

**The University of Texas Health
Science Center at Houston
(UTHEALTH HOUSTON DI)
Dietetic Internship (DI)**

Policies and Procedures

Last Update: August 2025

The UTHHealth Houston Dietetic Internship Handbook Rules and Regulations are written based on the following manual.

Dietetic Internship Policies and Procedures

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Dietetic Internship Policies and Procedures

Policy DI 1.0 – Application Process

We are a combined Master of Public Health/Dietetic Internship (MPH/DI) program. **All students must complete an application through both [SOPHAS](#) (School of Public Health Application Services) and [DICAS](#) (Dietetics Inclusive Centralized Application Services).** Most Dietetic Interns take approximately 22 months to complete the Dietetic Internship Program.

EARLY ADMISSION

Early application submission

The due date for early admissions is **December 1**. The applicants are reviewed and approved for the MPH/DI program, and they can qualify for scholarships offered by the UTHealth Houston School of Public Health (UTHSPH), which **may** include the following:

- ONS fund (Outstanding New Student) - the MPH student receives \$1000 and has their out-of-state tuition rates waived, if applicable. The student may be awarded a scholarship based on merit. This allows out-of-state undergraduates the opportunity to receive a high-quality education at in-state tuition rates.
- Health Promotion/ Behavioral Health Scholarship – same requirements as the ONS funds.
(Note: All DI students are placed in the Department of Health Promotion/ Behavioral Health)

Applications are reviewed and approved or denied for the MPH/DI program, with a notification to the student by **January 31**.

The DI director notifies applicants that they are being offered an appointment. Applicants may choose to accept the appointment early or may wait until the date mandated by the Accreditation Council on Education for Nutrition and Dietetics (“ACEND”) (currently March 15). Once the March deadline has passed, applicants who have not submitted a decision will no longer have priority status, and their slots may be offered to waitlisted applicants.

DICAS Process

All students must use the DICAS platform to apply to the UTHealth Houston Dietetic Internship by visiting <https://dicas.cas.myliaison.com/applicant-ux/#/login>

- The application for UTHealth Houston MPH/DI aligns with the DICAS application time frame. Both online applications for SOPHAS and DICAS must be completed and submitted by 11:59 p.m. Central Standard Time on February 15.
- If all slots have not been filled, the application may reopen on the DICAS website with an April 1 deadline. Prospective students should contact the DI director for information relating to their SOPHAS application.
- The DICAS fee is \$50.00 for the first application and \$25.00 for each additional application.
- Email DICASinfo@DICAS.org for further information.

General Application Directions

All applicants must also apply to UTHealth Houston by visiting <https://sophas.cas.myliaison.com/applicant-ux/#/login>

Please see the [Admissions - How to Apply](#) section of the website for application requirements.

We have two different deadlines for the DICAS and SOPHAS applications.

Early Admissions (Option 1) for applicants seeking scholarships - the applicant must complete BOTH DICAS and SOPHAS APPLICATIONS by December 1 in order to be considered for general scholarships. This is a deadline set by the school.

Standard Admissions (Option 2) - the applicant must complete their applications by February 15 via SOPHAS and DICAS. If all slots have been filled, there may be an extension of the application in DICAS and SOPHAS. Please contact the DI Director to learn if there has been a deadline extension (usually to April 1).

- When applying via SOPHAS, please select the MPH – Health Promotion/Health Education - Houston Campus – Dietetic Internship Track.
- The SOPHAS fee is \$150 for the first program applied to and \$60 for each additional program.
- At the beginning of the application cycle, a limited number of SOPHAS fee waivers are available. Applicants may visit the [SOPHAS Fees and Fee Waivers](#) page for additional information.
- Applicants to the UTHealth Houston Dietetic Internship must complete a personal statement of 1000 words or less. The essay should address the following questions:
 1. Why do you want to enter the dietetics profession?
 2. What experiences have helped you prepare for your career?
 3. What are both your short- and long-term goals?
 4. What are your strengths and weaknesses, or areas needing improvement?
 5. Why are you interested in attending the UTHealth Houston School of Public Health?
- All applicants must include the name and contact information (specifically an email address) for each of the 3 required references. The same references may be used in DICAS and SOPHAS, and those giving the reference may upload the same letter to both platforms. This will trigger the systems to send an email message to each reviewer requesting completion of a reference form. The reviewer will complete their reference form online. Please request your references early to prevent delays in processing your application. It is recommended to include 2 academic individuals and 1 work/volunteer supervisor as references, if possible.
 - The UTHealth Houston Dietetic Internship and MPH program requires a separate UTHealth Houston Dietetic Internship fee of \$25.00 due February 15. Submit the \$25.00 fee here: <https://go.uth.edu/di-registration>
 - Submit your personal statement and writing sample via DICAS and SOPHAS.
- To prevent delays in your application process, e-mail us at dieteticinternship@uth.tmc.edu when you:
 - Complete the SOPHAS application
 - Complete the DICAS application
 - Submit the UTHealth Houston DI \$25 fee.

Dietetic Internship Policies and Procedures

Policy DI 2.0 – Application & Admission Review for New Cohort Members

Admissions Review Process – UTHHealth Houston Dietetic Internship

All applicants must apply to UTHHealth Houston DI through SOPHAS.org (Schools of Public Health Application Services), regardless of whether or not they are seeking early admission.

1. Dietetic Internship Director works closely with Health Promotions/Health Education (HP/HE) coordinator and reviews all applicants received requesting the HP/HE – Dietetic Internship Track.
2. The DI Director is notified of all accepted applicants for HP/HE-DI.
3. The DI Director downloads all accepted SOPHAS applications for review.
4. DI Director documents the following for the DI committee to review:
 - a. Applicant's name
 - b. Institution where the Didactic Program in Dietetics (DPD) Statement was obtained
 - c. Applicant's overall GPA (Grade Point Average)
 - d. Applicant's overall DPD GPA (DICAS only)
 - e. Applicant's Health Science GPA (SOPHAS only)
 - f. Applicant's Math & Statistics GPA (SOPHAS only)
 - g. Applicant's GRE scores (if applicable)
 - h. Applicant's Community Experiences and hours served
 - i. Applicant's Clinical Experiences and hours served
 - j. Applicant's Foodservice Experiences and hours served (includes retail, school, and hospital experiences)
 - k. Applicant's Research Experiences and hours served
 - l. Applicant's awards
 - m. Applicant's secondary language skills
 - n. Applicant's Volunteer Experiences and hours served
 - o. Applicant's Work Experiences
 - p. Applicant's Personal Statement
 - q. Applicant's References and letters
 - r. Applicant's writing sample
5. The nutrition team will receive and review the applicants' GPAs, work and volunteer experiences, personal statement, and references. Team members will score and rank students based on the submitted information.
6. Team members will meet prior to selection to discuss and review applicants, making their selection based on the above criteria. This is done using a holistic approach and not based on any one individual item.

