



**PARKINSON**  
SCHOOL of HEALTH SCIENCES  
AND PUBLIC HEALTH

# **Dietetic Internship and Master of Science in Dietetics Student Handbook**

Revised and Approved by

Parkinson Graduate Programs Committee, August 1, 2019

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Revised and Approved by the LDI faculty, XX/XX/2023

Joanne Kouba, PhD, RDN, LDN

Director, Dietetics Education Program

[jkouba@luc.edu](mailto:jkouba@luc.edu)

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Notes:

Please note the following definitions of terms used through this document:

- The Loyola Dietetic Internship is referred to as: LDI. This may apply to either track as defined below.
- Dietetic Internship/Certification track and program is referred to as: DI/C
- The combined Master of Science in Dietetics + Dietetic Internship track and program is referred to as: MS/DI.
- The dietetic interns are students. Any time the term student is used, it applies to someone who has been admitted to or enrolled in courses of either track of the LDI.

# Part 1. Loyola Dietetic Internship Program Overview and Summary

## Overview and History of the Dietetic Education Programs

The Loyola Dietetic Internship (LDI) was established in 1995 to provide the experiential component of the educational path of the professional registered dietitian. A Master of Science in Dietetics (MS/D) was started in 2004. A combined track (MS/DI), consisting of the LDI + MS/D, was started in 2009. As of 2022, 407 students have completed the LDI certificate program, 125 students have completed the combined MS/DI, and 14 students have completed the MS/D. The LDI, MS/D and MS/DI were housed in the Marcella Niehoff School of Nursing from 1995 through June 2019. On July 1, 2019, Loyola University Chicago created a new academic unit, the Parkinson School of Health Sciences and Public Health (Parkinson School). The Loyola dietetics education programs were moved to the Department of Applied Health Sciences of the Parkinson School. The Parkinson School also includes majors in exercise science, health care administration, health informatics, medical laboratory science, and public health including programs at both the undergraduate and graduate levels.

## Mission Statement

The LDI is committed to the development of emerging professional *registered dietitian nutritionists (RDNs)* who firmly believe that nutrition has a profound importance in promoting human health and quality of life.

The focus of learning activities is to strengthen the intern's *knowledge requirements, and support the development of competence and skills guided by accreditation standards to meet program goals and learning outcomes through* constructive and supportive supervised practice and theory courses. Interns should become competent in the application of theoretical education, adjusting to the reality of existing practice environments, and develop interaction skills with other professionals, workers, and clients guided by the values of a Jesuit education.

Throughout the LDI, emphasis is placed on the conviction that the competent and ethical practice of dietetics is infused with service to God and fellow humans. Competent practice is defined not only as the application of knowledge in nutrition, foods, and related areas, but also as the development and use of skill in interprofessional collaboration, leadership, communication, and management. Dietetics is a profession that is impacted by rapidly changes in the various sectors of society including public health, health care, food systems, management, communications and others. Professional dietitians have a continued responsibility for self-directed learning and professional education.

## **Values**

The Loyola University Chicago academic community is committed to the five “hallmark characteristics of a Jesuit education.” These characteristics provide the foundation for our core values. Graduating professionals who are technically proficient is necessary, but not sufficient. Our graduates will shape the future of health and health care. To prepare them, we implement the following values:

- Commitment to Excellence: Applying well-learned lessons and skills to achieve new ideas, better solutions and vital answers.
- Faith in God and the religious tradition: Promoting well-formed and strongly held beliefs in one’s faith tradition to deepen others’ relationship with God.
- Service that promotes justice: Using learning and leadership in openhanded and generous ways to ensure freedom of inquiry, the pursuit of truth and care for others.
- Values-based leadership: Ensuring a consistent focus on personal integrity, ethical behavior in business and in all professions, and the appropriate balance between justice and fairness.
- Global Awareness: Demonstrating an understanding that the world’s people and societies are interrelated and interdependent.

## **Accreditation**

The LDI has been continuously accredited since 1995 by ACEND, an agency of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 1-800877-1600 ext 5400. The most recent accreditation review was between November 2018 and May 2019. The next anticipated accreditation review will be in 2028.

## **The Loyola Dietetic Internship (LDI)**

### **Program Goals**

The primary goal of the LDI is to provide quality experiential preparation enabling graduates to successfully complete the program, master competencies and learning outcomes for dietetic internship programs as defined by ACEND, pass the registration exam and enter dietetic practice as competent professionals. The LDI also endeavors to support the mission of Loyola University Chicago by preparing graduates who serve humanity through learning, justice and faith; and the strategic plan of the Parkinson School by the development of future leaders in healthcare or similar dietetic practice environments.

### **Program Objectives**

#### **The LDI Curriculum Plan**

Loyola University Chicago offers two tracks of the LDI: a) the certificate track, and the b) MS/DI track. The MS/DI track includes the LDI nested within the Master of Science in Dietetics.

Typically, ten students are admitted each spring to each track through participation in the nationwide DI application and matching process which is coordinated through the Academy of Nutrition and Dietetics, the Dietetics Centralized Application System (DICAS) and D&D Digital Corporation computerized matching. With requirement for an advanced degree for admission to the DI/C starting in 2023, this may change and ACEND allows some flexibility with the number of students in each track. The 20 students that are admitted to the LDI (either track) will typically begin their program in fall semester. If requested and approved, a deferred start is possible. Additional information about this process and these organizations can be accessed through the Academy website.

The LDI curriculum plan includes three components: a) a minimum of 1120 hours of supervised practice (SP) per ACEND requirements as outlined in the table below, b) didactic course work and c) seminars and field trips. If it is determined, by the course instructor with feedback from preceptors, that a student is not meeting competencies for a specific rotation, then the student may be required to complete additional hours of supervised practice until competencies are met. If this cannot be accomplished in the semester, then the student will receive the grade earned for the semester and the course may need to be repeated. Failure to complete a course with a B or better may result in the student needing to repeat a course, an extended time period for program completion and/or additional expense for the student. This may also result in a change in academic standing to probationary status. Students completing either track of the LDI complete the same number of SP hours. These SP hours are nested within FONU 423, 425 and 427. All LDI students, both tracks, also complete FONU 400, 420, 422, 424 and 426, which are the LDI didactic courses. The LDI requires completion of eight courses with 14 graduate credits. The MS/DI students complete an additional 32 credits of the Master of Science in Dietetics program, which is illustrated in the tables that follow.

**Table 1. LDI Supervised Practice (SP) Hours\* completed by both tracks**

<i>Rotation</i>	<i>Days</i>	<i>Hours</i>	<i>FONU Course</i>
Acute Care MNT	55	440	FONU 423 (2 credits)
Dialysis MNT	5	40	
Public Health Nutrition	35	180	FONU 425 (2 credits)
Professional Development	10	80	
Marketing	5	40	
Management	25	200	FONU 427 (1 credit)
Long Term Care	5	40	
<b>Total</b>	<b>140</b>	<b>1020</b>	

**Courses required for both tracks of the LDI—REVISED 2022**

<b>Course Number</b>	<b>Title</b>	<b>Cr</b>	<b>Semesters</b>
FONU 400	Role Development in Dietetic Practice	1	F/Sp
FONU 420	Dietetic Internship: Orientation	1	F/Sp
FONU 422	Medical Nutrition Therapy Theory	3	F/Sp
FONU 423	SP in MNT and Dialysis MNT	2	F/Sp
FONU 424	Public Health Nutrition and Research Theory	3	F/Sp
FONU 425	SP in PH Nutrition, Research	2	F/Sp
FONU 426	Food Management Theory	1	Su I/Su II
FONU 427	SP in Food Management and Long Term Care	1	Su I/Su II
8		14	

**Courses required for MS/DI track or MS/Dietetics**

<b>Course Number</b>	<b>Title</b>	<b>Credits</b>	
<b>CORE</b>			
FONU 400	Role Development in Dietetic Practice	1	F/Sp
FONU 410	Physical Assessment for Dietitians	2	F
FONU 501	The Writing Process for Nutrition and Dietetics	3	Sp
FONU 503	Theory and Research in Dietetic Practice	3	Sp
FONU 507	Behavior Change for Health Promotion	3	F
MPBH 404	Biostats for Health and Biological Sciences	3	F/Sp
5 MS/DI 6 MS/D		14 15	F/SP
<b>Health Care Administration Focus</b>			
MHA 405	US Health Systems Management	3	F
MHA 415	Culture of Quality and Safety in Health Care	3	Sp
MPBH 495 MHA 460	Health Behavior and Health Education or Strategy and Leadership in HC Orgs	3	Sp Su
MPBH 407 SOWK 602	Public Health Policy: Concepts and Practice or Healthy Policy and Health Systems	3	F/Su
MHA 451	Healthcare Finance 1	3	F
5		15	
<b>Elective Options (select 1 = 3 credits)</b>			
MPBH 400	Social Determinants of Health	3	F/Su
MPBH 402	Public Health Practices and Management	3	F/Sp
MPBH 403	Intro to Epidemiology	3	F/Su
MPBH 413	Obesity, Physical Activity and Nutritional Epidemiology	3	F
MPBH 414	Introduction to Global Health	3	F
MPBH 417	Introduction to Global Maternal/Child Health	3	Sp
MPBH 431	Grant Writing	3	F/Sp
MPBH 495	Health Behavior and Health Education	3	Sp
1 elective total			
8	DI/Certificate	14	
12	MS/Dietetics	33	
19	MS/D + DI/C	46	

## Part 2. General Policies

### Compliance with Policies and Procedures

The administration and implementation of the Loyola University Chicago Dietetic Internship (LDI) and MS/D will comply with the Policies and Procedures as defined by:

- the LDI and MS/D Student Handbook,
- the LDI Self-Study Manual,
- Loyola University Chicago and the Parkinson School (referred to as the University) through this document,

The LDI and MS/D Student Handbook will be available to all dietetic students through electronic course management resources and the website. A copy of the LDI Self-Study Manual will be available in the office of the LDI Director and available upon request.

### Admission Requirements

To gain admission into the LDI, interns must demonstrate achievement of the following:

- a minimum of a Baccalaureate degree from an accredited college or university for admission to the combined MS/DI program,
- a minimum of an advanced degree (such as a Master of Science, Master of Public Health, Master of Health Care Administration, Master of Education) and a baccalaureate degree from an accredited college or university for admission to the DI/C program,
- 
- an ACEND “Verification Statement” of completion of a Didactic Program in Dietetics accredited by ACEND within the last 5 years,\*
- a minimum cumulative GPA greater equal to or greater than 3.0 calculated from all college level course work including undergraduate and graduate courses (based on a 4.0 scale);
- a GPA below 3.0 may be grounds for decline or admittance under strict probation. Strict probation for a student in the DI/C program would be completion of FONU 420 and other courses in the first semester program plan with a B or better (B- or lower is not acceptable) as outlined in the program plan. Strict probation for the MS/DI program would be completion of courses outlined in the first semester program plan with a B or better.
- compliance with the application procedure including participation in the DICAS and D&D procedures consistent with AND standardized admission practices, and approval of the LDI Admissions Committee.
- D&D procedures are waived for second round applicants and may be discontinued in the future.

\*Note: If the applicant completed the undergrad course requirements (DPD or other) more than 5 years prior to the date of application, and is matched to the LDI (either track), the DPD director can request, in writing, that the student complete additional coursework prior to starting the LDI. This may require a deferred program start date, which may be allowed for no more than one academic year.

Course work to be repeated is determined by the LDI Director in consultation with other faculty and the applicant. This likely will include courses related to medical nutrition therapy, public health/community nutrition and management.

In addition, those applicants matched to the LDI or MS/DI track, through D&D, are required to apply for admission to Loyola University Chicago Parkinson School. A Loyola advisor will contact the applicant with additional directions about this process after matching through D&D.

During the LDI Orientation (late May/early June), the incoming dietetic interns (DIs) will be advised that five weeks prior to the first day of the Loyola fall semester, acceptable DPD Verification Statements and final transcripts must be submitted to the LDI Director, or her designee. Acceptable DPD Verification Statements will comply with directions printed on the back of the statement as written by ACEND.

Five weeks prior to the first day of class, the LDI Director (or designated staff person) will review these documents to ensure all required documents have been submitted including their accuracy; and communicate deficiencies to DIs via email.

If either the DPD Verification Statement or final transcript is/are missing or unacceptable, the DI will be directed (via email message) to contact the DPD Program Director to obtain an acceptable DPD Verification Statement, or the registrar of their undergraduate school for the final transcript that shows conferral of degree. The intern will be asked to provide documentation to the LDI Director (or designated staff) confirming this request within three days of communication to the DI.

The DPD Verification Statement and final transcript must be on file with the Loyola Dietetic Internship program before the first day of the semester in which the student starts the program. If not, the student will not be allowed to start the program. Academic advising with the LDI Program Director will be required to determine options.

