

ISPP Program Brochure 2019-20

(Individualized Supervised-Practice Pathway Program)

California State University San Bernardino

1. The Program

The CSUSB ISPP program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside, Plaza Suite 2190, Chicago, IL, 60606-6995, (telephone) 312-899-0040 X 5400. Its purpose is to prepare graduates to be eligible to complete and pass the National Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

The Individualized Supervised-Practice Pathway (ISPP) Program at California State University San Bernardino (CSUSB) is accredited under the Didactic Program in Dietetics (DPD) as the Nutrition and Food Sciences Program in The Department of Health Science and Human Ecology. The ISPP Program is administered by the College of Extended Learning (CEL) as a certificate program to obtain the Verification Statement (VS) for ISPP, which only accepts qualified DPD graduates, who were not matched to a Dietetic Internship (DI) program and holds a VS from an accredited DPD. Applicants with a doctorate degree in Nutrition related study and completed the DPD courses without verification statement are eligible to apply for ISPP. Up to twenty-five (25) interns will be accepted each year and our program emphasis is Medical Nutrition Therapy (MNT).

The ISPP Program at CSUSB, similar to traditional dietetic internship program, requires completion of a minimum of 1,200 hours of supervised practice at various facilities including but not limited to hospitals, foodservice, long-term care, public health, and wellness across the USA. In addition, interns must also complete a week of on-campus orientation in September and are required to complete all the program rotations and pass all three online program courses/modules exams in addition to an exit exam before a Verification Statement for ISPP can be issued. This Verification Statement of ISPP allows graduates to take the registration exam for RDN through Commission on Dietetic Registration (CDR). Note that CSUSB will be converting from quarter to semester starting Fall 2020.

Interns must complete the program within 11-month period for full-time interns (September to July of each year) and 22 months for those in part-time option. Under special circumstances, ISPP requirements can be extended for another quarter at the discretion of the ISPP Academic Coordinator/DPD director. Additional tuition will be charged for each quarter extended. All full-time interns must complete the program within 16 months and part-time interns within 33 months or no more than 150% of the normal completion period. Also, the ISPP program coordinator will develop intern's

rotation schedule according to the intern's previous experiences and academic background and the site that are available to students.

Interns may receive credit for previous experience as determined by the ISPP Instructor and Academic Coordinator/DPD Director. Credit hours will be awarded based on information submitted by the intern, which include job descriptions, length of experience, and a letter of support by the immediate supervisor of that experience. The number of credit hours granted will be deducted from the number of hours listed in the Suggested Rotation Schedule. The schedule will also include the number of practicum hours necessary to complete that rotation.

2. Program Mission, Goals, and Objectives

"The mission of the Nutrition and Food Sciences Program (DPD and ISPP) at CSUSB is to provide quality education so that graduates can think critically, communicate effectively, embrace diversity, and demonstrate the knowledge and practical skills to become competent and productive entry level Registered Dietitian/Nutritionist."

Goal # 1. Graduates will be well-prepared for dietetic and nutrition careers as registered dietitian nutritionists to meet employment needs for the state and the nation.

Program Objective 1.1: At least 40% of the graduates who have a Verification Statement will apply to a supervised practice and 55% of those applicants will be accepted into a supervised-practice program.

Program Objective 1.2a: At least 80% of graduates who have completed a supervised-practice program will pass the CDR registration exam on the first attempt over the five year aggregated period.

Program Objective 1.2b: At least 80% of graduates who have completed a supervised-practice program will pass the CDR registration exam by the end of first year after the first attempt over the five year aggregated period.

Program Objective 1.3: At least 80% of alumni responded to the evaluation survey will agree that the DPD prepared them for a dietetic internship supervised-practice program. (Section C of the survey).

Program Objective 1.4: At least 80% of the directors of supervised-practice program and employers of the graduates will agree that the graduates are prepared for the supervised-practice program and entry-level dietitian position.

Program Objective 1.5: At least 80% of alumni, who have finished their supervised practice training and are seeking employment, will be employed as RDN within 6 months of passing the RD exam.

Program Objective 1.6: At least 80% of students will graduate within three years after successful completion of HSCI 350: Principles of Nutrition.

Goal 2. The program will prepare registered dietitian nutritionists, who will be culturally competent and understand diversity to meet the employment needs in the Inland Empire and the nation.

