



MONTANA
STATE UNIVERSITY

Montana Dietetic
Internship

Montana Dietetic Internship & Graduate Program (MDIG) Program Handbook

2025-2027

Montana State University

Department of Food Systems, Nutrition & Kinesiology

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MDIG Program Handbook

Welcome to the Montana Dietetic Internship & Graduate Program!

This document provides guidance, procedures, and policies for the program. The terms "student" and "intern" are used interchangeably, unless referring to specific roles in year one (student in graduate coursework) or year two (intern in supervised practice) of the MDIG program. This is not a comprehensive guide, but an overview of student requirements and key information, with links to more detailed content. The Montana Dietetic Internship and Graduate Program consists of two tracks: the Master's degree plus Dietetic Internship track, and the Dietetic Internship Graduate Certificate.

History of the Program

With an interest in increasing opportunities for dietitians in Montana, the initial idea for the Montana Dietetic Internship (MDI) was developed by Dr. Alison Harmon of Montana State University (MSU)-Bozeman and Dr. Carla Cox of Missoula in 2007. The MSU Food & Nutrition faculty and The College of Education Health & Human Development administration, along with the Montana Dietetic Association (now the Montana Academy of Nutrition and Dietetics), collaborated in the development of the MDI Program, and the first class of interns began the program in August 2011. In 2015 MDI began the development of a new track for the program which included an online Master of Science degree (MS) in preparation for the change in degree requirements for future dietitians. In 2020, the MDI program enrolled students into the first MS Dietetic Internship (MSDI) cohort. During the full time, 20-month MSDI track students complete 36-graduate level credits. Online coursework is completed in the first year of the program, followed by a year of at least 1000 hours of supervised practice in Montana or Wyoming. The non-degree graduate DI program will continue as a track option, as slots are available, for MS prepared students to complete supervised practice.

Montana's distinct geography influences individual's access to education in a large rural state with only a few significant population centers. An independent spirit, strong work ethic, creativity, appreciation, and dedication to its people and sensible land stewardship have been forces behind the creation of this dietetic education program and its maturity. The uniqueness of MDI stems from the program design consisting of a main support institution in MSU and seven primary geographic centers throughout Montana and Wyoming offering supervised practice (SP) experiences. The MDIG program aims to develop nutrition professionals well-suited for a career in dietetics who are job-ready to perform and excel in their chosen careers. MDIG program graduates contribute to the betterment of people and the communities in which they work and live.

Program Mission*

The mission of the Montana Dietetic Internship & Graduate (MDIG) program is to prepare future registered dietitian nutritionists to lead sustainable health solutions for people and the planet, focusing on dietetics practice in Montana and the Rocky Mountain region.

MDIG Program Values

- Challenge students to discover and develop their passions
- Nurture whole person self- and professional- development
- Practice and cultivate transdisciplinary inquiry and systems thinking
- Act with integrity and work towards a more just, inclusive, and livable future

Program Goals*

Goal 1: Graduates of the MDIG program will be highly capable entry-level registered dietitian nutritionists that can integrate sustainable food systems into dietetic practice.

MDIG Program Objective Measures*

- At least 80% percent of interns complete program requirements within 32 months for MSDI pathway and 14 months for DI-only pathway (approx. 150% of the program length).*
- Of graduates who seek employment, 70% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.*
- At least 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.*
- 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%.*
- 80% of employers will rate employees who are program graduates with an overall average rating of 4 or greater on a 5-point Likert scale (4 = satisfied).*
- 100% of MDI interns will pass NUTR 560: Food Systems Leadership for Nutrition Professionals with at least a 3.0 on a 4-point grade scale.
- 90% of MDI interns receive a dietetic internship verification statement, reflecting an overall average rating from preceptors of 3 or greater on a 5-point Likert scale (3 = Doing well, performing as expected for intern level) after each rotation.
- 90% of MDI graduates will rate their internship experience on how well prepared for entry-level practice they are with an overall average rating of 4 or greater on a 5-point Likert scale (4 = satisfied).

*ACEND Required Elements: required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for Prospective Students and the Public. These are Policies and Procedures Protecting Non-Discrimination and Equal Opportunity.

Goal 2: The MDIG program prepares entry-level registered dietitian nutritionists who will serve the needs and enrich the well-being of diverse populations in Montana and the Rocky Mountain region.

MDIG Program Objective Measures*

- Within five years, 25% of MDIG program RDs will serve the populations of Montana and the Rocky Mountain region through employment or volunteer service.

Program outcomes are available by request* and on our website at:
<https://www.montana.edu/fsnk/graduate/dietetics/>

MSU & MDIG Program Diversity Statement

MDIG follows Montana State University's Statement on Diversity. Montana State University is committed to creating a culture of intellectual and personal growth. Because learning is enhanced when topics are examined from diverse perspectives and because individuals possess unique outlooks which reflect the world around us, Montana State University is dedicated to creating an inclusive community that embraces a rich mix in the composition of its student body, staff and faculty. The distinction in viewpoints that comes from differences in race, gender, age, language, socioeconomic status, religion, political affiliation and geographical background are appreciated and valued at MSU as important aspects of the campus community at every level and in every sector of the campus.

To this end, MSU welcomes international students and faculty and enthusiastically seeks engagement with peers from around the globe to expand our depth of understanding and share in the discovery of knowledge. MSU has an especially strong commitment to Native Peoples and actively engages in the development of social and educational initiatives to preserve the cultural integrity of all American Indian students, faculty and staff. MSU strives to advance the ideals of human worth and dignity for all by facilitating open discussion, supporting rational resolution of conflict and encouraging on-going examination of values

MSU & MDIG Program Nondiscrimination Statement

Montana State University commits to a learning and working environment that emphasizes the dignity and worth of every member of its community and that is free from unlawful discrimination and harassment based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (taken together, generally, "protected-class harm"). An inclusive environment is necessary for a healthy and productive University community.

Consistent with MSU's commitment, and with all applicable law, the University prohibits unlawful discrimination or harassment, including sexual misconduct prohibited by Title IX of the Education Amendments of 1972, and will take appropriate action to prevent, resolve, and remediate the effects of protected-class harm.

The [Discrimination, Harassment, and Retaliation Policy](#) defines and prohibits protected-class misconduct, and the [Discrimination Grievance Procedures](#) set forth the University's processes for addressing and resolving such reports. The Policy and Procedures apply to all University programs and activities, including, but not limited to, admissions, athletics, instruction, grading, University housing, and University employment. In addition, the law prohibits retaliation against an individual for opposing any practices prohibited by this Policy, for bringing or responding to a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop

such discrimination or harassment, or for participating in resolution of a complaint of discrimination or harassment.

Inquiries about the application of Title IX at the University and reports about all forms of protected-class discrimination and harassment should be made to the University's Campus Civil Rights:

Campus Civil Rights

Montana State University
PO Box 172430
Bozeman MT 59717-2430

Title IX Coordinator:

Kyleen Breslin
E-mail: kyleen.breslin@montana.edu

Location:

311 Montana Hall
Tel: (406) 994-2042
E-mail: civilrights@montana.edu

Student Resources*

MSU Mental Health and Wellness Statement & Support Services

MSU strives to create a culture of support and recognizes that your mental health and wellness are equally as important as your physical health. We want you to know that it's okay if you experience difficulty, and there are several resources on campus to help you succeed emotionally, personally, and academically:

- ✓ Counseling & Psychological Services: <https://www.montana.edu/counseling/>
- ✓ Health Advancement: <https://www.montana.edu/oha/>
- ✓ Insight Program (Substance Use): <https://www.montana.edu/oha/insight/>
- ✓ Suicide Prevention: <https://www.montana.edu/suicide-prevention/>
- ✓ Medical Services: <https://www.montana.edu/health/medical.html>
- ✓ WellTrack: <https://montana.welltrack.com/>
- ✓ Mental Health Screen: <https://screening.mentalhealthscreening.org/montanastateuniv>
- ✓ MSU Student Life: <https://www.montana.edu/offcampusstudentlife/index.html>

The Montana Dietetic Internship & Graduate Program is committed to supporting student wellbeing through mindfulness practices woven throughout the program and access to mental health and financial resources as listed above.

Program Information

Sources of Program Information about the MDIG Program can be found

- in this Program Handbook (hard copy or on [MDI's website](#))
- MSU, The Graduate School Programs <https://www.montana.edu/academics/dietetics-graduate/>
- on [MSU's Department Food Systems, Nutrition, and Kinesiology](#), and
- the [MSU-Bozeman Graduate Catalog](#)

Both pathways of the MDIG program, MSDI and non-degree graduate DI, provide supervised practice experiences which meet requirements for ACEND accreditation. Upon successful program completion and conferment of a master's degree, interns receive a Verification Statement that allows them to take the Registered Dietitian Nutritionist Registration Examination to earn the registered dietitian nutritionist (RDN) credential. The State of Montana requires licensure for practicing RDNs. Upon program completion and subsequent RDN credentialing, graduates are eligible to apply to be a Licensed Nutritionist (LN) through the Montana Board of Medical Examiners.

Program Requirements

MSDI Pathway Overview

The MSDI pathway starts with a 3-day in-person program orientation in Bozeman the summer before classes start (dates will be announced upon program acceptance). Online classes begin in the fall term (see MSU academic calendar for exact dates). Coursework spans the first two to three semesters and will follow the MSU academic calendar for holidays and breaks. Students then travel to Bozeman during early August of the second year for orientation and sustainable food systems foundation weeks and the start of supervised practice.

2025 Catalog Dietetic Systems Leadership Curriculum

Curriculum subject to change based on faculty and course availability

Rubric	Course	Semester	Credits	Location
Year 1				
HHD 501	Research Methods in HHD I	Fall	3	Synchronous Remote
NUTR 527	Critical Thinking, Research & Evidence-Informed Practice: Weight Science & Nutrition Care Investigation of Weight Inclusive Nutrition Care Practices	Fall	3	Synchronous Remote
NUTR 525	Advanced Medical Nutrition Therapy	Spring	3	Synchronous

				Remote
HHD 512	Research Methods II	Spring	3	Synchronous Remote
Choose at least 1 policy elective in Year 1 (3 credits):				
HDFS 465R	Family Law & Public Policy	Summer	3	Online
NUTR 520	Nutrition, Public Health & Systems Change	Summer	3	Online
SFBS 552	State of the Environment: Policy, Measurement & Practice	Spring	3	Synchronous Remote
Choose 1 other elective in Year 1 (3 credits), may include the second policy elective or one from the list below.				
NUTR 528	Advanced Food Systems Management in Dietetics	Fall	3	Online
NUTR 540	Nutrition Education & Counseling	Fall	3	Synchronous Remote
SFBS 551	Global Food Perspectives	Fall	3	Synchronous Remote
NUTR 530	Food Innovation & Entrepreneurship	Spring	3	Synchronous Remote
NRSG 610	Health Care Informatics	Spring	3	Synchronous Remote –3 intensives per semester
NRSG 611	Program Planning & Evaluation, Outcomes, & Quality Improvement	Spring	3	Synchronous Remote – 3 intensives per semester
Year 2 - Supervised Practice Experience				
NUTR 560	Food Systems Leadership for Nutrition Professionals	Fall	3	Limited on-site delivery
NUTR 598	Internship	Fall	3	Online
NUTR 575	Professional Project	Fall	3	Online
NUTR 598	Internship	Spring	6	Online
NUTR 575	Professional Project	Spring	3	Online

2024 Catalog Dietetic Systems Leadership Curriculum

Students that began the program in 2024 will complete the 2024 catalog curriculum

Rubric	Course	Semester	Credits	Location
Year 1				
HDFS 465R	Family Law & Public Policy	Summer	3	Online
HHD 512	Research Methods in HHD	Fall	3	Online

NUTR 527	Critical Thinking: Research & Evidence-Informed Nutrition Practice	Fall	3	Online
NUTR 528	Advanced Food Systems Management (in Dietetics)	Fall	3	Online
NUTR 525	Advanced Medical Nutrition Therapy	Spring	3	Online
Choose 1 other elective in Year 1 (3 credits) from the list below:				
SFBS 552	State of the Environment: Policy, Measurement & Practice	Spring	3	Synchronous Remote
NUTR 530	Food Innovation & Entrepreneurship	Spring	3	Synchronous Remote
NRSG 610	Health Care Informatics	Spring	3	Synchronous Remote – 3 intensives per semester
NRSG 611	Program Planning & Evaluation, Outcomes, & Quality Improvement	Spring	3	Synchronous Remote – 3 intensives per semester
NASX 515	Native Food Systems	Spring	3	Online
CHTH 405	Caregiving & Aging Families	Spring	3	Online
CHTH 430	Mental Health & Social Issues in Aging	Spring	3	Online
Year 2 - Supervised Practice Experience				
NUTR 520	Nutrition, Public Health & Systems Change	Summer	3	Online
NUTR 560	Food Systems Leadership for Nutrition Professionals	Fall	3	Limited on-site Delivery
NUTR 598	Dietetic Professionalism/ Supervised Practice	Fall	3	Online
NUTR 575	Research/Prof Project/Paper	Spring	3	Online
NUTR 598	Dietetic Professionalism/ Supervised Practice	Spring	3	Online
			36	Total

Supervised Practice Sample Schedule: MSDI & Non-degree Graduate DI Pathways

MDI students complete 2 weeks of orientation & professional development and 2 weeks of sustainable food systems (SFS) foundation in Bozeman beginning in August in the second year as part of NUTR 598 and NUTR 560. The purpose of this time is to orient students to the program, staff, and local food system and build community with their peers for support in their upcoming rotations and internship experience. Students will overview program policies, procedures, expectations and logistics. With the MDIG Program leadership team, students will assess cultural humility and orient to knowledge that will support appropriate and compassionate nutrition care. Activities will include a multi-date clinical workshop, food industry tours, cultural humility and trauma-informed care training, and sustainable food systems tours across the state.

After orientation and SFS foundation weeks, interns proceed to supervised practice rotations in facilities across the state of Montana or Wyoming through May of the following year. Each intern will have unique, coordinated, and comparable experiences in rotations to complete the required supervised practice hours.

The final week of the internship will include test preparation and program completion activities, attendance at the Montana Academy of Nutrition & Dietetics (MTAND) annual Food and Nutrition Summit (FANS), and commencement for MSDI students who have successfully completed the Dietetic Systems Leadership MS. MDI only students complete a non-degree graduate certificate and do not “walk” at commencement per MSU Graduate School policy.

Supervised Practice Hours Outline

The following is an outline of approximate hours in supervised practice areas (SP), based on intern preference and the MDIG program commitment to offer acceptable experiences to demonstrate competencies for the RDN (CRDNs), example sites are subject to vary by pathway or year. Interns must meet the minimum SP hours in each area, as indicated in **bold** below, based on 35 hours per week.