These criteria are used to determine each new cohort.

The UTHHealth Houston-DI is committed to having admissions and conduct policies that follow UTHHealth Houston's Nondiscrimination, Anti-Harassment and Equal Opportunity Policy ([HOOP Policy Number 183](#)), which states the following:

The University of Texas Health Science Center at Houston ("University") is committed to providing a working and learning environment free from discrimination and harassment. The University prohibits discrimination and/or harassment by any member of the University community on the basis of race (including hair texture

or protective hairstyle), color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the University or any of its component entities on any basis prohibited by applicable law or University policy.

To help achieve an environment free from prohibited discrimination and harassment, the University provides anyone who believes they have been subjected to discrimination or harassment a complaint process to address their concerns.

Individuals who engage in conduct that violates this policy are subject to disciplinary action up to and including termination and/or dismissal.

Policy DI 2.5 – Admission Requirements for New Cohort Members

Student Requirements – UTHealth Houston Dietetic Internship

Students must meet the following criteria to be admitted into the UTHealth Houston Dietetic Internship:

1. Verification Statement showing completion of Didactic Program in Dietetics curriculum or Declaration of Intent to complete DPD (obtained from your DPD Director). Verification statement completion date must show recency of education within five years.
2. Official transcript showing degree granted.
3. GPA of >3.0 or above based on a scale of 4.0.
4. **Credit is not awarded for prior learning toward program requirements (coursework and/or experience)**
5. Graduate Record Examination (GRE) verbal, quantitative, and writing scores are evaluated, if available (not required).
6. Evidence of the following immunizations:
 - a. TDAP – Tetanus, Diphtheria, and Pertussis must be renewed every 10 years
 - b. Flu – must be current with each Flu Season (Sept-April) and is due annually. Records must include the manufacturer, the Flu lot number and expiration date, the injection site, and the provider's signature. Receipts are not accepted.
 - c. TB screening within 6 months of practicum. After a positive TB Skin test, the student must have a TB blood test prior to having a chest X-ray. Some facilities may require a TB test more frequently than UTHealth requirements.
 - d. MMR – 2 Dose or Positive Titer – Measles, Mumps & Rubella Titer – must submit lab reports of titers.
 - e. Varicella – 2 Dose or Positive Titer – must submit lab reports
 - f. Hepatitis B Series – 3 Doses – Dose 2 (30) days after dose 1, Dose 3 (5 months) after dose 2.
Hepatitis B Titer (Hepatitis B Surface Antibody) after completion of Hepatitis B Series.
 - g. COVID-19 Vaccination Policy - The Dietetic Internship will follow the UTHealth COVID-19 guidelines. While it is not the policy of UTHealth to mandate COVID-19 vaccinations for university students, it has become the accepted policy of many hospitals and clinical supervised rotations in the Houston area. Dietetic Interns need to be aware that if they are not vaccinated, supervised rotation placements in the medical community may be denied.

Students who wish to request a medical or religious exemption should contact the [University Relations and Equal Opportunity Office](#) at call@uth.tmc.edu or review the [Texas Immunization Exceptions](#) from the Texas Health and Human Services Department. Students should be aware that many hospitals and other facilities will not accept exemptions from students. While the program will strive to find placements for students with a valid exemption, the student may be delayed and/or unable to complete the program if suitable alternative placements cannot be identified.

7. Admissions to UTHealth Houston are completed prior to DI selection. A student may be admitted into UTHealth Houston but not selected for the UTHealth Houston Dietetic Internship.

Policy DI 3 – UTHealth Houston DI Degree Planner

Degree Planner for DI under HP/HE – UTHealth Houston Dietetic Internship

All applicants fall under Health Promotion/Health Education - Dietetic Internship

A specific degree planner is provided at the beginning of the Dietetic Internship during orientation. This provides a guide for the student to achieve and complete both the Dietetic Internship and Master of Public Health within the guidelines established by the Dietetic Internship.

This is reviewed by both Health Promotions/Health Education on an annual basis for changes within both the University and the Dietetic Internship.

Each year HP/HE reviews the degree planner for the incoming cohort and suggests changes as needed.

See the <https://sph.uth.edu/degree-finder/index.htm> for details.

This is presented to each new cohort prior to or during orientation with an explanation of courses and recommended course loads.

Policy DI 4.0 Program Format

The UTHealth Houston Dietetic Internship and Master of Public Health is a combined program that takes approximately 22 months to complete. Interns are scheduled for supervised practices in both the spring and summer semesters. Absences (Sick or Personal time) must be reported to the DI director and Supervised Practice Coordinators or Preceptors.

Fall 1 – Recommended Courses:

PHM1690L	Introduction to Biostatistics in Public Health
PHM 2612L	Epidemiology 1
PHM 1232L	Public Health Nutrition Practice
PHM 5032	Culinary Medicine
PH 5040L	Nutrition Research Methods

Spring 1 – Recommended Course and Supervised Practice Rotations:

PHM 1110L	Health Promotions and Behavioral Sciences in Public Health
PH3715L	Management & Policy Concepts in Public Health
PH 9997-800	Community, Hospital and School Foodservice - Supervised Practice Rotations
PH 5031	Garden for Health

Summer – Recommended Courses and Supervised Practice Rotations:

PHM 5015	Intro to Qualitative Research in Public Health
PHM 1111L	Health Promotion Theory and Methods
PH 5030	Diabetes Seminar

Fall 2 – Recommended Courses:

PH 1229	Medical Nutrition Therapy Simulation Lab
PH 1231	Advanced Medical Nutrition Therapy
PH 1496	Seed-to-Plate, Capstone or Thesis
PHM 1113L	Advanced Methods for Planning and Implementing Health Promotion Programs (Intervention Mapping)

Spring 2 – Recommended Courses and Supervised Practice Rotations

PHM 2110L	Public Health Ecology & The Human Environment
PHM 9997-850	Clinical Supervised Practice Rotations

This is the recommended course schedule load; however, it is subject to change with department changes and course changes.

Policy DI 5.0 Program Requirements & Program Costs

The UTHealth Houston Dietetic Internship and Master of Public Health is a combined program that is meant to be completed in 22 months (with a target of at least 80% of students graduating within 33 months – 150% of the planned program length). Interns are scheduled for supervised practices during the spring and summer semesters.