### **Access to Records/Buckley Amendment**

In accord with the Buckley Amendment, students are allowed access to their records, files, and other data directly related to them. To obtain access, a written request must be submitted to the Associate Dean of the for Academic Affairs. Please allow a two-week interval after submission of the initial request for access to records. Records and files may not be removed from the academic unit.

### **Accessibility**

Students who have disabilities which they believe entitle them to accommodations under the Americans with Disabilities Act should register with the Loyola Student Accessibility Center (SAC). To request accommodations, students must schedule an appointment with a SAC coordinator. Students should contact the SAC at least four weeks before their first semester or term at Loyola. Returning

students should schedule an appointment within the first two weeks of the semester or term. The University policy on accommodations and participation in courses is available at: [luc.edu/sac](http://luc.edu/sac).

### **Auditing of Courses**

Students may register to audit a course with the permission of the instructor. Class attendance is required. If the student does not attend classes, a final grade of “W” will be recorded. Assignments are not required, but the student may participate in class discussions. The course does not count toward degree hours and is not considered in determining a student’s academic full-time or part-time status. The audit form may be obtained from the school office and requires the signature of the Associate Dean of the Academic Affairs. The tuition rate for audited courses is in accordance with university policy.

### **Change of Personal Information**

It is the responsibility of the student to change her/his name, address, phone number, or any other pertinent information in the LOCUS system. Failure to comply with this requirement may result in returned mail or email, thereby causing the student to miss valuable announcements or information.

### **Communication within the Program**

All faculty and staff email communication with students is conducted via the Loyola University Chicago email account; students are responsible for consistently checking email throughout the program. To re-route Loyola email, students set a preferred email address using the LUC Password Self-Service tool.

### **Costs of the Internship**

The following is a list of *approximate* required fees, tuition and equipment/supplies needed and other approximate costs during the internship:

#### **DI/C Track**

LDI application fee	\$ 40.00
Tuition (14 graduate credits @ \$ 1130/credit)	14,690
FONU 420 (seminar fees, standardized pts)	450.00
Health Services Fee (\$ 170/semester)	510.00
Food Sanitation Certificate Course	150.00
Student Activity Fee (\$50/semester x 3 semesters)	150.00
Technology Fee (\$65/semester x 3 semesters)	195.00
Parking (\$5.00/day x 5 days/week x 9 months) or other	900.00
Meals at supervised practice sites (\$3.00/day x 5 days x 9 months)	540.00

Books	1,000.00
Lab Coats	50.00
Thermometer	20.00
Academy of Nutrition and Dietetics (AND) student membership*	150.00
Physical Exam, TB test and other health reports	250.00
Hepatitis Vaccination	225.00
Total	<b>19,320</b>

### MS/DI Track

LDI application fee	\$ 40.00
Tuition (46 graduate credits @ \$ 1130 /credit)	52,240.00
FONU 410 (lab fee, standardized pts)	250.00
FONU 420 (seminar fees, standardized pts)	450.00
Health Services Fee (\$170 /semester)	1020.00
Food Sanitation Certificate Course	150.00
Student Activity Fee (\$50/semester x 6 semesters)	300.00
Parking (\$5.00/day x 5 days/week x 9 months) or other	900.00
Meals at supervised practice sites (\$3.00/day x 5 days x 9 months)	540.00
Books	2,000.00
Lab Coats	50.00
Thermometer	20.00
Academy of Nutrition and Dietetics student membership*	150.00
Physical Exam, TB test and other health reports	250.00
Hepatitis Vaccination	225.00
Total	<b>57,607</b>

In addition other expenses include:

Housing	Transportation (gas)	Food
Health Insurance <sup>1</sup>	Telephone Service	Utilities (gas/electric)

<sup>1</sup> Student health insurance is available to Loyola University students for \$23330/year.

\*AND student membership is a program requirement. This is necessary to fully access many professional resources, including all components of the Evidence Analysis Library (EAL).

All costs are approximate and subject to change. Variability is considerable across the Chicago area and LDI SP sites for parking and transportation costs. Loyola tuition is subject to changes annually. The amounts provided are current as of 05/13/2023. Additional updates can be accessed on the Loyola website.

The Program Director can provide information regarding scholarship and financial aid.

## Course Evaluations

At the end of every semester, students are provided with the opportunity, entrusted with the responsibility, and strongly encouraged to evaluate each course and each faculty member. Students are informed of the evaluation procedure before the end of the semester.

## Diversity Statement

The LDI is committed to compliance with the University's Diversity State as follows:

### ***Diversity Statement: Our Shared Commitment***

*Loyola University Chicago fosters a transformative cultural experience that honors diversity and social justice. Its Jesuit Catholic Heritage is founded in equality much like the relationship of God with each and every one of us, of love, care, and oneness. Our commitment to diversity comes from Ignatius himself and the Jesuit belief that God is to be found in the "other,"—in the person, the place, the culture, the context and the human experience that differs from one's own. This is part of what Ignatius means when he says that God is to be found "in all things." This foundational principle embraces inclusivity, mutual respect, inherent freedoms, and the dignity of giving each perspective a voice. We aspire to build on this foundation as ambassadors of change, claiming from the heart as well as the mind, our social responsibility in challenging times.*

*The end goal of diversity on our campuses is not simply a representation of the beauty of "otherness," of diversity. Rather, we recognize a common unity that anchors and enlivens our commitment to inclusion and creates brave spaces for dialogue to happen, through initiatives that educate the masses. We will hold ourselves accountable to this intentional vision through fostering an integrated society. We will do so with the wisdom that each member of our student, faculty, and staff community brings their own unique perspectives, strengths, and critical inquiries to serve our mission. We will continuously evaluate*

our commitment to diversity through conscious engagement with its manifestation across the local and global world we live in today. <https://www.luc.edu/diversityandinclusion/about/diversitystatement/>

Complaints should be made to the Office of the Dean of Student Life.

## **Formal Complaint**

A formal complaint is defined by Loyola University Chicago's (the "University") as any substantive complaint or concern, put forth in writing, by a student which requires a response from the administration of the Parkinson School.

Formal complaints may originate within the Parkinson School, or through a mechanism external to the school, such as a University grievance process, the EthicsLine Reporting Hotline, or the Office for Equity and Compliance.

The Parkinson School adheres to all applicable University policies regarding the filing, review and resolution of formal complaints, as defined herein. The nature of the complaint dictates the review and resolution processes, as detailed further in this policy. See the general guidelines for this policy in the appendix.

## **Gender-Based and Sexual Misconduct**

Assistance for victims of sexual misconduct is available through the Office for Equity and Compliance ([luc.edu/equity/titleIXequitylaws/titleIX](http://luc.edu/equity/titleIXequitylaws/titleIX)) and/or the *Ethicsline*.

## **Harassment (Bias Reporting)**

It is unacceptable and a violation of university policy to harass, discriminate against or abuse any person because of his or her race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law. Such behavior threatens to destroy the environment of tolerance and mutual respect that must prevail for this university to fulfill its educational and health care mission. For this reason, every incident of harassment, discrimination or abuse undermines the aspirations and attacks the ideals of our community. The university qualifies these incidents as incidents of bias.

In order to uphold our mission of being Chicago's Jesuit Catholic University-- a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith, any incident(s) of bias must be reported and appropriately addressed. Therefore, Reports should be made to the Office for Equity and Compliance ([luc.edu/equity/titleIXequitylaws/titleIX](http://luc.edu/equity/titleIXequitylaws/titleIX))Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **The Health Insurance Portability and Accountability Act of 1996.**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this law affect health care providers, including students enrolled in clinical education activities. The Privacy Rule of the HIPAA defines protected health information as:

“information, including demographic data, that relates to the individual’s past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual; and, that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual”

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html?language=en>

All students must follow the HIPAA Privacy Rules and Guidelines when participating in clinical educational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

All students are required to complete HIPAA training, as mandated by their educational program. In addition to program-specific training, all students are required to complete any additional training mandated by the clinical facility where their clinical education is occurring. When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the student’s school or college of Loyola University Chicago

## **Health Insurance Coverage**

Students are expected to maintain adequate health, accident, and hospitalization insurance coverage, either through an insurance agent of the student’s choice or through Loyola University Chicago. Information on the Loyola-sponsored student health insurance plan may be obtained from the Wellness Center at the Lake Shore or Water Tower Campus. Evidence of health insurance must be presented before entry into the clinical courses.

## **Intellectual Capital**

Each and every student is the owner of her/his own intellectual capital. However, the relationship between a student and her/his faculty member can have an enriching effect on the intellectual capital of both individuals. For those times that a faculty member and student collaborate on research, projects, articles for publications, videos, and other forms of communication of this intellectual capital, it is in the student’s best interest to clearly negotiate with the faculty member or other student colleague (if that be the partnership) the nuances of such matters as who is principle director/investigator of a project or research study, who is first author on a publication, etc. In addition, students who produce exemplary work are often asked by faculty whether they would be willing to make their work available to other students as exemplars for their learning. Faculty obtain written documentation regarding a student’s agreement to share her/his intellectual capital.

## **Leave of Absence**

It is expected that a student will maintain continual registration in the University from the time of initial matriculation up to completion of the program. If this is not possible, a leave of absence (LOA) must be requested. A LOA should be requested prior to the anticipated date of the leave. Failure to request a LOA will mean that those semesters in which the student does not take courses will be

included in the time limit (five years) set for completion of the program. Students in a dietetics program may request a leave of absence that is not to exceed one academic year (two terms, not including summer semesters consecutively) or interspersed throughout the program. Accruing more than one year of LOA will result in automatic dismissal from the program. Students must complete a Request for a Leave of Absence form. The form can be obtained and should be provided, after completion, to the program director for approval.

## **Orientation**

Incoming students enrolling in the LDI (either track) are required to attend a one-day orientation. This is scheduled at the end of May or early June prior to the first semester of the program. The purpose to review important information regarding preparations for start of the program. Examples of these preparations include clinical requirements (including vaccinations, criminal background check and drug screen), registration and enrollment for classes, and supervised practice.

## **Professional Liability Insurance**

Loyola University Chicago insures graduate students in their student role when the student is registered and enrolled in a supervised clinical course. However, a student may choose to purchase additional malpractice insurance if they wish to have independent coverage.

## **Professional Behavior and Conduct**

Students are expected to maintain professional behavior at all times while participating in the LDI, MS/DI and MS/D programs. This includes all activities on- and off-campus related to completion of program requirements, volunteer, service and social activities. Consistent with the University and Parkinson School missions, respect for clients, faculty, staff, and student colleagues is expected. Goals including nurturing an atmosphere of collegiality among students, preceptors, and faculty in order to foster a positive learning environment. Students are expected to display professional behavior, such as honesty, punctuality, maturity, and respectful communication with faculty, preceptors, patients, clients and staff at supervised practice sites at all times. Unethical or unprofessional behavior may result in disciplinary action of the student, such as verbal or written warning, probationary status, withdrawal from courses, removal from supervised practice, or dismissal from the program.

Students are advised to consider and avoid conflicts of interest. When students are involved with preceptors, outside of work hours and location, the potential for conflicts of interest arise due to one party being in a position of authority or power over the other. Likewise, students are advised against engaging with preceptors on personal social media and gift giving. These activities are best reserved for future dates when the student is no longer under the authority of the preceptor.

Students should limit use of electronic devices to work related activities during class and/or supervised practice. Students should not be engaged in personal social media use during LDI activities, unless directed by instructor or preceptor to do so. Personal social media presence of students should be consistent with values of Loyola University Chicago, the Parkinson School and Academy of Nutrition

and Dietetics. See the general guidelines for this policy in the appendix under Unprofessional Behavior and Conduct of LDI students.

## **Protection of Privacy Information**

The files and records maintained on all applicants for the dietetic education programs, and admitted students will be confidential. Applications will be available electronically to those on the LDI Selection Committee with caution to maintain confidentiality during review. Records of admitted students will be maintained by Parkinson School staff according to policies and procedures of the University, school and The Family Educational Rights and Privacy Act (FERPA). The LDI and dietetics faculty and staff acknowledge its ethical and legal obligation to administer internship activities in a manner that ensures this confidentiality. This confidentiality refers to use, access, distribution, storage and disposal of information in the student's file.

## **Security**

The Security Department strives to maintain a safe environment on the various campuses of the University, 24 hours a day, and seven days a week. Escort service is available on the Health System and Lake Shore campuses. Students should report any suspicious or hazardous conditions on or near campus to the Security Department.

- Health System Campus: 708-216-9077
- Lake Shore Campus: 773-508-6039

## **Time Limits for Completing Required Course Work**

Students in the DI/C program must complete all LDI requirements within three years of beginning the first course at Loyola University Chicago. Students in the MS/DI program must complete all LDI requirements within five years of beginning the first course at Loyola University Chicago. A student may request an extension of time for completion of degree requirements due to special circumstances (i.e.: medical, personal, professional, or research related reasons). A student requesting an extension completes a Leave of Absence form to the program director. If an extension is approved, an official letter is sent to the student from the program director. Extensions are ordinarily limited in duration to one full academic year.