Practice Area	Weeks
Sustainable Food Systems Applied	2
Various (WIC, MSU Extension, Team Nutrition, MSU Child Development Center, Farm to School, State Office of Public Instruction, Food Banks / Nonprofits)	4-8
Community Total Hours	280 - 350
Large Hospital Foodservice	2
K-12 / University Foodservice	2-4
Food Service Management Total Hours	140 - 210
Comprehensive Care	8-12

(Inpatient, diabetes, bariatrics, oncology, gastrointestinal, nutrition support, cardiovascular disease)	
Specialized and Clinical Care (Dialysis clinic, eating disorder care, pediatrics, long-term care, home infusion, Air Force base, VA clinics, women's health)	2-6
Rural, Critical Access, or Indian Health Service	0-3
Private Practice or Telehealth (Sports nutrition, general outpatient nutrition)	0-3
Clinical Total Hours	350 - 630
Clinical (Eating disorders, mental health, bariatric surgery, sports nutrition) Community (Human Resource Council, child nutrition programs, marketing/media, business/industry, policy/legislation, food insecurity) Foodservice (Restaurant, chef, Dept. of Corrections) Sustainable Food Systems (Farm/food production, non-profits, agricultural business)	2
Self-Select Total Hours	70
Orientation professional development for course credit Orientation, 1 week Sustainable Food System Foundation, 2 weeks Graduation Activities, 1 week	4 weeks
Total	36 weeks, 1120 hours

Sample Internship Year Schedules

Examples only, exact intern schedules vary each year

	Main Clinical: St. Vincent's	Main Clinical: Billings Clinic	Main Clinical: Intermountain Healthcare	Main Clinical: Logan Health	Main Clinical: Community Medical
	Intern 1 Sample Track	Intern 2 Sample Track	St. James Hospital Intern 3 Sample Track	Intern 4 Sample Track	Intern 5 Sample Track
wks	Billings	Billings	Butte	Kalispell	Missoula
1	Bozeman: MDI Foundation Weeks				
2	Bozeman: MDI Foundation Weeks				
3	Bozeman: MDI Foundation Weeks				
4	Bozeman: NUTR 560 Sust Fd Syst Group 1	Dietitian Live	Bozeman: NUTR 560 Sust Fd Syst Group 1	UM Athletics	Bozeman: NUTR 560 Sust Fd Syst Group 1
5	Bozeman: NUTR 560 Sust Fd Syst Group 1	Dietitian Live	Bozeman: NUTR 560 Sust Fd Syst Group 1	UM Athletics	Bozeman: NUTR 560 Sust Fd Syst Group 1
6	MSU Extension Nutrition Education	Bozeman: NUTR 560 Sust Fd Syst Group 2	Bozeman Health	Bozeman: NUTR 560 Sust Fd Syst Group 2	Missoula: Community

	Program - SNAP-Ed/EFNEP				Medical Food Service Mgmt
7	MSU Extension SNAP-Ed/EFNEP	Bozeman: NUTR 560 Sust Fd Syst Group 2	Bozeman Health	Bozeman: NUTR 560 Sust Fd Syst Group 2	Community Medical FSM
8	St Vincent Healthcare Hospital – Food Service Mgmt 1	Bozeman: Early Child Nutr MSU CDC	Livingston: Park County WIC	Team Nutrition & MT Farm to School	Missoula Community Medical 1
9	ST V FSMgmt 2	MSU CDC	Montana Farm Connect	Team Nutrition & MT Farm to School	Community Medical 2
10	St Vincent Healthcare Hospital	Team Nutrition & MT Farm to School	Montana Farm Connect	Kalispell K-12 School District	Community Medical 3
11	ST V Clinical 2	Team Nutrition & MT F2S	Montana Farm Connect	Land to Hand MT	Community Medical 4
12	ST V Clinical 3	BOZEMAN Billings Clinic OBGYN	Team Nutrition & MT Farm to School	Land to Hand MT	Community Medical 5
13	ST V Clinical 4	BOZEMAN Billings Clinic OBGYN	Team Nutrition & MT F2S	Land to Hand MT	Community Medical 6
14	ST V Clinical 5	Billings: K-12 School District	Emily Wish Eating Disorder Center	Kalispell: Flathead County WIC	Community Medical 7
15	ST V Clinical 6	Billings: K-12 School District	Emily Wish	Kalispell: Flathead County WIC	Community Medical 8
	FALL HOLIDAY - 1 week				
16	ST V Clinical 7	Billings: WIC Riverstone	Community Hospital of Anaconda	Whitefish Critical Access Hospital (CAH)	Community Medical 9
17	ST V Clinical 8	WIC Riverstone	CHoA	Whitefish CAH	Comm. Medical 10
18	ST V Clinical 9	WIC Riverstone	CHoA	Whitefish CAH	Comm. Medical 11
	WINTER HOLIDAY - 2 weeks				
19	ST V Clinical 10	Forefront & St. John's United	Butte School District Food Service	Logan Health Food Service Mgmt	Missoula City-County WIC
20	ST V Clinical 11	Forefront & St. John's United	Butte: K-12	Logan Health FSM	Missoula City-County WIC
21	Beartooth Performance	Billings Clinic (BC) grp 2 includes 2 FSM	FSM Butte St. James	Kalispell: Logan Health Clinical 1	DCI Missoula & Healthy RD LLC

*ACEND Required Elements: required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for Prospective Students and the Public. These are Policies and Procedures Protecting Non-Discrimination and Equal Opportunity. 15

22	Beartooth Performance	Billings Clinic	FSM Butte St. James	Logan Health Clinical 1	Missoula DCI & Healthy RD LLC
23	Billings: K-12 School District	Billings Clinic Clinical 1	Butte: St. James Healthcare 1	Logan Health Clinical 2	Missoula: Prov Endo Outpt DM Clinical
24	Billings: K-12 School District	BC 2	St. James Hospital 2	Logan Health Clinical 3	Providence Endo Outpt DM Clinical
25	Beef Council	BC 3	St. James Hospital 3	Logan Health Clinical 4	Missoula Food Bank & Community Center
26	Beef Council	BC 4	St. James Hospital 4	Logan Health Clinical 5	Missoula Food Bank
27	Beef Council	BC 5	St. James Hospital 5	Logan Health Clinical 6	St. Joseph Providence Critical Access Hospital
28	Office of Public Instruction - School Nutrition	BC 6	St. James Hospital 6	Logan Health Clinical 7	St. Joseph Providence CAH
29	Office of Public Instruction	BC 7	St. James Hospital 7	Logan Health Clinical 8	St. Joseph Providence CAH
30	Billings Adv Health Care Hospital of MT	BC 8	St. James Hospital 8	Logan Health Clinical 9	Office of Public Instruction - School Nutrition
31	Billings Adv Health Care	BC 9	St. James Hospital 9	Logan Health Clinical 10	Office of Public Instruction
32	Billings Clinic DCI Dialysis	BC 10	St. James Hospital 10	Kalispell: Dialysis Clinic Inc. (DCI)	Frenchtown: K-12 School FSM
33	Billings Clinic DCI	BC 11	St. James Hospital 11	Kalispell DCI	Frenchtown K-12
34	Self-Select Rotation				
35	Self-Select Rotation				
36	Grad Week May Location TBD by MT Academy of Nutrition & Dietetics				

Self-Select Rotation*

The self-selected experience is an opportunity for interns to further their experience in areas of interest in foodservice management, community nutrition, clinical nutrition, sustainable food systems or any other areas of practice. The intern, with assistance from the program directors and preceptors, will design the experience and establish goals to achieve during the two weeks. Further information about self-select rotations will be provided during the orientation period while in Bozeman, and the final planning will occur at mid-point during the internship year.

Graduation and program completion requirements: MSDI and Montana Dietetic Internship Non-Degree Graduate Certificate

Following the successful completion of the MS degree, supervised practice and the final assessment of competency, interns will receive a verification statement from the director giving them eligibility to take the Registration Examination to be a Registered Dietitian Nutritionist (RDN) and begin practicing as a dietitian in a variety of settings. Eligible candidate's names are submitted to the Commission on Dietetic Registration (CDR) through the Registration Eligibility Processing System (REPS) as soon as possible following completion of the internship *and* receipt of official transcripts with graduate degree conferred. Interns are responsible for submitting their demographic data online in REPS during the last week of the program so that candidates can receive authorization to take the exam from CDR. Successful completion of supervised practice hours and final assessment of competency is defined as:

1. Complete two semesters of DI supervised practice rotations and attend DI classes.
2. Submit a Student Self-Assessment & Competency Tracker "Master Log" to record activities in rotation and verify the completion of at least 1000 supervised practice hours and all 50 ACEND competencies.
3. Achieve at least a "competent" rating (3 out of 5) overall in rotation performance evaluations based on established criteria.
4. Satisfactorily complete all weekly classes and other assignments during program foundation weeks, internship and the final week's assessment.
5. MSDI students – satisfactory completion of the MS online coursework.

It is the student's responsibility to be aware of and to understand all assignments and requirements of the program and to complete those requirements before graduation. Students who have not satisfactorily completed the graduation requirements may be required to complete additional supervised hours or additional assignments.

Professional Behavior Guidelines

Professional Attire

The MDIG program and supervised practice facilities expect dietetic interns to maintain a professional appearance in rotations. Wear MDI nametags to all rotations. In some situations, specific attire is recommended or required. Check with the supervisor at each facility for dress code requirements and policies on tattoos, nails, and body piercings. Professional attire is business casual. Dress does not need to be formal (e.g. dress, heels, suit and tie) and should not be casual (e.g. denim, T-shirts, athletic wear, crop tops, or sandals) unless facility permitted. Professional dress expectations, discussion of business casual attire, and facility dress codes will be addressed during MDIG program orientation.

Guidelines for Intern Conduct in Supervised Practice Facilities

1. Do not use tobacco, alcohol, or drugs while at supervised practice facilities.
2. Do not chew gum during patient or client care.
3. **All hospital-related materials and information are confidential.** Do not discuss any patient information in any public place/space, especially elevators, lounges, cafeterias or social media. Use only initials when referring to patients in written case studies, reports, or logbooks. Do not repeat gossip or discuss personality conflicts with co-workers. All information obtained through patient assessment and clinical rounds is to remain strictly confidential. Sharing information with the preceptor or appropriate health professional should be related to patient care and only be done in a private location and not in a public area.
4. Microorganisms are more prevalent in the hospital; therefore, closely follow the recommended handwashing/sanitizing procedures.
5. Telephones in the clinical facilities are for business purposes only. Turn off or silence cellular phones during presentations, meetings, and minimize use during supervised practice. Check with each preceptor regarding their individual cellphone preferences for interns.
6. Keep conversation at a minimum and at a discreet volume while moving through hallways and patient areas within a clinical facility.
7. Arrive at the clinical facility before the stated time to start work and be prepared for daily tasks. Keep clinical instructor or preceptor informed of your general whereabouts when in the clinical facility. Interns are responsible for informing the preceptor if unable to arrive as scheduled.
8. Supervised practice hours for clinical experiences meet the minimum ACEND requirements. If supervised practice clock hours are missed at any time, the intern must complete those hours at another arranged time. Extra hours accumulated during the rotation can be considered to replace some “missed” hours at the discretion of the preceptor and directors. Interns must complete a missed-hours log in the electronic competency-tracking software to ensure that minimum hours are met.
9. As a professional courtesy, please address preceptors and instructors by their appropriate title (Doctor, Professor, Miss, Mrs., or Mr.) unless they specify otherwise.

Code of Ethics in Dietetics for the Nutrition & Dietetics Professional

Interns are expected to act in accordance with the Code of Ethics established by the Academy of Nutrition & Dietetics (AND) and Commission on Dietetic Registration (CDR).

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) “Do no harm”

2. Integrity in personal and organizational behaviors and practices (Autonomy)
3. Professionalism (Beneficence)
4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Please review the [Code of Ethics](#) on the AND website.



Facility and Preceptor Evaluation

At the completion of a site rotation, interns electronically submit preceptor feedback forms for supervised practice experiences (MDI Intern Evaluation of Preceptor; Appendix F). This assists directors in improving the program and responding to interns' concerns, while also allowing interns to provide feedback.

EHHD Guidelines for Graduate Students

The following guidelines have been developed to facilitate progress from admission through graduation. Responsibilities are outlined regarding the role of the student, the committee chair, and the graduate committee. The MSDI program track is a professional (non-thesis) master's degree without comprehensive exam. A thesis/capstone project is not required, however, MSDI students will complete a professional project.

Role of the Student

All MSDI graduate students are matriculated into The Graduate School and follow their program of study within the Department of Food Systems, Nutrition and Kinesiology (FSNK) within the College of Education, Health and Human Development (EHHD). Consequently, students must adhere to the expectations and policies of both The Graduate School and FSNK.

The Graduate School requires that by the end of the second semester, a graduate committee be formed, and a Program of Study be filed. Students failing to submit a program of study by this date will be seen as failing to achieve satisfactory progress. Consequently, the student will be placed on academic probation and will become ineligible for financial aid, including graduate assistantships and work study. The chair of a student's committee is usually the leader for the major area of study.

Additionally, two other committee members are selected in consultation with the student's chair. The program of study also requires approval from the department head and the dean.

Within the limits of university regulations and program requirements, the student is the chief architect of their program of study. The student must be aware of all procedures, forms, and deadlines required by the department and The Graduate School. The chair and committee are available for guidance and consultation. Please consult [The Graduate School's website](#) for forms and specific information.

It is the student's responsibility to arrange periodic conferences with their chair to review progress and deal with questions that may arise. It is expected students will meet with their chair at least once each semester to plan the next semester's course work and activities.

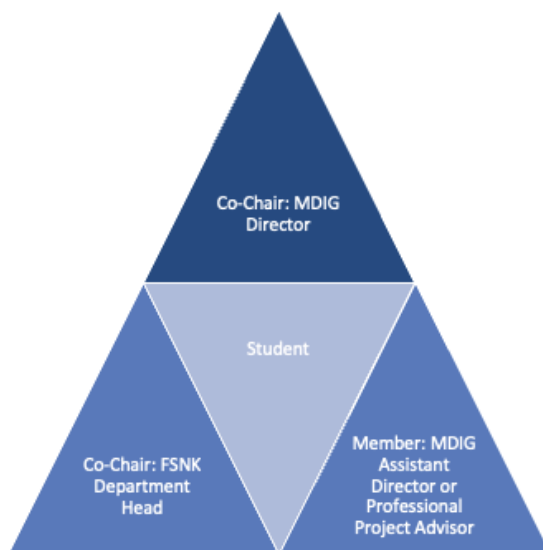
Registration Information

Students will be registered for courses by the FSNK Academic Coordinator with support from the MDIG program team. Students may track registration and progress on DegreeWorks, which is available by logging into [MyInfo](#) with a NetID.

A student email account is automatically set up for each student upon admission to MSU. Students are expected to check this account for important messages from faculty and MSU and can forward it to their preferred e-mail address if they wish.

Role of the Committee Chair

The chair serves as your advisor and acts as a liaison between the student and the other committee members. The chair has a responsibility to be available for periodic consultations with students.



Role of the Graduate Committee

The purpose of the graduate committee is to provide guidance and protect the students' interests throughout the completion of the graduate program. The committee has the responsibility of approving the program of study. The committee also has a duty to observe the standards and protect the interests of the university regarding the academic quality of work being done under its supervision. The committee consists of the chairperson plus a minimum of two additional committee members who will be appointed for the student.

Program of Study

The [Program of Study and Committee form](#) is due by the end of the second semester in the program. The MDIG program team will work with students to complete and submit this form. MDI only students do not complete a program of study. MSDI students will follow full time curriculum with required courses and their choice of electives. Coursework must be completed sequentially and full time unless special arrangements are made with the program directors and the committee. Program credit requirements are determined by the Graduate School and the student's committee.

A program of study can be changed following initial submission and is based on the student's needs, professional requirements, and departmental requirements.

Graduate School Policies

University Graduate School policies

The Dietetic Systems Leadership MS & Montana Dietetic Internship graduate certificate are programs of The Graduate School and follow The Graduate School Policies. All graduate students at MSU are expected to review the [policies and procedures](#) for successful completion of master's degrees found on The Graduate School's webpage at <http://www.montana.edu/gradschool/>.