The following are the requirements of the Dietetic Internship:

1. Each dietetic intern must complete all required immunizations.
2. Each dietetic intern must maintain health insurance and ensure they are covered either by the university's malpractice insurance or obtain their own malpractice insurance while participating in the UTHealth Houston Dietetic Internship.
3. Each dietetic intern must be enrolled at least part-time at UTHealth Houston during their supervised practice experience to be covered by the university's malpractice insurance.
4. Each dietetic intern must have access to private transportation (may not rely solely on public transit) while participating in the supervised practice portions of the UTHealth Houston Dietetic Internship.
5. Each dietetic intern must attend the general new student orientation as well as the dietetic internship new student orientation.
6. **Estimated Expenses:**

Application fee	\$25.00
Dietetic Internship Fee	\$7000.00 (half payable each spring semester-this is \$3500.00 each year)
Dietetic Internship Textbooks, and supplies	\$500.00/ semester (approximately)
Student AND Membership	\$58.00
Specific Supervised Rotation Requirements	Variable (i.e., Drug Testing, CPR certification, Reliable transportation, travel, meals while in rotations, gas & parking)
Background Check, Drug Screening	Approximately \$50.00 \$50.00 at UTHealth Clinic or designated locations
Immunizations	Varies
Tuitions and Fees	https://www.uth.edu/registrar/current-students/registration/tuition-fee-schedule.htm
Off-Campus Room & Board	Varies-approximately \$1000-\$1500/month

Note: fees do not include property deposits or assigned course fees, and are subject to change without prior notice. Estimated expenses are approximations based on current costs/trends.

This does not include tuition and fees for the University. These fees can be found at <https://www.uth.edu/registrar/current-students/registration/tuition-fee-schedule.htm>

Financial Aid, Withdrawal and Refund of tuition and Fees, and other information-See UTHealth Houston Registrar website at <https://www.uth.edu/registrar/current-students/index.htm>

Department Scholarships

The Department of Health Promotion and Behavioral Sciences typically awards academic scholarships annually to new students (ONS- Outstanding New Students). Awards of \$1000.00 or more for a full academic year can result in out-of-state tuition waivers for out-of-state students.

Scholarship deadlines are set each spring by the department, and the new applicant must meet a December 1 deadline for completed applications.

Graduate Assistantships

Graduate Assistantships are available to selected programs for students who have been accepted into the department programs. Inquiries should be made to the coordinators of each department.

Academic Common Market

The Academic Common Market (ACM) is an interstate agreement among southern states participating in the Southern Regional Education Board (SREB). The ACM is a tuition-savings program for college students in participating states who want to pursue degrees that are not offered by their in-state institutions. Participating states arrange for their residents who qualify for admission to enroll in specific programs in other states on the in-state tuition basis. More information can be found on the [ACM website](#).

Policy DI 6.0 Program Calendar

Dietetic Internship Program Calendar

The supervised practice experience of the Dietetic Internship occurs during two spring semesters and the summer during the 22-month DI Program. If a holiday is recognized by the facility in which a Dietetic Intern is placed, then the Dietetic Intern may observe the holiday with the approval of the Dietetic Internship Program Director. Assignments may be given to the Dietetic Intern for outside work during this time.

TRAINING AND SUPPORT EVENTS

All scheduled training sessions, workshops, seminars, and program support events designated as mandatory by the DI Director must be attended by all interns. If an intern is unable to attend a mandatory event due to a medical reason, they must notify the director as soon as possible. A valid medical note from a licensed healthcare provider must be submitted within 3 business days of the missed event.

Absence from two (2) or more mandatory events without valid medical documentation or prior approval from the program coordinator will be considered a violation of program policy.

Such violations are grounds for disciplinary action, up to and including dismissal from the internship program. All attendance records and submitted medical documentation will be maintained in the intern's official file. Interns are encouraged to keep personal copies of all submitted documentation.

HOLIDAYS, VACATIONS, ABSENCES, AND RELIGIOUS HOLY DAYS

- School and class holidays are designated by UTHealth Houston. See the Registrar's website for the UTHealth Houston academic calendar <https://www.uth.edu/registrar/current-students/student-information/academic-calendar.htm>.
- Depending on the schedules of facilities, Dietetic Interns in the program may be required to work on a university holiday and some weekends.
- In the event that an excused absence is requested and approved at other times, the Dietetic Internship Director and the supervised practice preceptor will determine the make-up time. Excused absences must be for a justifiable cause and must be reported in advance to the Dietetic Internship Director and the Supervised Practice (SP) preceptor.
- The observance of religious holidays, other than those designated by the State of Texas, must be approved in advance by the Dietetic Internship Director and SP preceptor. Arrangements to complete assignments and/or examinations must be made in advance.
- The UTHealth Houston academic calendar should not be considered the calendar for the Dietetic Internship. In addition to scheduled clinical experience hours, Dietetic Interns are required to attend all scheduled Post-Practicum Classes (PPC, part of your practicum course) and orientation sessions as part of their practicum requirements.
- There may be required training sessions during the winter and summer breaks. Plan to be available for orientation week (1 week prior to the start of the spring semester), and during June/July

for the diabetes lecture series, as well as the mandatory health worker training sessions held by the diabetes camps. Second-year interns will have simulation orientation during the month of August prior to their second year. Any missed clinical hours must be made up during the semester they occurred, or the student must get written permission from the DI Director to make up hours during another time frame. Permission is largely dependent on the preceptor's willingness and availability.

ABSENCES DUE TO ILLNESS, INJURY, OR TARDINESS

The Internship Director and your preceptor at the supervised practice setting should be contacted if you become ill, injured, or absent from the supervised rotation. Any injury or exposure to communicable diseases should be reported to the Internship Director immediately. If needed, they will assist in completing a ["Supervisor's First Report of Injury."](#) If you are injured in any facility, then that facility will assist you in obtaining immediate medical attention as may be required. You should familiarize yourself with the [bloodborne pathogen exposure protocols](#). Your health insurance will be used to pay for the medical treatment if required. The facility does not assume any liability or responsibility for the health or custodial care costs of the intern. You are not covered under Worker's Compensation Insurance, since in your role as a Dietetic Intern you are not an employee of UTHealth Houston.

Work Schedule Approval or Changes for Supervised Practice and Tardiness

It is your responsibility to complete an approved work schedule with the primary preceptor at the initiation of the supervised practice (SP) rotation. You will ensure that the preceptor knows when you will be attending class. Any changes in work schedule should be confirmed with the preceptor at least a week prior. The work schedule at the facility should be viewed as official work time. The rotation should be treated as a job, and you are expected to work the same hours as the preceptor at the facility (see Appendix A for expected hours for each SP rotation). The preceptors who train you may provide future recommendations when you are applying for a professional position as a dietitian. Keep track of all direct and indirect work hours for the preceptor to sign on a weekly basis. (Direct hours are those worked at the facility; indirect hours are those worked outside of the facility but related to projects you have been assigned, for example, development of a training program for employees or updating a patient education booklet). Dietetic interns will not replace any paid employees in the facility, nor will any funds be exchanged between the University and the facility. **Excessive tardiness to SP sites may be grounds for termination from the rotation. Attendance policies for the SP site should be reviewed with your preceptor.**

Any Dietetic Intern unable to perform in a facility is expected to contact their preceptor and the Dietetic Internship Director for each absence (or have someone contact them for you if you are too ill). You must leave a voice message, text message (if possible), **and** send an email with information regarding your absence and how to best contact you. Please follow the directions of the preceptor for communicating any absence or tardiness. An absence is considered unscheduled if the preceptor and the Dietetic Internship Director are not contacted. Medical documentation of your illness is necessary for an absence of 3 or more consecutive days and may be requested for excessive or patterned absences. It is your responsibility to arrange to make up missed experiences. The make-up time must be scheduled at the convenience of the facility and within the period set by the Internship Director.

