

PEPPERDINE UNIVERSITY
Seaver College
Natural Science Division
Nutritional Science
Coordinated Program
POLICIES AND PROCEDURES
PRECEPTOR HANDBOOK



This handbook is designed to help preceptors with the program policies and procedures to which the interns are required to follow while enrolled in the Pepperdine Coordinated Program (CP). The handbook is not intended to be all-inclusive, but rather is to be used as a supplement to Pepperdine University's Undergraduate and Graduate Student Handbook. It outlines accepted policy, based on the program's compliance to the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

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Program Accreditation:

Pepperdine University Coordinated Program in Nutritional Science accredited through January 30, 2030 by the Accreditation Council for Education in Nutrition and Dietetics, Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, 312/899-0040 ext. 5400

**The Policies and Procedures Student Handbook for the Coordinated Program in
Nutritional Science at Pepperdine University**

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Pepperdine CP Handbook for Preceptors

THANK YOU for taking the time to be a preceptor and to give of your knowledge, skills, and experience to help train future RDNs. We are grateful for you being part of our team! The Internship team consists of three main people 1) Preceptor 2) Intern and 3) Director of CP. It is important that this team communicates throughout the supervised practice rotations and that any issues or questions be brought to the director. As the preceptor, we consider you an integral part of the team and value your feedback.

GENERAL OVERVIEW OF THE PROGRAM

Program Description

The Coordinated Program at Pepperdine is designed to provide both a Master's of Science in Nutrition and Health alongside a supervised practice experience to educate and prepare our students to be highly competent and culturally sensitive dietetic professionals in compliance with external accreditation by the Accreditation Council for Education in Nutrition and Dietetics education (ACEND), of the Academy of Nutrition and Dietetics (AND). The curriculum is designed to meet the student learning outcomes and competencies for entry-level Registered Dietitians. The learning environment is structured to promote an appreciation for life-long learning, purposeful self-reflection, effective problem solving, and teamwork.

Supervised practice: Students will have supervised practice field experiences to help prepare them for professional careers as Registered Dietitians in wellness, health, nursing, medicine, therapeutic nutrition, nutrition counseling, foodservice management and leadership. The program includes 1,048 hours of supervised practice in rotation sites within a 60-mile radius of Malibu, California.

Coursework: Academic coursework to obtain the MS degree in Nutrition and Health Science requires successful completion of the 33 units with a grade of B- or higher, in addition to successful completion of the capstone project. The coursework is completed during the May summer session, Fall and Spring sessions.

Program completion: When both the academic requirements and supervised practice hours are complete, a Verification Statement and Master's degree is awarded allowing eligibility to sit for the registration examination for Registered Dietitians.

Mission of the Program The mission of the CP program at Pepperdine University is The Christian mission of Pepperdine serves as a foundation to our approach of serving others through the field of Dietetics, a helping profession, devoted to the health and wellbeing of our bodies which are described in I Corinthians 6:19 as temples of the Holy Spirit. In this program we seek to integrate our faith with our practice by utilizing talents God has given each of us (Romans 12:6). Through a purposeful selection of academic courses and the rotations needed to complete the supervised practice hours, students will be provided with learning environments within our community where they can develop their God given talents as they serve others and exert a positive influence in our community. James 2:14 asks, "What good is it, my brothers, if a man claims to have faith but has no deeds?"

Coordinated Program Learning Outcomes (PLOs) and Outcomes Measures

Goal #1 – Program graduates will secure employment as an entry-level registered dietitian nutritionist in various employment positions.

1.1 Option A: Internal applicants- program completion objective: “At least 80% of students complete program requirements within 15 months (150% of planned program length)”.

Option B. External applicants-program completion objective: “At least 80% of students complete program requirements within 19.5 months (150% of planned program length)”. (RE 2.1.c.1.a)

1.2 Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (RE 2.1.c.1.b)

1.3 At least 90% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (RE 2.1.c.1.c.1)

1.4 The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (RE 2.1.c.1.c.2)

1.5 Within 1 year of program completion, employer satisfaction ratings should be at least 90% for “just as good”, “better” or “best” as related to preparation and level of nutrition knowledge at entry-level practice. (RE 2.1.c.1.d)

Goal #2 – Program graduates will adhere to the professional code of ethics, integrate evidence-based research in practice, exhibit leadership qualities and be committed to community service and leadership.

2.1 At least 80% of graduates will state a participation in one or community projects of service.

2.2 At least 80% of graduates will state an involvement in a dietetics-related project as a leader.

Upon request, outcome data measuring achievement of program objectives are available to students, prospective students, and the public.

Learning Outcomes/Competencies for the RDN

Supervised practice experiences are based on the 2022 learning competencies for an entry level RDN

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

Upon completion of the program graduates are able to:

CRDN 1.1

Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2

Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetic practice.

CRDN 1.3

Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4

Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5

Incorporate critical-thinking skills in overall practice.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the nutrition and professional dietetics practitioner level of practice.

Upon completion of the program graduates are able to:

CRDN 2.1

Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2

Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3

Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4

Function as a member of interprofessional teams.

CRDN 2.5

Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6

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

CRDN 2.7

Apply change management strategies to achieve desired outcomes.

CRDN 2.8

Demonstrate negotiation skills.

CRDN 2.9

Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10

Demonstrate professional attributes in all areas of practice.

CRDN 2.11

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

CRDN 2.12

Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13

Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

3. Clinical and Client Services: development and delivery of information, products and services to individuals, groups and populations.

Upon completion of the program graduates are able to:

CRDN 3.1

Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2

Conduct nutrition focused physical exams.

CRDN 3.3

Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)

CRDN 3.4

Provide instruction to client/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5

Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6

Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7

Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8

Design, implement and evaluate presentations to a target audience.