Program Objective 2.1: At least 80% of graduates will indicate that the DPD helped them to develop the knowledge and skills with responses of 4 or higher on questions related to cultural competencies and understanding diversity.

Program Objective 2.2: At least 80% of the directors of supervised-practice program will indicate that graduates of DPD have effective skills and are culturally competent.

Program Objective 2.3: At least 80% of employers of DPD graduate will indicate that graduates of DPD have effective skills and are culturally competent.

Program Objective 2.4: Eighty percent or more of the students in the DPD courses will have correct answers on the embedded exam questions related to cultural competencies.

Program Objective 2.5: Eighty percent or more of the students in the DPD courses will receive 80% or higher grade in the relevant course activities related to this competency.

3. Eligible Applicants

- DPD graduates with a DPD verification statement, who applied to supervised-practice/dietetic internship (DI) programs and did not match to an internship. Minimum overall and DPD GPA of 2.8.
- DPD students completing the DPD coursework and the bachelor degree by September 2019, who were not matched into an internship through the DI application process. Must have a minimum overall and DPD GPA of 2.8.
- Applicants with PhD degree in a nutrition-related program of study without the verification statement from a DPD may be eligible to apply – eligibility will be based on results and decision of the DPD Director. If the doctorate degree is not in nutrition-related program, the applicants will need to complete the DPD courses with a grade of B- or higher in the upper division courses before they can start the ISPP program.
- Foreign degrees and transcripts must have an official evaluation (i.e. WES, AACRAO, etc.) stating equivalency to the US. Degree. A copy of the evaluation and transcripts will need to be evaluated by DPD Director. Any deficient courses must be completed prior to starting the ISPP program.

4. Admission Requirements

All interns must meet and complete the following core requirements to be considered for admission into the CSUSB ISPP Program. Application and fee may be submitted online; and if the applicant should upload the DICAS application online, applicant must have 3 confidential letters of recommendations uploaded to the DICAS application when it is submitted to ISPP. If you should have DICAS forward your application to us, you will need to pay additional \$20 on DICAS.

- Application fee - \$ 75, check or money order (payable to CSUSB College of Extended Learning). If you wish to pay by credit card, please contact Mr. German at **909-537-5976**.
- Supplemental application form for CSUSB ISPP Program.
- Baccalaureate degree from an ACEND accredited DPD and completion of Didactic Program in Dietetics (DPD) courses with a minimum overall and DPD GPA of 2.8 on a scale of 4.
- Has or will receive a Verification Statement from an accredited dietetics program and was not matched to a dietetic internship (DI).
- Relevant work or volunteer experience within the dietetics profession.
- Three letters of recommendation on DICAS.
- Personal Statement with the following information included (you may update your personal statement on DICAS before forwarding it to our program or submit it as supplemental material):
 - Why do you want to enter the dietetics profession?
 - Why do you want to complete your ISPP at CSUSB? What can you bring to the program?
 - Discuss experiences that have helped to prepare you for your career.
 - What are your short-term and long-term goals (one, five, and ten years)?
 - What are your strengths and weaknesses or areas that need improvement? Talk about your abilities to work independently, responsible, etc. What are you doing to improve those areas? Think of adjectives and descriptive words that others may use to describe you and your character.
 - How has your volunteer or paid positions helped you professionally and personally to function as a RDN?
 - Any other relevant information that may be helpful in evaluation of your application.
 - 1000 Word limit, font 12, double space.

Note: some of the materials listed above are a part of the DICAS application and the on-line application must be forwarded to CSUSB ISPP. Therefore, applicants do not have to resubmit the transcript, personal statement, resume, letters of recommendations, verification statement or declaration for intent to graduate, etc. that are on DICAS. The original transcripts and DPD Verification Statements will need to be submitted after the interns are accepted and they must be received by August 15, 2019. However, if interns are completing summer school that may not end until September, please send the original transcript with degree posted by the end of September, 2019.

5. Application Review Process

Applications will be accepted after the match date until 4:00 PM on May 6, 2019. Applications will be reviewed by the DPD Director and application committee using an applicant selection rubric and point system of 150 based on GPA, overall DICAS application packet, letters of recommendation, interview, etc. (Graduates of CSUSB will be given 25 points). **The program will accept the students on a rolling basis and notify the interns whether they are accepted or placed on wait list so please submit the application as close to April 11th as possible.** For non-CSUSB graduates, an online interview may be scheduled to meet with the selection committee.