Withdrawal from SP Rotation or DI Program due to Illness

If a Dietetic Intern's supervised practice experience must be rescheduled due to medically documented reasons, the Dietetic Intern shall complete the rotation as soon as possible within the next semester at the discretion of the facility. The submission of appropriate paperwork will follow the same time schedule intervals for performance review once the make-up period begins. A Dietetic Intern not completing a clinical rotation during the semester scheduled will receive an Incomplete for PH9997 (PPC). Incompletes must be completed the following semester, or the grade reverts to an F. If a Dietetic Intern must take a leave of absence due to an illness or unforeseen circumstances, completion of the DI Program is dependent upon approval by the DI faculty and on whether adequate SP rotation sites are available.

Policy DI 7.0 Professional Behaviors & Appearance

PROFESSIONAL BEHAVIORS

1. Respect for all:
 - Demonstrate respect for individuals of all backgrounds, perspectives, and experiences.
 - Actively listen, show comprehension, and engage in constructive dialogue and collaboration.
 - Avoid discriminatory or disrespectful language and actions.
2. Integrity and honesty:
 - Uphold academic integrity by avoiding plagiarism, cheating, and other forms of academic dishonesty.
 - Be truthful and transparent in all communications and interactions, both written and verbal.
3. Appropriate Communication:
 - Communicate in a timely fashion with faculty, staff, preceptors, and peers. Email should be checked daily, and prompt responses given.
 - Use clear, respectful, and professional language.
 - Use appropriate channels for addressing concerns or conflicts and seek constructive resolution. The intern may reach out to the [University Ombuds Office](#) for assistance.
4. Reliability and Accountability:
 - Meet deadlines and fulfill responsibilities in a timely manner.
 - Take ownership of actions and decisions, and be accountable for their outcomes.
5. Professional hours and development:
 - Pursue opportunities for personal and professional growth. The dietetic internship requires a certain number of professional hours (see the dietetic internship handbook for details). Professional hours can be fulfilled by attending professional meetings, workshops, seminars, and networking events.
 - Seek constructive feedback and be open to continuous improvement.
6. Collaboration and Teamwork:
 - Work collaboratively with peers and faculty to achieve common goals while respecting differing viewpoints.
 - Contribute positively to group dynamics, voice thoughts and opinions in a respectful manner, and promote a supportive atmosphere.
7. Dissemination of Knowledge:
 - Share research findings and academic work responsibly and ethically, ensuring proper attribution and citation.
 - Engage in responsible mentorship and support for junior peers and colleagues.

PROFESSIONAL APPEARANCE

Proper grooming is one component of professional appearance and includes good health and hygiene, regular bathing, and use of deodorant. Minimum jewelry should be worn during your supervised practice rotations. The SP facility's dress code guidelines will be followed by the Dietetic Intern.

- Scrubs may only be worn if approved by the SP facility's dress code and are the appropriate color.
- Closed-toed, non-slip shoes may be required in certain areas of the facility.
- Body tattoos may need to be covered during the SP experience.
- Facial hair may need to be covered with a hairnet/beard guard.
- Facial piercings will be removed during the SP experience.
- Hair color may need to be a naturally occurring color.

- On field trips for didactic courses, professional dress is also required. Inappropriate professional attire is outlined below.

The items listed below may not be worn to any of the supervised practice facilities, trainings, orientations, or fieldtrips. If an intern wears them, they will be asked to change clothes or not participate in the day's event(s).

Please note that you are a representative of the UTHHealth Houston Dietetic Internship - any event hosted or sponsored by the DI requires professional attire, not just supervised practice.

Inappropriate Professional Attire: Shorts, ripped/shredded jeans; activewear; flip flops, slides; sheer fabric without undergarments, tops or bottoms that bare the midriff; low-cut tops exposing cleavage, tops with only spaghetti straps which show under garments; any clothing that is too tight or too short; hats or headgear unless related to cultural/religious beliefs or practices.

The Dietetic Intern should obtain a copy of the facility dress code on or before the first day of rotations.

The UTHHealth Houston ID Badge should be worn at all times in class, in SP rotations, and on field trips. A clean and pressed white knee-length lab coat and UTHHealth Houston student name badge attached to the front of the lab coat should be worn in supervised practice clinical rotations unless otherwise instructed. Clothing under the lab coat should be professional and reflect good taste. A deposit for rotation badges may be required.

For SP in food production areas, closed-toed, non-slip shoes and a hair restraint should be worn. Jewelry should meet facility policies. The Dietetic Intern must follow all regulations from the Health Department when working in food service facilities. Fingernails should be short, clean, and if a polish is used, it should be clear. **No artificial nails or eyelashes are permitted in foodservice operations.**

Eating, chewing gum, and smoking are permitted only in designated areas and at assigned times in supervised practice settings. The student intern is expected to display the highest standards regarding professional dress and sanitation procedures.

Students needing a medical or religious accommodation for any of the items above should submit a request to University Relations and Equal Opportunity (<https://go.uth.edu/disability>).

Cellular (mobile) telephones must be silenced, or on "vibrate," during class or SP experience. This is a professional courtesy. There should be no texting during work hours. Phone calls and/or text messages should only be received during work hours for emergency purposes or as approved by your preceptor. **Obtain permission from your preceptor before taking any photos. Interns must ensure photos do not include patients, clients, or children in the facility. HIPAA and FERPA guidelines must be followed at all times to protect privacy.**

ACADEMIC, PROGRAM, AND SUPERVISED PRACTICE EXPECTATIONS AND STANDARDS

Professional behavior is extremely important during classes, when interacting with peers, and as the intern completes rotations at SP facilities. Interns are a critical link to the continued success of the DI Program. Dietetic Interns will be representing UTHHealth Houston at all times. Dietetic interns must treat patients, students, employees, administrators, faculty, and all other individuals with respect and courtesy. Dietetic interns must reply to communication in a timely fashion and must use appropriate

and professional language, tone, and demeanor. Regarding patients and clients, remember the ethical practice of our profession as follows:

- Patient charts or medical records are privileged information. Dietetic Interns may interpret diet information to the patient, but relaying any other information should be left to the discretion of the patient's physician. Patient charts and all other patient records should be kept out of reach from unauthorized persons. Patient charts cannot be photographed. (Review HIPAA prior to SP rotations.)
- Do not discuss matters pertaining to patients in public places such as elevators, corridors, or lounge areas.
- When placed in a facility, follow any additional facility-specific policies concerning patient/client/student rights.
- All contact with patients is done only under the supervision of a designated UTHealth Houston instructor or the SP preceptor when the Dietetic Intern is placed in SP settings.
- No proprietary materials are to be used or removed from a facility without the consent of the SP preceptor. Any documents presented in class or electronically submitted for assignments must have all patient identifiers removed.