CRDN 3.9

Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10

Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11

Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12

Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13

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

CRDN 3.14

Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

Upon completion of the program graduates are able to:

CRDN 4.1

Participate in management functions of human resources (such as hiring, training and scheduling).

CRDN 4.2

Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3

Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4

Use current information technologies to develop, manage and disseminate nutrition information and data.

CRDN 4.5

Analyze quality, financial and productivity data for use in planning.

CRDN 4.6

Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7

Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8

Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9

Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10

Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals, and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

5. Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Upon completion of the program graduates are able to:

CRDN 5.1

Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2

Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3

Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4

Advocate for opportunities in the professional settings (such as asking for responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5

Demonstrate the ability to resolve conflict.

CRDN 5.6

Promote team involvement and recognize the skills of each member.

CRDN 5.7

Mentor others.

CRDN 5.8

Identify and articulate the value of precepting.

Selection of Preceptors and Rotation Sites Policy

Preceptors and facilities/sites where supervised practice hours are completed are selected using specific criteria established by the coordinated program and evaluated on a yearly basis.

Preceptor Requirements:

Minimum requirements of the preceptors include:

1. All preceptors, outside of the Institutional Foodservice Management rotation, must be a Registered Dietitian or other qualified professional as determined by the CP Director.
2. Preceptor must be able to document how they maintain qualifications to be a preceptor (can include: continuing education, research, degree coursework, maintenance of professional certificates, described employer verification of competency, teaching, etc.) and provide an updated resume to the director.
3. Preceptor must have adequate time to provide required supervision of the participant.
4. Lead preceptor must be able to oversee the intern's work and hours and maintain appropriate contact with the CP Director and the participant.

Procedure

The site/preceptor must meet the following criteria:

- A desire to be a preceptor to an intern and be committed to the time frame of the rotation.
- Maintenance of current credentials for the profession (RDN status) or food service professional credentials.
- Provides experiences that meet the goals and learning objectives of the ISPP program.
- Should have adequate staffing to provide a positive learning experience for the intern, including proper supervision and instruction by the preceptor(s).
- Make available opportunities for intern to learn specific disease nutrition therapy practices and patient care (if MNT rotation).
- Provide adequate time, supervision and instruction for projects to be completed.
- Fully executed affiliation agreement with the facility.
- Located within 60 miles of the University or 60 miles within the intern's home.

Minimum requirements of the sponsoring facilities include:

- All clinical facilities must be accredited by the Joint Commission or the state.
- All facilities must have a preceptor on site that is available as a point of contact for the student and program director
- Affiliation agreements must be in place for all rotations 30 days in advance, regardless of length, unless the rotation occurs on the Pepperdine campus (**Appendix A**)
- Interns may be placed in facilities up to 60 miles from the Pepperdine, Malibu campus.
- Although intern preferences will be considered, they cannot always be accommodated.
- Evaluation of sites and preceptors will occur via intern evaluations at the end of the rotation and reviewed annually in order to determine if the program will continue with the site.
- Affiliation agreements are reviewed annually by the director.

Preceptor Training

In an effort to provide you with the background on the policies and forms utilized in the internship we ask you to review the preceptor handbook and the rotation syllabus and follow-up with the director with any questions. This handbook will allow you to have knowledge of the expectations of the interns and the role of each member of the team.

Preceptors will be provided with an updated Preceptor handbook and rotation syllabi each year, which includes the student policies and learning expectations. We ask you to review the preceptor handbook and the rotation syllabus. The CP director will schedule a follow-up call or meeting with you to review any questions prior to the start of the student's rotation. This handbook will allow you to have knowledge of the expectations of the interns and the role of each member of the team.

In addition, CDR (Commission on Dietetic Registration) provides a free online preceptor training. It is a very valuable tool to assist in preparing to work with interns. It is a very valuable tool to assist in preparing to work with interns.

The course is self-paced and provides 8 CPEUs when completed.

To access the course go to: <https://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge>

Implicit Bias Training

In order to help students develop an awareness of their personal implicit bias prior to their supervised practice experiences, they complete implicit bias training during orientation. We ask that preceptors consider completing the training as well if not offered in their own workplace. The Implicit Association Test (IAT) measures attitudes and beliefs that people may be unwilling or unable to report.

Link to tests: <https://implicit.harvard.edu/implicit/takeatest.html>

Responsibilities and Roles of Intern, Program Director and Preceptor

1. Roles of the Intern

Students are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination of the program.

Responsibilities of the CP Student in the supervised practice rotations:

1. Students must be familiar with all policies and procedures in the student handbook and refer to them to answer policy and procedure questions.
2. Students need to complete learning experiences, study guides, readings, written assignments, and projects by due dates and arrive prepared to rotation sites and classes.
3. Students are expected to be punctual and available through the rotation.
4. Students are expected to behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times.
5. Students are expected to represent Pepperdine University in an appropriate and professional manner in both behavior and appearance.
6. Students are expected to maintain confidentiality of all information discussed within his/her rotation.
7. Students are expected to communicate with his/her preceptors and Program Director throughout each rotation.
8. Students are expected to inform preceptors and the Program Director of any change in his/her schedule in a timely manner and to accept program changes that may arise.
9. Students are expected to maintain a positive and hard-working attitude.
10. Students are expected to be active learners, ask questions when needed and seek out answers to strengthen and broaden his/her learning experience.

Preparing for the rotation:

Interns should review the syllabus and complete the pre-assignments associated with each rotation. Pre-assignments must be turned into the director of the program prior to beginning the rotation. It is expected that the intern should arrive to the rotation PREPARED and KNOWLEDGEABLE.

During orientation to the rotation on the first day, the intern and preceptor should review the syllabus together, discussing assignments and due dates. The intern should share their learning goals for the rotation with the preceptor. The schedule should be reviewed and any changes from the original schedule should be submitted to the director.

