in FNDH	Community Project ClinSim Blood Glucose Monitoring MS Project
CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.	FNDH 860 Practicum	Community Project
CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.	FNDH 860 Practicum	Education and Counseling Session
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	FNDH 860 Practicum	Community Project
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.	FNDH 760 Applied Dietetics	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	Customer Feedback & Product Development with Meal/Event Management
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	Customer Feedback & Product Development with Meal/Event Management
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	Innovation Proposal
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.	FNDH 860 Practicum	Facility Audit and Risk Analysis
CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).	FNDH 860 Practicum	Program Quality and Customer Service
CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.	FNDH 860 Practicum	RealCase Medical Nutrition Therapy
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.	FNDH 860 Practicum	Customer Feedback & Product Development with Meal/Event Management Innovation Proposal

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
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	Innovation Proposal
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	FNDH 860 Practicum	Community Project Innovation Proposal
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	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 760 Applied Dietetics	Coding and Billing
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 860 Practicum	Facility Audit and Risk Analysis
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	Self-performance Evaluation
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	FNDH 760 Applied Dietetics	CDR Portfolio & Career Goals
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	FNDH 760 Applied Dietetics	CRD Portfolio & Career Goals
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 860 Practicum	Advocate for Opportunity
CRDN 5.5 Demonstrate the ability to resolve conflict.	FNDH 860 Practicum	Innovation Proposal
CRDN 5.6 Promote team involvement and recognize the skills of each member.	FNDH 760 Applied Dietetics	IPE
CRDN 5.7 Mentor others.	FNDH 760 Applied Dietetics	IPE
CRDN 5.8 Identify and articulate the value of precepting.	FNDH 860 Practicum	Preceptor Appreciation

APPENDIX B: SAMPLE SEMESTER TIMELINES

Sample Summer Semester

Enrolled in: FNDH 897 (3 credits), FNDH 760 (2 credits), FNDH 860 (2 credits), Electives (3 credits) = 10 credits

Dates	Expectations	Notes
Week 1 (first week of June)	Prep Week in Manhattan	Orientation, WIC Workshop, library tips, etc.
Week 2	~24 hours on-site	
Week 3	~24 hours on-site	
Week 4	~24 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 5	~24 hours on-site	
Week 6	~24 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 7	~24 hours on-site	
Week 8	~24 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 9	~24 hours on-site	
Week 10 (first full week of August)	Callback Week in Manhattan	Community Project Presentations, CPR, Mgmt Prep, etc.

Sample Fall Semester

Enrolled in: FNDH 775 (3 credits), FNDH 760 (2 credits), FNDH 860 (2 credits), Electives (6 credits) = 13 credits

Dates	Expectations	Notes
Week 1	~32 hours on-site @ rotation #1	
Week 2	~32 hours on-site @ rotation #1	Group Zoom Check-ins Thurs @ 4pm
Week 3	~32 hours on-site @ rotation #1	One-on-one Zooms
Week 4	~32 hours on-site @ rotation #1	Group Zoom Check-ins Thurs @ 4pm
Week 5	~32 hours on-site @ rotation #1	One-on-one Zooms
Week 6	Ag Immersion Tour (Tues – Thur)	
Week 7	Callback Week in Manhattan	FNCE (optional)
Week 8	~32 hours on-site @ rotation #2	Note: student may be at FNCE on Mon & Tue
Week 9	~32 hours on-site @ rotation #2	Group Zoom Check-ins Thurs @ 4pm
Week 10	~32 hours on-site @ rotation #2	One-on-one Zooms
Week 11	~32 hours on-site @ rotation #2	Friday – in MHK Nutr. Comm. Day*
Week 12	~32 hours on-site @ rotation #2	Group Zoom Check-ins Thurs @ 4pm
Week 13	Possible on-site hours	Varies by student
Fal Break	No MSDI Commitments	
Week 14	Callback Week in Manhattan	Clinical Prep/Practice, MS Projects, etc.
Week 15	Project Work Week	
Week 16		

Sample Spring Semester

Enrolled in: FNDH 760 (2 credits), FNDH 860 (2 credits), Electives (3 credits) = 7 credits

Dates	Expectations	Notes
Week 0	Callback Week in Manhattan Week prior to spring semester start.	Clinical Prep/Practice, MS Projects, etc.
Week 1	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 2	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 3	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 4	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 5	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 6	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 7	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 8	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Spring Break	Possible on-site hours	Varies by student
Week 9	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 10	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 11	~32 hours on-site	Group Zoom Check-ins Thurs @ 4pm
Week 12	~32 hours on-site Self-select Rotation	Self-select Rotation
Week 13	~32 hours on-site Self-select Rotation	Self-select Rotation
Week 14	~32 hours on-site Self-select Rotation	Self-select Rotation
Week 15	Possible on-site hours Self-select Rotation	Varies by student
Week 16	Callback Week in Manhattan	Program Close-out & Friday Commencement

APPENDIX C: 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(s):

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 <i>Vaccine series or positive titer if previously infected with chicken pox.</i>	_____ Measles, Mumps, Rubella Vaccination <i>MMR 2 vaccine series or quantitative titer.</i>	_____ Tdap Vaccination <i>Within last 10 years</i>
_____ Hepatitis B Vaccination and a quantitative Hepatitis B titer	_____ TB Skin Test <i>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</i>	_____ Influenza Vaccination <i>For current flu season (~Oct – Feb)</i>
_____ Background Check <i>Utilize Validity, some also require a Missouri-state check.</i>	_____ Physical Exam <i>Within last 12 months stating you are healthy enough to work in the healthcare environment.</i>	_____ Drug Panel (10-point) <i>Available through Lafene, with a request letter from Dr. Whitehair.</i>
_____ Full COVID-19 Vaccination <i>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.</i>		

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 _____ to:

Kelly J. Whitehair

Director, Dietetic Internship

Justin Hall, Room 202

stirtz@ksu.edu

Consent to Disclose Education Records

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

Student Name:

Community Supervised Practice Site:

Management Supervised Practice Site(s):

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 _____ to:

Kelly J. Whitehair

Director, Dietetic Internship

Justin Hall, Room 202

stirtz@ksu.edu