In particular, the MDIG program recommends that students review the following:

- 5.2 Master's Requirements
 - 5.2.4 Professional (Non-thesis) Masters
 - 5.2.5 Master's Committee
 - 5.2.7 Program of Study
- 5.4 Certificate Requirements
- 5.6 Commencement and Degree/Certificate Completion
 - 5.6.1 Graduation Application
- 6.1 Grades
 - Minimum Grade Requirements
- 6.2 Academic Standing
 - Good Academic Standing
 - Academic Warning & Suspension
 - Re-admission to Graduate Degree Programs

MDIG Program Policies & Procedures 2025-2027

General Policies to Guarantee the Rights of the Student

University Policies and Procedures

Academic policies and procedures for MSU are available online at <https://www.montana.edu/provost/students/> or the Montana State University Catalog and in the Schedule of Classes published each semester.

Mutual Responsibility*

Acceptance of an intern for participation in the MDIG program constitutes an agreement of mutual responsibility. The intern's part of this agreement is to accept and respect established MDIG program policies and rules, supervised practice facility policies, The Academy's Code of Ethics, the regulations of Montana State University-Bozeman, and to act responsibly and in a manner appropriate to these regulations and policies. Interns are requested to complete and sign student agreements prior to their program start date (Appendix B1 for MSDI and/or Appendix B2 for DI only) and before entering supervised practice rotations (Appendix B2 and Appendix B3). As part of this mutual responsibility agreement, MDIG program directors and preceptors also agree to carry out their commitment to higher education and to provide interns with high quality instruction and experiences (see Appendix A).

Student Recruitment*

Policy: The MDIGP program will recruit all prospective students/interns without preference to race, color, national origin, religion, sex, age, disability or status as a Vietnam-era veteran.

Procedures: The statement of equal rights will appear in appropriate MDIG information.

Student Admission*

Policy: Applications will be reviewed by the MDIG program Director, Assistant Director and a selection committee of RDNs in the field. Applicants will be evaluated based on a variety of factors including scholastic achievement, work/volunteer experience, professional references, leadership abilities and program fit.

Procedures: MSDI Pathway Applicants

To be considered for admission, MSDI applicants should meet the following criteria:

Proof is required of a bachelor's degree in nutrition and/or dietetics from an accredited college or university, or proof of a master's degree in nutrition and/or dietetics and/or related major from an accredited college or university.

Alternatively, prospective students may have earned a bachelor's degree in an unrelated field but completed post-baccalaureate didactic coursework in dietetics from an accredited college or university.

Proof of earned degree will be provided by a final transcript.

Verification statement (or declaration of intent) from an ACEND accredited didactic program in dietetics (DPD).

Preferred 100 hours of volunteer or work experience in food, nutrition and/or dietetics.

Three references from dietetic professionals, faculty and/or employers.

An undergraduate GPA of at least 3.00 (on a 4.00 scale). Applicants with post-baccalaureate experience must have a graduate GPA of at least 3.00.

DI Pathway Applicants

To be considered for admission, MDI applicants should meet the following criteria:

- Proof is required of a master's degree in nutrition and/or dietetics and/or related major from an accredited college or university. Proof of earned degree will be provided by a final transcript.
- Verification statement (or declaration of intent) from an ACEND accredited didactic program in dietetics (DPD).
- Preferred 100 hours of volunteer or work experience in food, nutrition and/or dietetics.
- Three references from dietetic professionals, faculty and/or employers.

Policy: Requirements for admission to MDI supervised practice include proof of an accredited nutrition or dietetics-related education, food safety and CPR certifications, various forms of insurance, membership in the Academy of Nutrition and Dietetics, immunizations and vaccinations, a criminal free background, and a clean drug screening as required by facilities.

Procedures: To be considered for admission to the MDI or graduate program, the following degrees, statements and certifications are necessary.

- Transcript(s) and a Verification statement from ACEND accredited Didactic Program (DPD) in Nutrition and Dietetics or a completed Declaration of Intent to Complete Degree statement.
 - **DI Pathway:** Proof is required of a master's degree in nutrition and/or dietetics and/or related major from an accredited college or university. Proof of earned degree will be provided by a final transcript.
 - **MSDI Pathway:** Proof is required of a bachelor's degree in nutrition and/or dietetics from an accredited college or university. Proof of earned degree will be provided by a final official transcript.

Before entering supervised practice (in the 2nd year for MSDI) the following must be provided:

- Proof of current health insurance, automobile insurance, a medical exam and immunizations and vaccinations.
- Current ServSafe certification or its equivalent and CPR certification.
- A successfully completed background check and drug screening as required by facilities.
- **After receiving an invitation to enroll in the MDIG program, students are responsible for paying program fees, tuition and registration costs.**

Policy: Individuals accepting admission to the program will be required to complete a background check. Background checks are done at the student's expense and findings submitted to the program director.

Procedures: Applicants shall include in the 'Background Section' of their DICAS application any information that could appear in a background check. Background checks are comprehensive and can include findings such as all arrests and criminal charges even if dismissed, deferred, as well as expunged records.

- Discrepancies or self-reported disclosures reported on background checks will be evaluated individually by the MDIG Program Directors, MSU Food Systems, Nutrition and Kinesiology Department Head, and Education, Health & Human Development Associate Dean, in consultation with the Dean, to determine whether the student will be admitted to the program.
- The intern supervised practice sites will also be consulted.
- Failure to disclose a discrepancy could have worse consequences than not disclosing on DICAS if discovered later upon review of a background check report and may be cause for termination from the program.

Student Rights

*Statement of Equal Rights**

Your rights as a student at Montana State University - Bozeman are delineated in the MSU student conduct code, found on-line at: http://www.montana.edu/policy/student_conduct/

Policy: Montana State University - Bozeman protects student civil rights with the following statement of equal opportunity:

"It is Montana State University-Bozeman's policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran. This policy applies to all program services and facilities, and includes, but is not limited to, applications, admission, access to programs and services, and employment. Such discrimination is prohibited by titles VI and VII of the Civil Rights Act of 1964, title IX of the Educational Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam ERA Veterans' Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act Amendments of 1978, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state statutes and regulations". Any questions and concerns about the application of these laws and regulations may be directed to the affirmative action officer; director of the Office for Civil Rights, U.S. Department of Education, or to the director, Office of Federal Contract Compliance Programs, U.S. Department of Labor."

MSU's non-discrimination policy and procedures found on-line at:
http://www2.montana.edu/policy/affirmative_action/.

Access to personal files*

Policy: Students shall have access to their own personal files otherwise stored in a secure location.

Procedures: Upon request, a student may view their personal files in the presence of the Program Director. Student files are kept in a secured electronic location on the MSU server.

Acknowledgement of university regional accreditation and related policies*

Policy: MSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and is in good standing. MSU was re-accredited in 2025 for another 7 years, following a self-study and NWCCU accreditation team visit.

Procedures: Students may access the full accreditation report from NWCCU online at:
<http://www.montana.edu/accreditation/AccDocs.html>

Withdrawal and refund of tuition and fees*

Policy: Should a student withdraw from the program after enrolling, paying program fees, and beginning orientation, program fees are not refundable.

Procedures: Upon withdrawal from the program:

1. The student will meet with the Program Director for an exit interview but cannot expect to receive a refund of fees paid to the University.
 - a. The application fee is non-refundable.
 - b. The \$1000 deposit paid to secure a spot in the program is non-refundable.
 - c. The \$11,220 program fee and tuition/fee refunds are based on MSU withdrawal policies and deadlines. Students pay for graduate level credits and the program fee on a semester basis.

Access to support services, health, counseling, testing, and financial aid*

Support services

Policy: When enrolled at MSU, students have access to academic support services necessary for completion of orientation and assignment activities.

Procedures: The Program Director will recommend academic support services available to students in the MDIG program. Remediation resources are made available to students not meeting the advancement criteria for the MSDI or the non-degree graduate DI programs. See [Student Resources](#) for links to resources.

Financial Aid*

Students that are eligible for federal financial aid may apply for loans. Additionally, other assistance may be available to interns in the form of scholarships and short-term loans depending on individual eligibility.

Loan information and applications are available from the **Office of Student Financial Aid Services** located in the Student Union Building at MSU-Bozeman or on the MSU website at <http://www.montana.edu/wwwfa/>. MDIG financial aid questions can be directed to:

Office of Financial Aid Services, Montana State University
(406) 994-2845

Interns may also consider national scholarship programs and are encouraged to apply directly to:

The Academy of Nutrition and Dietetics:

<https://eatrightfoundation.org/why-it-matters/awards/#Scholarships>

Contact information for questions regarding the AND application process can be directed to Academy of Nutrition and Dietetics Foundation

(800) 877-100, ext. 1133

Or email: scholarship@eatright.org

MDIG Program Scholarship Funds

The MDIG program has scholarships available for Montana Dietetic Internship (DI only) graduate certificate interns and second-year Dietetic Systems Leadership, MS students. Information on applying is provided by directors during advising.

Scheduling and program calendar*

Policy: Students must follow the program rotation and coursework schedule provided by the Directors.

MSDI Program Pathway

Students will enroll in graduate level courses starting the fall semester after acceptance into the program and follow the MSU academic calendar. Supervised practice will be completed during year 2 (Fall and Spring semesters) and **will not** follow the academic calendar.

Non-Degree Graduate DI Program Pathway & MSDI Year 2 Supervised Practice

Orientation & Sustainable Food Systems Foundation Weeks rotations begin in August. The program concludes in May. There is a one-week fall break around Thanksgiving and a two-week winter holiday. Other holidays are per preceptor/facility schedule but are not guaranteed.

Procedures: The Directors will develop a supervised practice schedule for each student enrolled in the program that includes sustainable food systems, foodservice management, community nutrition, clinical nutrition, and self-selected rotations.

MSDI students will complete 36 graduate level credits. Courses should be completed in sequential order as defined by the program curriculum provided at the start of the program.

Intern schedule*

Policy: The Directors will provide interns with personal schedules that will appropriately place them in the facilities located in the various cluster areas in the state in the internship year. A general outline of the internship schedule is found under the heading [Supervised Practice Hours Outline](#) of the MDI Handbook.

Procedures:

The Directors, in consultation with preceptors with major rotations, will

- Review applications and students' personal goals to appropriately schedule students in the affiliated facilities.
- Share the planned schedules with individual interns.
- Will change the schedule per preceptor and facility need and will notify the students of any changes.

Supervised practice hours*

Policy: Interns will complete at least 1050 supervised practice hours throughout the duration of the program. Additional program hours will be completed during the initial orientation and professional development weeks.

Procedure: Interns are required to notify the Director or Assistant Director if any days of supervised practice are missed due to illness or injury.

Any time missed during the supervised practice rotation due to injury or illness must be rescheduled and made up. This will ensure the successful completion of the required number of supervised practice hours.

Access to MDIG Program Handbook*

Policy: The MDIG Program Handbook is available to prospective students and applicants on the website.

Procedures: The Program Directors will maintain the MDIG Program Handbook. The most current version will be made available on the MDI website. Once a student has been accepted into the program and completed an agreement to participate in MDIG program, they will be sent an electronic copy of the program handbook.

Protection of private information*

Policy: Students shall be protected from improper disclosure of data from their disciplinary records.

Procedures: Such data shall only be made available: in cases of legal compulsion, when the intern's written permission is secured, or to persons who are directly involved in the disciplinary proceedings established in the statement, and then only to the extent that consultation of the record is essential to determine the charge against the intern or to determine penalties, and provided that transcripts of academic record shall not contain information about disciplinary action except when such action affects the eligibility of the intern to continue as a member of MDIG program.

Policy: Information about a student contained in academic and counseling records shall be considered confidential.

Procedures: Information about the views, beliefs, and associations of students acquired by instructors and advisors may be released only with the written consent of the student. However, judgments of ability and character may be provided. Information accumulated in counseling interns on personal problems of a private or confidential nature shall be available only to those persons authorized by the intern's written permission.

Information in academic and counseling records may be released only when:

1. such release is legally compelled,
2. the intern gives written authorization for such a release,
3. faculty & preceptors have adequate reasons to consult records, or
4. individual interns are neither identified nor identifiable in statistical summaries of academic records.

Grievance about program*

Policy: If a student has a complaint about program policies, activities or actions they may discuss with the Program Directors. If the student chooses not to confer with Program Directors, they may consult with the Head of the Department of Food Systems, Nutrition & Kinesiology.

Procedures: Please refer to the MSU Student Code of Conduct- Conduct Guidelines and Grievance Procedures for Students Policy to review grievance procedures

https://www.montana.edu/policy/student_conduct/

Policy: If a student deems a performance rating unfair by a preceptor, they may appeal through the Directors or Head of the Department of Food Systems, Nutrition & Kinesiology

Procedures:

1. If an intern receives a low performance rating, they can provide documentation and evidence of their performance and report the discrepancy to the Directors.
2. The Director/s will meet (in person or phone/video) with the intern to investigate their performance and rating. Directors will document the dates of supervised practice, meeting with preceptor, required assignments, professional behaviors, and the performance rating (rubrics).
3. The Director/s will follow-up with a phone/video conference with the preceptor to clarify requirements of assignments, professional behavior and performance rating.
4. The Director/s will either support or not support the performance rating. Reasons for the decision will be documented and shared with the intern.
5. If the issue is unresolved, they can report the grievance to the Head of the Department of Food Systems, Nutrition and Kinesiology.
6. If the issue remains unresolved, they may contact the Dean of the College of Education, Health and Human Development.

Policy: A complaint about the standards, policies, and procedures of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may be submitted by any individual, for example, student, faculty, dietetics practitioner, and/or member of the general public.

Procedures:

1. ACEND should only be contacted for complaints related to program non-compliance with accreditation standards after all other options with the program have been exhausted.
2. A copy of the accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained from the Program Director or by contacting ACEND.
3. Complaints can be submitted to:
 Accreditation Council for Education in Nutrition and Dietetics
 Academy of Nutrition and Dietetics
 120 South Riverside Plaza, Suite 2190
 Chicago, IL 60606-6995
 Phone: 800.877.1600, ext. 5400
 e-mail: ACEND@eatright.org

Academic Policies

Student accountability

Policy: The student is expected to follow academic policies in preparation as a future food and nutrition professional. Behaviors exhibited in the academic settings are also those expected in the professional setting.

Procedures: Read all policies and procedures contained in the MDIG Program Handbook and MSU Graduate School Policies.

Program policies and procedures will be reviewed during Orientation. Students are encouraged to ask questions if any policy or procedure is unclear.

Specifics related to student accountability

Attendance

1. Attendance is mandatory and required for all courses included in the Program of Study and supervised practice experiences. Confer with faculty instructors and course syllabi to address illness and absences during the first year of the DSL.
2. Any supervised practice rotation or hours that are missed need to be re-scheduled, made-up, or simulated to ensure successful completion of the required number of supervised practice hours.
3. Professional behavior requires interns to be ready to begin at the scheduled time for supervised practice or class.
4. Check in with the assigned preceptor to review daily goals and assignments and with course instructors and syllabi.

*Injuries or illness**

1. If an intern is injured or becomes ill during supervised practice, they should:
 - a. Immediately seek medical assistance or leave the facility to recover.
 - b. Contact their preceptor to inform them of their status.
 - c. Confer with their preceptor to reschedule and make-up supervised practice time and inform the Director/s **the day of the situation**, when possible, and their plans to make-up supervised practice hours.