Evaluation of the intern's progress:

The intern and preceptor should review the evaluation forms to be used for each rotation and discuss the evaluation schedule. It is recommended that an oral evaluation be done at the end of each week to discuss progress of the intern. A written evaluation should be completed at the mid-way point for rotations 6 weeks or longer and a written evaluation for the end of each rotation. Interns must score a 3 or 4 on the final end evaluation (competency met) in order to complete the rotation, in addition to completing the required hours.

Expectations of the Intern

The intern should drive the learning experience by being an active learner. The goal of the supervised practice is to grow as a professional while growing in knowledge. Arriving prepared, asking questions, researching areas of unfamiliarity and an overall enthusiasm for the experiences is expected.

2. Role of the Program Director

Responsibilities of the Coordinated Program Director:

1. Serve as a role model and mentor.
2. Orient the student to all aspects of the CP supervised practice rotations.
3. Provide adequate training of preceptors and coordinate learning experiences and projects for each rotation.
4. Develop schedules for the program, organize rotations and plan class days.
5. Monitor and evaluate student progress in each rotation.
6. Ensure that all students are meeting Accreditation Council for Education in Nutrition and Dietetics core competencies.
7. Support and act as an advocate for the student when appropriate.
8. Act as a liaison between the preceptor and student when needed.
9. Develop and enforce policies and procedures.
10. Develop partnerships with outside organizations that strengthen the program.
11. Be involved in Academy of Nutrition and Dietetics activities that strengthen the quality of the CP.
12. Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
13. Maintain a strong program by evaluating the program at a yearly review to ensure students are receiving training in current dietetics skills.

Communicating with the Intern and Preceptor

The director is responsible for weekly communication with the intern at the Monday meetings and throughout program. The director serves as a liaison between the preceptor and intern should any questions or concerns arise. In most cases direct communication between the preceptor and the intern is best, however the director is available to facilitate discussions or guide changes in the behavior of the intern if needed.

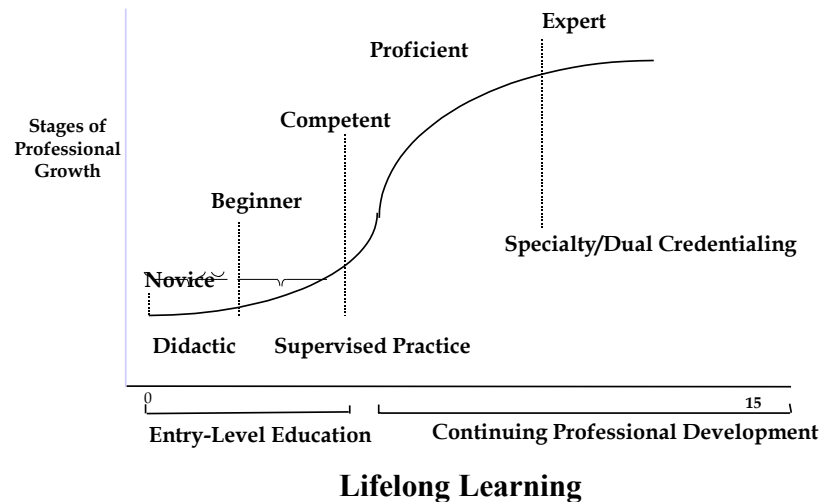
3. Role and responsibilities of the Preceptor in the supervised practice rotations:

- 1. Be prepared for the intern** by reviewing the handbook and activity syllabus, follow-up with director for clarification or questions.
- 2. Arrange for an orientation** to the facility, staff and rotation on the first day and discuss clear expectations and due dates of assignments with the intern.
- 3. Provide regular communication and feedback** with the intern, both formally and informally. It is very important that if you observe the intern not performing as they should that you communicate this as soon as possible, rather than wait until the formal evaluation time. This allows the intern the opportunity to adjust and fix the behavior with adequate time. A specific time to connect during the week can be helpful. The best approach for providing feedback to students is EARLY and OFTEN. This allows timely corrections to take place and provides the opportunity for the intern to grow.
- 4. Be a role model** in your profession by demonstrating skills and behaviors to the intern and assist the intern with time management and professional development.
- 5. Provide clear guidelines.** As professionals with experience in the field, we often forget where we were as an intern. What may seem obvious to an experienced practitioner is often not the case with the intern. Many interns are not aware of their strengths and weaknesses at the beginning of the supervised practice. Clear guidelines should include the ground rules for the facility – arrival time, departure time, professional conduct and dress, use of cell phones, communication with preceptor, etc. Please define your expectations with the intern from the beginning to avoid having to deal with issues later.
- 6. Be a resource for interns.** The interns often share that what they appreciate most is hearing from the preceptor how they grew in their field and the journey from student to professional. You are a wonderful resource to an intern entering the profession of nutrition and dietetics.

The supervised practice is the bridge from a student being a somewhat passive learner in a classroom to an active learner and participant in the professional workplace. This learning curve is different for each intern and the goal is to see growth and change so that the intern moves from a novice to competent in nutrition knowledge.

Patience, guidance and communication is essential for the intern to move from acquiring knowledge (undergraduate degree) to application of the knowledge (supervised practice). You, the preceptor, play a key role in assisting the intern on this growth curve. Thank you!

COMPETENCY-BASED EDUCATION



Gilmore CJ, O'Sullivan Maillet J, Mitchell BE (1997) Determining educational preparation based on job competencies of entry-level dietetics practitioners. JADA 97(3): 306-316

A word on constructive feedback....

“True intuitive expertise is learned from prolonged experience with good feedback on mistakes.” –*Daniel Kahneman*

Providing feedback is essential to student growth.

It is helpful for the student to 1) know what good performance is (what is the standard or goal); 2. how their current performance relates to good/goal performance and 3. what they can do to close the gap between their current performance and good/goal performance.