When reviewing requests for an extension, the Parkinson School may require additional information or documentation from the student. If the Leave of Absence and extension are not be granted, the student may petition the Parkinson School to consider her/his request. Extensions in the Parkinson School are ordinarily limited in duration to one full academic year. If a student has not completed all degree requirements by the extended deadline, the student may request an additional extension for a period of up to one year; in such cases, the graduate program director and the Parkinson School will review the student's record and future plans to determine whether an additional extension is in the best interests of the student and program. Students who do not complete all degree requirements within the required time limit are subject to dismissal from the program.

## Transcripts

Students obtain official academic transcripts from the Office of Registration and Records. Students may request official transcripts through LOCUS, and obtain unofficial transcripts through LOCUS on Loyola's website.

## Registration

Registration is completed through LOCUS (Loyola's Online Connection to University Services) at <http://www.luc.edu/locus>. Locus is a web-based, self-service system that enables students to access information and services online. Students consult LOCUS for class offerings by semester. PDF Help instructions for LOCUS can be found at <https://locus.luc.edu/psp/pa91prd/?cmd=login> in the LOCUS Help area.

## Logon ID

Students receive a student logon ID and password from the Graduate Enrollment Management office following admission to the DI/C, MS/DI or MS/D program. This ID is necessary to register for courses in LOCUS, access student email, and log-in to Sakai. Students encountering problems with registration involving logon should contact the HelpDesk at 773-508-7190.

## Part 3. Academic Policies

### Academic Advising and Program Planning

Upon admission, all students are assigned a Program Director with whom they are to consult for the duration of the program. The student confers with her/his Program Director to create a program plan, which is available using the LOCUS Planner, for completion of required course work. Changes in the program plan must be negotiated with and approved by the student's Program Director; revisions are entered into the LOCUS Planner.

### Role of the Program Director

- The primary responsibility of the Program Director is to provide direct oversight of the educational components included in the student's completion of the program.
- Following admission to the program, a program plan is created for each student, using the LOCUS Planner. Program plan changes are made in concert with the Program Director. Students are not permitted to make program plan changes without the Program Director's approval.
- The Program Director monitors the academic progress of the student through the program and is available to the student for guidance as needed. The program director may request individual meetings for academic advising as needed.
- The Program Director assists the student who encounters problems that interfere with successful progression in the academic program, and makes appropriate decisions that will

facilitate academic progression. This may include recommending a LOA, reducing course load, etc.

- The Program Director determines the student's progression in the program and course sequencing.
- Upon successful completion of the LDI (either track), the Program Director submits information and documents to the Commission on Dietetics Registration (CDR) making the student eligible to take the Registration Examination for Dietitians.
- The Program Director provides the DI with the CDR Verification Statement of completion of an ACEND-accredited dietetic internship within one month of program completion and degree conferral. This can be provided electronically or using hard copies.

### **Role of the Graduate Programs Coordinator**

- Resource assistance and coordination,
- Registration and enrollment problems,
- Academic advising
- Scheduling appointments with faculty
- ID cards.

### **Role of the Student**

- The student is responsible for contacting her/his Program Director to make any needed changes in her/his program of study.
- The student is responsible for notifying the Program Director when he/she:
  - Requests and then completes a grade of Incomplete.
  - Needs to change the program plan of study.
  - Needs to withdraw from or add a course in the current semester.
  - Needs to request a LOA.
- For students in the combined MS/DI program, the student is responsible for identifying an appropriate faculty member to serve as Comprehensive Exam Advisor, and to collaborate with this Advisor during all phases of the Comprehensive Exam process.
- The student holds responsibility for knowing all policies in this student handbook.
- The student is responsible for responding to any communication from the Program Director, all faculty members, and preceptors regarding course work, academic progress, or other program related activities. These include didactic courses, supervised practice, extra-curricular activities, professional behavior and/or other activities as identified by the program director, faculty, preceptor or student. This also includes participation in any and all meetings for academic advising.

## Academic Integrity

A basic mission of a university is to search for and to communicate the truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic honesty is an expression of an ethic of interpersonal justice, responsibility, and care, applicable to Loyola University Chicago faculty, students, and staff, that demands that the pursuit of knowledge in the university community be carried out with sincerity and integrity. Academic dishonesty is the failure to apply this ethic, (i.e., any action whereby faculty, student, or staff misrepresents the ownership of academic work submitted in her or his own name).

Academic dishonesty can take several forms, including, but not limited to, cheating, plagiarism, copying another student's work, and submitting false documents.

Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the instructor.
- Providing information to another student during an examination.
- Obtaining information from another student or any other person during an examination.
- Using any material or equipment during an examination without consent of the instructor or in a manner not authorized by the instructor.
- Attempting to change answers after an examination has been submitted.
- Removing examinations from the classroom.
- Unauthorized collaboration, or the use, in whole or part, of another student's work, on homework, lab reports, programming assignments, and any other course work that is completed outside of the classroom.
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines.
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious form of violation of the standards of academic dishonesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources and includes the following:

- Submitting as one's own material copied from a published source, such as print, internet, CDROM, audio, video, etc.
- Submitting as one's own another person's unpublished work or examination material.
- Allowing another or paying another to write or research a paper for one's own benefit.
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is an act of both personal and professional courtesy as well as intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. Students are very strongly encouraged to avail themselves of the more detailed description of this issue, found at [https://www.luc.edu/academics/catalog/undergrad/reg\\_academicintegrity.shtml](https://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml). *Use and Misuse of Source Materials*. Generally speaking, student papers are submitted to TurnItIn®, a plagiarism detection software program accessed via the Sakai course management system.

In addition, a student may not submit the same paper or other work for credit in two or more classes without the expressed prior permission of all instructors. A student who submits the same work for credit in two or more classes without the expressed prior permission of all instructors will be judged guilty of academic dishonesty and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

In all cases of joint authorship, individuals working together should previously establish the criteria for co-authorship. Final determination of authorship should reflect effort and contribution and not rank or status.

### **Academic Integrity Violations**

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "0" (zero) for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the Associate Dean of the Graduate Programs.

The Associate Dean of the Parkinson School may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the academic Dean of the student's college may convene a hearing board. Students have the right to appeal the decision of the hearing board to the academic Dean of the college in which they are enrolled. The decision of the Dean is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost, upon recommendation of the Dean.

Students have a right to appeal any finding of academic dishonesty against them. The Academic Grievance Procedure may be found in the Appendix.

### **Academic Grievance Procedure**

Students, faculty, and administrators are strongly encouraged to discuss informally and resolve problems they encounter in the academic process. Irresolvable issues or violations of the institution's ethical standards may require the implementation of the grievance procedure. The Academic Grievance Procedure can be found in the Appendix. Steps in this process must be followed.

### **Disciplinary/Termination procedures, including Probation**

Student enrolled in dietetic education programs, including the LDI, MS/DI, MS/D, must comply with the following criteria to maintain enrollment in the LDI:

- Academic policies as outlined in Parkinson School Student Handbook,
- LDI policies as outlined in the Dietetic Internship and Master of Science in Dietetics Student Handbook and LDI Self-Study,
- Professional behavior including honesty, punctuality, maturity, respect, competence and professional behavior (additional details below),
- Good academic standing in the LDI, MS/DI and MS/D is defined as:
  - Average GPA  $\geq 3.0$ ,
  - Course grade of B or better in FONU 400, 420, 422, 423, 424, 425, 426, 427 for all LDI students to progress to supervised practice,
  - Course grade of B or better in all FONU courses for the MS/DI or MS/D students,
  - Successful completion of any Incomplete (I) grades, D and/or F grades that must be repeated for a required course; only two attempts are allowed to achieve an acceptable grade in the same course.
  - All other program or school requirements including clinical requirements.
  - Lack of probationary status.
  - No more than 2 Withdrawals (W) grades before the course is completed with an acceptable grade.

The LDI reserves the right to terminate the enrollment of any intern whenever the above standards are not maintained or when otherwise necessary to do so. Other situations include, but are not limited to blatant, unethical or unprofessional behavior, pilferage, substance abuse, excessive absenteeism, safety concerns (including self-harm or threat to others), inappropriate behavior with patients, clients or business contacts or other similar circumstances. In addition, if an intern's supervised practice is terminated by a sponsoring agency at the preceptor request due to lack of progress in completing activities, unprofessional behavior, or other similar problems, the intern can be terminated without being put on probation.

The termination will be conducted in a manner that respects the interns' confidentiality, and does not interfere with University and department operations. After an intern violates any of the criteria listed

above, the LDI Director in consultation with faculty, preceptors or others as appropriate decides if the intern should be immediately dismissed from the program or put on probation. If violation of the above standards was considered sufficiently serious, then the LDI Director will consult with the Parkinson School Associate Dean and may follow appropriate University and School procedures to dismiss the intern from the LDI and University with a written letter.

If the violation of the above is not considered sufficiently serious for dismissal, then the LDI Director may place the intern on probation. This is intended to initiate immediate improvement of performance and make the intern aware that their position in the internship is in jeopardy. The LDI Director will inform the student of the probation status via an email using the student's Loyola email address. An academic counseling session with the intern, other faculty, LDI Director and/or other involved parties should be scheduled as soon as possible to initiate corrective measures. The LDI Director will document the meeting with date, attendance, expected goals and strategies which will be implemented by the intern within a specified time frame. It is expected that the intern will repeat the unacceptable portions of the program with an improved outcome, if this option is provided. Failure to attend required seminars or other LDI-related activities or complete the alternate assignment as outlined in the "Seminars" section below, may result in probationary status.

Lack of acceptable documents as defined for admission to the LDI, by the end of the first semester, will result in inability to register for the next semester, probation status, and possible withdrawal and termination of the intern from the LDI.

If the repeated assignments are not acceptable (greater than or equal to 86% for the overall grade of the rotation, B or better for the course) or if an intern violates one of the standards listed above in a serious manner, termination will be proposed to the Parkinson School Associate Dean. Appropriate documentation will be maintained by the LDI Director including revision of evaluation forms, letters from preceptors, noted by instructors, etc.

The case and circumstances will be considered and discussed by the LDI Director, Parkinson School Associate Dean, any other involved faculty or preceptors. A decision about dismissal and/or probation will be made in collaboration with appropriate faculty and administrators and communicated to the student in writing. Dismissed students will not be reinstated.

## **Grades\***

The grading standard for each course is published in the course syllabus, provided to students at the beginning of the academic semester. Students are expected to maintain a cumulative grade point average of not less than (3.0 GPA). No grades of D or F are counted as fulfilling program requirements. These grades, however, will be calculated in the grade point average. If a student earns a grade of D or F in a required course, that course must be repeated. No student is permitted to graduate from the LDI (either track) with lower than a 3.0 cumulative GPA. MS/DI students must successfully complete the Master's Comprehensive Examination for the degree to be conferred.

## Grade Scale

The grade scale (and associated grade-point values) is as follows:

<u>Grade</u>	<u>Value</u>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.0
I	Incomplete
W	Withdrawal
WF	Withdrawal, Failure
P	Credit
NP	No Credit
AU	Audit

## Good Academic Standing

Good academic standing in the LDI, MS/DI and MS/D is defined as:

- Average GPA  $\geq 3.0$ ,
- Course grade of B or better in FONU 400, 420, 422, 423, 424, 425, 426, 427 for all LDI students to progress to supervised practice,
- Course grade of B or better in all FONU courses for the MS/DI or MS/D students,
- Successful completion of any Incomplete (I) grades, D and/or F grades that must be repeated for a required course within the time frame outlined in documentation of the program director; only two attempts are allowed to achieve an acceptable grade in the same course.
- All other program or school requirements including clinical requirements.
- Lack of probationary status.
- No more than 2 Withdrawals (W) grades before the course is completed with an acceptable grade.

If the student earns an unsatisfactory grade in a core course of the LDI (<B), then the student's progress in the program will be suspended, the student will be placed on probation and the student will be required to repeat that course the next semester feasible. The LDI Director will communicate this in writing to the student with a request for an academic advising session to determine a remediation plan. Depending on course offerings and supervised practice agency availability, it may be several semesters until the course can be repeated.

The following are pre-requisites for students to progress to supervised practice:

- Completion of FONU 420 with a B or better,
- Completion of any Incomplete (I) grades with an acceptable grade,
- Completion with acceptable grade for any courses that previously were attempted and subsequently withdrawn (W grade),
- Academic good standing as defined in this document.
- Note: exceptions may be made at the discretion of the Graduate Program Director (Dietetic Internship Director).

