Policy: Scheduling, Vacation & Holidays, and Program Calendar
Effective date of last revision: September 2017

Information on rotation scheduling will be made available to interns in a timely fashion. Program curriculum will progress from introductory learning to more advanced learning. Time out of rotations for holidays, facility closures, sickness or personal days off will not be counted toward the time expected to complete the internship program nor as practice hours. The USU Dietetic Internship Program will set a yearly calendar that meets ACEND Standards of Education and best meets intern needs.

**Master Rotation Schedule**
Interns are required to schedule 40 practice hours per week. Variations in this schedule will be determined by the work schedule of the preceptor or the learning experience for the interns. If weekend work is scheduled, the intern will be given time off during the week to compensate.

Each intern completing the USU DI will have a unique Master Rotation Schedule including the required rotation types and hours. The program faculty will develop the Master Rotation Schedule for interns training in Utah only for the convenience of coordinating with other dietetic education programs in the same local area, using the same facilities and preceptors. Students training outside of Utah will coordinate their rotation schedule with their preceptors and get final approval from the Dietetic Internship faculty to whom they report no later than the end of Orientation Week.

**Progression of Rotations:**
All learning activities completed in the rotation can be organized in a way that progresses from basic to advanced based on the information and topics the intern is being exposed. Lectures and case studies assigned progress from basic to advance in course curriculum.

Clinical rotations: The clinical rotations, inpatient clinical (IPC), outpatient clinical (OPC), or long-term care (LTC) may be done in any order. However, many OPC and LTC facilities prefer that interns have some IPC experience completed before doing OPC and/or LTC, so interns should consult with preceptors. The clinical staff experience (CSE) should be done at the IPC facility and must be done after completing the IPC rotation. The OPC and LTC can be done before or after the CSE.

FSSM rotation: This rotation includes the following aspects: purchasing and inventory, production, foodservice, administration, and leadership experience. These aspects can be completed at any time during the rotation, however the leadership experience should be completed towards the end. The School Nutrition Education (SNE) component should be completed during the FSSM rotation.

Community rotations: Public Health Nutrition (PHN) and School Nutrition Education (SNE) (completed at the FSSM facility) can be scheduled in any order. The SNE component should be mixed in with the other FSSM aspects.

It is recommended that interns complete each core rotation in its entirety before moving to another core area (e.g. completing all clinical rotations before moving to FSSM or Community). We realize this is not always possible and interns may need to break up a rotation to accommodate another rotation or preceptor’s schedule.
Preceptors set the intern’s daily schedule at the training facility. Changes to this rotation daily calendar may be negotiated between the intern and the preceptor without approval of the DI faculty. Interns are expected to report on time for all daily rotations and classes unless their absence has been approved by their preceptor and the DI faculty. If the facility is open and the preceptor is on duty, the intern is also expected to be on duty in rotations. Interns will follow scheduling conventions of the training facility for meal and break periods.

In some cases, there may be opportunities for interns to attend professional conferences during their rotations. Time at the conference may be eligible to be counted toward the required rotation hours. Please refer to the Conference Attendance Policy.

**Additional Rotations**

In some instances, interns may wish to voluntarily extend a rotation or add an extra rotation to the minimum required by the USU DI to gain more experience, or see a wider variety of settings and facilities. Interns will be limited to one (1) additional or extended rotation, adding a maximum of three (3) weeks to the overall rotation schedule. Additional rotations will not result in changes in tuition, or adjustments in the number or type of learning activities to be completed in rotations. Interns will be expected to submit preceptor, facility, and final evaluations for all rotations that are completed.

Please note, this limit does not apply to situations where the facility requires a rotation longer than is required by the USU DI. The information in this section also does not apply to situations where an intern is required to repeat or extend a rotation when they have failed to meet requirements as determined by the preceptor and/or DI faculty. See the Retention & Remediation Procedures Policy, and the Disciplinary Termination Procedures Policy for additional information.