Professional courtesy and behavior

1. Professional behavior and respect for others are expected. Refer to the Academy of Nutrition and Dietetics pledge of professional civility to learn about the MDIG program's expectations for respectful communication. <https://www.eatrightpro.org/practice/code-of-ethics/professional-civility>

Assignments

1. Students are expected to complete assignments to the specifications and deadlines described in the course syllabi, and/or oral and written directions from directors, faculty and preceptors by verbally stated or written due dates.
2. For MDI assignments (NUTR 598, NUTR 575 & NUTR 560), written work should be typed and professional. This includes using adequate margins in spacing, as well as correct grammar, spelling, and referencing.
3. The American Medical Association 11th edition referencing format is found on the *Journal of the Academy of Nutrition and Dietetics* website. Look for Authors' Guidelines to locate the referencing requirements.
4. MDI Assignments are associated with RDN competencies (CRDNs) and must be completed at the graduate level. Assignments completed below standards will be returned for revision. See syllabi and assignments for details.
5. **Professionalism Points** Interns will be assessed professionalism points for each semester of NUTR 598: Internship. Patterns of poor communication, missed class, unexcused late assignments, and poor performance of behaviors outlined below will be reflected in lost professionalism points.

a. Rating 1 – 5

3-5 = 200 pts	<ul style="list-style-type: none"> • Proactive communication, always lets preceptors/directors know if running late or of absences. • Absences are excused with ample notice to MDI team and preceptors when possible. • Performs ≥ 3 in overall rotation evaluations from preceptors. • Dresses professionally. • Acts ethically in rotations and practice. • Responds to emails from MDI team, research partners and preceptors within 48 hours. • Is prepared for class and rotations, completing assigned pre-learning or homework. • Takes accountability if assignments or communication is missed and is present and engaged during class. • Assumes responsibility for learning, take initiative in seeking new information and opportunities to learn • Looks for answers with the resources available before asking others
2 = 100 pts	<ul style="list-style-type: none"> • Rarely missed communications via email or late response. • < 3 rating from preceptors on timeliness or professional dress no more than 2 times. • Is usually engaged during class. • Absences are communicated with mostly ample time and are excused. • Repeatedly asks questions where the answers are readily available • Waits to be directed towards new learning opportunities or tasks
1 = 50 pts	<ul style="list-style-type: none"> • Assigned tasks with MDI team, research partners, or preceptors are late, incomplete, or of low quality.

	<ul style="list-style-type: none"> • Multitasks during class. Use of phone inappropriately in placements or class. • <3 rating from preceptors on timeliness or professional dress more than 2 times. • Consistently does not answer emails, responds in >48 hours, or does not initiate follow-up. • Is not prepared for class or rotations, does not complete pre-learning or readings. • Consistent unexcused absences or tardiness. • Is not prepared for class or rotations, does not complete pre-learning or readings.
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6. Consequence for non-submittal of an assignment may include a remediation plan with action items outlined to complete, withholding of supervised practice Verification Statement, probation or termination from the program. Refer to course syllabi.

Missed exams and assignments

1. Students are expected to confer with faculty instructors and course syllabi to address missed class, exams or assignments during the graduate school coursework.
2. During the internship year, if a student must miss an examination or assignment due to illness or an unexpected event, the student is required to contact the Director and preceptor responsible for grading the exam/assignment before the due date.
3. If a student misses an examination or assignment, a late penalty may occur if the cause is not deemed reasonable by the Director, faculty or preceptor, or if prior notice was not given for the absence.

*Intern travel**

1. An intern's travel time to/from clinical, foodservice, and community facilities or practicum sites does not count as either preparation time or supervised practice.
2. Time during daily inter-site travel is considered to be acceptable supervised practice time.
3. It is required that each intern possess a reliable car for travel during the internship. Due to the rural nature of Montana and distance between supervised practice facilities, public transportation is not a reasonable option.
4. Each intern is responsible for maintaining his/her own current car insurance policy. Proof of insurance is required at the beginning of the internship and is to be maintained throughout the program.
5. Students are liable to maintain their own car.

*Holidays and vacation**

1. MSDI program students will follow the academic calendar for the first year of online coursework.
2. During supervised practice, interns will follow the schedule in their respective facility regarding state and national holidays. Since dietitians are often scheduled to work holidays, interns should expect that they may also need to work during a holiday.
3. No individual vacation is provided during the MDI supervised practice.
4. MDI schedules a one-week fall break and two-week winter break for interns. Interns are scheduled for supervised practice during MSU spring break.

Outside employment

1. Students enrolled in the MS program may work to the extent that they can balance work and life with demands of maintaining a 3.0 GPA per term and at least a “B” (3.0) in each course.
2. The second year of supervised practice involves very comprehensive and intensive experiences in different locations. Demands on interns' time and frequency of moving to different locations are such that it would be very difficult to be successfully engaged in supervised practice and hold an outside job simultaneously. Because the primary goal of the program is for interns to succeed in supervised practice, the Director/s and preceptors strongly discourage interns from working an outside job during supervised practice.

Professional Policies & Procedures

AND & MTAND memberships

Policy: To fully develop as a food and nutrition professional, membership and participation in the Academy of Nutrition and Dietetics is highly desirable; therefore, membership as a student or active member in the dietetic professional organization is required.

Procedure: To obtain professional membership go to the student section of the Academy website (<http://www.eatright.org/students/join/>) and follow the procedures.

Membership in AND automatically makes the intern a member of his or her affiliate/state association. Interns need to ensure that their affiliate is Montana.

*Professional meeting attendance**

Policy: Interns may attend an Academy of Nutrition and Dietetics Food and Nutrition Conference and Exhibition (FNCE) or state dietetic meetings

during supervised practice if approved by their scheduled preceptors.
Attendance also needs approval by the Program Directors.

Procedures: If a dietetic-related meeting occurs during supervised practice, an intern may request time to attend the meeting.

To gain approval for attendance, requirements include:

1. Intern's preceptor approves the attendance;
2. The meeting is related to the intern's current rotation;
3. Time spent at the dietetic-related meeting will count as supervised practice; and
4. Meeting registration, lodging and travel are incurred by the intern; and
5. All supervised practice assignments are to be completed prior to attending the meeting; and
6. An oral report is presented to the preceptor upon return, and summary sent to the Program Directors.

Insurance – professional liability*

Policy: Since clinical facilities require that all students have malpractice liability insurance, each intern is covered under the MSU Student Professional Liability Insurance.

Procedures: MSU provides proof of liability insurance when requested by supervised practice facilities.

Supervised Practice Policies

*Liability for safety in travel**

Policy: Safety during travel is of prime importance to MDI interns. Due to the distances traveled during this internship, attention to safe driving will be stressed.

Procedures: During Program Orientation, interns will receive information about travel in Montana and safe driving tips.

Policy: MDI interns are required to obtain automobile insurance prior to participating in supervised practice.

Procedures: Submit proof of insurance to the online records management system by the specified due date.

*Substance screening**

Policy: MDI requires a urine substance screen for interns per facility onboarding procedures.

Procedures:

1. Before being placed in supervised practice facilities, interns are required to have urine substance screening facilitated by an approved source, per facility requirement.
2. Information will be given to interns to obtain the required tests.
3. All costs associated with the urine substance testing are the responsibility of the student.
4. **Positive Substance Screen:** A Positive substance screen will be confirmed by the Medical Review Officer (MRO) from an approved drug testing laboratory.
 - a. Interns with a positive substance screen can anticipate, per rotation facility policy, not being able to complete supervised practice at that site.
 - b. Interns with a positive substance screen will meet with MDI Directors and, if necessary, EHHD Assistant Dean/Director of Student Success to determine course of action including potential dismissal from the MDI program.
5. **Negative Dilute** screening results will require retesting at intern expense.

Medical Examination, Immunizations and Vaccinations

Policy: Entrance into MDI is contingent upon the satisfactory completion of a thorough medical examination and completion of immunizations required by supervised practice facilities.

Procedure: Interns will provide records of medical examination, immunization and vaccination that are required by supervised practice facilities, which will be uploaded to and maintained by an online records management system. Details are provided to interns before starting supervised practice.

*Criminal background checks**

Policy: Affiliation agreements with facilities contain requirements that interns coming into facilities do not have a criminal record; therefore, a background check is required to participate in supervised practice.

Procedures: Before being placed in supervised practice facilities, interns are required to have background checks conducted by an approved source. The

background checks include criminal and public record searches Montana statewide, counties resided in outside of the state, and Fraud & Abuse Control Information Systems (FACIS) checks.

*Educational purpose of Supervised Practice to prevent use of students to replace employees**

Policy: Interns are supervised during a variety of experiences in several facilities; however, students are not employees within the meaning of the Fair Labor Standards Act.

Procedures: The U.S. Department of Labor publication entitled "Employment Relationship under the Fair Labor Standards Act," dated February 1973 indicates that interns are not employees if all of the following circumstances surrounding their activities apply:

1. The training, even though it includes actual operation of the facilities of the preceptor, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the interns;
3. The interns do not displace regular employees, but work under their close observation (i.e., the intern will consult with a preceptor before making a decision);
4. The preceptor providing the training derives no immediate advantage from the activities of the interns, and on occasion his or her operations may actually be impeded;
5. The interns are not entitled to a job at the conclusion of the training period; and
6. The preceptors and the interns understand that the interns are not entitled to wages for the time spent in training.

*Filing and handling complaints from students and preceptors**

Policy: The Program Directors will be responsible for filing and handling complaints from interns and preceptors.

Procedures: The Program Directors will hear complaints from interns and preceptors and keep a record of all complaints in secure program files.

*Assessment of prior learning and credit towards program requirements**

Policy: MDI recognizes that students/interns may have prior experiences that equate planned activities during supervised practice; therefore, will consider the option to grant credit for those experiences and provide

alternative, higher-level experiences to support continued growth as a professional.

Procedures: For credit to be considered for supervised practice completed at other schools, interns need to provide the following information: name and level of course, pre-requisite courses, course syllabus, and name of course text, if applicable.

Evaluation equivalency of prior education experiences*

Policy: The Director/s will evaluate and award credit for prior education and/or work experiences as warranted.

Procedures: To evaluate and give credit for prior work experience, students need to provide the length of time (dates, number of hours), names and qualifications of supervisors, and detailed description of the experience. A set of experiences may only be used for one exempted rotation or course.

Directors will compare the experience to MDI supervised practice experiences or course syllabi and decide whether to accept the request to credit the experience toward the number of required supervised practice hours or graduate credits.

Recency of education

Policy: Completion of all requirements for the Didactic Program in Nutrition and Dietetics (DPD) from an ACEND accredited program must be completed within the past 5 years.

Procedures: An original, signed copy of the DPD Verification Statement must be given to the Program Directors before the start of MDI. If the date on the DPD Verification Statement is more than 5 years prior to starting MDI:

- The applicant must take or have taken up to 12 credits in advanced level dietetics related coursework within the last 5 years at a university with an accredited DPD or approved nutrition and dietetics or related master's degree
- At least 3 credits must be related to medical nutrition therapy
- At least 3 credits must be related to advanced food systems management
- Documentation of the plan for the 12 credits or completion of those credits must be included in the application packet.

- Documentation of successful completion of the coursework must be provided before the start of the program, or students will be offered admission with provision to complete the leveling coursework.

Supervised practice placement

Policy: It is the goal of Program Directors to appropriately place interns in the most suitable supervised practice experience.

Procedures:

1. Program Directors, in conjunction with facility preceptors, decide the placement of interns in supervised practice sites after students/interns have committed to the internship. Except for the Self-Selected rotation, interns do not arrange their own clinical, community, or foodservice management rotations for supervised practice.
2. Interns will provide a letter (email) of introduction to each preceptor prior to the first day of a rotation. The letter will provide contact information, perceived strengths and weaknesses, and expectations for the upcoming rotation (see [Appendix C](#) – Letter of Introduction).
3. Students will complete a self-evaluation for clinical, community and foodservice experiences within their Student-Assessment and Competency tracker which is in line with the foundation knowledge and competencies for dietitian education (see [Appendix D](#)). Students should compile this information as they progress throughout the internship.
4. A number of policies apply to supervised practice:
 - a. After program orientation, each intern will complete a minimum of 1000 hours of supervised practice, approximately 35 hours per week, in each major emphasis area, with a 2-week self-selected rotation.
 - b. The assigned schedule may vary each week, but interns will be prepared to work the assigned shift, early or late, and the assigned days, including weekends.
 - c. As a professional, no time clock is punched. Interns remain on the job for the amount of time required to complete the assigned responsibilities for the day.
 - d. The final evaluation for each rotation is mutually determined by facility preceptor(s) in consultation with university faculty (see Appendices [E1](#), [E2](#), [E3](#))

Supervised practice hours tracking*

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.

Procedures: Interns will be provided a pre-determined schedule that includes 30 weeks in clinical, foodservice and community rotations. The expected hours of attendance each week are 35-40. No timesheet will be maintained but hours are confirmed on intern feedback evaluation form provided from preceptors to Directors. However, if interns are ill or otherwise miss supervised practice hours, a missed hours log will be completed and provided to the Directors to account for total supervised practice hours and ensure minimum hours are met. A plan of action will be implemented to make up hours as needed.

Formal assessment of intern learning*

Policy: The program will assess interns' learning and skill attainment on a regular basis throughout the internship.

Procedures: Preceptors will have access to evaluation rubrics to be used for intern evaluation.

The MDI Competency and Intern Evaluation for Supervised Practice form (see [Appendix E](#)) will be used as an introductory negotiation piece for intern and preceptor to express expectations and standards of performance. The form will then be used post-rotation to provide feedback and evaluation to the intern and at mid-rotation for longer experiences.

Preceptors will share their assessment with the Program Directors, discuss their assessments with the intern, and the Directors will follow-up with the intern to discuss evaluation and plans to improve or maintain performance should interns be assessed at less than a "3."

Performance & progress reports

Policy: All performance and progress reports will be discussed, reviewed, and then filed as part of a permanent record for the intern.

Procedures: After meeting with the intern to share the performance evaluation, the preceptor will electronically submit the evaluation to the Directors.

The Program Directors will electronically save the report; all performance and progress reports will be saved in individual electronic intern files.

Self-selected rotations

For all self-selected rotations, including international rotations, interns will complete a Self-Selected Rotation Form detailing the proposed learning objectives and outcome measures, what core competencies are to be addressed during the experience and the types of activities proposed to meet those competencies.

Policy: Interns will plan two weeks of their internship experience, called “self – selected rotations.”

Procedures:

1. Interns will be provided with a list of possible self-selected rotation topics and preceptors; however, interns may choose experiences that are not listed.
2. By early spring of the internship year, interns will submit a self-selected rotation form for each rotation experience they have planned to the MDI Directors. Information on the self-selected rotation form includes the following:
 - a. Preceptor Information
 - i. Qualifications
 - ii. Signed agreement statement to serve as a preceptor
 - iii. Facility, location and preceptor contact information
 - b. Evaluation
 - i. Learning outcomes of intern
 - ii. ACEND competencies addressed by rotation
 - iii. Activities or projects to meet competencies

Policy: Interns are responsible for expenses associated with the self-selected experiences including transportation, housing, and meals.

Policy: Self-selected rotations will be evaluated.

Procedures: Interns will submit a self-evaluation of each self-selected rotation experience. In the evaluation, intern and preceptor should address each learning outcome or competency as well as assess the quality of activities or projects completed by the intern. Preceptors will evaluate interns and submit electronically to Program Directors.

Distance education*

Policy: Students enrolled in online coursework will access course materials and course exams through a secure online course management system.