The LDI Director may recommend additional strategies for student success including working in a health care environment during a waiting period. Based upon the academic advising session between the LDI Director, student and any other pertinent faculty or preceptors, the remedial plan may include one of the following: a) continuous enrollment in the academic program, b) an official leave of absence (if personal or medical reasons influence the poor academic performance) or c) inactive status followed by re-instatement. The student is responsible for following University and/or Parkinson School policies and procedures for these options, which are not automatically granted.

The student should be aware that in addition to the LDI Director, administrative authorities (such as Committees, Associate Deans, and Deans) provide oversight and approvals of these processes. The remedial plan will be summarized in writing by the LDI Director including a time frame and responsibilities of the student for return, and provided to the student. A copy will be retained in the student's file.

Upon return to the academic program to repeat the course(s) for which the student received the unsatisfactory grade(s), the student has one attempt to earn a grade of B or better. If the student repeats the course with the acceptable grade, the student will be allowed to continue in the program. If the student does not earn a B or better in the repeated course(s), then the student will not be allowed to continue in the program and the appropriate measures will be taken for dismissal from the program by the LDI Director.

### **Incomplete Grades**

Students are expected to complete course assignments by the final date of the semester. However, extenuating circumstances may require that students request an extension in the form of a grade of Incomplete ("I"). Students are encouraged to avoid the use of "I" grades if at all possible. The student must submit a written request for an "I" to the course professor prior to the end of the semester in

which the class is being taken; this form must be signed by both parties (see Form in Sakai site "Dietetic Education Programs"). Unless the "I" has been negotiated prior to the end of the course, the professor will assign a grade based on the course work completed by the last day of class. The negotiation for the "I" grade must include the length of time in which the outstanding work will be done. The completion date, as negotiated, is considered a contract. If the student does not fulfill the contract, a grade of "F" will be recorded on her/his transcript. The maximum time to clear the "I" is one semester, excluding the summer semester. If the course for which the student is requesting a grade of "I" is a prerequisite for another course, the student may not register for the succeeding course until the "I" is replaced with an evaluative grade. If a student has two or more "I" grades, progression to the next semester must be negotiated with the Associate Dean of the Academic Affairs. Students may not progress to supervised practice until all "I" grades have been completed and result in an acceptable grade and academic good standing. Exceptions may be made at the discretion of the Graduate Program Director (Dietetic Internship Director).

### **Pass/Fail Grades**

Pass/Fail grades for any graduate course in the dietetic internship or MS/Dietetics are not issued.

### **Examinations**

It is expected that students will take course examinations at the scheduled time. The student should not enroll in a course if conflicts with the course schedule and/or examinations are anticipated. Absence from scheduled examinations is not excused except in cases of a serious emergency; in those cases, the student should contact the faculty member for possible options.

### **Probationary Status**

Students who have been admitted to the program on strict academic probation receive specific instructions regarding coursework and required grades in the letter of admission.

Any student who fails to maintain standards for Academic Good Standing, as defined above, will be placed on probationary status and will not be allowed to complete supervised practice. The student is expected to raise her/his GPA to the required level of 3.0 or higher, and complete any "I" grades in the next two consecutive terms in which he/she is registered for classes or upon completion of nine semester hours, whichever comes first. The student is also expected to repeat any courses for which a minimum grade was not earned, in a required course, at the earliest next available semester or session. The student must earn the minimum required grade in the repeated course. This is a B or better for a FONU course and a C or better for any other required course. If a student has more than two withdrawals ("W") for required courses on their academic record, then those courses must also be completed with an acceptable grade for good academic standing. A student may be placed on academic probation only once. The student will be dismissed if the GPA drops below 3.0 a second time.

A student is not allowed to complete supervised practice if:

- On probation,
- FONU 420 has not been completed with a B or better,
- Incomplete (“I”) grades are unresolved and remains on unofficial transcript,
- Required courses for which two or more withdrawals (“W” grades) have been issued and not subsequently completed with an acceptable grade.
- Exceptions may be made at the discretion of the Graduate Program Director (Dietetic Internship Director)

### **Performance Evaluations of Dietetic Interns**

Interns will be evaluated regularly throughout the duration of their program. During semesters of supervised practice, while enrolled in FONU 420-427, DIs will be evaluated at the mid-point and completion of the course. Interns will receive grades at mid-point and the end of each semester or session through the University records and registration system (LOCUS).

If a DI’s progress is unacceptable (B- or lower), the faculty will notify the DI and the LDI Director (via email), making recommendations for improvement. The DI may request consultation with faculty to clarify or obtain additional guidance related to performance problems, expectations and/or suggestions. These discussions may occur during site visits at the SP site, phone conversations, electronic methods, or in-person meetings. Preceptors may be asked for feedback and/or participation in these evaluations and conversations to improve performance. These may be completed earlier in the semester as judged necessary to improve performance.

The DI must begin to take corrective action immediately, as defined by the LDI faculty responsible for the course. The DI may be placed on probation judged necessary by the LDI Director, with input from faculty and preceptors, to provide sufficient warning that continued progress through the LDI is in jeopardy.

Failure to achieve or maintain good academic standing (according policies of this handbook for the all students and any addition policies for MS/DI students of the Graduate School), request for removal from supervised practice, or patient safety concerns are reasons for a termination proposal. Additional details are provided in the appendices.

### **LDI Program Completion Requirements**

For successful completion of the DI/C track, students will complete FONU 400, 420, 422, 423, 424, 425, 426, and 427 in good academic standing and based on current policies of the Parkinson School. This will include a minimum of 1000 hours of supervised practice, didactic requirements based on track, and any other required seminars. Required hours of supervised practice may be increased if deemed necessary by the Loyola course instructor or program director, based on performance, to meet ACEND competencies.

For successful completion of the MS/DI track of the LDI, students are required to complete all of the above requirements for the DI/C track in addition to 32 credits of didactic coursework and the comprehensive examination requirement for the Master of Science in Dietetics degree program with good academic standing as defined by the document and consistent with other Parkinson School and Loyola University Chicago policies. Course requirements can be found on the Loyola University Chicago website. Comprehensive exam requirements and guidelines can be accessed on the Dietetics Education Sakai project site and the appendices of this handbook.

The *ACEND Verification Statement* indicating completion of an ACEND-accredited dietetic internship will be awarded to the student by the LDI Director when all requirements have been met and recorded on the student's transcript by the Loyola office of Records and Registration, based on the LDI program track to which the student was admitted. Students will be provided with a copy of this document. A *Verification Statement* will not be issued to a student in the MS/DI track if only the DI/C requirements have been met.

For students in the DI/C track, this includes successful completion of supervised practice and courses. For students in the MS/DI track, this includes successful completion of supervised practice, courses and the comprehensive exam. Successful completion meets the standards of Good Academic Standing as defined above. For students in the DI/C track, the *ACEND Verification Statement of completion of the Dietetic Internship* will be issued after grades have been recorded with the Office of Registration and Records for the final semester of their program. This may take several weeks after completion of program requirements. For students in the MS/DI track, the *ACEND Verification Statement of completion of the Dietetic Internship* will be issued after degree conferral by Office of Registration and Records for the final semester of their program, including comprehensive exam completion. This may take several weeks after completion of program requirements.

### **Verification Statement of Loyola Dietetic Internship Completion**

The LDI Director issues *Verification Statements* authorized by ACEND as evidence of completion of an ACEND-accredited dietetic internship to students who successfully meet the program requirements of their LDI track. For students in the MS/DI track, this is issued after degree conferral.

### **Withdrawal from Courses**

Once the term has begun and a student wishes to withdraw from a course, he/she informs both the course faculty and the appropriate administrative staff as directed by the program director. Students withdrawing from class will be assessed tuition based on the "Complete Withdrawal and Schedule Change Calendar" as noted on the University calendar. If a student withdraws from a course before the published withdrawal deadline, her/his transcript will show no record of the course. If the student withdraws after the withdrawal deadline, but before the WF deadline, her/his transcript will show a W for the course. If the student withdraws after the University's WF deadline, s/he will receive a WF for the course. The WF is a penalty grade, and is calculated into the student's GPA. Students are responsible for consulting the University academic calendar to determine withdrawal final deadline.

dates, paying particular attention to the date after which a grade of WF is assigned. A student may withdraw from the same course only once. The second withdrawal will result in dismissal. If a student withdraws from a course and subsequently earns a grade lower than a B in that course (or vice versa), only one additional attempt may be made to successfully pass that course.

## **Part 4. Information Regarding Supervised Practice**

### **Standards of Appearance, Dress Code, Identification (ID)**

Recognizing that Loyola dietetic interns in our program represent the University and Parkinson School, professional clothing and behavior is expected at all times. All LDI Interns must adhere to appropriate attire considering activities of the day involving supervised practice, courses, seminars, field trips, attendance at professional and/or community meetings, health fairs and others. This includes both required and volunteer experiences. Loyola interns should honor any dress code requests by preceptors for other specific activities needed as part of the supervised practice. Examples may include protective gowns, gloves, and/or masks for isolation precautions or uniforms for catered events.

Denim jeans, shorts, or mini-skirts in clinical are unacceptable, unless otherwise specified by the preceptor or faculty. Body piercing other than a single earring in each ear must be removed while at the clinical agency. Students arriving at a clinical site in inappropriate clothing may be asked to leave the site.

A clean, white professional lab coat should be worn over business attire when working with clients/patients, in production or service areas, or other supervised practice sites as requested by preceptors. Clothing should be clean, professional and appropriate to the environment. The dietetic intern should seek clarification and discuss dress code and attire expectations and/or details with preceptors prior to starting the experience. Clothing trends may need to be modified to provide a professional and respectful image.

Shoes should be clean, comfortable, and low heeled. No open-heel or open-toe shoes, sandals or cloth shoes should be worn in patient care, food production or service areas. Preceptors should be consulted for acceptable attire in community clinics, schools and more casual environments. Safety is always a priority.

In food production and service areas, jewelry should be limited to wedding bands or small hoop or stud earrings. Nails should be kept short, clean and neat. Nail polish should not be worn in patient care, food production and/or service areas. Hair should be neatly groomed. Hair (including facial hair) must be kept covered with a suitable hair restraint when in food production and service areas.

A Loyola University Health Sciences Campus (HSC) ID badge is required for all students seeking access to the Health Sciences Campus. This can be obtained from the Parking Office, located on the first floor of the Mulcahy Building. Students interested in using the facilities at the LUC Lake Shore and/or Water

Tower campuses are advised to obtain a LUC ID. The LUC ID is a different card and ID number than the HSC ID. Students can obtain this ID from the Campus Card office. <http://www.luc.edu/campuscard/>

The Loyola IDs and name tags must be worn at all times while on duty indicating your name, role as a dietetic intern and Loyola University Chicago affiliation. Some supervised practice agencies will issue an additional ID badge to dietetic interns and request that this is worn at all times.

### **Professional Insurance Requirement**

Loyola dietetic interns are not required to purchase individual professional liability insurance for the duration of their internship. However, if a supervised practice agency requires an individual liability insurance policy, the DI has the option of purchasing an individual policy at his/her own cost; or the LDI Director will arrange for another supervised practice placement.

### **Health/State Requirements for Supervised Practice courses and volunteer experiences**

Loyola University Chicago and Parkinson School are committed to fostering a safe learning environment and protecting the health and well-being of students and patients. All LDI students are required to submit documentation of health and additional requirements PRIOR to being assigned a clinical placement. These requirements are based on the Centers for Disease Control and Prevention (CDC) recommendations for healthcare providers and the health agencies' policies as well as part of the individual Clinical Affiliation Agreements between Loyola University and our clinical facilities.

CastleBranch© is the platform used to track and manage immunizations and other clinical requirements. Detailed instructions are provided online at:

[http://www.luc.edu/nursing/admission/gradadmission/clinical\\_requirements/](http://www.luc.edu/nursing/admission/gradadmission/clinical_requirements/)

Documentation may need to be updated and additional information may be necessary depending on clinical placement.

### **Clinical/Supervised Practice Requirements\***

The clinical affiliation agreement between the University and our clinical facilities requires the following documentation of all students; forms and further information are available in Clinical Requirements section of the Dietetics Education portal.

- Measles, Mumps & Rubella (MMR)
- Varicella (Chicken Pox)
- Hepatitis B
- TB Screening
- Tetanus, Diphtheria & Pertussis (Tdap)
- CPR Certification
- Physical Examination
- Health Insurance

- Influenza
- Professional License
- HIPPA Certification
- OSHA Certification
- Criminal Background Check\*\*
- Urine Drug Screen

Loyola University Chicago requires students to be vaccinated, including boosters, for the coronavirus. Please refer to: <https://www.luc.edu/healthsafetyandwellbeing/covid-19inforesources/vaccineinformation/> for current details and procedures.

\* Health and safety requirements are subject to immediate change in order to maintain compliance with state and federal requirements, Center for Disease Control requirements and standards of practice.