Dealing with a difficult or problematic intern- It is our hope that our application process provides strong students, however, we know that there may be times you may have to deal with problematic behavior. The director is always available to facilitate discussions and to meet with the preceptor and the intern. Acceptable behavior for an intern should be no different than if the intern were an employee of the facility and oral and/or written warnings should be provided, and the director should be contacted. The interns are aware that their placement at a facility is a privilege and professional behavior must be followed at all times.

INTERN POLICIES AND PROCEDURES

Non-Discrimination Policy

Pepperdine University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, or other educational programs or activities. Students are required to complete training in Implicit Bias during orientation.

Diversity, Equity and Inclusion

Pepperdine University is a Christian university fully committed to diversity, equity, and inclusion. Our faith cherishes the sacred dignity of every human being and celebrates diversity as a true representation of God's love and creative expression.

Prior Learning Credit toward Program Requirements

The Pepperdine University CP does not grant credit towards supervised practice rotations/assignments for any prior education courses, and/or experiences. All students must complete the 1048 hours within the supervised practice portion of the CP.

Required Preclearance items prior to beginning the program

Medical Exam, Immunizations and Medical Insurance

Policy

Students must provide proof of a medical clearance exam completed within six weeks prior to enrollment and proof of medical insurance while enrolled in the ISPP program.

Procedure

1. Students are required to submit proof of medical clearance examination, immunizations (Hep B, TDAP, Varicella, MMR, Flu shot (Oct-Jan), TB test, and COVID vaccines, if required. These must be up to date and records must be provided no later than two weeks prior to start of program. **These immunizations, as well as the full COVID vaccine (or whatever required at the time), are required by our affiliations in order to work in their facilities.** Medical expenses are paid by the student.
2. Proof of medical insurance must be provided a minimum of two weeks prior to start of program. If a student becomes ill/injured while enrolled in the program, the student's health coverage would take effect to cover all health costs.

Professional Liability and Auto Insurance Policy

It is required that each student carry Professional Liability Insurance throughout the entire program. In addition, current auto insurance must be carried by the student. These costs are the responsibility of the student.

Procedure

1. Proof of liability insurance must be submitted two weeks prior to start of program. Professional liability insurance is available on the Academy of Nutrition and Dietetic website: <https://www.eatrightpro.org/membership/member-benefits/discounts-on-products-and-services>
2. Proof of auto insurance must be provided a minimum of two weeks prior to start of program. A car is necessary to complete the supervised practice rotations.

Drug Testing and Criminal Background Check Policy

Students are required to complete a drug screening and criminal background check required by the supervised practice facilities. The student is responsible for the expense of the drug screening. The coordinated program will run a background check prior to beginning rotations and this expense is paid by the program. In the case of a student not passing the drug test or criminal background check, they will be unable to continue in the program.

Safety in Travel to and from Assigned Areas Policy

Students must supply his/her transportation to and from assigned supervised practice facilities. Auto insurance must be current during the length of the program.

Injury or Illness While in a Facility for Supervised Practice Policy

Students who are injured or become ill while at a supervised practice rotation should seek immediate medical care at either a personal physician's office or an emergency room depending on need. The student is responsible for financial/medical insurance to cover this care.

Employment Outside of Supervised Practice Policy

Students are discouraged from holding employment outside of the supervised practice program that would interfere with their duties and obligations to the rotations. While we allow students to work outside the required hours if needed, allowances cannot be made to the schedule due to outside employment.

Dress Code for Supervised Practice Rotations Policy

The dress, grooming, and professionalism of our students reflect upon the image of the University and personal professionalism. Students are expected to be professional at all times in both his/her dress and in speech. Standards for grooming, dress, and personal conduct are held to a professional level and students should always do his/her best to convey this message.

The following recommendations for dress and grooming must be followed while completing supervised practice rotations, however preceptors may provide specific guidelines for their facility.

Procedure

Personal Hygiene

1. Students should follow high standards for cleanliness and good grooming. All clothing (including lab coat) must be clean and neat. Makeup, jewelry, and perfumes should be worn in moderation. Many facilities may not allow perfume at all due to sensitivities and allergies.
2. Name badges shall be worn at all times, during working hours, at organizational events, work related meetings and for in-service, education and off-site programs.
3. Dress codes for each facility should be followed and discussed with the preceptor prior to beginning a new rotation.

Rotation Attire

1. White lab coats (provided by Pepperdine) are required for clinical rotations and should be worn over professional clothing. Lab coats should be clean and wrinkle-free at all times.
2. An identification badge (provided by Pepperdine) is to be worn at all times.
3. Dress codes for the facility should always be followed in addition to these guidelines:

Business Professional Attire

Blouses/Shirts

Appropriate attire includes shirts with collars, button front, pullover clothing with finished neckline, blouses, turtlenecks, sweaters, jackets, blazers, and lab-coats.

Unacceptable: T-shirts, sweatshirts, sport jerseys, halter/tank/midriff tops, low-cut, or sleeveless tops, sundresses, spaghetti strap tops/dresses.

Pants/Skirts

Pants and skirts must be appropriate in length and may not hang below the waist. Skin and under garments shall not be visible in the waist area. Pant length must not hang below tip of shoe heel and will not drag on the floor surface.

Unacceptable: shorts, jeans (blue and black), sweatpants, leggings, short dress/skirt lengths and slits, military style pants, and athletic wear.

Hair - Hair should be kept clean, well groomed and in many cases pulled away from the face. In the foodservice rotations hair that is not above the collar must be tied back. Hair restraints will be worn at all times.

Shoes - For the safety of the student closed-toed, non-slip shoes should be worn at all facilities. Heels should be limited to ½ inch and in some rotations, must be flat for safety purposes.

Tattoos - Tattoos should not be visible and should be appropriately concealed by clothing. Further questions can be directed to preceptor regarding the facility's policy.