- Procedure: Students at Montana State University are provided with a unique NetID that is used to access our online course management system. The NetID number is considered a unique student identifier and is used to confirm identity in the learning management platform.
- Policy: Students are required to have access to technology that allows full participation in remote classes and activities.
- Procedure: Students must have reliable high-speed internet, a microphone, and web camera. Students are encouraged to let MDIG program directors know if they are unable to meet the technology requirements of the program prior to the program start.

Program retention & remediation procedures*

Student advancement

- Policy: Once admitted to MDI, the student must maintain appropriate academic standing and supervised practice performance to advance through the program.

Students must follow Graduate School policy by maintaining good academic standing [Graduate School Policy 6.2 Academic Standing](#)

A. Good Academic Standing

“A degree-seeking graduate student is expected to obtain a 3.0 Grade Point Average (GPA) to be in Good Academic Standing. This includes maintaining:

A minimum 3.0 GPA each term,

A minimum 3.0 GPA in the entire Program of Study, and

A cumulative 3.0 GPA overall.

Any student whose cumulative or term GPA is less than 3.00 at the end of any term may be placed on a warning or suspension from their degree program.”

Procedure:

Advancement criteria for the MSDI pathway include:

1. Student GPA at the end of Fall semester year 1 must be >3.0 to advance toward supervised practice with the original cohort.

During supervised practice (in year 2 of the MSDI and during the MDI year for non-degree graduate certificate interns), interns must

2. Earn an overall preceptor performance rating of >3 for each supervised practice rotation.

3. Exhibit professional behavior in classes, supervised practice, and MDI or dietetic professional meetings at all times.
4. If an intern exhibits unprofessional behavior or unsafe clinical behavior, this will constitute an inappropriate incident and be documented in an [Incident Report](#).

Disciplinary & termination procedures*

MSU Graduate School and MDIG Program academic notice & warning policies

Policy: Students must follow Graduate School policy related to academic warning and suspension.

[Graduate School Policy 6.2 Academic Standing](#)

B. Academic Warning and Suspension from an Academic Degree Program

1. Academic Notice and Academic Warning

“Students may be placed on Academic Notice if their term GPA falls below 3.00 and cumulative GPA remains at 3.00 or above. Students in their first semester whose term GPA falls below 3.00 will be placed on Academic Notice.

Students beyond their first semester may be placed on Academic Warning for either of the following reasons: 1) their cumulative GPA or Program of Study GPA has fallen below 3.00; or 2) the Graduate School or academic department provisions of admission have not been met.

Students can remain on Academic Warning if their cumulative GPA remains below 3.00 and their term GPA is above 3.00, i.e., they are making progress on improving their GPA. When placed on Academic Warning the student will be sent a **Plan of Action** template from the Assistant Dean of the Graduate School. The student should work with their committee chair to complete the Plan of Action. The plan must enumerate the items to be completed for the student to return to good standing and will be signed by the student, the student’s committee chair, department head, and the graduate school.”

Additional academic actions that may result in MDI probation include:

- i. Unsatisfactory overall rotation rating (< 3) from a supervised practice preceptor;
 - a. Interns receiving an unsatisfactory rating from facility preceptors, which is mutually substantiated by the Directors, will be placed on probation (academic notice). The intern will meet with the Directors to discuss the ratings. The Directors will

complete an [Incident Report](#). See [Notification, Warning & Termination Procedures](#).

- ii. Failure to complete required assignments throughout the internship;
- iii. In some cases, interns discovered to be cheating, plagiarizing, or being dishonest in any venue receive a grade of F for an assignment.
- iv. If more than one assignment results in poor performance, students are required to meet with Program Directors to discuss options for academic support and to determine a corrective plan of action to allow advancement into supervised practice.

2. Academic Suspension

“Students may be academically suspended from a degree program if any of the following reasons apply:

- 1) their cumulative or program of study GPA stays below a 3.00 after being placed on Academic Warning and their term GPA is below 3.00;**
- 2) the provisions of the student’s admission are not satisfied; or
- 3) unsatisfactory progress in a degree program as determined by a majority of the student’s graduate committee.

For example, see [Notice, Warning and Termination Procedures](#)

Unprofessional or unsafe behavior policy

Policy: Professional and safe behavior in the MSDI and DI are critical to success as a future food and nutrition professional; therefore, **unprofessional or unsafe behavior constitutes an inappropriate incident**, and if accumulated will result in disciplinary or termination procedures.

Unprofessional or unsafe behavior is defined as:

- i. Two or more unexcused absences to supervised practice, as reported by preceptor
- ii. Absences or poor participation in courses as defined by course syllabus
- iii. Lack of responsiveness or communication with Director/s, faculty, or preceptors
- iv. Chronic lack of participation in courses or supervised practice
- v. Disrespect exhibited toward peers, faculty, or preceptors
- vi. Refusal to work with another person based on the individual’s personal beliefs, race, culture, or religious preference
- vii. Failure to display stable mental, physical or emotional behavior(s) which may affect another’s wellbeing
- viii. Use of any substance that may impair judgment or be harmful to self or others
- ix. Dishonesty
- x. Cheating or plagiarism

- xi. Failure to maintain confidentiality in interactions or records
- xii. Attempting activities without adequate orientation, skill preparation, or appropriate assistance

Notice, warning and termination procedures

Procedures:

1. Notification & Probationary Status: **Failure to advance in the program or unprofessional or unsafe behavior** that is observed by preceptors or Director/s will be documented in an [Incident Report](#). Interns will be notified by the Director/s when an incident has occurred and been recorded. At the time the incident report is documented, the intern will be:
 - Placed on probation (analogous to academic notice) and
 - Counseled to change behavior or improve performance
2. Warning Status: If performance does not improve during the probationary period or another incident occurs, Directors will meet with the intern. Expectations will be documented in [Notification of Warning Status & Corrective Action](#).
 - a. Warning status will be documented and placed in the intern's personal file.
 - b. The corrective action plan will outline a period to change the inappropriate behavior and meet with the Director/s.
 - c. If the behavior is changed within the time established in the Corrective Action Plan, the intern will be removed from probationary status and resume good standing.
3. Termination: The intern's participation in MDI will be terminated:
 - a. If the unprofessional or unsafe behavior continues through the warning period
 - b. Or, if any incident is deemed excessive by the Director/s.
 - c. The final decision for termination will be made by the Program Directors in consultation with the Head of the Department of Food Systems, Nutrition & Kinesiology.
4. Appeal: Students terminated from MDI for any reason may follow the appeal procedures as outlined in the MSU Conduct Guidelines and Grievance Procedures for Students (<http://catalog.montana.edu/code-conduct-policies-regulations-reports/>).

Remediation*

Policy: Students have access to remedial instruction through meeting with course instructors during office hours, preceptors, the Director/s; and utilizing campus support services.

Procedures:

1. Problems may arise regarding student progress through the graduate program. Potential problems include:
 - a. Inadequate academic performance (grades lower than a “C”)
 - b. Inadequate skill development (lower than a “C” or “3” grade in competency development, practicum, and/or internship courses)
 - c. Inadequate progress on the graduate program (average of less than one sixth of the total credits needed to graduate completed per year)
 - d. Impairment of functioning (causes could include health problems, stress, mental illness, substance abuse and/or dependence)
 - e. Violations of standards of ethical conduct.

Policy: Remediation resources are made available to students not meeting the advancement criteria for the MSDI or the non-degree graduate DI programs.

Procedures:

1. The MDIGP Team and graduate committee are the student’s primary advisors. They may work with the student on a part-time or amended schedule to support advancement through the program.
2. Student is connected as appropriate with any of the following academic support resources:
 - a. The College of Education, Health and Human Development Student Success
 - b. Allen Yarnell Center for Student Success
 - c. TRiO Student Support Services
 - d. MSU Writing Center
 - e. Office of Disability Services
 - f. Other resources determined by need
3. Student is connected as appropriate with any of the following non-academic resources:
 - a. Counseling & Psychological Services
 - b. Health Advancement
 - c. Insight Program (Substance Use)
 - d. Suicide Prevention
 - e. Medical Services
 - f. WellTrack
 - g. Mental Health Screen
 - h. Other resources determined by need

Policy: Students that are terminated from the program related to [student advancement](#) policy will be counseled on other career opportunities.

Procedures: If a student is unable to improve their academic performance with academic support or is not able to meet the program requirement of an overall preceptor performance rating of >3 for supervised practice, they may be asked to terminate the program. See [Notice, Warning and Termination Procedures](#)

Students will meet with the Director/s to discuss other career path options such as public health nutrition, community wellness, exercise science or other health related career options.

Students also have the option to meet with the Careers, Internships and Student Employment Services Department at Montana State University for additional career guidance.

Resignation from supervised practice*

Policy: If a student decides that dietetics or the MDIG program is not their appropriate educational or career choice, student have the right to resign from the program.

Procedures: After discussion of the decision to withdraw with the Director/s, the student will submit a letter of resignation to the Director/s.

If the student should choose to later reapply to MDIG, they will be considered on an equal basis with all other applicants.

Program completion & maximum amount of time to complete program*

Policy: Interns who successfully complete the supervised practice program will be awarded an ACEND Verification Statement, which allows the graduate along with a completed MS degree to take the Registration Exam for Dietitians.

Procedures:

1. Successful completion of the MSDI or DI only program is defined as:
 - a. Complete two semesters of DI supervised practice rotations and attend DI classes
 - b. Submit an MDI Student Self-Assessment & Competency Tracker "Master Log Completion" record to verify the completion of 1050 supervised practice hours and ACEND competencies
 - c. Achieve at least a "competent" rating (3 out of 5) overall in rotation performance evaluations based on established criteria

- d. Satisfactorily complete all weekly classes and other assignments during program foundation weeks, internship and the final week's
- e. MSDI students – satisfactory completion of the MS online coursework with a minimum GPA of 3.0 on a 4.0 scale.

Policy: Interns must complete the internship within approximately 150% of the planned time for completion.

Procedures:

MSDI Graduate Students - Students must complete the supervised practiced hours and coursework credits within 36 months. Coursework and program fees will be assessed per semester. Students must be enrolled in at least 3 supervised practice graduate level credits while completing internship hours.

Non-Degree Graduate DI Students –Interns must demonstrate completion of the internship within 15 months. Coursework and program fees will be assessed per semester.

Procedure for obtaining the Verification Statement*

Policy: The Program Director will send all successful interns an electronic ACEND Supervised Practice Verification Statement as soon as possible after the end of the internship.

Procedures:

1. Interns will be together for a final week of assessments, program evaluation, workshops, and MTAND FANS attendance (as the dates align).
2. The Director/s will collect and review all preceptor evaluations, assignments and final assessments to determine eligibility of the intern for graduation.

Graduation*

Policy: Students demonstrating completion of the MSDI or DI program will be considered MDIG program graduates.

Procedures: MSDI graduates can participate in MSU spring commencement ceremonies.

Examination for Registered Dietitian Nutritionists

Policy: MDI will share the procedures for taking the RDN examination.

Procedures:

1. During the final week of the internship, the Program Directors will provide interns with the following:
 - a. Instructions to submit a final official transcript, for the directors to award a Supervised Practice Verification Statement (digitally)
 - b. Commission on Dietetic Registration (CDR) instructions to submit demographic information into the CDR Registration Eligibility Processing System (REPS).
 - c. Directions for taking the RDN examination
 - d. Suggestions for preparing for the exam
 - e. Information regarding certification and licensure for dietitians in Montana

Job & career placement

Policy: MDI will promote employment for graduates within the state of Montana and Northwest region.

Procedures:

Career opportunities will be emailed to the jobs listserv.

At the MTAND FANS, the Program Directors will facilitate the introduction of MDI graduates to potential employers.

MDI directors will serve as employment references when appropriate.

Appendices

Appendix A: MDI Directors' Responsibilities

Mentorship & Advising

- Support and promote high standards of professional practice, including management of ACEND program accreditation.
- Treat interns, preceptors, and program stakeholders with honesty, integrity, and fairness.
- Create trusting relationships with interns, preceptors, and stakeholders.
- Provide mentoring and support for interns and preceptors in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
- The MDI directors provide objective evaluation of performance for interns, preceptors, graduates who are seeking employment, professional association memberships, awards, or scholarships.

Planners

- Plan the intern rotation schedule, adjusting as needed to meet accreditation requirements, and communicate changes with appropriate individuals.
- Plan, instruct, implement, and facilitate NUTR 598, NUTR 575 & NUTR 560 coursework and weekly class sessions.
- Communicate regularly and appropriately with interns, preceptors, and stakeholders so that expectations, arrangements, and responsibilities are well understood and acted upon.

Information providers

- Present substantiated information and interpret controversial information to their best ability with fairness and respect that differences of opinion can co-exist.
- Attend to conflicts and seek reasonable resolution.
- Protect confidential information and fully disclose any limitations on their ability to guarantee full confidentiality in any given matter.

Resource developers

- Engage interns, preceptors and stakeholders in constructive feedback that provides clear direction for MDI program improvement, enhancement, and growth.
- Pursue opportunities for professional & leadership development.
- Provide job and career information, counseling, and resources whenever possible.

Facilitators of learning

- Respond promptly to intern, preceptor, and stakeholder inquiries.
- Deliver clear and timely feedback to interns, preceptors and stakeholders and encourage an open-door policy by being available for support, resources, and information when requested.
- Suggest constructive solutions for challenges faced by interns or preceptors.

Appendix B1: MDI Year 1 – Graduate Student Agreement

I, _____, accept my appointment in the Dietetic Systems Leadership MS and have read, understood, and agree to uphold the following:

(Please **initial** each statement to illustrate your understanding and agreement.)

- _____ I have read and will follow the policies listed in the MDIG Program Handbook.
- _____ I must receive a minimum grade of “C” for all courses listed on my Program of Study. If a course receives a grade lower than a “C”, I must retake the course and earn a “C” or better to progress in the program.
- _____ I am expected to obtain a 3.00 Grade Point Average (GPA) each term and maintain a 3.0 cumulative GPA to be in Good Academic Standing.
- _____ I must promptly complete graduate school forms by their deadlines.
- _____ I understand the conditions for [discipline and termination](#) from the program.
- _____ If I withdraw from the MS or DI program for any reason, I will not be guaranteed reentry to the program. Readmission depends upon space availability and faculty recommendation. No preference will be given to reentry students. Program fees will not be refunded. Tuition will be refunded per Montana State University policy.

Signature

Date

Appendix B2: MDI Year 2 – Supervised Practice Agreement

The MDIG program expects interns to be professional, practice a growth mindset, and develop a systems leadership approach:

Professionalism Points grade is based on preceptor ratings and quality & timeliness of MDI assignments and activities. Grading rubric:

3-5 = 200 pts	<ul style="list-style-type: none">• Proactive communication. Always lets preceptors/directors know if running late or of absences.• Absences are excused with ample notice to MDI team and preceptors when possible.• Performs ≥ 3 in overall rotation evaluations from preceptors.• Dresses professionally.• Acts ethically in rotations and practice.• Responds to emails from MDI team, research partners and preceptors within 48 hours.• Is prepared for class and rotations, completing assigned pre-learning or homework.• Takes accountability if assignments or communication is missed and is present and engaged during class.• Assumes responsibility for learning, take initiative in seeking new information and opportunities to learn.• Looks for answers with the resources available before asking others.
2 = 100 pts	<ul style="list-style-type: none">• Rarely missed communications via email or late response.• < 3 rating from preceptors on timeliness or professional dress no more than 2 times.• Is usually engaged during class.• Absences are communicated with mostly ample time and are excused.• Repeatedly asks questions where the answers are readily available.• Waits to be directed towards new learning opportunities or tasks.
1 = 50 pts	<ul style="list-style-type: none">• Assigned tasks with MDI team, research partners, or preceptors are late, incomplete, or of low quality.• Multitasks during class. Use of phone inappropriately in placements or class.• < 3 rating from preceptors on timeliness or professional dress more than 2 times.• Consistently does not answer emails, responds in > 48 hours, or does not initiate follow-up.• Is not prepared for class or rotations, does not complete pre-learning or readings.• Consistent unexcused absences or tardiness.• Is not prepared for class or rotations, does not complete pre-learning or readings.