Policy DI 7.5 Professional Behaviors & Disciplinary Actions

UTHealth Houston reserves the right to discontinue the Dietetic Internship Experience of any intern when it is deemed necessary or appropriate to do so. A Dietetic Intern may be dismissed from the program when there is evidence of inability to function or behave effectively and professionally as a UTHealth Houston dietetic intern.

Purpose: To provide the intern the parameters and appropriate notice for being disciplined or terminated when the dietetic intern violates or demonstrates behaviors or actions deemed inappropriate by standards set in the UTHealth Houston Conduct Policy, HIPAA violation, supervised practice site policies, or DI policies.

Procedures:

Disciplinary Actions: Inappropriate behavior, unacceptable professional conduct, or other issues deemed inappropriate by the Director of the Dietetic Internship, faculty members, and/or SP Preceptor will be brought to the attention of the intern for remediation. If the intern's actions or behavior are deemed grievous enough for immediate dismissal, remediation will not be an option. Dismissal from an SP site will likely be deemed sufficient for immediate dismissal. An appeal process regarding all situations concerning student warning and termination is available and outlined in this policy.

Warning and Termination Process:

First Warning

Inappropriate behavior, unacceptable professional conduct, or other issues identified by the preceptor, faculty, peers, and/or DI Director will be discussed with the intern and deemed a formal warning. A formal written warning in the form of a letter or email will be issued at this time in addition to verbal counseling. Discussions with the intern will be held with the internship director via phone, online or in person.

The written warning will outline inappropriate behavior, unacceptable professional conduct, or issues violating UTHealth Houston or site policies. Expectations will be outlined for changes in the intern's behavior, actions, and/or performance, along with a monitoring timeline.

A copy of the warning will be given to the intern, and placed in the intern's electronic, and paper file. The intern will be asked to acknowledge receipt of the warning via email or signature. The intern is informed that signing the warning does not indicate that the intern agrees with the statements contained within the formal warning. If the intern refuses to sign the document or reply to the email, the DI Director will make a note of this and include these comments in the intern's file. Continuation of inappropriate behavior, unacceptable professional conduct, identified issues, or policy violations will result in a second formal warning.

Second Warning

Based on the monitoring timeline developed during the First Formal Warning, failure to comply with the timeline, continued inappropriate behavior, unacceptable professional conduct, or other issues will be addressed in a Second Warning. A second warning may include new behavioral issues exhibited by the intern.

A Second Warning will outline clear expectations for changes in the intern's inappropriate behavior, unacceptable professional conduct, or other issues, along with a monitoring timeline. A copy of the second warning will be given to the intern and placed in the intern's electronic and paper file. The intern will be asked to sign the warning or reply to the email acknowledging receipt. The intern is informed that signing does not indicate that the intern agrees with the formal warning. If the intern refuses to sign or acknowledge the warning, the director will note this in the intern's file. Discussions with the intern will be held online or in person. Continuation of inappropriate behaviors past the timeline or violation of the expectations outlined in the second formal warning will result in termination from the program.

Termination

Before termination action is taken, the intended termination will be presented to the dietetic internship admissions committee for review. If the committee determines that the intern has not made sufficient progress toward correction of identified inappropriate behavior, unacceptable professional conduct, or other issues, despite previous warnings, the student will be terminated from the program.

The intern will be notified verbally and in writing of termination from the program. An intern terminated from the UTHealth Houston dietetic internship program for inappropriate behavior, unacceptable professional conduct, or other issues will not be considered for future internship placements with the UTHealth Houston dietetic internship. Dismissal from the program will be communicated to the Academy of Nutrition and Dietetics Commission on Dietetic Registration for determination of whether the dismissed intern is eligible for entrance into other accredited programs in the future.

Conduct violations may include:

Refusal to follow the guidelines in both the Policies and Procedures (P&P) manual and the UTHealth Houston Dietetic Internship Handbook or other guidelines issued by UTHealth Houston.

HIPAA violations will be reviewed for possible immediate dismissal.

Examples of inappropriate behavior, unacceptable professional conduct, or other issues include, but are not limited to:

- Failure to follow guidelines and ethics in the P&P Manual and Handbook
- HIPAA violations, breaking patient or client confidentiality
- Violations of site policies and procedures
- Insubordination to supervised practice preceptors or site staff
- Chronic tardiness of over 15 minutes to rotation sites
- Excessive/blatant absenteeism of over 3 days without required documentation
- Failure to complete pre-rotation work
- Failure to be prepared for rotations
- Leaving the facility without permission
- Theft or pilferage
- Sleeping while at a rotation site
- Working on internship projects or any other work without the express permission of the preceptor while at supervised rotation sites
- Wearing inappropriate clothing for a supervised practice rotation
- Unkempt personal hygiene, including hair, teeth, and nails
- Failure to perform duties as instructed by preceptors, or observe any of the terms or provisions of the affiliation or other internship agreements

The previously described warning procedures are appropriate for minor offenses that can be identified, monitored, and resolved. Reporting to supervised practice locations while under the influence or while impaired by alcohol, illegal substances, prescribed or non-prescribed controlled substances will result in immediate dismissal from the UTHealth Houston Dietetic Internship, regardless of the disciplinary action described above.

APPEAL PROCESS

Interns who have received a formal notice of dismissal from the Dietetic Internship Program may submit an appeal if they believe the decision was made in error or without due process. The following outlines the appeals process.

If a student has been dismissed from the program, they must complete and submit the official **Appeals Form** within 14 days of receiving the dismissal notice. The appeal must include: A completed Appeals Form; a written statement outlining the grounds for appeal; and copies of all relevant documentation, including any warnings, evaluations, and the dismissal notice.

The appeal packet must be submitted to both the Dietetic Internship Director and the Assistant Dean of Academic Affairs and Student Services. Upon receipt of the appeal, the Assistant Dean will convene an Appeals Review Panel consisting of one representative from the office of Student Affairs, one representative from the office of Admissions, and one HPBS faculty member who is not affiliated with the Dietetic Internship Program or Nourish.

The panel will review all submitted materials and may request additional information or interviews with involved parties. A decision will be made within 30 days of the panel's formation. The panel's decision is final and will be communicated in writing to the intern.

