



Program Retention and Remediation

Policy:

Steps to be taken to help interns complete the Internship in a timely manner

Procedure:

1. The intent of the program is to help interns successfully complete the program by the determined graduation date. This will be accomplished by:
 - Providing clear expectations for each rotation.
 - Promoting feedback by preceptors regarding intern performance during rotations.
 - Preceptors completing evaluations for intern supervised practice experiences. This will be reviewed between intern and preceptor, with a copy of the evaluation provided to the program.
 - Communication of intern's progress discussed between preceptor(s) and DI Leadership during the internship.
 - Addressing any issues as they are identified during any rotation.
 - Completion of rotation report and Intern Self-Assessment Handoff form by the intern for rotations. This will be reviewed by DI Leadership.
 - DI Leadership checking in regularly with each intern regarding progress during program.
 - Completion of all assignments in a manner that is satisfactory to both Internship Leadership and preceptors.

2. Remediation Measures
 - If an intern does not satisfactorily meet a rotation's learning objectives, the preceptor will contact the Internship Director, and a decision will be made regarding a full/partial repeat of the rotation. Rotations will be scheduled for repeat purposes at the convenience of the preceptors. Repeating rotations may result in delayed graduation. The Internship Director will work closely with the intern and the preceptor in such instances to make sure the repetition of the rotations takes place before the start of the next class of interns. Interns will be given two opportunities to complete rotations. If the intern fails the rotation after two attempts, the intern will then be terminated from the program, without tuition reimbursement and verification form.

 - Interns will be required to revise assignments and other non-rotation projects until they meet the satisfaction of the Internship Director and the preceptor. Interns will be granted three weeks from the due date to make necessary revisions and complete the assignments to the satisfaction of the Internship Director and preceptor. Failure to do so on the part of the intern will result in intern being terminated from the program without tuition reimbursement and verification form.

 - Revisions to work will be completed outside of supervised practice hours.



DIETETIC INTERNSHIP

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- All graduation requirements must be successfully completed for the verification form to be issued. There will be no waiver for any requirement.
- Interns who have a minimal chance of success in the Dietetic Internship will be counseled into career paths appropriate to their ability, per ACEND guidelines.