Growth Mindset Expectations:

- Interest in learning for professional and personal betterment versus grades or other rewards.
- Find value and learning opportunities in experiences where these may not be apparent at the start.
- Be open to new information, ideas, experiences, and approaches, even when these conflict with personal beliefs and prior experiences, creating space for true diversity of thought.
- Practice flexibility and adaptability when situations change and embrace the potential for growth, when possible.

Dietetic Systems Leadership is the mission of the MDIG.

We prepare future RDNs to lead sustainable health solutions for people and the planet focusing on dietetics practice in Montana and the Rocky Mountain Region.

The MDIG Program Values are the foundation of a strategic plan to develop leaders. We

- Challenge students to discover and develop their passions.
- Nurture whole person self- and professional-development.
- Practice and cultivate transdisciplinary inquiry and systems thinking.
- Act with integrity and work towards a more just, inclusive, and livable future.

Acting in alignment with MDIG values facilitates a dietetics systems leadership approach. The dietetic systems leadership model pillars are:

- **Systems Thinking:** Recognize and synthesize patterns, interactions and interdependencies in a set of activities designed for a specific purpose
 - Foundational knowledge: individual + policy, systems and environmental (I+PSE) conceptual framework for action, social determinants of health, UNESCO cross-cutting and specialized sustainable development goals (SDG) competencies
- **Personal Empowerment:** Increase self-efficacy and professional growth
 - Foundational knowledge: growth mindset, mindfulness, critical thinking, communication skills, True Colors™ self-discovery activities
- **Dietetics Competencies:** Demonstrate nutrition care for individuals + policies, systems and environments
 - Foundational knowledge: Didactic program in dietetics and Dietetic Systems Leadership coursework in research, evidence-based practice, clinical, public health and policy, and food service management dietetics practice.
- **Collective Care:** Shared responsibility for each community member's wellbeing.
 - Foundational knowledge: weight inclusivity, cultural humility, LGBTQ+ healthcare allyship, Indian Education for All, nutrition education and counseling.

Agreement

I, _____, have read, understood, and agree to uphold the following: (Please **initial** each statement to illustrate your understanding and agreement.)

_____ I have read and will follow professionalism, growth mindset, and systems leadership expectations described above.

_____ I have read and will follow the policies listed in the MDIG Program Handbook.

- _____ If I must miss orientation or supervised practice due to illness, death, or emergency, I will contact the Directors and/or preceptor prior to the orientation or experience. I understand that supervised practice must be rescheduled and completed.
- _____ I must meet all standards for supervised practice required by the Academy of Nutrition and Dietetics to successfully complete.
- _____ I understand the conditions for [discipline and termination](#) from the program.
- _____ I am responsible for arranging my own housing and transportation.
- _____ I am encouraged to attend local dietetic meetings, and lectures presented by dietetic professionals.
- _____ I will attend the Montana Academy of Nutrition and Dietetics Food & Nutrition Summit (FANS). I will be responsible for my own expenses, transportation, and lodging.
- _____ I will obtain student membership in the Academy of Nutrition & Dietetics and identify Montana as my state affiliate.
- _____ I am aware that this is a very intense, demanding, professional program and outside employment is strongly discouraged.
- _____ I must submit evidence of a satisfactory health exam, required immunizations and vaccinations, a clear background check, and drug screening as required by facilities, ServSafe® certification or its equivalent, and CPR certification before participating in supervised practice. See Handbook for specific requirements on [immunization health records](#), [background checks](#) and [substance screening](#).
- _____ I understand that any positive background or substance results may result in denial of my acceptance at rotation sites when required pursuant to the organizations' policies or procedures and that the information received from the background check and/or substance screening may be shared between these organizations and my school.
- _____ If I withdraw from the program for any reason, I am not guaranteed reentry to the program. Readmission will depend upon space availability and faculty recommendation. No preference will be given to reentry students. **Program fees will not be refunded. Tuition will be refunded per Montana State University policy.**

Signature

Date

Appendix B3: MDI Intern Informed Consent for Supervised Practice

In connection with my participation in the Montana Dietetic Internship (MDI) supervised practice rotations (clinical, community and/or food service management), and as a condition of acceptance at MDI cooperating facilities providing supervised practice experiences (hereafter referred to as ORGANIZATIONS), I voluntarily agree that the ORGANIZATIONS, its agents or designees, can require, and that I shall be required to provide, health, immunization, and background information as may be required by ORGANIZATION policies, including the following:

- background check including criminal background check, exclusion database lists, and national sexual offender lists; and
- substance screening(s) including Benzodiazepine, Phencyclidine, Methadone, Marijuana, Methaqualone, Amphetamine, Opiates, Cocaine, Barbiturate, Propoxyphene, *regardless of an individual having a prescription or medical marijuana card.*

*Criminal background checks**

Policy: Affiliation agreements with facilities contain requirements that interns coming into facilities do not have a criminal record; therefore, a background check is required to participate in supervised practice.

Procedures: Before being placed in supervised practice facilities, interns are required to have background checks conducted by an approved source. The background checks include criminal and public record searches Montana statewide, counties resided in outside of the state, and Fraud & Abuse Control Information Systems (FACIS) checks.

*Substance screening**

Policy: MDI requires a urine substance screen for all interns per facility onboarding procedures.

Procedures: Before being placed in supervised practice facilities, interns are required to have urine substance screening facilitated by an approved source.

Information will be given to interns to obtain the required tests.

All costs associated with the urine substance testing are the responsibility of the student (unless otherwise indicated).

2. **Positive Substance Screen:** A Positive substance screen will be confirmed by the Medical Review Officer (MRO) from an approved drug testing laboratory.

- Interns with a positive substance screen can anticipate, per rotation facility policy, not being able to complete supervised

- practice at that site.
- a. Interns with a positive substance screen will meet with MDI Directors and EHHD Assistant Dean/Director of Student Success to determine course of action including potential dismissal from the MDI program.
 3. **Negative Dilute** screening results will require retesting at intern expense.

I have read and understand the information about health and immunization documentation, background check, and substance screening as provided in the MDI Policies and Procedures Handbook and the ORGANIZATION's policies and procedures.

I hereby authorize and release from all liability, without reservation, the ORGANIZATIONS and my school, and its agents and employees, as well as any law enforcement agency, local, state or federal government agency, institution, information service bureau, or any other person or entity, from liability for requesting, conducting, receiving and communicating the above information.

Furthermore, I understand that I must report to the ORGANIZATION designee and school, within 48 hours, any criminal charges, arrests, or indictments that occur at any time during my rotations at these ORGANIZATIONS. Failure to do so could lead to termination of the relationship. This reported information may also be shared with my school

Name: Last_____First _____Middle_____

Signature_____Date Signed_____

MDI Director Signature_____Date Signed_____

Appendix C: Letter of Introduction

Hello [MDI Preceptor],

My name is XXX and I will be your dietetic intern starting the week of March 3rd!

Before reporting to my first day of the rotation I would love to provide some information about myself and ask some of my questions.

Education: I completed my undergraduate degree at MSU in Food and Nutrition in 2024. I have completed my didactic coursework within my masters program in Dietetic System's Leadership and am just over six months into the internship at the time of this email.

Relevant WIC Preparation: I have completed the Nutrition & Health in WIC/Montana Nutrition Training Manual modules B-G and will complete two case studies prior to arrival on the 3rd. I will share them with you upon completion and no less than 1 week before the beginning of my rotation.

Hobbies: I love Montana for all the time it affords me to be outside. I took up skiing two years ago and it has made winters even more enjoyable. I love to hike, run, swim, camp, garden, and anything else that gets me outdoors. I also enjoy cooking and experimenting with new recipes during the different seasons of local ingredients.

Hope for the Rotation: One of the future jobs I am most attached to and have given the most thought to is working for WIC in some capacity. I am excited to see how the system functions and how RDs fit into it. I am also excited to get to know how a supplemental nutrition program works firsthand.

Questions:

1. **What location** should I report to on day 1?
2. **What time** should I report on day 1?
3. What is the expected **dress code** during my time in this rotation?
4. Is there anything else I should **look into or complete** before my first day?

I appreciate your time working as a preceptor with our program and I am excited for all the learning I know will take place during this rotation!

I'll see you in two weeks!

Sincerely,

Intern X

Appendix D: MDI Student Self-Assessment and Competency Tracker

Student Self Assessment and Competency Tracker

Report creation date: 05/13/2025

Date Range: Through 05/13/2025

Evaluator: STUDENT

Evaluations															total	Evaluation Items
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
																Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
N/A	5	N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	3.5	CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	5	4	N/A	3	3	3	N/A	3	N/A	N/A	3	N/A	N/A	N/A	3.43	CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. Enter activity used to meet Competency in the comment bubble to the right
N/A	5	N/A	N/A	3	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3.67	CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
3	5	4	N/A	5	N/A	N/A	N/A	N/A	4	4	3	N/A	N/A	N/A	4	CRDN 1.5 Incorporate critical-thinking skills in overall practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
3	5	4		3.67	3	3		3	4	4	3				3.71	
																Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

https://www.trajecsys.com/programs/admin/ev_completed.aspx?whichpage=REPORTS_evalcompleted

1/4

N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	3	4	3	N/A	N/A	N/A	3.25	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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	5	N/A	3	4	N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	N/A	3	3.6	CRDN 2.2 Demonstrate professional writing skills in preparing professional communications. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	4	4	4	5	5	5	5	4	3	3	N/A	N/A	N/A	4.2	CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	3	3	N/A	4	5	5	5	5	4	N/A	3	N/A	N/A	3	4	CRDN 2.4 Function as a member of interprofessional teams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	4	5	5	5	5	5	N/A	N/A	N/A	N/A	3	4.57	CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	3	N/A	3	5	N/A	N/A	N/A	N/A	3	3	4	N/A	N/A	3	3.43	CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	N/A	4	CRDN 2.7 Apply change management strategies to achieve desired outcomes. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	N/A	5	3.67	CRDN 2.8 Demonstrate negotiation skills. Enter Activity Used to Meet Competency in the Comment Bubble to the Right

N/A	N/A	N/A	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	4	N/A	5	3	4	3	4	5	5	4	4	N/A	N/A	3	4	CRDN 2.10 Demonstrate professional attributes in all areas of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	3	4	5	3	N/A	N/A	N/A	N/A	4	5	N/A	N/A	4	4	CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	5	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	4	CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	3	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3.5	CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
	4	3.25	3.88	4.11	4.17	4.5	4.75	4.33	3.86	3.6	3.67			3.5	3.94	
															Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.	
3	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	4	N/A	4	N/A	N/A	N/A	3.5	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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	4	N/A	N/A	N/A	3.33	CRDN 3.2 Conduct nutrition focused physical exams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right

2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2	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, B12 or iron supplementation). Enter Activity Used to Meet Competency in the Comment Bubble to the Right
3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	3	CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2	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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	N/A	2.5	CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	3	N/A	N/A	3	N/A	4	N/A	5	N/A	N/A	3	3.6	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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	4	3	N/A	N/A	N/A	4	N/A	N/A	3	4	N/A	N/A	N/A	3.6	CRDN 3.8 Design, implement and evaluate presentations to a target audience. Enter Activity Used to Meet Competency in the Comment Bubble to the Right

N/A	3	N/A	N/A	N/A	N/A	N/A	4	N/A	N/A	N/A	N/A	N/A	N/A	5	4	CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
1	N/A	N/A	3	3	5	N/A	4	N/A	4	N/A	4	N/A	N/A	N/A	3.43	CRDN 3.10 Use effective education and counseling skills to facilitate behavior change. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	5	N/A	N/A	N/A	N/A	N/A	4	N/A	N/A	N/A	N/A	4.5	CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	N/A	4	N/A	N/A	N/A	N/A	3	4	N/A	N/A	N/A	3.67	CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	N/A	N/A	3	3	5	N/A	N/A	N/A	N/A	N/A	N/A	3.67	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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
2.29	3	4	3	3.67	4.5	3	3.5	5	3.6	3.33	4			4	3.45	
																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.
N/A	N/A	N/A	N/A	3	N/A	N/A	3	5	N/A	N/A	N/A	N/A	N/A	N/A	3.67	CRDN 4.1 Participate in management functions of human resources (such as training and scheduling). Enter Activity Used to Meet Competency in the Comment Bubble to the Right

N/A	5	N/A	N/A	N/A	N/A	4	N/A	5	N/A	N/A	N/A	N/A	N/A	N/A	4.67	CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects). Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	5	N/A	N/A	N/A	N/A	4	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	4	CRDN 4.5 Analyze quality, financial and productivity data for use in planning. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5	CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	3	3	4	N/A	N/A	N/A	3.25	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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right

N/A	N/A	N/A	4	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	N/A	N/A	N/A	3.5	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). Enter Activity Used to Meet Competency in the Comment Bubble to the Right
	5		4.5	3		4	3	4.33	3	3	4				4.1	
															Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	N/A	N/A	4	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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	4	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3.5	CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A	3	CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	5	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	4.33	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). Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	N/A	N/A	5	N/A	N/A	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	4	CRDN 5.5 Demonstrate the ability to resolve conflict. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	N/A	3	5	4	3	N/A	3	N/A	3	3	N/A	N/A	N/A	N/A	3.43	CRDN 5.6 Promote team involvement and recognize the skills of each member. Enter Activity Used to Meet Competency in the Comment Bubble to the Right

N/A	3	N/A	3	5	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3.5	CRDN 5.7 Mentor others. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
N/A	3	3	3	3	3	3	3	3	4	3	3	N/A	N/A	N/A	3.09	CRDN 5.8 Identify and articulate the value of precepting. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
Instructions																Clinical Instructor Signature or Comments: Add signature or comments by logging in using his/her username and password. Go to Reports and select Completed Evaluations/Forms. Select template and student name from dropdown and hit Apply. Click folder to view items. Scroll to the bottom and click the plus sign next to Add Comment. From the pop-up window, select the item from the dropdown that states Instructor or Preceptor Signature. Type name in the text window and any other comments. Click Add.
Instructions																Faculty Signature: Faculty may add signature and/or comments by attaching a post- submission comment. Go to Reports: Evals/Forms: Completed Evals. Select the evaluation template and click Apply. Click the pencil/paper edit icon to the right of the evaluation you wish to sign. When the report opens, scroll down and enter a comment in the text field at right of the signature item. Click Submit to finalize.
	3	3	4	4.2	3	3	3	3	3.5	3	3	4	3	4	3.45	
2.38	4.39	3.5	3.88	3.95	3.71	3.73	3.67	4.17	3.69	3.38	3.67	4	3	3.64	3.74	

#	Totals	Date	Site	Comments
1	2.38	08/19 /24 9:10 AM MST	MDI Orientati on	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.5 Incorporate critical-thinking skills in overall practice. Determined patient nutrition diagnosis and intervention in case study <p>_____</p> <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - 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. Completed case study ADIME and assessment simulation - CRDN 3.2 Conduct nutrition focused physical exams. Completed an NFPE on an actor during case study checking at least 3 sites - 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, B12 or iron supplementation). Completed blood pressure procedural training and application, completed blood glucose monitoring procedural training and application, completed CHO-insulin worksheet - CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan. Clinical skills day BG station - 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. Clinical skills day NG education and application station - CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed. Clinical skills day swallow and latch education and application station - CRDN 3.10 Use effective education and counseling skills to facilitate behavior change. Provided patient counseling and education during case study