Facial Hair - Facial hair including beards, side burns, and mustaches shall be clean and neatly trimmed. Beards should be kept at an appropriate length to promote safety for self and patients.

Body Piercing - Rings, hoops, or facial studs are not acceptable for the professional work setting. This includes nose rings/studs, gauged ear lobes, or other body piercing such as eyebrow, lip, tongue, etc. Simple/modest rings in the ears are acceptable.

Jewelry - Students may wear no more than two rings per hand, and no dangling bracelets or long necklaces that can be dangerous are allowed. Earrings should be conservative with no more than two pairs.

Fingernails - Nails must be clean and well groomed. In patient-care areas, nails must be no longer than ¼ inch beyond the fingertip. Artificial nails are prohibited for infection control reasons and nail polish is prohibited.

Undergarments - Undergarments must not be visible and concealed by clothing.

On Campus

For on campus class meetings students may dress casually and tastefully. For on campus meetings that are not class time, students should wear business casual attire with his/her name badge.

Fair Labor Standards Policy

The training given to the student is for the benefit of the student and their training and does not displace regular employees. The student works under the close supervision of the preceptor. The student is aware that they are not entitled to wages for the time spent in training nor to a job at the conclusion of the program.

Code of Academic Integrity Policy

Students are expected to comply with all components of Pepperdine University's Code of Academic Integrity (www.seaver.pepperdine.edu/academicintegrity). Failure to comply with this code can result in student various sanctions/disciplinary action.

Rotation Schedule and Assignments

Policy

Students will be provided with their rotation schedules, program materials, and vacation/holiday schedule during the orientation week.

Procedure

Rotation Schedule

1. Supervised practice rotations are completed in the May summer session as well as in the Fall (Sept-Dec) and Spring (Jan-April).
2. The Program Director is responsible for scheduling each student's 1048 hours. The schedules will be distributed to all rotation preceptors, students, and staff.
3. Changes due to unforeseen circumstances may create changes during the rotation. These will be brought to the student by the Program Director in a timely manner.
4. Program Materials

Students will attend a week of orientation prior to beginning the supervised hours.

During this week the following will be reviewed:

- a. Rotation schedule including preceptor contact information for each learning experience.
- b. Program learning outcomes for each rotation.
- c. Class schedules including weekly assignments, projects, and due dates.
- d. Evaluation forms and assessments for each experience.
- e. Training by preceptors for each of the following areas: clinical, community and foodservice management.

Rotation Hours – Total 1048

The CP is comprised of the following hours in each rotation discipline:

Medical Nutrition Therapy – 512 hours

MNT Hours Outpatient/LTC – 64 hours (2 weeks)

MNT Hours Acute – 384 hours (10 weeks plus 2 weeks staff relief)

MNT Renal Outpatient – 64 hours (2 weeks)

Foodservice Management- 192 hours

Foodservice Patient Meals/Retail – 192 hours (6 weeks) **OR**

Foodservice School Nutrition – 192 hours (6 weeks)

Community Nutrition– 248 hours

Community WIC – 128 (4 weeks)

Public health/Headstart/Foodbank – 60 (2 weeks)

Senior Nutrition – 60 hours (2 weeks)

Self Select/Specific Concentration– 96 hours

Each intern will follow an individual rotation schedule and although the intern rotations may be completed in any order of MNT, Community and Foodservice management, they typically are designed to build upon training and competency with a general flow of the rotations as follows: community/foodservice in the summer and fall sessions and MNT in the spring session.

MAY	SEPT/OCT	NOV	DEC	JAN
Community 128 hours WIC	Food Service 192 hours Management Hospital or School central kitchen	Community 32-64 hours Senior Nutrition	Community 32- 64 hours Public health	Clinical inpatient 128 hours Acute Care Hospital
	Budget Project	Senior Concerns LA City nutrition program	Food Bank LA Project Angel food	
FEB	MARCH	APRIL	MAY	
Clinical Inpatient 128 hours	Clinical Inpatient 128 hours	Clinical- inpatient and renal 128 hours	Self Select/Specialty 96 hours	
Acute Care Hospital	Acute Care Hospital	Renal-OP	Sports Nutr, private practice, research, etc	

Attendance

Policy

Students are expected to complete all assigned hours including rotations, classes, and scheduled meetings. Supervised hours are scheduled four days per week (Tuesday-Friday) with one day a week (Monday) in the classroom. Students are expected to attend all hours. Students must seek approval for a change in schedule due to circumstances such as illness, bereavement purposes, personal reasons, emergencies, or job interviews.

Procedure

Attendance

1. **Unplanned Leave/Absence** - The student must contact the Program Director via phone and email and rotation preceptor as soon as possible to request leave. The Program Director will document the information on the student's attendance record kept in the student's file.
2. **Planned Leave** - The student must submit a written request as far in advance as possible. The Program Director will either deny or approve the request. The original request will be kept in the student's file. Approved leave will be documented on the student's attendance record kept in his/her file along with the original written request. The Program Director will consult with rotation preceptors/supervisors prior to granting approval. Unapproved absences are not acceptable and will be subject to disciplinary action up to and including termination from the program.

3. **Tardiness** - If the student expects to be late, they should first contact the supervising preceptor to provide a reason for the tardiness and an approximate time of arrival. It is the responsibility of the student to communicate any changes to both the director and preceptor at all times.
4. **Excessive tardiness** will be subject to action up to and including termination from the program.
5. **Classroom Attendance** - Students are expected to attend weekly meetings on campus. If the student is unable to attend, the Program Director must be notified by phone as soon as possible. All work must be made up from the missed class. Two classes may be missed without penalty. Beyond two, the student will need to meet with the Program Director to discuss disciplinary action.
6. **Weekly Log of Hours** - Students are required to maintain daily records of their supervised hours and turn in a weekly log signed by the preceptor to the Program Director on Mondays.