\*\*While not required for admission, you'll also need to complete a criminal background check before you can begin your clinical practicums. Please be aware the results of your background check may impact our ability to place you in a clinical setting.

### **Illness or injury while in supervised practice facility**

LDI interns are responsible for their personal health and safety while at supervised practice facilities and agencies. LDI interns must have medical/health insurance. Verification of health and medical insurance must be submitted to Parkinson School staff as part of clinical requirements before supervised practice can begin. Supervised practice sites are not responsible for providing health care to the LDI interns above or beyond any other member of the public.

If the intern cannot complete the assigned SP experience due to *illness or injury* in non-emergency situations, she/he should do the following in this order:

- inform preceptor of situation including reason and time the intern will leave assigned work setting before schedule time,
- communicate tasks that were completed and not completed to the preceptor so that patient/client care and departmental operations can be maintained,
- seek medical attention as appropriate,
- if an injury is involved, Incident Report(s) should be completed as soon as possible as required by the supervised practice agency and Parkinson School; The student should contact the preceptor and Loyola course instructor or program director for details.
- document time of departure from facility on the DI Activity Log,
- communicate details to instructor for SP course (FONU 423, 425 or 427) via email,
- reschedule hours not completed due to illness as mutually agreed upon by preceptor and DI; this is the responsibility of the DI,

- report coronavirus positive status through the Loyola website, supervised practice agency and local public health department per current protocols; maintain isolation practices per Loyola and supervised practice protocols (Note: as they may change, students should refer to the University website for details and resources.)
- communicate above to LDI instructor via e-mail.

If the intern cannot complete the assigned supervised practice experience due to *injury* or *illness* that requires emergency care, she/he should do the following in this order:

- inform preceptor or other staff member of emergency situation and including problem, allergies, significant medical history,
- ask for assistance in obtaining emergency care from nearest source (hospital emergency room, 911, etc.),
- if possible communicate tasks completed and not completed to preceptor so that patient/client care and departmental operation can be maintained,
- seek follow-up medical care as appropriate,
- complete Incident Form or other necessary documentation with preceptor as appropriate,
- document time of departure from facility on Activity Log when possible,
- contact LDI Director and instructor to communicate details of health status, hours missed, and anticipated schedule changes;
- reschedule hours not completed as mutually agreed upon by preceptor and LDI instructor. this is the responsibility of the DI;
- communicate change of schedule to LDI Director and instructor.

### **Liability for Safety in Travel to or from assigned areas**

Loyola University Chicago, any facility or agency acting as a site for supervised practice, or any individual faculty member or preceptor is not liable for any personal injury, damage or loss of property of dietetic interns while traveling to or from assigned areas or while completing the supervised practice, didactic, volunteer, service or other LDI-related activities as outlined below.

LDI interns should exercise reasonable, responsible and safe measures while conducting any aspect of the LDI including traveling to and from supervised practice, field trips, tours, conferences, health fairs, special events, didactic or other work. In the event of any injury, loss or damage, the intern will not seek compensation from Loyola University Chicago, the supervised practice site, or any individual faculty or preceptor.

### **Prior Learning**

The LDI does not evaluate prior experience or accept prior experience to replace supervised practice hours required in the LDI required courses.

## **Professional and Safe Behavior in Supervised Practice**

Students are expected to maintain professional behavior at all times while participating in the LDI, Parkinson School and University programs. Consistent with the mission of the Parkinson School, respect for clients, faculty, staff, and student colleagues is expected. Students are expected to display professional behavior, such as honesty, punctuality, maturity, and respectful communication with faculty, preceptors and clients at all times. Unethical or unprofessional behavior may result in disciplinary action to the student, ranging from verbal or written warning, to withdrawal from the clinical setting, or to dismissal from the program.

Students are expected to check Loyola email daily and respond to communication (as requested) from the program director, faculty, instructors and preceptors in a timely fashion. Students are expected to respond to communication sent between the hours of 8:00 am to 9:00 pm within four hours between Sunday to Friday. Students are expected to respond to communication sent between 9:00 pm to 8:00 am by the next 9:00 am hour. Failure to respond to communication from Loyola faculty and/or preceptors is considered a serious offense.

All students are responsible for implementing safe patient care during the supervised practice. A pattern of behavior that demonstrates unsafe practice is cause for removal from supervised practice and may provide grounds for failing the course and dismissal from the program. A student demonstrating any behavior that endangers patients, colleagues, or self in any environment may be suspended immediately from supervised site. Documentation describing the behavior is placed in the student's file, and the Associate Dean is notified immediately.

Use of electronic devices (including cell phones, computers and/or tablets) during supervised practice and didactic classes should be limited to work-related activities only. Students should refrain personal use of social medial channels during LDI activities (including supervised practice) to maintain optimal patient care, operational efficiency and work performance. Use of social media outlets for personal purposes during LDI related activities is considered unprofessional and subject to disciplinary action.

Students should maintain professional and collegial relationships with preceptors, instructors, patients and others related to their LDI, Parkinson School and Loyola University Chicago activities through their program duration. This will foster success during the course of their academic program and likely support continued professional development and networks for years to come. Students should be wary of engaging in discussions with preceptors that related to negative personal commentary of other preceptors, students or faculty. Likewise, any social interactions with preceptors should remain professional. Giving and/or receiving gifts from preceptors and instructors should not occur.

## **Required Seminars, Simulations, Field Trips and other activities**

Interns are required to participate in seminars, field trips and other activities as assigned by the LDI Director and/or faculty. These may be offered through the University and Parkinson School, in collaboration with professional, non-profit and/or community organizations. These opportunities are

a component of robust University offerings and provide opportunities to enrich student learning, foster development of Jesuit values, provide interprofessional experiences and information on a variety of topics.

The LDI Director and faculty will schedule required seminar attendance in conjunction with supervised practice and course schedules. Seminar attendance is not counted as supervised practice hours. Seminars are generally two types: 1) internal offerings of Loyola University Chicago and 2) external. Required seminars and other LDI-related required activities will be posted at least one week prior to the event to allow students time for other arrangements related to their responsibilities.

Examples of internal seminars include, but are not limited to, those sponsored by the Parkinson School, Institute for Transformative and Interprofessional Education (I-TIE), Center for Health Outcomes and Informatics Research (CHOIR), Center for Community and Global Health (CCGH), Department of Public Health Sciences, and Palmer Research Symposium. Simulations are also arranged and will be assigned by the LDI Director in consultation with LDI faculty based on DI availability and other factors.

External seminars include those hosted by other organizations such as dietetic association affiliates. Examples of field trips and other activities, include but are not limited to, the Illinois Academy of Nutrition and Dietetics Advocacy Day, Springfield, IL, tours of community gardens, programs or events offered by the Graduate School or the Student Council for Interprofessional Education and Collaboration (SCIPEC, such as Anatomy Lab Open House or Vital Signs Night), the Illinois Academy of Nutrition and Dietetics Spring Assembly and/or the Registration Examination for Dietitians review session.

A seminar fee is to be included as part of tuition during the semester when the DI enrolls for FONU 420. Registration fees and cost for seminars (excluding travel, parking, food and beverages) will be paid by the LDI. DIs are responsible for their own travel to seminars, including cost and parking and food; providing their meals and refreshments during seminars.

Seminar attendance and participation is mandatory, unless otherwise noted. Seminar details with dates, hours, location and topics will be posted through University electronic platforms or email at least one week prior to the event. Professional behavior is expected including business casual attire, respectful presence through the duration of the seminars (not leaving early, or engaging in social media use), active engagement (answering questions, completing interactive activities).

If a student does not attend a seminar, then he/she is expected to write and submit a 15 page, double spaced paper on the topic(s) covered to demonstrate independent study on the topic. Seminars are included in accreditation as a strategy to cover trends in dietetic practice and health care. No refund of fees will be provided for missed seminars. The paper is due to the LDI Director within 10 days of the missed seminar OR no later than the last class day of the semester. Failure to provide the paper will

result in loss of academic good standing and probation until an acceptable paper is submitted to the Program Director.

## **Supervised Practice Site Assignments and Scheduling**

While the LDI offers two tracks, all LDI students complete a minimum of 1000 hours of supervised practice arranged in various types of experiences (or rotations) as described in the introduction of this handbook. All SP experiences are nested within a course (FONU 423, 425 or 427). A program plan for each DI will be established by the program director, or designee. This will be discussed during the orientation and available to the student through university resources (Sakai, LOCUS or other) in the summer before classes begin. The program plan outlines the timeline for completion of courses, supervised practice, comprehensive exam (if applicable), and approximate program completion date assuming adherence to the program plan. Additional hours of supervised practice may be required if the preceptor, course instructor and/or program director determine that the work performance of the DI does not meet ACEND competency achievement. Depending on the level of deficiency, these additional hours to achieve competence may be completed during the same semester or may require completion the following semester. If this is the case, an unacceptable grade may be issued. The student will be required to repeat the course with additional tuition costs. The student will be allowed only two attempts to successfully complete the course and supervised practice resulting in grade of B or better.

The DI/C students are expected to begin supervised practice after FONU 420 with a grade of B or better (B, A- or A) approximately the second or third week of the semester. If the grade of a DI is expected to be B- or below, she/he will be given the opportunity to improve the grade by engaging in remedial work determined by the course instructor. If the final course grade is a B- or lower, then the student will be placed on probation until FONU 420 is repeated with a grade of B or better. Interns will not progress to supervised practice until a grade of B or better is earned in FONU 420.

Dietetic interns should be expected to complete supervised practice for 40 hours/week during the semester or session in which he/she is taking FONU 423, 425 or 427. Students should anticipate that some weekend and evening hours will be required. During days not specifically scheduled for SP or seminar by the LDI Director or instructor DIs should work on comprehensive exams, other projects or assignments.

The LDI follows the Loyola University Chicago academic calendar which can be viewed on the Loyola website. The DIs are not in supervised practice during mid-year break. However, DIs are expected to review didactic material to prepare for the start of supervised practice in the spring semester and are advised to work on their comprehensive exam projects during this time if in the MS/DI program.

The LDI Director, faculty and instructors will be responsible for assigning DIs to supervised practice including agencies, sites, dates, and in some cases hours. Schedules will be distributed (including through electronic posting to course management tools) one week prior to starting date. However,

schedule changes often occur due to operations and staffing of supervised practice agencies. DIs should anticipate these changes and respond to communications from LDI faculty in a timely and professional manner when these arise.

At least ten days before scheduled to start at a supervised practice agency, the DI should send the preceptor an introductory message via email to confirm their start date, and determine if any agency preparations or requirements need to be met (such as providing TB test results, attending agency orientation, etc), discuss working hours, parking or transportation, attire, exact location for first reporting on the first day, resources to bring, any suggested pre-reading, etc. Details related to this process will be discussed in the spring orientation.

Unless otherwise noted, all supervised practice days are expected to include 8 hours of activity in the supervised practice agency. The DI should consult her/his preceptor at each agency to determine the time of those hours. They may vary from one date to the next depending on the operations, needs and activities of the agency. Time for travel, lunch or other breaks are not included as SP hours.

If an intern does not complete supervised practice as scheduled due to illness, family matters, or other reasons, then the missed hours or day must be completed (made-up). These make-up hours should be arranged in consultation with the preceptor and communicated to the course instructor promptly. This may involve weekend or evening hours if possible and agreeable with the preceptor. If an intern does not complete supervised practice in an acceptable manner (written or performance), then she/he may be required to repeat assignments, extend or make-up hours/days in another supervised practice site to achieve acceptable performance and complete required hours. The need to complete additional days in supervised practice and details related to scheduling and completion of assignments will be determined by the LDI Director in consultation and cooperation with faculty, administration, clinical instructors, preceptors, and staff.

If the course requirements have not been met by the last day of instruction of the semester, the student may be required to take an Incomplete ("I") following the Parkinson School policy. Please refer to the Incomplete section of this handbook for further details including the form to complete and approval process. If an Incomplete is not advised or permitted based on instructor decision and compliance with policy, then the student will be awarded the grade earned based on the work completed. If this grade is a B- or below, the student will be required to repeat the entire course. The LDI Director will amend the original program plan if this becomes necessary.

DIs should be aware that preceptors typically work 8 hours/day with additional time for breaks. In addition, starting times may vary and be as early as 5:00 am. Ending times vary and may be extended due to operations and unanticipated events. DIs are expected to engage with the supervised practice staff as a member of the team, display a dedicated work ethic and provide high quality patient care or department services until the tasks are completed and the preceptor approves of release. Additional time may be required for field trips, assignment completion, graduate course work or other LDI

activities. DIs may also be scheduled to work weekend days in lieu of a week day, on occasion, based on the scheduling requests of preceptors and needs of special programs and other projects of the LDI, University or supervised practice agency.