2	4.39	09/14 /24 10:54 AM MST	MSU Universit y Food Service	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. Quality Assurance Project, Qualtrics Survey - CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. Quality Assurance Assignment - CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies. Quality Assurance Assignment - CRDN 1.5 Incorporate critical-thinking skills in overall practice. Quality Assurance Assignment <hr/> <p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - CRDN 2.2 Demonstrate professional writing skills in preparing professional communications. Quality Assurance Assignment - CRDN 2.4 Function as a member of interprofessional teams. GF Social Media Project - CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice Nutritional Yeast Tabling Event - CRDN 2.7 Apply change management strategies to achieve desired outcomes. Quality Assurance Project - CRDN 2.10 Demonstrate professional attributes in all areas of practice. Dress, communications, timeliness, behavior
				<p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. Nutritional Yeast Tabling Event <hr/> <p>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.</p> <ul style="list-style-type: none"> - CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. Quality Assurance Assignment - CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects). Quality Assurance Assignment - CRDN 4.5 Analyze quality, financial and productivity data for use in planning. Quality Assurance Assignment - CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. Quality Assurance Assignment - CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits. Quality Assurance Assignment - CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. Quality Assurance Assignment <hr/> <p>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</p> <ul style="list-style-type: none"> - CRDN 5.7 Mentor others. Mentoring MSDA students @ Nutritional Yeast Tabling - CRDN 5.8 Identify and articulate the value of precepting. Preceptor Evaluation

3	3.5	10/01/24 8:31 AM MST	SFS Applied	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right Hot Topic Presentation</p> <ul style="list-style-type: none"> - CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right Hot Topic Presentation</p> <ul style="list-style-type: none"> - CRDN 1.5 Incorporate critical-thinking skills in overall practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right Hot Topic Presentation</p> <p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right Culinary Medicine Classes</p> <ul style="list-style-type: none"> - CRDN 2.4 Function as a member of interprofessional teams. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right Culinary Medicine Classes</p> <ul style="list-style-type: none"> - CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right Hot Topic Presentation</p> <ul style="list-style-type: none"> - CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right Hot Topic Presentation</p> <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - CRDN 3.8 Design, implement and evaluate presentations to a target audience. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right Hot Topic Presentation</p>
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4	3.88	10/11/24 10:45 PM MST	MSU Extension Food & Nutrition	<p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - CRDN 2.2 Demonstrate professional writing skills in preparing professional communications. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Extension Impact Report Work - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Journal Article Review - CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right SB199 Class - CRDN 2.8 Demonstrate negotiation skills. Enter Activity Used to Meet Competency in the Comment Bubble to the Right FNCE time off ask CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations. Enter Activity Used to Meet Competency in the Comment Bubble to the Right FNCE Conference CRDN 2.10 Demonstrate professional attributes in all areas of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Demonstrated professionalism in dress, communication, timeliness, and behavior - CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Enter Activity Used to Meet Competency in the Comment Bubble to the Right FNCE Conference - CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. Enter Activity Used to Meet Competency in the Comment Bubble to the Right FNCE Conference <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - CRDN 3.8 Design, implement and evaluate presentations to a target audience. Enter Activity Used to Meet Competency in the Comment Bubble to the Right SB199 Class - CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
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5	3.95	10/28/24 12:42 PM MST Viewed: 10/29/2024	Proyecto Salud	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair Work Flow - CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair - CRDN 1.5 Incorporate critical-thinking skills in overall practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair Work Flow <p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair Nutrition Ed - CRDN 2.2 Demonstrate professional writing skills in preparing professional communications. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair Marketing - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair - CRDN 2.4 Function as a member of interprofessional teams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair - CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair - CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Health Fair
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			<p>CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Headwaters Event, Health Fair</p> <p>- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Headwaters Event, Health Fair</p> <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <p>- 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Healthfair marketing, RedCap Charting</p> <p>- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Health Fair Nutrition Ed</p> <p>- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Health Fair</p> <p>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.</p> <p>- CRDN 4.1 Participate in management functions of human resources (such as training and scheduling). Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Health Fair Training</p> <p>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</p> <p>- 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).</p>
			<p>CRDN 5.5 Demonstrate the ability to resolve conflict. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>- CRDN 5.6 Promote team involvement and recognize the skills of each member. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Health Fair</p> <p>- CRDN 5.7 Mentor others. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Health Fair</p> <p>Translator Supervisor</p> <p>- CRDN 5.8 Identify and articulate the value of precepting. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Preceptor Evaluation</p>

6	3.71	11/07/24 11:25 AM MST Viewed: 11/08/2024	Harvest of the Month/St. Peters Health	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HOM Data Project - CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies Enter Activity Used to Meet Competency in the Comment Bubble to the Right HOM Data Project <p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HOM Lessons - CRDN 2.4 Function as a member of interprofessional teams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HOM Lessons - CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HOM Lessons - CRDN 2.10 Demonstrate professional attributes in all areas of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Demonstrated professionalism in dress, communication, timeliness, and behavior - CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HS Presentations - CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HS Presentations <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
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				<p>CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HS Presentations (PAL)</p> <p>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</p> <ul style="list-style-type: none"> - CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HS and Carroll Presentations - CRDN 5.6 Promote team involvement and recognize the skills of each member. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Charlie Cart Cooking - CRDN 5.7 Mentor others. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HS and Carroll Presentations - CRDN 5.8 Identify and articulate the value of precepting. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Preceptor Evaluation
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7	3.73	11/22/24 2:36 PM MST	Helena School District K-12	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Opportunity Assessment</p> <ul style="list-style-type: none"> - CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Opportunity Assessment</p> <p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Site kitchen rotations</p> <ul style="list-style-type: none"> - CRDN 2.4 Function as a member of interprofessional teams. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Site kitchen rotations</p> <ul style="list-style-type: none"> - CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Site Kitchen Rotations</p> <ul style="list-style-type: none"> - CRDN 2.10 Demonstrate professional attributes in all areas of practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Demonstrated professionalism in dress, communication, timeliness, and behavior</p> <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Procurement shadowing/site kitchen rotations</p> <ul style="list-style-type: none"> - 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. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Site kitchen rotations/Montana day cooking</p>
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8	3.67	12/19/2024 4:50 PM MST Viewed: 12/20/2024	Shodair Children's Hospital	<p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Rounds and Genetics Clinic - CRDN 2.4 Function as a member of interprofessional teams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Rounds and Genetics Clinic - CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Rounds and Genetics Clinic - CRDN 2.10 Demonstrate professional attributes in all areas of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Demonstrated professionalism in dress, communication, and behavior <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Charting - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Charting - CRDN 3.8 Design, implement and evaluate presentations to a target audience. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HS Nutrition Class - CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. Enter Activity Used to Meet Competency in the Comment Bubble to the Right HS Nutrition Class - CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
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				<p>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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Smoothie Project</p> <p>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.</p> <ul style="list-style-type: none"> - CRDN 4.1 Participate in management functions of human resources (such as training and scheduling). Enter Activity Used to Meet Competency in the Comment Bubble to the Right OPI Training - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Billing <p>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</p> <ul style="list-style-type: none"> - CRDN 5.5 Demonstrate the ability to resolve conflict. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Red Flag Meeting - CRDN 5.6 Promote team involvement and recognize the skills of each member. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Rounds and Red Flag Meeting - CRDN 5.8 Identify and articulate the value of precepting. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Preceptor Evaluations
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9	4.17	01/19/2025 11:27 AM MST Viewed: 01/21/2025	Shodair Children's Hospital Food Service	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>[01/21/25 12:04] Intern Restocked Retail Areas and assisted customers as needed</p> <ul style="list-style-type: none"> - CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>OPI Audit</p> <p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - CRDN 2.2 Demonstrate professional writing skills in preparing professional communications. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>OPI Audit</p> <ul style="list-style-type: none"> - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Kitchen Team Meetings</p> <ul style="list-style-type: none"> - CRDN 2.4 Function as a member of interprofessional teams. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Board meeting, Supervisor Meetings, Red Flag Meeting</p> <ul style="list-style-type: none"> - CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Kitchen work, Red Flag Meeting</p> <ul style="list-style-type: none"> - CRDN 2.8 Demonstrate negotiation skills. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Conducted Hiring for Cook and Dishwasher Positions</p> <ul style="list-style-type: none"> - CRDN 2.10 Demonstrate professional attributes in all areas of practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Demonstrated professionalism</p>
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10	3.69	02/25/2025 5:19 PM MST Viewed: 05/07/2025	Montana VA Healthcare System - Fort Harrison (Helena)	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.5 Incorporate critical-thinking skills in overall practice. Enter Activity Used to Meet the Competency in the Comment Bubble to the Right <p>ADIME notes</p> <p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Direct Patient Care - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. Enter Activity Used to Meet Competency in the Comment Bubble to the Right IDT rounds - CRDN 2.4 Function as a member of interprofessional teams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right IDT Rounds - CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Speech shadowing, Wound Care Shadowing - CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right SLP referrals - CRDN 2.7 Apply change management strategies to achieve desired outcomes. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Outpatient MOVE! - CRDN 2.10 Demonstrate professional attributes in all areas of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Demonstrated professionalism <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p>
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				<p>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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Direct Patient Care</p> <p>- CRDN 3.2 Conduct nutrition focused physical exams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Direct Patient Care</p> <p>- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Speech shadowing</p> <p>- 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right IP/OP charting</p> <p>- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change. - Enter Activity Used to Meet Competency in the Comment Bubble to the Right MOVE! outpatient</p> <p>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 4.9 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Event Capture, Charting</p> <p>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 5.6 Promote team involvement and recognize the skills of each member. Enter Activity Used to Meet Competency in the Comment Bubble to the Right IDT rounds</p> <p>- CRDN 5.8 Identify and articulate the value of precepting. Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p>
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1	3.38	03/13/25 3:19 PM MST	WIC Lewis & Clark County	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.5 Incorporate critical-thinking skills in overall practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right WIC Appointments and Case Studies <p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right WIC Appointments and Satellite Clinic - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. - - Enter Activity Used to Meet Competency in the Comment Bubble to the Right Small team and whole team meetings - CRDN 2.4 Function as a member of interprofessional teams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Small team and whole team meetings - CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right WIC referral project & general appointments - CRDN 2.10 Demonstrate professional attributes in all areas of practice. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Demonstrated professionalism - CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Enter Activity Used to Meet Competency in the Comment Bubble to the Right WIC appointments and satellite clinic <p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - CRDN 3.8 Design, implement and evaluate presentations to a target audience. Enter Activity Used to Meet Competency in the Comment Bubble to the Right WIC Case Study presentation
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1	3.67	04/15/25	St. Peters Health	<p>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</p> <ul style="list-style-type: none"> - CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Clinical Case Study</p> <ul style="list-style-type: none"> - CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Clinical Case Study</p> <ul style="list-style-type: none"> - CRDN 1.5 Incorporate critical-thinking skills in overall practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Direct Pt Care</p>
2		7:59 PM MST		<p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - 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. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Direct Pt Care</p> <ul style="list-style-type: none"> - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>ICU rounds</p> <ul style="list-style-type: none"> - CRDN 2.4 Function as a member of interprofessional teams. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>ICU rounds</p> <ul style="list-style-type: none"> - CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Lifestyle outpatient</p> <ul style="list-style-type: none"> - CRDN 2.10 Demonstrate professional attributes in all areas of practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Demonstrated professionalism</p> <ul style="list-style-type: none"> - CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Enter Activity
				<p>Used to Meet Competency in the Comment Bubble to the Right</p> <p>Direct pt care</p>

				<p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Direct pt care - CRDN 3.2 Conduct nutrition focused physical exams. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Direct pt care - CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Endocrine clinic - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Charting and chart messages - CRDN 3.8 Design, implement and evaluate presentations to a target audience. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Clinical case study - CRDN 3.10 Use effective education and counseling skills to facilitate behavior change. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Lifestyle outpatient - CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Lifestyle outpatient <p>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.</p> <ul style="list-style-type: none"> - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right
				<p>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</p> <ul style="list-style-type: none"> - CRDN 5.8 Identify and articulate the value of precepting. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Preceptor Evaluation
1 3	4	05/02/25 11:52 AM MST	MDI Personal Goals Assignment	<p>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</p> <ul style="list-style-type: none"> - 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. Enter Activity Used to Meet Competency in the Comment Bubble to the Right Personal goals assignment

3	05/02/25	MDI Professional Development Portfolio Assignment	<p>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</p> <ul style="list-style-type: none"> - CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Grad week PDP</p>
13.64	05/02/25	Self-Selected Site	<p>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</p> <ul style="list-style-type: none"> - CRDN 2.2 Demonstrate professional writing skills in preparing professional communications. - Enter Activity Used to Meet Competency in the Comment Bubble to the Right <p>Spanish translations of MyPlate</p> <ul style="list-style-type: none"> - CRDN 2.4 Function as a member of interprofessional teams. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>WIC and HV teams</p> <ul style="list-style-type: none"> - CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>WIC CPA work</p> <ul style="list-style-type: none"> - CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>WIC referrals</p> <ul style="list-style-type: none"> - CRDN 2.8 Demonstrate negotiation skills. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Organized self-select</p> <ul style="list-style-type: none"> - CRDN 2.10 Demonstrate professional attributes in all areas of practice. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Am professional</p> <ul style="list-style-type: none"> - CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Spanish translations and WIC appointments</p> <ul style="list-style-type: none"> - CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>Spanish translations and WIC appointments</p>
			<p>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</p> <ul style="list-style-type: none"> - 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. <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>WIC, charting</p> <ul style="list-style-type: none"> - CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the
			<p>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and</p> <ul style="list-style-type: none"> - CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating <p>Enter Activity Used to Meet Competency in the Comment Bubble to the Right</p> <p>WIC appointments</p>

Appendix E1: MDI Intern Feedback & Eval- Clinical

INTERN FEEDBACK & EVALUATION - CLINICAL

Report creation date: 05/13/2025
 Evaluator: PRECEPTOR
 Subject: INTERN

Evaluation s	Total s	Evaluation Items
		Professionalism
4	4	CRDN 2.1 Practices 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.
4	4	Displays professional appearance
4	4	Reports to work on time and did not leave until designated
4	4	Demonstrates an attitude of learning and willingness to work
4	4	Takes initiative to learn and practice skills to their highest potential.
4	4	Accepts responsibility for their actions.
3	3	Maintains confidentiality of information
3	3	Sets and enforces high standards of professional ethics.
3	3	CRDN 2.10 Demonstrates professional attributes in all areas of practice.
3	3	CRDN 2.5 Works collaboratively with NDTRs and/or support personnel in other disciplines.
3	3	Fosters teamwork and interacted well with staff and other interns.
N/A		CRDN 2.6 Refers clients and patients to other professionals and services when needs are beyond individual scope of practice.
3	3	CRDN 5.4 Advocates for opportunities in professional settings.
3	3	Receives and utilizes constructive feedback in a positive manner.
3.4	3.4	
6	6	Communications Skills
4	4	Practices good listening skills (allows other time to formulate and complete statements).
3	3	Responds appropriately to patient/client nonverbal cues.
3	3	CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
3	3	CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
3	3	CRDN 3.12 Delivers respectful, science-based answers to client/patient questions concerning emerging trends.
3	3	Writes concisely and effectively (clear, organized, appropriate grammar and spelling).
3	3	Speaks in a clear and professional manner to convey accurate information.
3	3	CRDN 5.5 Demonstrates the ability to resolve conflict.
3	3	Voices understanding of preceptor expectations.
3.1	3.1	
1	1	Personal & Time Management Skills
3	3	Appropriately prioritizes work assignments and tasks.
4	4	Comes prepared daily for rotation.
3	3	Handles increasing workload.
4	4	Follows directions.
3.	3.	
5	5	Resource Management Skills
N/A		CRDN 4.9 Engages 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.
3	3	Uses reference materials and current approaches/techniques effectively.
3	3	Can justify/support decisions with correct information
4	4	Consults with preceptor/mentor and asks appropriate questions for clarification of issues.
N/A		CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
3.3	3.3	
3	3	Knowledge Base