Vacation

Students will receive vacation days as listed below. These dates will be provided to the student during orientation and will follow the academic calendar of Pepperdine Seaver College which may be viewed at: <http://seaver.pepperdine.edu/academics/calendar>.

Observed Holidays

1. Labor Day
2. Thanksgiving Holiday (Thursday and Friday)
3. Christmas Day
4. New Year's Day
5. Martin Luther King, Jr. Day
6. Spring Break
7. Memorial Day

If the student is scheduled to work on an "observed" holiday, another day off will be substituted.

Student Services

Students enrolled at Pepperdine University have access to student services on campus including health services, counseling, and academic testing. Additional information on these services can be found at <https://seaver.pepperdine.edu/student-life/>.

Professional conduct and behavior

The CP is a pre-professional pathway of the Academy of Nutrition & Dietetics. Participants should demonstrate attitudes consistent with an entry-level practitioner and the Academy of Nutrition and Dietetics Standards of Professional Performance, which includes professional behaviors, leadership, self-directed learning, high-quality work, advocacy and service to the profession and community. Participants are expected to conduct themselves in a professional manner and in accordance with the Code of Ethics of the Academy of Nutrition & Dietetics. In addition to the Code of Ethics of the Academy of Nutrition & Dietetics, participants are expected to abide by the University Code of conduct: <https://www.pepperdine.edu/student-life/student-code-of-conduct/>

Professional Behavior

Students in the CP and supervised practice program have an obligation to act in ways that will merit trust, confidence, and respect of the academic institution, external sites associated with supervised hours and with other health professionals, and the general public. Students have the responsibility to foster the profession and act professionally. To do so, individual behavior must be ethical including conduct in personal and academic affairs. In pursuing this objective the student shall:

1. **Demonstrate respectful and courteous behavior in supervised practice hours, as well as the classroom.** Disruptive or disrespectful behavior in any setting will not be tolerated. Treat peers, faculty, supervisors, co-workers, patients/clients, visitors, and the general public with respect and tolerance for personal differences. Respect and protect the rights, privileges, and beliefs of others. Students that cause disruption/distraction in the classroom or in the lab, as determined by the instructor and program director, may be asked to withdraw from the course and possibly from the program.
2. **Maintain good academic standing** and abide by the procedures, rules, and regulations as described in the Seaver College catalog and CP Student Handbook.
3. **Abide by the guidelines** prescribed by each preceptor while in supervised practice rotations and professors in the preparation of academic assignments.
4. **Be objective and honest** in supervised practice rotations, as well as in academic performance and relationships.
5. **Strive toward academic and professional excellence, improvement of professional skills, and expansion of professional knowledge.**
6. **Neither engage in, assist in, nor condone cheating, plagiarism, or other such activities.**
7. Students are encouraged to become familiar with **the Academy of Nutrition and Dietetics Code of Ethics**. Information about the code of ethics can be found at <https://www.eatrightpro.org/-/media/files/eatrightpro/practice/code-of-ethics/codeofethicshandout.pdf?rev=e70b72588c044984a6b93cff61bcb793>.

Student Performance Monitoring Policy

Students are evaluated on their professionalism and competency in completing activities and assignments. Participants will be evaluated by preceptors at the mid-point and end of each rotation. At mid-point participants must earn a 2 or higher (on a 4 point scale) on their skill development and professionalism. For each 2 earned at mid-point, a plan must be in place to help the participants achieve a final evaluation of a 3 or 4 (competent). The participant must achieve a 3 or 4 (competency met) on all rotation required competencies to satisfy the completion of the rotation.

All students will be evaluated on his/her performance at specified times throughout the program to assess readiness for entry-level competency.

Procedure

1. The student will complete the rotation pre-assignments prior to each rotation and develop personal goals before beginning each rotation.
2. The preceptor and student will meet as needed to discuss the student's performance and progress.

3. The Program Director and student will meet throughout the rotation to discuss the student's performance and progress.
4. At the end of each rotation, students will complete a self-assessment form, evaluation of preceptor form and site evaluation form. These will be turned into the Program Director.
5. Written evaluations will be completed by the primary preceptor for each rotation including MNT (LTC, Acute and Renal), Hospital Foodservice Systems/ School Foodservice Systems, Women, Infants and Children (WIC), Community rotations, as well as any rotations longer than one week in length. Once reviewed with the student, evaluations will be kept in the student's file by the Program Director.
6. The following assessment tools will be used:
 - a. MNT Rotation Supervised Practice Evaluation Form (Acute, Outpatient, Renal)
 - b. Women, Infants, and Children (WIC) Community Rotation Supervised Practice Evaluation Form,
 - c. Community Rotation Supervised Practice Evaluation Form,
 - d. Food Service Rotation Supervised Practice Evaluation Form (School and Hospital)
 - e. Specialty Rotation Supervised Practice Evaluation Form

Program Retention and Termination

A. Repeating a Rotation

If a student does not successfully complete a rotation, they may not be able to continue with a new rotation until successful completion or alternate work is completed.

Procedure

1. Students are required to successfully complete all hours within each rotation and obtain a 3 or 4 (competency met) on their competencies on the end rotation evaluations. If a student does not successfully complete a rotation the Program Director will determine whether the intern must complete supplemental work or repeat the rotation.
2. The student must complete the supplemental work to the satisfaction of the preceptor and Program Director before proceeding to the next rotation.
3. If there is successful completion of the additional hours/supplemental work, the preceptor will re-evaluate the student on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
4. If the student does not successfully complete the additional hours/supplemental work, the Program Director will require the student to repeat the rotation.
5. If the student does not successfully complete the repeated rotation, the student may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)

B. Discipline and Termination

Policy

The student is subject to disciplinary action by the Program Director and Academic Assessment Faculty. If a student does not abide by the policies, procedures or guidelines of the program disciplinary action will be taken. This may include warnings, counseling, suspension, or termination. Preceptors should contact the CP director if there are any issues concerning intern behavior or professionalism.