Policy DI 8.0 Student Dietetic Responsibilities

RESPONSIBILITIES OF INTERNS

- a. Completing all UTHealth Houston requirements for newly admitted students upon admission (<https://sph.uth.edu/new-students/#TID-e0cbad69-3a05-4a60-ab3a-3210158b97b5> -2 –See Checklist) including a Criminal Background Check (<https://www.uth.edu/registrar/applicants/criminal-background-check>) at the student's expense.
- b. Providing original copies of DPD Verification statement signed by DPD Director, current immunization records, proof of Basic Life Support (BLS) or CPR certification, copy of background check, and food manager's certification. Immunizations must meet the UTHealth requirements and remain current during SP rotations. A copy of immunization records and a drug screen may be required by supervised practice facilities.
- c. Access to private transportation to SP facilities (includes gas and parking).
- d. Providing own meals at SP facilities.
- e. Following all policies, procedures, and regulations of SP facilities.
- f. Completing any pre-requisite application paperwork, drug screen, criminal background check, or orientation sessions required by assigned SP facilities according to their deadlines for completion and at the intern's expense.
- g. Reporting on time and following the assigned time schedule. Dietetic Interns may not leave assigned facility areas during SP scheduled time without permission of the SP preceptor. Failure to notify the preceptor will result in the loss of SP hours for that day and possible suspension from the rotation. Interns are not guaranteed additional rotations during this time. Dismissal from a rotation site will likely result in termination from the dietetic internship program.
- h. Contacting the SP preceptor and the UTHealth Science Center – Houston DI Director if an emergency arises. Since this program is very intensive, it is strongly recommended that absenteeism occur only in an emergency.
- i. Completing assignments on time. This includes academic assignments as well as assignments given by preceptors, evaluations, and activity reports. The Dietetic Intern will be advised by the faculty of each course as to assignments, requirements, and evaluations.
- j. Keeping a log of hours spent in facilities and/or completing assignments for SP. These logs will be checked by faculty at specified times. Many facilities require Dietetic Interns to log their patient contact hours. This should be completed daily. The logs will serve as a reminder to the Dietetic Intern of the projects and competencies completed.
- k. Covering the costs (through personal health insurance or personal funds) of any emergency healthcare delivered at a facility.
- l. Following the academic scholastic honesty policies and code of conduct for students at the School of Public Health on all homework assignments, papers, or other work submitted ([HOOP Policy 186 – Appendix A](#)).

- m. Enrolling in a minimum of 1 semester credit of PH 9997 (PPC) during the Supervised Practice rotations to maintain the Student Malpractice Insurance coverage and continuous enrollment as a graduate student while enrolled in the Dietetic Internship.
- n. Paying the Dietetic Internship fee in a timely manner.
- o. Interns may be asked to provide proof of health insurance prior to beginning supervised practice experience. If required by a site, interns must furnish proof upon request.
- p. The intern must provide proof of COVID-19 vaccinations and boosters and other pertinent immunizations when requested if required by UTHealth Houston and/or the SP site.

Policy DI 9.0 Handling of Concerns of Dietetic Interns

If the Dietetic Intern has any questions related to the issues addressed in the Dietetic Intern Policies and Procedures or Handbook, they should first address them with the Dietetic Internship Program Director. For academic grievances, students should refer to SPH Policy 100 ([Policy 100, Student Academic Grievance Process](#)). Students with other concerns should refer to [HOOP 220, Student Complaints](#). If the student believes the program is in violation of the Accreditation Standards or policies, they may contact the Accreditation Council on Education for Nutrition and Dietetics (ACEND) at The Academy of Nutrition and Dietetics (AND) 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995, ph:(312) 899-0040 ext. 5400 toll free: 1 + (800) 877-1600 ext. 5400, E-mail: acend@eatright.org, or utilize the links or prompts found at

<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint>.

Policy DI 10.0 Non-Discrimination Policy

Non-Discrimination Policy

The University of Texas Health Science Center at Houston ("University") is committed to providing a working and learning environment free from discrimination and harassment. The University prohibits discrimination and/or harassment by any member of the University community on the basis of race (including hair texture or protective hairstyle), color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the University or any of its component entities on any basis prohibited by applicable law or University policy.

To help achieve an environment free from prohibited discrimination and harassment, the University provides anyone who believes they have been subjected to discrimination or harassment a complaint process to address their concerns.

Individuals who engage in conduct that violates this policy are subject to disciplinary action up to and including termination and/or dismissal.

See HOOP Policy 183 - <https://www.uth.edu/hoop/policy.htm?id=1448214>

Policy DI 11.0 Code of Conduct

Violations of the Academy of Nutrition and Dietetics (AND) Code of Ethics

<https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

Violation of the AND Code of Ethics can result in immediate dismissal from the UTHealth Houston Dietetic Internship Program. It is the intern's responsibility to be knowledgeable and familiar with this code.

It is also the intern's responsibility to learn how to access and familiarize themselves with the UTHealth Houston [Dietetic Internship Handbook](#) and Policies and Procedures.

The intern has the primary responsibility to be academically honest. In this regard, the intern is also responsible for the policies and procedures as they are outlined in the University's academic policies.

The faculty of UTHealth Dietetic Internship supports the stated professional ethics and the following standards in various aspects of the internship program.

1. The faculty respects the dignity of each individual with whom they are associated.
2. The faculty respects the confidence imparted to them.
3. The faculty seeks to maintain an optimal level of safety for all individuals with whom they come in contact in the didactic and supervised practice aspects of the program.
4. The faculty assures that any study or educational experiences involving human subjects follow the UTHealth Committee for the Protection of Human Subjects (IRB) guidelines.
5. The faculty identifies the student's level of competence in skills and communicates this information to the clinical preceptors.

The intern is expected to follow the codes of conduct set forth by UTHealth Houston, including [HOOP Policy 186 – Student Conduct and Discipline](#) and [HOOP Policy 186 Appendix A – Unacceptable Student Conduct](#).

The internship will not tolerate any type of activity considered by the faculty to be cheating or engaging in any activity whose intent may be construed as cheating.

The following is a list of actions that may cause dismissal from the program. This list is not considered all-inclusive, and other actions of a dishonest nature or construed to be dishonest may also result in dismissal from the Dietetic program.

1. Students must not cheat on a test or obtain answers from others, by copying the work of others, by obtaining unauthorized material from others, by unauthorized or inappropriate use of AI or other technologies, and must ensure that they do not give the appearance of cheating.
2. Students must do their own work and must not plagiarize.
3. Students are not to obtain copies of the impending exams prior to the testing, and after an exam, such copies are not to be kept by students unless authorized by the instructor.
4. If students are authorized to keep copies of the exam, they may not share them with others.
5. Students should avoid unexcused absences and should not fabricate reasons for absences.
6. Students are not to engage in any unethical, illegal, or dishonest behaviors.