DIs will be asked for supervised practice agency preferences. DIs may request a particular site because of geographic location or specific interest. However, the LDI cannot accommodate all requests. Therefore, the LDI reserves the right to assign DIs to supervised practice sites based on availability, individual intern academic or performance-related characteristics, program plans, preceptor requests and similar considerations. It is the goal of the LDI to provide an experience to all admitted students that optimize their likelihood of program completion.

Loyola University Chicago and the Parkinson School require that an affiliation agreement be completed between the Parkinson School and any external agency which accepts Loyola students (dietetic interns) for experiential learning, including supervised practice for the LDI. These agreements often take several months for review and approvals by both organizations. A student may not complete supervised practice at an agency without completion of a fully signed agreement on file with the Parkinson School. These affiliation agreements also specify legal terms of this arrangement. This includes students being at the hosting facility or organization only during the regular semester days and that all clinical requirements (CastleBranch requirements) are met. Students are not allowed to be completion supervised practice during semester breaks.

### **Supervised Practice Employee Replacement.**

Interns must not be used to replace employees when completing supervised practice.

### **Supervised Practice Hour Tracking.**

Interns are required to track supervised practice hours with preceptor verification and submit to course instructors as directed in the course syllabus.

### **Title IX at Loyola University Chicago.**

Loyola University Chicago does not discriminate on the basis of sex in any education program or activity that the University operates, and is required by Title IX of the Educational Amendments of 1972 and 34 CFR Part 106 (collectively referred to as "Title IX") not to discriminate in such a manner. This requirement extends to admission and employment.

The University's Title IX policies are published within the Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation ("Comprehensive Policy"), which includes information and instructions on how to submit a report or file a formal complaint of sex discrimination, including sexual harassment. Inquiries about the application of Title IX at Loyola can be directed internally to the Title IX Coordinator and/or externally to the Assistant Secretary for Civil Rights in the United States Department of Education.

The Title IX Coordinator for Loyola University Chicago is the Executive Director for Equity & Compliance, in the Office for Equity & Compliance. Any person may report sex discrimination, including sexual harassment, by using the online reporting form (powered by Maxient™), or in person, by mail, by telephone, or by email. Additional details including contact information can be found at: <https://www.luc.edu/equity/titleixequitylaws/titleix/>.

## **Transportation and Parking**

Interns completing the LDI are responsible for all transportation, parking costs and commuting arrangements. Supervised practice assignments will not be made on the basis of the intern's transportation needs, residential location or other logistical issues. Interns are expected commute to all supervised practice sites or tours in a timely manner. It is suggested that interns contact the supervised practice site to discuss location, transit availability, parking and/or other commuting issues or questions before arrival on the first assigned day. Interns should not ask or expect preceptors to provide transportation. Interns may ask preceptors for advice on transportation routes and parking.

## **Vacation, Holiday and Absence Policies**

The LDI program, including coursework, supervised practice, seminars and the comprehensive exam, will follow a *modified* version of the Loyola University academic calendar which includes time off for Thanksgiving break, mid-year break and Easter break. Supervised practice will be scheduled during the Loyola spring break (typically early March). The dietetic interns are expected to schedule vacations and other time off during these academic breaks. Any other requests for vacation or holiday time will be granted at the discretion of the LDI Director and/or faculty and may lengthen the time of completion. Absences may also occur due to illness or other personal problems. Any time missed for these reasons must be completed and may lengthen the time for completion. Requests for vacation time are discouraged during academic semesters while completing the LDI. In addition, requests for schedule changes, after schedules have been arranged with the preceptors, are unlikely to occur.

If the intern cannot report for assigned supervised practice, she/he should contact the preceptor and LDI instructor, for the course in which the supervised practice is included, as soon as possible to notify them of a request for schedule changes (email is preferable). If this request is deemed feasible based on preceptor feedback and completion of supervised practice within that semester is anticipated, the LDI course instructor may permit this requested schedule change. The intern should arrange to make up time with preceptor and inform the course instructor of details in writing via e-mail.

Requests for time off during the regular semester are discouraged. Any request for anticipated time away from supervised practice must be submitted in writing to the LDI instructor at least four weeks prior to the start of each academic semester. Requests will be granted at the discretion of the LDI instructor or program director; and are discouraged since several breaks in the academic calendar are scheduled.

Interns are not expected to work major holidays including New Year's Day, Good Friday, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving or Christmas Day. The intern may work one of these days to make up for another unplanned absence if it is agreeable to the preceptor. All other holidays are considered to be days of supervised practice such as Valentine's Day, Halloween, and President's Day, etc.

If an intern needs time off for observance of religious holidays, she/he should indicate this in writing at least four weeks before the beginning of the academic semester. The LDI course instructor will arrange the intern's schedule accordingly.

Unscheduled time off for any other reasons may extend the length of the internship, and will be granted at the discretion of the LDI Director and/or course instructor. Additional documentation of such requests (such as obituaries, court appearances, jury duty, etc.) may be requested by the LDI director and/or course instructors.

Excessive absenteeism will be considered seriously and may lead to probation, the need to repeat a course or termination. Excessive absenteeism is considered to be two or more absences from any one rotation or more than three in a semester.

## **Part 5. Funding and Financial Aid Information**

### **Office of Student Financial Assistance**

The Office of Student Financial Assistance houses resources and references about financial aid for students, at the Lake Shore and Water Tower campuses.

Office of Student Financial Assistance <http://www.luc.edu/finaid/graduate.shtml>  
773.508.7704 [lufinaid@luc.edu](mailto:lufinaid@luc.edu)

In order to determine eligibility for financial assistance students must complete the Free Application for Federal Student Aid (FAFSA). If a student receives federal loans they must be enrolled at least halftime. A graduate student must be enrolled in at least 4 graduate semester hours in the fall and spring semester and at least 2 semester hours in the summer semester to be considered half-time. Full-time enrollment is defined as 8 graduate semester hours in the fall and spring semester and 6 semester hours in the summer semester. However, when students enroll in clinical practicum courses, they are classified as full-time status.

## Scholarships and Financial Assistance

The Parkinson School offers scholarships through generous gifts of the Parkinson Family and other donors. The Parkinson Scholars program is one example. Eligibility and application for these scholarships will be announced through the Parkinson School website, dietetic student sakai site, and orientation. Students can contact the LDI Director or Parkinson Director of Student Affairs for details.

## Tuition and Fees

Information on current tuition and fees is available each semester on the Loyola University Chicago Bursar Office website. It is the student's responsibility to be aware of the University's policy on tuition and fees. For more information about the Office of the Bursar, visit their website at (<http://www.luc.edu/bursar/>) or call 773.508.7705. Students in dietetics education programs are assessed tuition based on policies of the Parkinson School.

## Tuition Term Payment Plans

The University offers students tuition payment plan options--Term Payment Plan (TTP) and the Employer Reimbursement Plan and Deferred Tuition Plan (ERP). Information on these plans is available through the Office of the Bursar at the Lake Shore and Water Tower campuses.

- **Term Payment Plan:** This plan enables students to pay for each term's tuition and fee charges in installments. Semester students may choose from the available two, three, or four month plans. A schedule of available plans is included with the application.
- **Employer Reimbursement and Deferred Tuition Plan:** The ERP plan is designed to enable students who are eligible for tuition reimbursement from their employer to defer payment of tuition until reimbursement is received. Applications are available at the Student Business Office.

## Part 6. Student Success Resources

### Academic Center for Excellence (ACE)

The mission of ACE is to enhance the academic performance of all students at the HSC campus by providing evidence-based advising and support for coursework, through individual and group services. For more information about ACE, visit their website at (<http://ssom.luc.edu/ace/aboutus/>) or call 708-216-8166.

### Computer Lab

Computers and media-assisted learning available for student use are located in the Information Commons on the first floor of the School of Nursing building on the Health System Campus (7082169101).

## HSC University Ministry

The Office of University Ministry has a three-fold mission that focuses on the members of the Loyola University Chicago Health Sciences Campus. Inspired by Ignatian values and the practical spirituality of finding God in all things we work towards:

- **Shaping Community:** Through educational programs and events; prayer and worship; hospitality and outreach; social activities and attention to the needs of the individual we build a welcoming and inclusive community for students, staff and faculty.
- **Seeking Faith:** We journey with the people who teach, learn and work at the Health Sciences Division by providing spiritual formation and faith development while facilitating individual and communal prayer. True to our experience of the Gospel, we welcome and engage individuals regardless of their faith background or tradition to grow into becoming men and women for others.
- **Serving Broadly:** By embracing a worldview that is both local and global we facilitate and sponsor opportunities for members of the Health Sciences Division to work with underserved communities in the greater Chicago area and beyond.

For more information about the HSC Ministry, visit their website at (<http://hsd.luc.edu/ministry/>) or call 708-216-3245.

## Information Technology Services

Assistance for students can be found on-line at [www.luc.edu/its/technology\\_students.shtml](http://www.luc.edu/its/technology_students.shtml)

## Library Services

The Loyola Health Sciences Library (HSL) has a wealth of resources for you to use during your academic career. The HSC library, also known as the Information Commons (or “IC”), is located on the 1st floor of the Marcella Niehoff School of Nursing Building. Students have 24-hour online access. Staffed hours include: Monday-Thursday: 8:30am-7pm and Friday 8:30am-5:00pm

- **Accessing HSL Resources:** Whether on-campus or off, access the library's licensed resources using “Single Sign On” in which students need to register for a login ID.
  - Go to the library website: <http://library.luhs.org/hslibrary/> ○ Click on a resource such as Cinahl. When the Connect page opens, click on the gold registration box and request a login ID.
  - Your ID will be sent to you via email within 24 hours when the library is staffed. Questions? Call 708-216-9192.
- **Getting to our resources:** Go to the “Resources for” tab and Select Graduate Nursing Students ([http://library.luhs.org/hslibrary/resources\\_for/nursingstudents.html](http://library.luhs.org/hslibrary/resources_for/nursingstudents.html)) ○ Links to library resources such as:
  - Locating Journals in the library
  - Electronic books
  - Databases

- Using Refworks: Refworks is a Web-based program that allows to allow you to manage and organize citations, saving time in preparing bibliographies for your research paper.
- If you would like a librarian to assist you in using these resources, contact the Information Services and Instruction Librarian: (708) 216-9192, [hsl@luc.edu](mailto:hsl@luc.edu).

## **Parking**

Parking is limited on all campuses, and public transportation is encouraged. Parking and traffic regulations are enforced by the issuance of traffic citations that provide for a fine. A car in violation may be towed when circumstances warrant such action. For further parking information, contact:

- Health System Campus - 708-216-9092
- Lake Shore Campus - 773-508-7036
- Water Tower Campus - 312-915-6698

## **Student Accessibility Center (SAC)**

The Student Accessibility Center's mission is to support, service, and empower Loyola University Chicago students with disabilities. SAC is committed to providing support for students with disabilities through innovative services, programs, and partnerships. SAC leads the campus community in its commitments to recognize disability as a valued aspect of diversity, to embrace access as a matter of social justice, and to design more welcoming and inclusive environments. If individuals encounter academic, physical, technology, or other barriers on campus, SAC staff is available to help implement reasonable accommodations or partner to find good solutions. In order to receive academic, meal plan, or housing accommodations, students must be registered with SAC. Please visit their website [www.luc.edu/sac](http://www.luc.edu/sac) or contact them directly at 773.508.3700.

## **Student Wellness Center**

The Wellness Center provides high quality, confidential, and holistic medical, mental health, and health promotion services to students. Wellness Center locations include the Health Science (Cuneo, 4<sup>th</sup> floor), Lake Shore and Water Tower campuses. The following website provides details on services, links to make an appointment or consult with a nurse, eligibility and costs of services: <https://www.luc.edu/wellness/aboutus/contactus/>. An array of services at each campus include health promotion workshops and weekly electronic newsletter.

## **Writing Center**

Writing Center services are available face to face at the Lake Shore Campus and online. In order to help students improve their writing skills, tutors are available to help out during any point of the writing process, from brainstorming to organizing to putting the final touches on any assignment.

For more information about the Writing Center, or to schedule an appointment for a tutoring session, visit the Writing Center website (<http://www.luc.edu/writing/>) or call 773.508.7708.

## Part 7. Master of Science in Dietetics Track Information

### Requirements and Resources

Students in the combined Master of Science in Dietetics + Dietetic Internship track must complete: a) the required coursework, including supervised practice, required for the LDI-certificate program, b) the required coursework for the Master of Science in Dietetics, c) the required Comprehensive Examination for the Master of Science in Dietetics and d) other required seminars or activities as assigned.

Students in this track are required to complete all program requirements for award of the Master of Science in Dietetics degree and Verification Statement of completion of a dietetic internship as provided by ACEND of the Academy of Nutrition and Dietetics.