Procedure

1. The Program Director will meet with the student to discuss the disciplinary action. If necessary, the preceptor will attend the meeting as well. Based on the infraction, the Program Director (and preceptor if required) will determine what disciplinary action is warranted.
2. After two disciplinary actions, the Program Director and Academic Assessment Faculty will meet with the student to discuss the issue(s). The Program Director and Academic Assessment Faculty will determine what disciplinary action is warranted.
3. If subsequent disciplinary action is required, the Program Director and Academic Assessment Faculty will meet with the student to determine whether the student should be terminated from the program.
4. The Program Director will keep notes on each meeting, signed and dated by the student and the Program Director, and all documents will be kept in the student's file.
5. A student can be terminated from the CP at any time due to problems with behavior, performance, or attendance. It is the Program Director's discretion along with the Academic Assessment Faculty to determine if the student should be terminated. Termination is based on written documentation of the intern's behavior and/or performance. When an intern is terminated, termination is immediate and no refunds for tuition will be provided. The Program Director and student will sign and date a termination agreement, which will be kept in the student's file.
6. If termination is decided the Program Director and Academic Assessment Faculty will meet with the student to discuss the decision.
7. The student has the right to file a grievance with the University if they do not agree with the decision.

Completion of Program

Procedure

1. The program of learning experiences has been developed to meet the Competency Standards of Education of the Commission on Dietetics Education.
2. Students will be evaluated on their performance and must meet competency standards provided to them in each supervised practice rotation. Students will be given an exit interview at the completion of the program.
3. When both the academic requirements for the MS degree and the supervised practice hours have been successfully completed, a Verification Statement and Master's degree is awarded allowing eligibility to sit for the registration examination for Registered Dietitians.
4. The Program Director will submit verification statements to the Commission on Dietetic Registration for eligibility to sit for the Registered Dietitian examination. The Program Director will keep verification statements on file.
5. Program length to completion:
Option A: Internal applicants - Expected Program Length: two 16-week terms and two 4-week Summer terms (total weeks = 40; or 10 months) and may be completed in 1.5 x's program length, or 15 months.
Option B: External applicants - Expected Program Length: three 16-week terms and one 4-week Summer term (total weeks = 52; or 13 months) and may be completed in 1.5x's program length, or 19.5 months.

Protection of Privacy

Policy

Student's file will be kept in a locked file cabinet in the Program Director's office. All information in the student's file is private. The Program Director and Academic/Assessment Director are the only two to have access to these files. Students have the right to review their personal file upon request.

Program Evaluation

Policy

The program standards will be evaluated by the Program Director and Academic Assessment Faculty utilizing established methods to gather information on the quality of the program. Facilities and preceptors will also be evaluated yearly and discussed at an annual review meeting at the termination of each program year.

Procedure

Program Evaluation

1. The Program Director, Academic Assessment Faculty, staff, preceptors, nutrition students, and program graduates will be part of the program review.
2. The Program Director will:
 - a. Review, collect, and keep on file intern rotation evaluations.
 - b. Review, collect, and keep on file preceptor and program evaluations.
 - c. Conduct a survey of immediate past graduates and his/her employers to determine entry-level competency of graduates one year following his/her completion of the program.
 - d. Review registration examination scores of program graduates.
 - e. Maintain records on file of all evaluations for a five-year period in the Program Director's office.
 - f. Use information gathered to discuss recommendations for change at the annual review meeting at the end of the program year with the Academic Assessment Faculty.
 - g. Make modifications to materials and the program based on the evaluations.

Program outcome data is available upon request from Office of Institutional Effectiveness (OIE).

Grievance Policy

Policy

The student has the right to file a grievance if they feel they have not been treated fairly. It is important that all students feel that they have been fairly treated and given every opportunity to discuss his/her problems in the program. Retaliation will not occur due to filing of a complaint.

Procedure

If a student wishes to file a complaint or grievance against a Site Director, Preceptor, staff member, or the content or process of an experience, the following steps should be taken:

1. The student must first speak with the Preceptor to discuss the reasons for the complaint or grievance. The Preceptor must review the matter with the student and discuss the next step to be taken.
2. If the grievance is not resolved in step 1, the student may appeal to the Site Director. The Site Director may confer with the Preceptor to discuss and resolve the problem.
3. If these discussions are not adequate to resolve the matter then the student should meet with the Program Director. This should be done in a timely manner.
4. The Program Director will then discuss the situation with the student, the Site Director and Preceptor.
5. If a resolution cannot be made, the student will either be asked to change site and preceptor locations if the grievance against the preceptor or site is not conducive to learning OR they will be asked to leave the program if the student is at fault and cannot work within the guidelines of the program. A grievance form will be completed documenting the resolution, if any, and kept in the student's file.
6. Retaliation will not occur due to filing of a complaint.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600, extension 4872. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

Program Withdrawal Policy

If a student decides to withdrawal from the program they will need to schedule a meeting with the Program Director to discuss whether it will be a permanent withdrawal or a temporary leave of absence. Refunds of tuition and fees for the program are not available in accordance with the Seaver College Refund Policy.

Procedure

1. A meeting should be scheduled with the Program Director to discuss reasons for withdrawal.
2. At the meeting the Program Director and student will decide a course of action.
3. If the student decides to withdrawal permanently from the program they will write a letter indicating their plan to withdrawal, including reasons, from the program. The student and Program Director will sign and date the letter to be placed in the student's file.
4. If the student decides to take a leave of absence they will write a letter indicating this plan, which the Program Director and student will sign and date.