**Leaves of Absence, Vacations, and Holidays**

Leave of absence (LOA) time will not be counted in the time expected to complete the internship. Interns may schedule LOA to accommodate holidays, weeks when their training facilities are closed and for the convenience of the preceptors, or if the intern need time off any personal matters.

The intern may need to schedule time off from rotations due to personal or health reasons or the facility may request that the intern take time off because they will be closed. If the intern wishes to take time off during the internship they will submit their request to the DI faculty with a revised Master Rotation Schedule reflecting the leave of absence. All preceptors must approve the change of schedule. Once the change is made written copies of the new schedule will be given to the preceptors and internship faculty.

In rare circumstances, interns may work on internship or facility projects at home to meet competencies if the DI faculty and preceptor gives permission to do so. For this time to “count” as practice hours the activities completed must be work that is performed as part of the preceptor’s typical work responsibilities. Items such as watching lectures, taking quizzes, writing papers, completing data sheets or other homework would not be considered typical work responsibilities of a preceptor and should never be counted towards fulfilling practice hours. All time counted outside the rotation facility must be approved. Interns should contact the DI faculty for permission, questions, and clarification on this.

The Dietetic Internship honors these holidays: New Year’s Day, Human Rights Day, Presidents’ Day, Memorial Day, Independence Day, Utah Pioneer Day (7/24), Labor Day, Thanksgiving Day, Christmas Day. Interns may take the holiday off if desired and if their preceptor gives them permission. Holidays may not be counted as practice hours. If a holiday falls within a rotation and the intern chooses to take the
time off, they must make up that time so that they still earn the required number of practice hours to complete a rotation. Interns may choose to work in rotations on holidays if the preceptor approves it and if the training facility and staff is working on that day; in this case the worked hours can count as practice hours.

**Attendance, Absence, Tardiness**

Because of the critical relationship between time in rotations and learning, interns should minimize missing days during rotations. Attendance and participation is required at all orientation and rotation experiences unless excused by the faculty. Excessive absences will be cause for reevaluation of continuing status in the program with possible probation and eventually with repeated absence, dismissal from the program.

In case of an unavoidable absence, the preceptor and DI faculty must be notified in person, by phone or e-mail message prior to the absence if possible or as soon as possible after the absence.

Tardiness is unacceptable and may lead to disciplinary action; it reflects unprofessional behavior and serves as a distraction to others at the training site. This will be noted by the preceptor on the final rotation evaluation form. All practice time missed from rotations must be made up.

**Facility Closures**

There may be times during an intern’s rotation when their training facility closes unexpectedly for one or more days. In such instances, when the intern is unable to attend the rotation as planned and is not engaged in their rotation schedule, the time must be made up to ensure that the required number of hours is accrued, assignments are completed, and rotation competencies are met. Interns should discuss with their preceptor and DI faculty an appropriate adjustment to the rotation schedule to make up the necessary time.

**Program Calendar**

Applications will be accepted one time per year in February (preselect application in January); the deadline will be the same as the ACEND published deadline. The USU DI will participate in D&D Digital computer matching and follow all deadlines associated with computer matching.

Interns will have access to all critical dates of the internship via the program website [http://dieteticinternship.usu.edu/prospectiveinterns/howtoapply](http://dieteticinternship.usu.edu/prospectiveinterns/howtoapply). Orientation week dates are also published on the website and will also be communicated to the intern during the application interview, in their letter of acceptance, and in the phone call if the intern calls to accept their appointment.

The internship will have ONE orientation per year at the beginning of Summer Semester (June). All interns are required to attend the orientation session and complete pre-orientation and orientation assignments online.

Interns have the option of starting the internship at one of the three start times: Summer semester (starting June or July after Orientation is completed), fall semester (starting August through November), or spring semester (starting December or January). Interns are enrolled in three courses in “open enrollment” with flexible start and finish dates for each component; this will match their Master Rotation Schedule.