Details about course and comprehensive exam requirements will be posted electronically and available from the Loyola University Chicago Master of Science in Dietetics website or other platforms (such as course or project sites of the course management tool, such as Sakai). Details about the comprehensive exam process and format are in the appendices of this handbook.

Progress will be monitored through the Parkinson School and LDI Director or other academic advisors. Students should begin learning about and preparing for the Comprehensive Exam the first semester of the program.

Resources to assist students include: a) detailed instructions in the appendices of this handbook, 2) a “Comprehensive Exam Timeline” on the Dietetics Education on-line course management sites, 3) comprehensive exam review sessions offered by the Graduate Program Director, and 4) the Loyola HSC Academic Excellence Center (for writing assistance).

## APPENDICES

### Academic Grievance Procedure

The Parkinson School has developed an Academic Grievance and Appeals Process that is consistent with the Loyola University Chicago (the “University”) Academic Grievance Procedure at [http://www.luc.edu/academics/catalog/undergrad/reg\\_academicgrievance.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml) and the University’s Graduate School Academic Grievance Procedure at [http://www.luc.edu/gradschool/academics\\_policies.shtml](http://www.luc.edu/gradschool/academics_policies.shtml). The Parkinson School policy can be found in the Parkinson School Student Handbook. This process is meant to supplement, and may not supersede, any portion of the University or Graduate School Academic Grievance Procedures.

The Parkinson School Academic Grievance and Appeals Process provides specific direction for the academic grievance hearing and for appeals and is designed to achieve clarity, uniformity, and fairness in the handling of all academic disputes involving individual student complaints regarding course

grades and accusations of academic dishonesty. Any student may initiate the formal academic grievance procedure in order to have a complaint or appeal regarding a course grade or charge of academic dishonesty reviewed in an impartial and thorough manner. In accordance with best educational practices and University policy, this process must be based on relevant information and afford both parties (student and involved faculty member(s)) an equal voice in the proceedings.

Consistent with the University Academic Grievance Procedure, a disputed grade will be changed only if the grading meets one or more of the following criteria:

1. Is found to be in significant violation of clearly established written school policies; or
2. Is a result of improper procedures; or
3. Is found to be capricious.

Capricious grading is the assignment of a grade to a student which is:

- a. Based partially or entirely on criteria other than the student's performance in the course; or
- b. Based on standards different from those standards of grading applied to other students registered in the same course; or
- c. Based on a substantial departure from the announced grading standards for the course.

### **Comprehensive Examination Guidelines for the Master of Science in Dietetics**

All students in the Master of Science in Dietetics (MS/D) and combined MS/DI program must successfully complete the Comprehensive Examination (CE) in order to fulfill degree requirements. The comprehensive exam includes submission of a publishable paper and an oral presentation of that paper. These are briefly described below.

The student is required to submit a paper of publishable quality to the student's CE faculty advisor and program director. An acceptable scholarly paper of publishable quality is required of all MS/D and MS/DI students. The paper does not need to be published for the student to complete the comprehensive exam and degree requirements. However the paper must be scholarly in terms of topic and content; and professionally written at a level that would be accepted in a peer-reviewed, professional journal. This paper will demonstrate the student's theoretical and/or clinical knowledge, expertise, and ability to synthesize literature and translate this into recommendations for practice.

The student is required to present a a summary of the paper at least one time, after the written paper has received a passing grade from the student's CE faculty advisor. The date, time and format of presentations will be determined by the Graduate Program Director at least two months prior. Students will receive notification of the presentation date and format from the Graduate Program Director by email. The presentation(s) may include oral podium or poster in format; and may also be in-person or remote depending on circumstances. These may be in collaboration with other events, conferences, seminar or symposium sponsored by the University, Parkinson School or professional association (such as the Illinois Academy of Nutrition and Dietetics).

Successful completion of both the written and the oral comprehensive exam is required before the MS/D or MS/DI degree is conferred.

If the student has completed all course work and is completing the Comprehensive Exam during a semester when he/she has no further courses to take, the student must register for the zero-credit MHA 505 course to maintain graduate student status. If the student fails to register for this course, the attempt at completion of the comprehensive examination will be void and cannot be accepted for grading.

At least 80 percent of coursework must be completed in order for the student to participate in the Comprehensive Exam. Any outstanding incomplete (I) grade must be removed before the final submission of the Comprehensive Exam paper.

## **I. COMPREHENSIVE EXAM PROCEDURE**

### **A. Preparing for the Comprehensive Exam (CE).**

Preparing a high quality CE is a process that requires at least two semesters. Preparations including review of CE requirements and due dates at various stages, selection of a good topic and Faculty Advisor, literature review and writing skills. Due dates for the CE proposal, initial and final papers will be posted in the Dietetics Student electronic site by June 1 for the following academic years. All CE due dates are strictly enforced. Failure to meet a due date will result in postponement of the CE until the following semester

The Comprehensive Exam Timeline document outlines steps that are strongly recommended over two semesters to achieve this goal. Students are advised to review this document (posted using the Dietetics Student electronic course management platform) and discuss steps with the Faculty Advisor. Resources are available to assist students in these steps. Students should ask their Faculty Advisor and/or program director for assistance in locating and using these resources. Faculty Advisors may require and request products of some of these intermediate steps for review including additional due dates. Students should review and discuss the CE Timeline document with Faculty Advisors.

### **B. Choosing a Paper Topic.**

The student is encouraged to select a topic that is of interest to her/him, professional dietetic practice and would add to the body of knowledge in dietetic practice. The topic should be one with an adequate supply of high-quality, professional literature from peer-reviewed journals for review and synthesis in the paper. The majority of these articles should be original, data-based research.

### **C. Choosing a Comprehensive Examination Faculty Advisor.**

1. The Comprehensive Examination preparation is a two-semester process, the details of which are outlined in the Dietetic Student electronic site. Each student must select a CE Faculty Advisor who will work with him/her in the development of the paper. Students are encouraged to select a Comprehensive Examination Faculty Advisor who has knowledge and expertise on the topic that the student has chosen. The Comprehensive Examination Faculty Advisor serves in an advisory role and evaluates the final Comprehensive Examination paper as pass/fail. The CE Faculty Advisor may provide guidance on the topic of the paper. The final paper topic is the responsibility of the student. The title of the paper should clearly reflect the topic of the paper.

2. Faculty members serve as Comprehensive Exam Faculty Advisors for a limited number of students per academic year. Therefore, students are encouraged to identify an appropriate Comprehensive Examination Faculty Advisor early, ideally nine months before final paper submission. The CE Faculty Advisor for a student in the MS/D or MS/DI programs can be a faculty member of any academic unit of the University. Typically, CE Faculty Advisors are full time faculty of Loyola University Chicago.

In unique situations, a student can negotiate with a part-time faculty member to serve as CE Faculty Advisor. Part-time CE Faculty Advisors must meet the following criteria: 1) have demonstrated expertise related to the CE Examination topic; 2) teach on a regular basis in the master's programs, and 4) be assigned a full-time faculty member to oversee the CE process and product. In these situations, both the full and part-time faculty member's signatures must appear on the CE proposal Form.

#### D. The CE Proposal.

Upon receiving approval for the topic of the paper from the chosen CE Faculty Advisor, students are required to complete and submit the "Proposal for Comprehensive Exam" form, which must be signed by the Comprehensive Examination Faculty Advisor and student by the posted due date. The completed proposal form must be submitted by the student to the Graduate Program Director or designated staff member as instructed. This is typically a unique portal of the Loyola course management system (Sakai or other).

#### E. Timeline and Due Date.

All due dates for comprehensive exam submissions are posted in Sakai under the "Dietetic Student" site. The student should discuss due dates for the "student activities" with the Comprehensive Examination Faculty Advisor and plan a schedule for submission of the required and optional materials.

Students must submit two copies of their paper: an initial copy and a final copy. The initial copy of the paper and the final copy must be received by the CE Faculty Advisor by the posted due dates or the paper will not be reviewed. This will be considered and counted as a failed attempt at CE completion. Each student is assigned to a CE Sakai site with his/her CE Faculty Advisor. Using this site, students

submit all required Comprehensive Exam documents, including the following: the first initial paper using TurnItIn; the final copy of the paper; documents for assigned presentations, and a brief biographical sketch for introductions.

#### G. Initial Copy.

The initial copy of the Comprehensive Exam must be submitted by the due date posted in Sakai.

The initial copy should be very close to the final paper. There should not be any sections missing or to be completed at a later date. Under no circumstances should the Comprehensive Examination Faculty Advisor serve as a proofreader for the paper. If the student submits an incomplete initial copy, the Comprehensive Examination Faculty Advisor will return the paper for further work without a review. The term “draft” should not be used in reference to this initial paper. The electronic file of the initial paper should be labeled with the student’s last name, student’s first name, key words from title, v1. “V1” indicates the first or initial version seen by the Faculty Advisor.

#### F. Feedback.

The CE Faculty Advisor should review the initial version and provide feedback to the student by the posted due date. This is generally two to three weeks after the initial version was submitted. Feedback may be provided verbally, via email, track changes on a document or any other means as determined by the Faculty Advisor. Students should consider the Faculty Advisor’s feedback seriously, using these suggestions to improve the final paper.

#### G. Final Paper.

Students use the feedback received from the initial copy to revise and complete their final paper. The final paper is submitted through the CE electronic site by 5:00 pm on the posted due date in the “Dietetic Student” site. No exceptions will be made. Failure to meet this deadline results in a delay of program completion and graduation. The file name should be the same as the initial version except that the “v1” should be replaced with “v2” indicating that this is the final version of the CE paper. This paper will be evaluated by the Faculty Advisor to determine the first step in successful completion of this degree requirement.

#### H. Student/Faculty Authorship.

The student will always be the first and solo author prior to graduation. After graduation, should the graduate choose to continue to pursue publishing with the assistance and participation of the Comprehensive Examination Faculty Advisor, he/she will become the second author.

#### I. Grades for the Comprehensive Exam Paper.

Comprehensive exams will be graded by the CE Faculty Advisor as follows:

1. Pass: The student has met requirements for the CE paper; or
2. Fail: If the student receives a failing grade for the paper.

If the student received a failing grade, he/she is allowed one additional attempt to complete this program requirement with a passing grade. The student must wait until for next CE cycle. If no other courses are taken during the semester of the CE, then the student must enroll for MHA 505 during the semester(s) which the CE is completed.

## II. PAPER GUIDELINES

A. The scholarly paper should be a concept paper, a clinical paper, or a paper on administration or intervention strategies that demonstrates the knowledge synthesized from the MS/D program. The topic must be appropriate to an area of dietetic practice which might include, but is not limited to:

- recent research on a new role of a dietary constituent(s) in normal growth, development and/or health maintenance
- the role of dietary constituent(s) in prevention of a disease, disorder or conditions,
- new concepts of medical nutrition therapy for a specific condition or disease,
- application of behavior change theory or strategy to a specific condition or behavior,
- intervention strategies or programs to improve nutrition and health, or administrative or operational services in dietetic practice,
- administrative issues in dietetic practice,
- an aspect of a social determinant related to nutrition and health,
- informatics in dietetic practice,
- application of ethical concepts to dietetic practice
- another appropriate trends related to dietetic practice,

B. The format of the paper will follow the journal guidelines to which the paper will be submitted and should be discussed and agreed upon by the student and Faculty Advisor.

C. General guidelines for paper format:

1. Title.
2. Abstract.
3. Introduction.
4. Topic/Issue.
  - a. Definition and description of key concepts or variables
  - b. Methods of literature search, key terms, inclusion/exclusion criteria.
  - c. Thorough review of current literature.
  - d. Thorough synthesis of recent research.

e. Citations should be not more than five years old except for the seminal works.

5. Discussion.

a. Professional issues involved.

Strategies to address the issues.

6. Implications for Practice.

7. Summary/Conclusion.

\*\* These guidelines may be modified with consent of the Faculty Advisor, according to the format of the journal selected or the particular topic being addressed.

\*\* The recommended page limit is approximately 15 to 25 double-spaced pages, not including appendices, references, and title page. Although many journals may limit the submission to 12 to 15 pages, this may not be sufficient to meet the requirements for passing the comprehensive exam.

### **III. EVALUATION USING THE FOLLOWING CRITERIA:**

#### **A. Format.**

1. Format - margins, spacing, abbreviations, pagination, footnotes, quotations, and other details should be consistent with APA (latest edition) or the format of the journal to which the student chooses to submit. References must be accurate, appropriate and written correctly.
2. Grammar - appropriate professional terminology, complete sentence structure, congruent verb tenses, proper punctuation, correct spelling, use of abbreviations and clarity are expected and essential for successful completion of the CE. Students are strongly encouraged to use resources such as the writing centers and tutors which may be available through the University or other resources. Asking for assistance in proof reading, by someone other than the CE faculty advisor and before the first submission, is encouraged. All written work is expected to be original and by the student completing the paper.
3. Idea Development - the degree of discussion devoted to the specific sections of the paper is appropriate (i.e., introduction, topic/issue, discussion, conclusion.).
4. Organization - the paper is organized so that it flows logically from the introduction to the summary. Headings and subheadings are included throughout the paper; the internal organization of the paper must be consistent with sections as listed.
5. Appearance - double spaced, typed, neat, with page numbers.