As a comprehensive health science university, the mission of The University of Texas Health Science Center at Houston (“university”) is to educate health science professionals, discover and translate advances in the biomedical and social sciences, and model the best practices in clinical care and public health. As we endeavor to achieve this mission, the university must uphold ethical, professional, and legal standards to serve as the basis for our work. These standards include those outlined in [HOOP Policy 109](#) and in the [Standards of Conduct Guide](#).

Policy DI 12.0 Selection and Maintenance of Supervised Practice Rotations

Supervised practice facilities are selected and evaluated for adequacy and appropriateness to ensure the facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve. Written affiliation agreements are maintained with outside institutions, organizations, and/or agencies (i.e., facilities) providing supervised practice experiences to meet intern competencies.

Procedures:

Selecting and Evaluating Supervised Practice Facilities:

- Many of the supervised practice experiences occur within the Texas Medical Center and its community affiliates
- Community and School & Hospital Foodservice rotations are within a 55-mile radius of the School of Public Health in the Texas Medical Center
- Supervised Practice Facilities are selected based on the following criteria:
 - Ability to adequately and appropriately provide experiences needed to achieve intern competencies
 - Presence of a preceptor qualified as per current ACEND guidelines and accreditation standards.
 - Ability to establish an Affiliate Agreement as described in this policy
- Supervised practice facilities are evaluated by interns after each rotation experience
- The Internship Director reviews supervised practice facilities and preceptors continually as they are used. The Internship Director reviews the interns' evaluations of supervised practice facilities and preceptors as they are received throughout the year; periodically visits supervised practice facilities; identifies issues needing improvement; and takes appropriate action and steps to encourage the facility and preceptor to make improvements. If the Internship Director determines that the supervised practice facility and/or preceptor is not capable of or not compliant with making needed improvements and/or is no longer appropriately staffed or providing the needed experiences to complete and achieve competencies, the internship director will terminate the relationship with that supervised practice facility.

Affiliate Agreements:

- Affiliation Agreements are required with institutions, organizations, and/or agencies where interns are placed for supervised practice that meet intern competencies and/or that involve the intern providing direct patient care and related tasks.
- The process of establishing affiliation agreements begins well in advance of placing interns at a supervised practice facility to account for the time needed for review of the agreement by both parties.
- Affiliation agreements may delineate the following:
 - Rights and responsibilities of both the Dietetic Internship (sponsoring organization) and the supervised practice facility (affiliating institution, organization, and/or agency)
 - Content and competencies covered in the supervised practice experience

- Timing and length of the supervised practice experience
- Documentation (for example, proof of health insurance, proof of professional liability insurance, immunizations and vaccinations, CPR, Food Safety Certification, etc.)
This can be provided upon request of the facility
- Length of time the agreement is in effect
- Procedure for terminating the agreement
- Affiliation agreements are signed by the Senior Executive VP & CEO of the University of Texas Health Science Center – Houston and the appropriate supervised practice facility administrator who have appropriate authority
- Affiliation agreements are finalized and signed prior to placing interns at the supervised practice facility
- Maintenance of affiliate agreements includes annual reviews by the internship director to ensure they have not expired and the content is current
- Affiliation agreements are stored by the Internship Director and will be made available for review by ACEND program reviewers as requested
- Affiliate agreements are required for all sites where the intern is placed

Policy DI 13.0 – Academic Remediation/Retention

Remediation

The UTHHealth Dietetic Internship's Academic Remediation policy aligns with University Policy 107, which states:

In order to identify and help those students (degree-seeking, non-degree-seeking, and certificate students) who are having academic difficulty, defined by the following scenarios:

- Receiving a failing grade, which has been documented in the student record,
- The student has had two or more classes with a C grade,
- Has had any combination of four or more classes with a Withdrawal (W) or Incomplete (I)

Responsibilities and Procedures:

Step 1. Academic Remediation

Academic remediation status will be put into effect by the Office of Academic Affairs and Student Services when a failing grade has been documented, or the student has had two or more classes with a C grade, or has had any combination of four or more classes with a Withdrawal (W), or Incomplete (I).

Remediation Plan

The Assistant Dean of Academic Affairs will send a letter to the student and their advisor that requires the student to submit a plan for remediation. A hold will be placed on the student's record until a remediation plan is submitted to the Assistant Dean.

The plan should be developed by the advisor and the student and sent to the Assistant Dean of Academic Affairs for approval. The plan should indicate what remediation needs to be completed in order for the student to be taken off remediation, the timetable for completion, and the consequences if the student does not meet the requirements and deadlines in the plan. The advisor and the student should sign a written description of the plan and timetable, thereby agreeing to the terms recommended therein. A copy will be provided to the student and the Office of Academic Affairs and Student Services.

When the advisor agrees that the student has met the requirements of the remediation plan, the Assistant Dean of Academic Affairs should be notified.

Step 2. Probation – Failure to Make Academic Progress

The second time the student meets the criteria for academic remediation, they will be placed on academic probation and a probation remediation plan will be created. If the student fails to meet the probation remediation plan or they meet the criteria for a second probation, the school will recommend dismissal. Appeals of dismissal can be submitted to the Senior Associate Dean of Academic and Research Affairs. The Dean is the final arbitrator of dismissal.

Related Policies, Forms and Information:

- [Academic Remediation/Probation Plan form](#)
- For more information on course grading and repeating courses, see [policy 201, Course Grading](#).

Policy DI 14.0 Student Privacy Protection

Purpose: To address the Protection of Privacy for Dietetic Internship students.

Summary: PROTECTION OF PRIVACY

Family Educational Rights and Privacy Act of 1974: The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232 g., and the Texas Open Records Act, Texas Revised Civil Statutes Annotated, art. 6252-17a, provide students with certain rights regarding their educational records. These rights are described in [HOOP 129, Educational Records](#).

Policy DI 15.0 Student Formal Evaluation of Performance and Retention

Purpose: To address Student Performance.

STUDENT EVALUATION

Student performance is evaluated through examinations and instructor feedback in didactic courses. A final grade of 80% or greater in each required nutrition/dietetic course (PH 1232L, PH 1229, PH 1231L, PH 9997-800, PH 9997-850, PH 5040, PH 5030, PH 5032, PH 5031) is required to progress to the subsequent supervised practice rotations (See DI Planner). Performance in supervised practice rotations is evaluated during each rotation and at the end of the rotation in both informal and formal ways. At the end of each semester, an overall evaluation by the Internship Director, faculty, and staff is conducted with the student. Achievement of specified Supervised Practice Competencies is expected by each Dietetic Intern graduating from the UT Health Science Center – Houston DI. If a Dietetic Intern fails more than one rotation, his/her status in the internship will be reevaluated by the Internship Director and Internship admissions committee. Any failed supervised practice rotation must be made up before the intern can progress to the next rotation.