3	3	CRDN 4.10 Analyzes 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).
3	3	Has and uses adequate knowledge base; demonstrates appropriate understanding and ability to perform assigned tasks.
3	3	Demonstrates increasing ability to achieve competency.
3	3	
		Nutrition Care Process Skills
3	3	CRDN 3.1 Performs Medical Nutrition Therapy by utilizing the NCP including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals.
3	3	Assesses the nutritional status of patient appropriately and consistently.
N/A		CRDN 3.2 Conducts nutrition focused physical exams.
3	3	Diagnoses nutrition problems and creates appropriate PES statements.
3	3	Plans and implements appropriate nutrition interventions; prioritized nutrition diagnosis, formulated a nutrition Rx, established patient goals to manage intervention.
3	3	Monitors and evaluates PES and intervention impacts on nutrition diagnosis.
3	3	CRDN 3.7 Demonstrates 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.
3	3	
		Major Disease States covered during the Clinical Comprehensive Hospital Rotation:
N/A		Cardiovascular Disease
N/A		Diabetes
N/A		Gastrointestinal Disease
N/A		Geriatrics
Yes		Oncology
Yes		Nutrition Support – enteral and parenteral
N/A		Pediatrics
N/A		Renal/Dialysis
N/A		Weight Management
N/A		Weight-Inclusive Nutrition Care - No intentional weight loss was recommended
		Clinical & Client Services Exposure during the Clinical Comprehensive Hospital Rotation:
N/A		CRDN 3.3 Performed health screening assessments including measuring BP, 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, B12 or iron supplementation).
N/A		CRDN 3.4 Provided instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
N/A		CRDN 3.5 Explained the steps involved and observed the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
N/A		CRDN 3.6 Conducted a swallow screen and referred to the appropriate health care professional for full swallow evaluation when needed.
		Overall Rating & Competency Confirmation
3	3	Intern overall rating for rotation.
Yes		I reviewed the Competency/Activity Record within the MDI Supervised Practice Planning sheet and found it accurate and complete.
		Discuss intern overall strengths:
		Specific comments to assist the intern in making goals for improvement:
		Thank you for comments or suggestions regarding any aspect of the MDI Program:
Instructions		Student Signature: Student may add signature and/or comments by attaching a post-submission comment.
3	3	
3.26	3.26	

Legend:

#	Totals	Date	Evaluator	Subject	Site	Text Responses	Comments
1	3.26	03/14/25 9:23 AM MST	PRECEPTOR	INTERN	Hospital	<p>Category: Overall Rating & Competency Confirmation Discuss intern overall strengths: Intern was pleasant and engaged during her rotation with me. It was fun to see how she developed more of an interest in oncology during her rotation after not having much exposure to oncology during previous rotations. She was personable with patients and continued to grow her confidence assessing and educating patients even during her brief rotation with me. She was able to apply concepts she learned during her discussion with me or after shadowing my visits with patients.</p> <p>Category: Overall Rating & Competency Confirmation Specific comments to assist the intern in making goals for improvement: Intern will continue to grow and become more confident in her skills as she continues to get more experience. I would recommend she continue taking opportunities to visit with a variety of patients with different disease states and continue honing her counseling skills. I would also encourage her to continue working with nutrition support patients as well.</p>	

Appendix E2: MDI Intern Feedback & Eval- Community

INTERN FEEDBACK & EVALUATION - COMMUNITY

Report creation date: 5/13/2025

Date 03/21/25 4:53 PM MST

Subject **INTERN**

Evaluator PRECEPTOR

Site Montana WIC

Total Score **3.52**

Approved

🕒 03/21/25

Professionalism **3.77**

CRDN 2.1 Practices 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.

4

"Went above with taking the Code of Ethics training in order to obtain access to SWEB system"

Displays professional appearance.

4

*

Reports to work on time and did not leave until designated time.

3

Demonstrates an attitude of learning and willingness to work.

4

"Very agreeable to projects not previously done in our WIC Clinic -Virtual Cooking Class that was recorded for future use. Did put extra work time in to make sure it went well."

Takes initiative to learn and practice skills to their highest potential.

4

"Would go above looking more in depth to issues that may have come up in an appointment to further understand."

Accepts responsibility for their actions.

N/A

Maintains confidentiality of information.

3

Sets and enforces high standards of professional ethics.

4

"Working with our population it is very important and also taking the Code of Ethics Training"

CRDN 2.10 Demonstrates professional attributes in all areas of practice.

4

"Was always very professional"

Fosters teamwork and interacted well with staff and other interns.

4

"Interacted well with all staff and clients."

CRDN 2.5 Works collaboratively with NDTRs and/or support personnel in other disciplines.

4

"WIC is very referral based program thus through appointments need to make referrals that would help our clients"

CRDN 2.6 Refers clients and patients to other professionals and services when needs are beyond individual scope of practice.

4

"Lots of referrals provided in this program"

CRDN 5.4 Advocates for opportunities in professional settings.

4

"Very willing to come in and shadow appointments" Receives and utilizes constructive feedback in a positive manner.

3

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1/3

Communications Skills 3.5

Practices good listening skills (allows other time to formulate and complete statements). 4

"This program requires a lot of learning, listening to our participants so we can provide education and referrals as needed."
Responds appropriately to patient/client nonverbal cues.

3

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

3

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

4

CRDN 3.12 Delivers respectful, science-based answers to client/patient questions concerning emerging trends. 4

"Did so well answering questions in the Virtual Cooking show that she did."

Writes concisely and effectively (clear, organized, appropriate grammar and spelling).

3

Speaks in a clear and professional manner to convey accurate information.

4

"Acknowledging how well composed and professional she was doing the Virtual Cook Demo"

CRDN 5.5 Demonstrates the ability to resolve conflict.

N/A

Voices understanding of preceptor expectations.

3

Personal & Time Management Skills 3

Appropriately prioritizes work assignments and tasks.

3

Comes prepared daily for rotation.

3

Handles increasing workload.

3

Follows directions.

3

Resource Management Skills 3.2

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

N/A

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.

4

CRDN 4.10 Analyzes 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).

3

Uses reference materials and current approaches/techniques effectively.

3

Consults with preceptor/mentor and asks appropriate questions for clarification of issues.

3

Can justify/support decisions with correct information.

3

2/3

Knowledge Base 3.5

Has and uses adequate knowledge base; demonstrates appropriate understanding and ability to perform assigned tasks.

4

"Doing new projects required some learning on the fly - especially with some technology challenges" Demonstrates increasing ability to achieve competency.

3

Overall Rating & Competency Confirmation 4

Intern overall rating for rotation.

4

I reviewed the Competency/Activity Record within the MDI Supervised Practice Planning sheet and found it accurate and complete.

Yes

Discuss intern overall strengths:

"Intern was very willing to jump in and do any project proposed. Was comfortable in appointments, willing to assist upon request. Did complete the Code of Ethics course allowing her to have access to our charting system SWEB."

Specific comments to assist the intern in making goals for improvement:

"Continue to feel confident in your knowledge."

Thank you for comments or suggestions regarding any aspect of the MDI Program:

"Staff comment: Intern put her focus on learning more about the WIC program. When she was talking with a pregnant mom over the phone, she was able to show professional support to mom with a potential medical condition. I noticed she asked about her connection with that same mom's HCP which I wasn't expecting from her to ask. She has shown a comfortable and professional approach to interacting with participants."

Student Signature: Student may add signature and/or comments by attaching a post-submission comment. **Instructions**

Appendix E3: MDI Intern Feedback & Eval- Food Service Management

INTERN FEEDBACK & EVALUATION - FOOD SERVICE MANAGEMENT

Report creation date: 5/14/2025

Date 09/13/24 9:55 AM MST Subject **INTERN**

Total Score **4.2**

Evaluator PRECEPTOR

Approved

Site Montana College Food Service

© 09/13/24

Professionalism **4.14**

CRDN 2.1 Practices 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.

4

Displays professional appearance.

4

Reports to work on time and did not leave until designated time.

4

Demonstrates an attitude of learning and willingness to work.

5

Takes initiative to learn and practice skills to their highest potential.

5

Accepts responsibility for their actions.

3

Maintains confidentiality of information.

4

Sets and enforces high standards of professional ethics.

5

CRDN 2.10 Demonstrates professional attributes in all areas of practice.

5

CRDN 2.5 Works collaboratively with NDTRs and/or support personnel in other disciplines.

4

Fosters teamwork and interacted well with staff and other interns.

4

CRDN 2.6 Refers clients and patients to other professionals and services when needs are beyond individual scope of practice.

4

CRDN 5.4 Advocates for opportunities in professional settings.

3

Receives and utilizes constructive feedback in a positive manner.

4

Communications Skills **4.29**

Practices good listening skills (allows **other time to formulate and complete statements**).

5

Responds appropriately to patient/client nonverbal cues.

4

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

N/A

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

N/A

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CRDN 3.12 Delivers respectful, science-based answers to client/patient questions concerning emerging trends.

4

Writes concisely and effectively (clear, organized, appropriate grammar and spelling).

5

Speaks in a clear and professional manner to convey accurate information.

5

CRDN 5.5 Demonstrates the ability to resolve conflict.

3

Voices understanding of preceptor expectations.

4

Personal & Time Management Skills 4

Appropriately prioritizes work assignments

4

Comes prepared daily

4

Handles increasing workload

4

Follows directions.

4

Resource Management Skills 4

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

4

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.

4

CRDN 4.1 Participates in management functions of human resources (such as training and scheduling).

N/A

CRDN 4.2 Performs management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.

5

CRDN 4.10 Analyzes 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).

4

Uses reference materials and current approaches/techniques effectively.

3

Consults with preceptor/mentor and asks appropriate questions for clarification of issues.

4

Can justify/support decisions with correct information.

4

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2/3

Knowledge Base 5

Has and uses adequate knowledge base; demonstrates appropriate understanding and ability to perform assigned tasks.

5

Demonstrates increasing ability to achieve competency.

5

Overall Rating & Competency Confirmation 5

Intern overall rating for rotation.

5

I reviewed the Competency/Activity Record within the MDI Supervised Practice Planning sheet and found it accurate and complete.

Yes

Discuss intern overall strengths: "I was truly impressed with intern throughout this rotation. Not only was she present and curious about the role of a food service dietitian but she also came into the rotation with a skill set that allowed her to contribute to the team. The quality of her quality assurance assignment exceeded my expectations and standards for an intern as well as the other projects she assisted with. Intern could get hired as a dietitian in this role today and excel."

Specific comments to assist the intern in making goals for improvement: "She could work to pursue more challenging tasks and projects that go outside her comfort zone. I also think she could benefit from being okay with mediocrity occasionally."

Thank you for comments or suggestions regarding any aspect of the MDI Program: ""**Student Signature:** Student may add signature and/or comments by attaching a post-submission comment.

Instructions

No more records to show.

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Appendix F: Intern Feedback for Preceptor

INTERN FEEDBACK FOR PRECEPTOR Report creation

date: 05/14/2025

Evaluator: INTERN

Subject: PRECEPTOR

Evaluations	Totals	Evaluation Items
		Intern Feedback for Preceptor
Very Good		How well did the preceptor Give clear explanations and demonstrate activities
Very Good		Foster a learning environment
Very Good		Encourage me to seek additional knowledge
Outstanding		Demonstrate commitment to the internship process
Outstanding		Facilitate open communication throughout the rotation
Outstanding		Provide timely constructive feedback on my performance; both what I did well and what I needed to work on
Very Good		Provide adequate experiences for the learning objectives
Outstanding		Consider/treat me as a professional
Outstanding		Listen to my comments and observations
Outstanding		Offer additional enrichment learning experiences when time permitted
Very Good		Offer a broad learning environment
Outstanding		Sought opportunities for me to develop/display competency
		Give specific feedback on the learning experiences with this preceptor. What activities/experiences did you find valuable; do you have suggestions for activities/experiences that could have improved this rotation?
		Was this rotation appropriate for meeting competencies and developing confidence in the dietetic specific area it supports?
		Please identify and articulate the value of precepting (CRDN 5.8) as you observed in this rotation.
		Additional Comments:

* Not Approved

+ Validated

! Saved For Later

#C Control evaluations

** Item row averages containing negative numbers are meaningless.

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INTERN FEEDBACK FOR PRECEPTOR Report creation

date: 05/14/2025

Evaluator: INTERN

Subject: PRECEPTOR

Legend:

#	Totals	Date	Evaluator	Subject	Site	Text Responses
1		05/05/25 12:24 PM MST	INTERN	PRECEPTOR	Clinic -	<p>Category: Intern Feedback for Preceptor Give specific feedback on the learning experiences with this preceptor. What activities/experiences did you find valuable; do you have suggestions for activities/experiences that could have improved this rotation?</p> <p>I liked how preceptor helped get me out of my comfort zone with outpatient sessions. She allowed me to lead a session (and would've let me do more if time allowed). She helped me gain confidence in pre-charting and note writing after appointments. I experienced a wide variety of appointments during this rotation, too.</p> <p>Category: Intern Feedback for Preceptor Was this rotation appropriate for meeting competencies and developing confidence in the dietetic specific area it supports?</p> <p>Yes.</p> <p>Category: Intern Feedback for Preceptor Please identify and articulate the value of precepting (CRDN 5.8) as you observed in this rotation.</p> <p>During this rotation, I experienced the value of precepting through consistent mentorship, observation, and hands-on learning. The RDs provided clinical guidance and answered all of my questions thoroughly. Her willingness to help explain billing practices and invite me to participate in appointments demonstrated a strong commitment to my student development.</p>

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Appendix G: Montana Dietetic Internship & Graduate Program Incident Report

Date of Report:

Intern Name:

Incident Date:

Rotation:

Description of Incident:

Areas for Improvement:

Director Signature:

Intern Signature:

Appendix H: Notification of Warning Status & Corrective Action

This document serves as notification of warning for suspension or termination from the program, pending immediate corrective action. After discussion among the intern and Director/s, and affected parties, this form will be signed and placed in the intern's file. During the warning period, faculty, preceptors and Directors will encourage, tutor, and assist the intern in correcting inappropriate or unprofessional behavior or sub-standard academic or supervised practice performance.

Date of meeting:

(Intern's name) has been placed on warning for suspension or termination due to the following performance during the designated time period.

The reason for this action stems from failure to meet the following policy(ies) on page _____ of the MDI Program Handbook. Incident reports attached.

Performance and Time Period:

Policy:

To remove the warning status, the intern and faculty member have agreed upon the following corrective actions in the noted period.

Corrective Actions and Time Period:

Student: _____
Signature Date

Director: _____
Signature Date