## B. Resources.

1. **Journal Articles.** Students may be asked to provide a copy of each journal article cited in the paper. These copies will not be returned to the student.
2. **Diversity of Resources.** A variety high quality professional literature should be selected and included as resources for the paper. Articles from peer-reviewed journals in the fields of nutrition, dietetics, allied health sciences, medicine, public health and/or food science should be included. In addition, professional literature from other disciplines such as social work, health behavior, education, and/or business should be included as appropriate depending on the topic. Personal interviews must be noted as to the qualifications of the person(s) interviewed and must be appropriate and experts on the topics. Interviewees and/or references must be recognized by faculty as acceptable.
3. **Internet References.** Internet references should be kept to a minimum within the paper and come from a scholarly, peer-reviewed, reputable cite (i.e., CDC, NIH, etc.). Personal web pages and product cites are not allowed.
4. **Current.** It is expected that at least 80% of the literature used should be less than five years old. Selected articles that are original, foundational work upon which other concepts, theories, etc are based may be included (i.e. Framingham study related to nutrition risk factors for heart disease).
5. **Adequacy.** A minimum of 20 high-quality references are recommended for the comprehensive exam. This may require the student to review several times this number to identify appropriate references. Students are advised to allow ample time for this thorough search. The Loyola library, including librarians, are excellent resources.

## C. Content.

1. **Title.** This should be clear, concise, and descriptive; and clearly delineates the intent of the paper.
2. **Abstract.** The abstract should be specific, representative of the manuscript, and in the correct format, word count as defined by author guidelines for journal.
3. **Introduction.** This section defines the specific topic precisely enough to allow in-depth coverage, explains rationale for selecting the topic (including its applicability to dietetic practice), and delineates and define key subject areas to be discussed in the paper.
4. **Topic/Issue.**

- a. Citations should be less than five years old, except when citing classics or historical information. Objectively provides precise information pertinent to subject area under discussion. Balanced perspectives should be provided on controversial topics (pros vs cons with evidence for each side). Literary review provides background information necessary to understand the problem under discussion. Review includes enough data and discusses a full and sufficient variety of view-points to validate the conclusion. Literature must be current and timely. Tables and figures to compliment the text are allowed with appropriate titles, labels, references and permissions. Tables and figures designed by the student are encouraged as a way to summarize information in concise formats with narrative discussion as appropriate.
- b. Inclusion and discussion of relevant research as it pertains to the topic is required. The student is expected to place an emphasis on articles that report evidence-based research and practice. The synthesis and interpretation of research must be accurate as judged by the Faculty Advisor.

#### 5. Discussion.

- a. This section should present a clear, concise analysis of the problem or topic as it relates to dietetic practice by synthesizing the literature reviewed with, theoretical perspectives from various courses taken (including ethical, policy, financial, management or other relevant), secular trends and other information as appropriate to a scholarly paper.
- b. Demonstrates knowledge and understanding of the topic by realistically identifying implications for action related to client, self, the dietetic profession, others and broader societal organizations (such as the health care system, food production systems, nutrition programs, etc). This may include discussion of strategies for change, professional issues involved, and strategies to address the issues.

6. Summary/Conclusion. This section presents a concise and accurate condensation of relevant elements from both resource data and discussion segments of the paper. Itemized major suggestions, changes, and recommendations from the rationale for the paper and as inferred by the body of the paper.

D. Originality. The information is fresh, new, timely, and useful to the reader. The student presents the material in a creative and useful manner. Plagiarism, in any form, will not be tolerated. Students are required to submit their paper through TurnItIn. Faculty Advisors will determine acceptable or unacceptable ratings for originality of the paper based on details of the TurnItIn report.

### **IV. CRITERIA FOR THE COMPREHENSIVE EXAM PRESENTATION(S)**

#### A. Overall Guidelines.

Students, who successfully complete the written portion of the CE, will be required to present their project as assigned by the Graduate Program Director. Details will be communicated to the student at

least two months prior. This may include University, Parkinson or professional association activities such as conferences, seminars or workshops. The format may be a poster or a podium presentation. Students may be required to present their CE project at several events. This allows for additional presenting and networking experience of the student. In addition, multiple presentations provides wider dissemination of the information to multiple audiences.

## **V. ROLE OF THE COMPREHENSIVE EXAM FACULTY ADVISOR**

The CE Faculty Advisor provides guidance and feedback to the student during the two-semester comprehensive exam process. This is a unique opportunity for the student to work with a faculty member in a manner that enhances the professional development related to scholarship in an individualized manner.

The Faculty Advisor is asked to discuss the CE Timeline with the student early in the first semester and establish a plan for feedback and communication maintaining the mandatory due dates. The Faculty Advisor will communicate the decision regarding status (pass/fail) of the final paper to the Parkinson School Graduate Advisor and Program Director via the electronic portal by the posted due date.

## **Formal Complaint Policy by Student**

A formal complaint is defined by Loyola University Chicago's (the "University") as any substantive complaint or concern, put forth in writing, by a student which requires a response from the administration of the academic unit. Formal complaints may originate within the Parkinson School, or through an external mechanism, such as a University grievance process or the EthicsLine Reporting Hotline. The dietetics programs adheres to all applicable University policies regarding the filing, review and resolution of formal complaints, as defined herein. The nature of the complaint dictates the review and resolution processes, as detailed further in this policy.

### **General Guidelines**

- Student Complaints Related to Academic Issues.
  - Formal student complaints related to academic disputes involving the appropriateness of course grades and accusations of academic dishonesty are addressed through the school's Academic Grievance and Appeals Process. Students enrolled in degree programs housed in the Parkinson School may also invoke the procedures under the school's Academic Grievance and Appeals Process to address disputes relating to dismissal from a program.
- Student Complaints Related to Non-Academic Issues.
  - The University admits students without regard to their race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. The University does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender

identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, or in any aspects of its employment of faculty and staff. Students with questions about this policy or who believe they have been discriminated against because of their race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law, may contact the EthicsLine Reporting Hotline at (855) 603-6988 or submit a report online at [www.luc.edu/ethicsline](http://www.luc.edu/ethicsline).

- Questions regarding Title IX may also be referred to the University’s Title IX Coordinator, Thomas M. Kelly, Senior Vice President for Administrative Services, Lewis Towers, Suite 1500, who can be reached at (312) 915-6400 or [tkelly4@luc.edu](mailto:tkelly4@luc.edu), or to the Department of Education’s Office for Civil Rights.
- Questions regarding Title VI of the Civil Rights Act of 1964 (“Title VI”) may also be referred to Tobyn L. Friar, Interim Director of Financial Assistance, Sullivan Center, Suite 190, who can be reached at (773) 508-8636 or [friar@luc.edu](mailto:friar@luc.edu), or the Department of Education’s Office for Civil Rights.
- Questions regarding Section 504 of the Rehabilitation Act of 1973 (“Section 504”) may also be referred to Shawna Cooper-Gibson, Assistant Provost for Student Academic Services, Sullivan Center, Suite 255, who can be reached at (773) 508-7067 or [scoopergibson@luc.edu](mailto:scoopergibson@luc.edu), or the Department of Education’s Office for Civil Rights.] □  
Complaint Referral.
- Complaints Received through the EthicsLine Reporting Hotline.
  - The EthicsLine Reporting Hotline exists as a means for University faculty, staff, students, administrators or other concerned parties to report activities that involve misconduct or violation of University policies. Reports may be made online at [www.luc.edu/ethicsline](http://www.luc.edu/ethicsline) or by dialing **855-603-6988**.
  - As explained at [www.luc.edu/ethicsline](http://www.luc.edu/ethicsline):
    - The University is committed to the highest ethical and professional standards of conduct as an integral part of its mission of expanding knowledge in the service of humanity through learning, justice and faith. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity and good judgment. Each community member should demonstrate respect for the rights of others.
    - The University strongly encourages all faculty, staff, students, administrators or other concerned parties to use this Reporting Hotline to report suspected or wrongful acts of conduct by Loyola University Chicago community members. No University administrator, faculty, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who

makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report.

- All reports to the EthicsLine Reporting Hotline are made available to specific individuals within the University on the University's EthicsLine Reporting Hotline Resource Team (the "Resource Team") who are charged with carefully reviewing and evaluating the report and assigning it to an appropriate case manager/investigator on the Resource Team, based on the type of alleged violation and location of the incident. The EthicsLine Reporting Hotline System does not create a new category of prohibited behavior or a new process for members of the University community to be disciplined or sanctioned. The Resource Team has no authority to discipline any student or member of the faculty or staff. When reported conduct is subject to existing University disciplinary or judicial procedures, appropriate referrals will be made by the Resource Team.
  - Reports submitted through the EthicsLine Reporting Hotline are handled as promptly and discreetly as possible, with facts made available only to those who need to investigate and resolve the matter. Individuals filing a report may follow-up online on the status of a report and to determine if further information is needed to proceed with an investigation.

## **Unprofessional Behavior and Conduct of LDI Students**

Exemplary behavior of students in Loyola Dietetic Internship and Master of Science in Dietetics programs, consistent with the standards of dietetic practice and health professions, is expected at all times. Dietetic students are expected to abide by the policies regarding professionalism in applicable student handbooks as well as the syllabi for each course, including professional behaviors with respect to attendance, punctuality, communication, dress, demeanor, integrity and ethical conduct relative to the dietetic practice and health professions. Professional conduct by the student facilitates learning opportunities and fosters good working relationships within the LDI and between the LDI and clinical agencies or institutions.

Complaints related to unprofessional behavior and conduct by students within the dietetics programs may originate from faculty, staff, preceptors, other students, or from outside the University, such as a clinical site.

Issues of unprofessional behavior or conduct that occur during a supervised practice learning experience are addressed through the evaluation of student performance in the course, as detailed in the course syllabus. If a student believes the grading related to his/her professional behavior and conduct is the result of a significant violation of clearly established written school policies, improper procedures, or is capricious, the student may pursue a grievance in accordance with the Academic Grievances and Appeals Procedure as written in the Parkinson School Program Student Handbook.

Complaints of unprofessional behavior or conduct within a classroom, simulation, or lab experience, or supervised practice, are addressed through a formal complaint resolution process, as specified below.

1. The first attempt at resolution of the complaint should occur between the student and immediate parties involved.
2. If the complaint of unprofessional behavior or conduct is not resolved among the parties involved, a written complaint, is forwarded to the Program Director by the preceptor or course instructor.
3. The Program Director reviews the complaint, any supporting documentation submitted by any of the parties, and meets with the parties involved individually. If the Program Director is directly involved in the complaint, the complaint instead is forwarded to the Associate Dean.
4. The Program Director in collaboration with the student, course instructor and possibly preceptors will develop a plan to resolve the issue. This may include additional time in supervised practice, mental health referrals, work with a Loyola mediator or other. The plan will be documented and provided to all parties involved. Subsequent meetings will be planned on a regular basis between the course instructor, student, preceptor and others involved to evaluate progress on the improvement plan.
5. The student may be placed on probation as a result of the complaint at the discretion of the program director.
6. The program director may refer the issue to the Associate Dean for Academic Affairs for further consultation, recommendations and/or resources if she feels this is warranted.
7. If the unprofessional behavior or conduct continues, further corrective actions may include removal from supervised practice (if applicable), withdrawal from a course or a recommendation for dismissal from the academic program. The decision to recommend a withdrawal or dismissal is based on the nature and severity of the unprofessional behavior.
8. If the student is withdrawn from the course, the student will receive a W or WF for the course depending on the time the decision is made.
9. The Program Director may submit a recommendation for the student's dismissal from the academic program, if the unprofessional behavior or conduct continues to the Associate Dean for Academic Affairs. The Associate Dean may authorize the student's dismissal from the program of study, in all cases except where expulsion from the University is also recommended University policies will be applied.
10. A student who wishes to appeal a decision impacting his/her academic standing or progress at the University may make a written request for an appeal within 30 calendar days of the disputed decision being rendered, consistent with the University's policy on General Academic Appeals at [http://www.luc.edu/media/lucedu/academics/catalog/undergrad/pdf/version\\_6\\_16\\_1.PDF](http://www.luc.edu/media/lucedu/academics/catalog/undergrad/pdf/version_6_16_1.PDF). The appeal will be reviewed and considered by the Dean within 30 calendar days of the receipt of the written student request for an appeal. The appeal decision made by the Dean is final and is ineligible for further appeal.