APPENDIX A

SAMPLE AFFILIATION AGREEMENT

AFFILIATION AGREEMENT BETWEEN Pepperdine University and FACILITY

This Affiliation Agreement is entered into between the Coordinated Program (CP) located at Pepperdine University in the Natural Science Department at Seaver College and FACILITY (The Affiliated Facility) located in CITY, California.

PURPOSE

Pepperdine University has a coordinated program for educating students to meet the qualifications for practice in the profession of Dietetics and desires the assistance of the Affiliated Facility in providing a supervised experience to the students and is willing to assist by providing a supervised experience to the students enrolled in the program.

Therefore, it is mutually agreed by and between such parties that:

RIGHTS AND OBLIGATIONS

1. The University and the Affiliated Facility shall cooperate to provide supervised experience to students of the University enrolled in the CP program.
2. Both parties agree that there shall be no discrimination on the basis of marital status, race, color, sex, age, religion, sexual orientation, gender identity, disability, national origin or status as a US Veteran pertaining to any experiences during the CP.
3. Students are not employees of Pepperdine University or the Affiliated Facility and are not entitled to any employee benefits or compensation of either party, which includes not providing Worker's Compensation coverage.
4. Both parties will instruct their respective faculty, staff and participating student(s) to maintain confidentiality of student and patient information as required by law, including the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability Accountability ACT (HIPPA) and by policies and procedures of Pepperdine University and the Affiliated Facility.
5. The objective of the Affiliated Facility training shall be to create awareness in the students of the activities within the Affiliated Facility and to have the students gain experience in such activities.
6. The experience for students in the supervised practice shall occur during the fall, and/or spring semesters as follows:

- a. Maximum of _____ student(s) shall be assigned to the Affiliated Facility at any one time for experience any given semester.
 - b. The length of the time the student(s) will be assigned to the Affiliated Facility shall be mutually agreed to by the University and the Affiliated Facility prior to the student's arrival at the Affiliated Facility.
7. During the supervised experience, the student shall be under the Direction of a University staff member/s. The University staff member/s shall:
- a. Coordinate the program with the Affiliated Facility
 - b. Complete program planning one (1) month prior to beginning of rotation, including schedule and name(s) of participating student(s).
 - c. Visit the Affiliated Facility (if needed) to observe students and discuss students' performance with staff members.
 - d. Evaluation of student progress:
 - e. Determine grades reflecting the student's level of performance based upon: Evaluations and input from the Affiliated-Facility staff and University methods of evaluation/observation.
8. The students shall undergo a health examination and/or supply any health documents which the Affiliated Facility may require, including COVID vaccination records, if required.
9. Any materials loaned to the student by the Affiliated Facility must be returned in satisfactory condition to the Affiliated Facility or replacement costs will be charged to the student.
10. Responsibilities of students in the program are to:
- a. Recognize the uniqueness of the Affiliated Facility experience and be prepared to meet time demands of the experience, exclusive of special projects and planning sessions.
 - b. Observe and adhere to policies and procedures of the Affiliated Facility as though employed there.
 - c. Assume responsibility for one's own progress, i.e., extra student or time spent if lacking skills or knowledge in certain areas. The Didactic component is the instructional time; whereas, the time in Affiliated Facility is for practicing a composite set of skills.
 - d. Use mistakes and constructive criticism to learn.
 - e. Arrange consultations and/or evaluations with Affiliated Facility and/or University staff at mutually agreed upon times.
 - f. Realize and accept that each student has divergent capabilities in combining the related skills and knowledge that are being acquired; therefore, each student shall progress at their own rate.
 - g. Do not remove any materials from the Affiliated Facility without prior approval of the facility.

- h. Report any absenteeism to the Affiliated Facility and university staff prior to scheduled time for arrival.
 - i. Maintain the confidentiality of all Affiliated-Facility clients.
 - j. The intern shall carry personal professional liability insurance coverage in amounts not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) annual aggregate.
 - k. The intern shall carry personal medical coverage for the length of the program and is responsible for all medical costs while in the program.
 - l. The intern will complete a background check and fingerprinting prior to beginning the program kept on record with the program Director.
11. Responsibilities of Affiliated-Facility staff members in the program are to:
- a. Be a role model for students.
 - b. Receive orientation to the intern's particular area of responsibility.
 - c. Observe intern in performance of their duties.
 - d. Provide supervised experiences to intern in areas as defined by the rotation objectives.
 - e. Provide selected duties to intern which require minimum levels of supervision after achieving specified level(s) of knowledge, skill, and judgment, as agreed upon by Affiliated-Facility & University staff.
 - f. Intern does not replace any full-time staff work responsibilities, unless related to activities to meet CP responsibilities
 - g. Assist in the evaluation process of the student. Appropriate evaluation tools may be but are not limited to:
 - 1. evaluation forms.
 - 2. documentation of effective improvable incidents.
 - 3. weekly or biweekly formal consultations.
 - h. Assist the university staff members in presenting formal evaluations made by the Affiliated Facility, to the student.

EFFECTIVE DATE

- 1. This Agreement shall become effective on **DATE** and will remain in effect for **TERM**.
- 2. This Affiliation Agreement may be revised or modified by mutual consent of the contracting parties.
- 3. This Affiliation Agreement will be terminated 90 days after a written notice to the individual, as identified below, by registered mail from either party. Any student currently placed with an affiliated facility shall be permitted to complete the placement unless the student is personally responsible for the reason termination is requested.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized officers as of the day, month, and year first above.

FACILITY

Pepperdine Coordinated Program

By:

By:

Signature

Name:

Name: Sunnie DeLano, DHPE, RDN

Title:

Title: Director, Coordinated Program
Pepperdine University

Date:

Date:

Mailing Address:

Mailing address:

Pepperdine University
Natural Science Division
Nutritional Science Dept.
24255 Pacific Coast Highway
Malibu, CA 90263