SUPERVISED PRACTICE EVALUATION

The following scoring template is provided on the Competency Evaluation Form for all Supervised Practice (SP) Preceptors.

3	Outstanding performance, based upon progress and response to feedback within current rotation.
2	Good performance; based upon progress and response to feedback within current rotation.
1*	Needs improvement; should be exhibiting more skills at this point in current rotation.
0**	Unacceptable performance.
N/A	N/A No opportunity to observe or accomplish during this rotation.

*Requires action plan and documentation prior to start of next rotation.

**Please contact program director immediately. May require review by DI committee and repeat of rotation components.

If a score of less than 2 is made on any competency, an action plan with documentation for completion prior to the next SP rotation must be submitted to the DI Director. A preceptor must evaluate the intern with a minimum of 2 for every competency in order to complete all SP rotations. The Dietetic Intern will have one opportunity to improve their grade to achieve competency in each supervised practice rotation. If, after one opportunity, the Dietetic Intern does not achieve competency, then they will be required to withdraw from the supervised practice rotation. More than one unexcused absence or tardiness during a supervised practice rotation may result in the intern's removal from the Dietetic Internship. Proper communication and reliability are necessary professional skills and requirements for completing the Dietetic Internship.

Policy DI 16.0 Program Completion

Purpose: Requirements to graduate from the University of Texas Health Science Center – Houston Dietetic Internship and MPH Program

PROGRAM COMPLETION AND GRADUATION

Completion of the Dietetic Internship and MPH will require the following:

1. Successful completion of all graduate courses on the curriculum degree planner.
2. A grade of “Pass” on all Pass/Fail classes relating to the Dietetic Internship. In order to pass these classes, one must have an average grade of 80% or better within the class.
3. For Dietetic Internship classes that are letter graded, interns must pass with a B or better.
4. Required coursework needed for completion of DI program:
 - PHM 1232L – Public Health Nutrition Practices
 - PHM 5032 – Culinary Medicine
 - PH 5031 – Garden for Health
 - PH 9997 – Section 800 Specialty Practice Public Health Practicum (community and foodservice)
 - PH 5030 Specialty Practice Diabetes Seminar
 - PH 1229 – Medical Nutrition Therapy Simulation Lab
 - PH 1231L – Advanced Medical Nutrition Therapy
 - PH 9997 – 850 Specialty Practice Public Health Practicum (clinical and specialty practice)
5. Successful completion of either a culminating experience (usually thesis or an Integrated Learning Experience).
6. A minimum of 1,000 in clock hours of supervised practice experience for achievement of performance requirements for entry-level dietitians. See details as to how total hours are obtained in Handbook Appendix A.
7. Successful completion of all planned experiences to meet each core competency.
8. Successful completion of all program rotations with satisfactory evaluations for each rotation.
9. Submission of all required paperwork to the graduate school and dietetic internship on or before announced deadlines.
10. Recommendations by faculty and staff in supervised practice settings that the student has successfully mastered the core competencies necessary for achievement of the performance requirements for entry-level dietitians. Achievement will be determined by various evaluation methods, both formative and summative.

To successfully complete the internship program and be able to sit for the Registration Examination for Dietitians, the following must be satisfied:

Upon successful completion of both the MPH and the Dietetic Internship, a “Verification Statement of Completion” will be issued to the student. The Verification Statement and an official transcript from the University with the date the MPH degree was conferred are required to take the Registration Examination for Dietitians. This completed paperwork is uploaded to the Registration Eligibility System or

the appropriate system managed by the Commission on Dietetic Registration (CDR, <https://www.cdrnet.org/>) so that the intern can take the Registration Examination for Dietitians to become a Registered Dietitian. The intern will then complete the necessary paperwork to register for the Registration Examination for Dietitians and take the examination. The Program Director requests that each intern make arrangements to take the Registration Exam as soon as possible after completion of the DI Program and report the outcome of the exam results upon completion. The Program Director will also provide the Dietetic Intern with information on becoming a Licensed Dietitian in the State of Texas.

Criteria for Licensure in Texas

Students enrolled in programs leading to licensure in Texas or certification nationally must be eligible for licensure according to the law established by that particular State Board of Licensure.

Once Students have completed and taken the CDR Registration Examination for Dietitians and passed, they are then responsible for taking a Jurisprudence exam and completing a module on Human Sex Trafficking in the State of Texas. Once those items are completed, the student will pay the required fee to become a Licensed Dietitian in the state of Texas.

Individuals convicted of a felony may not be eligible for licensure or certification in health professions. Students are urged to contact the appropriate licensure or certification agency for further information. In Texas, that is the Texas Department of Licensing and Regulation (<https://www.tdlr.texas.gov/diet/dietapply.htm>).

Policy DI 17.0 Support Service for Dietetic Interns

ACCESS TO STUDENT SUPPORT SERVICES

UTHealth Houston Student Affairs oversees a wide range of services and programs aimed at enhancing the overall student experience and promoting student success both inside and outside the classroom. Interns can learn about the student InterCouncil, Pathways program and more by visiting the UTHealth Houston [Student Affairs page](#). The [Student Support Services](#) website provides information for all students such as housing and transportation, the student health clinic, recreation, childcare, scholarships, etc. To learn about Student Government, Peer Mentorship, Student Groups and Campus Services, interns can visit the [Campus Community](#) page. Access to the TMC Library and the UTHealth Houston Public Library can be found here <https://libguides.sph.uth.tmc.edu/Home/Main>. Writing support services include Academic Writing Support, Scientific Writing, Grant Writing, ESL (English as a Second Language), Literature Reviews and more can be found at https://libguides.sph.uth.tmc.edu/writing_support_services.

Policy DI 18.0 - Access to Personal/Email Files

Access to Personal Files

Interns have the right to inspect their admission records on request before and/or after graduation under the provisions of the Federal Education Rights and Privacy Act, as amended in December 1974. Students may request to see all other records on file by appointment during normal working hours. Leadership will provide the record to the intern upon written request. Interns are required to examine their records within the director's office. If an intern wants to contest the accuracy or completeness of the information, they may do so. A written request for corrective action or rebuttal should be submitted to the program director within two working days of examination of records. Records kept on file by the DI director in the department will include:

1. Completed application materials for admission.
2. Current address, telephone number, and person to be notified in case of emergency.
3. Record of evaluations and grades.
4. Supplemental materials requested by the Director (e.g., immunizations, proof of BLS/CPR training, etc.)
5. Warnings and notices relating to misconduct.

The student will lose both access to the school building and resources upon graduation. Their UTHealth Houston email address will be discontinued in accordance with guidelines set by the University. Upon graduation, requests for records need to be submitted in writing.