

## **Dietetic Internship: Learner Evaluation**

### **General Evaluation Policies**

It is the intent of the Dietetic Internship program to make your learning experience a successful, dynamic learning experience to better enable you to reach your full potential. The following policies were developed to ensure that each intern receives frequent feedback throughout the course of this Dietetic Internship, and understands his or her responsibilities in regards to evaluation. Remember, the Dietetic Internship Director is here to assist, but it is the intern's responsibility to ask for the help.

1. Frequent **verbal feedback** will be provided to the dietetic intern throughout all rotations from site preceptors, as well as from the Dietetic Internship Director when site visits are conducted and at other scheduled meetings. You will receive formative oral feedback from your preceptors regarding your performance.
2. The evaluation of the dietetic intern is measured using a variety of **formative and summative** strategies. Formative strategies assess the student's progress, and summative strategies evaluate knowledge and performance at the end of rotations and courses, and at the end of the Dietetic Internship.
3. **Exams** covering didactic knowledge (e.g. pathophysiology, medical terminology, laboratory data, relevant theories, nutrition therapies, etc), and practice examples, will be administered as part of rotations in the Dietetic Internship. Interns must earn an 80% or better on these examinations. Deficiencies will be made up with remedial work, and the exam will be re-administered.
4. The dietetic intern must complete of 100% of the assigned **learning activities**. Learning activities are outlined in the curriculum for each rotation, and some additional assignments may be added at the discretion of the site preceptor and/or Dietetic Internship Director. Upon completion of each rotation, the dietetic intern will submit the work completion logs, checklists and all supportive documentation to the Dietetic Internship Director, as confirmation that all learning activities have been completed. The Dietetic Internship Director will review all learning activities to confirm that all work has earned a grade of "B" or better. If some or all components of a rotation do not earn a "B" or better grade, the module bears repeating or remedial work. Although the intern may achieve a "B" or better for an internship rotation grade, the Dietetic Internship Director reserves the right (and responsibility) to withhold the awarding the Practice Verification Statement if key activities or projects were not completed.
5. The dietetic intern must complete 100% of all assigned **written projects**. Projects are criterion-based, and will be graded against pre-established standards and methods by the Dietetic Internship Director in order to establish grading consistency. Assigned projects are outlined in the materials for each rotation. All projects must be completed with the accuracy of a "B" (80%) or better. During the course of each rotation, the Dietetic Internship Director is available to provide clarification and answer questions regarding the projects. It is the responsibility of the dietetic intern to seek assistance if needed. Any project that is unsatisfactory or deemed to be a grade of a "C" or less, must be re-done and re-submitted for re-evaluation.

6. The dietetic intern must complete 100% of all assigned **demonstration projects**. Projects are criterion-based, and will be corrected against pre-established standards and methods/techniques. All demonstration projects must be completed with a grade of "B" (80%) or better. Performance on presentation will be evaluated using the "Presentation Evaluation Form". This form ranks behaviors/skills from 1 (deficient) to 5 (excellent). A minimum ranking of 3 (B) is required to have satisfactory completion of presentation assignments. Performance on nutrition counseling will be evaluated using the "Counseling Evaluation Form", and ratings of "B" (80%) or better must be achieved. Any performance that is unsatisfactory is deemed a grade of "C" (or less) must be performed again for re-evaluation.
7. The dietetic intern must **demonstrate professionalism** at all times during rotations and related professional development activities as evaluated via verbal feedback from site preceptors and Dietetic Internship Directors from the Chicago land area, and as rated on the "Dietetic Internship Evaluation Form". The "Dietetic Internship Evaluation Form" will be completed once during shorter rotations, and twice during longer rotations. If at any time a performance evaluation rating or verbal feedback suggests a lack of professionalism (e.g., disrespectful interactions, use of obscenities, cheating, lying, plagiarism, forgery, violates confidentiality) the dietetic intern will immediately be placed on probation and may be dismissed from the program, or removed from a rotation and/or will be assigned additional work and/or counseling until an acceptable level of professionalism is achieved.
8. It is expected that dietetic interns will adhere to ALL of the policies and procedures of this Dietetic Internship, as outlined in the *DI Handbook*.
9. A self-analysis will provide you and the Dietetic Internship Director with "food" for discussion at the end of each rotation. You must receive a grade of "B" or better on the summative evaluation of the completion of the performance objectives to proceed to the next rotation.
10. Those unwilling to meet all of the standards described above and the program completion requirements that follow will not be allowed to continue in the Dietetic Internship program.

### **Program Completion Requirements**

Each student's academic record is assessed each quarter after the completion of 12 credits following admission to the program. Typically no more than 8 credits below a "B" will count toward a degree. However, for this combined dietetic internship master degree program, students *must* earn a grade of a "B" or better in *all* courses in the foundation, concentration, and dietetic internship. Failure to obtain a grade of "B" or better in these courses will necessitate repeating the course. A practice Verification Statement will *not* be awarded until this grade requirement and all the dietetic internship requirements are met. Degree seeking students must maintain a 3.0/4.0 average to remain in good academic standing. Any student whose cumulative grade point average falls below a 3.0 will be subject to dismissal from the program. In most cases, the student will be given at least one term to remove the grade point deficiency. Graduation with the master degree requires a 3.0/4.0 cumulative grade point average (GPA).

To earn the Dietetic Internship practice Verification Statement, all the concentration coursework, the dietetic internship, and the foundation coursework must be completed. In addition, the dietetic intern must complete a research project and report, a professional career portfolio, attend seminars to provide a minimum of 10 hours of continuing education hours, complete a diversity log, pass a "mock" registration exam with a score of 80% or better, and successfully complete a competency portfolio that will be reviewed by the DI Director. The student must earn a "B" or better in every course in the concentration and the Dietetic Internship. Also, a "B" or better must be earned in every module of every

rotation of the Dietetic Internship, or that module and/or rotation will need to be repeated and/or remedial work assigned.

Based on prior learning, some interns may be required to enroll in additional undergraduate coursework to assist them in obtaining required levels of competence for completion of the Dietetic Internship Program. The areas most often affected by this requirement are writing skills, and knowledge of physiology, biochemistry, a basic research course, and/or professional writing.

If a student becomes ineligible for the Dietetic Internship due to academic probation, the program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship. However, in extenuating circumstances, exceptions to this rule or short delay in start date may be granted depending upon site availability. Some sites are only available for certain months in the year. However, in the event that a student in the Dietetic Internship fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities without authority, violates confidentiality of a patient/client, fails to follow instructions (including the site policies and procedures), acts dishonestly, commits plagiarism, endangers others and/or self, inappropriately uses resources, and/or in other ways fails to act professionally and responsibly, action may be taken to dismiss the student from the Dietetic Internship. A description of the Academic Appeals Process is printed in the *Student Handbook*, available online.