The interns will have 48 hours to accept the offer and they will be required to submit non-refundable \$500 deposit upon acceptance. Should a cancellation occur, an applicant on the wait list will be accepted. The remaining balance of \$9,200 and orientation fee of \$300 must be received by 4:00 PM on August 15, 2019. You may contact Mr. German for arrangements for financial situation before the due date.

Interns will be required to complete an on-line pre-test prior to the start of Orientation. An email instruction will be sent in August by the ISPP Coordinator, Dr. Sovyanhadi.

6. Intern's Chosen Site for Rotation

Distance interns must secure their own rotation sites and find their own preceptors. It is helpful to include in the application the rotation sites that are already secured by the applicant. Interns do not have to secure all their rotation sites prior to being accepted into the program. However extra credit points will be given to those applicants with sites already secured (please refer to the applicant selection rubric for details).

Preceptors and rotation sites must meet the following criteria:

Minimum requirements of the preceptors:

- Preceptors must be a registered dietitian/nutritionist (RDN) or other qualified professional with appropriate credential and experience depending on the site and the competencies to be met. Preceptors must have at least one year experience in their job.
- Preceptors must be able to document appropriate continuing education for the previous two years.
- Preceptor must have adequate time to provide required supervision of the intern.
- Primary preceptor must be employed full-time in the facility.

A "primary preceptor" is an individual who will keep a file of the interns, who will affirm the hours of supervised-practice that the intern completes, and who will maintain appropriate contact with the ISPP Academic Coordinator/DPD Director, instructor, and the intern.

Minimum requirements of the sponsoring facilities:

- The facility must be accredited by The Joint Commission (TJC), the state agency, or other relevant accrediting body.
- Any facility at which the intern would complete 40 hours or more of practice experience must have a preceptor available on staff.
- Any facility at which the intern would complete more than 40 hours or one week must have a signed Affiliation Agreement with CSUSB (this process takes time so let's work on that as soon as possible).
- Any facility at which the intern would complete more than 80 hours or two weeks must have completed Forms 2 and 3 (attached to the brochure)
- Any facility at which the intern would complete more than one-week rotation, must have sufficient educational resources to support an intern's educational needs such as computer or appropriate space for interns to work on their assignments.
- If a facility is unable to provide all the required CSUSB rotations/experiences, then the intern needs an alternate facility to provide the experiences required to meet the ACEND (Accreditation Council for Education in Nutrition and Dietetics) competencies.

Choosing sponsored facilities:

- Intern, DPD Director, and instructor can work together to obtain approval for the intern's chosen sites after admission to CSUSB ISPP Program.
- Interns need to take the responsibility in designing their own rotations schedule with the approval of the prospective facilities by the DPD Director and/or ISPP instructor.

7. Suggested Rotation Schedule (dates will vary depending on the site)

Track Tentative dates	Rotation	Hours
September 9 -November 15, 2019	Community	200
November 18-January 30, 2020	Management (school district, long term care, hospital and/or others)	320
Feb 1 -March 17, 2020	MNT	480
March 18 -May 5, 2020	Electives	200
Total		1,200

The program's MNT emphasis will provide interns with additional experience in their specialty before entering their professions. The MNT rotation sites can be a long-term care, an inpatient or outpatient setting, which could also be the site of a community rotation depending on the facility. You have 11-months to complete the ISPP rotations even though you may be able to complete them sooner. You will be issued a VS-ISPP upon completion of all program requirement and submission of your portfolio by the

DPD Director, your paperwork will be submitted to CDR, which will allow you to take the registration exam to become a RDN.

8. Assessment of Prior Learning

The program has established specific guidelines for interns regarding credit for prior learning, including program specific learning and experience.

Assigning credit for prior learning: When the requirements listed in the table are met, the intern may be granted credit equivalent to the number of hours required for that rotation as stated in the “Suggested Rotation Schedule.” The required documentation must be provided along with the application to the program. Credit will be assigned during the admissions process; therefore, applicant must provide documentation with the application be considered for prior experience credit.

Area of Assessment	Requirement (Program Specific Learning and Experiences)	Required Documentation
Job Experience	Training/job experience must have been received at a facility which meets the requirements as stated below: <ul style="list-style-type: none"> • The facility must be accredited by TJC or the state agency • Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor (see “Minimum requirements of the supervisors,” Form 3). • The facility must complete the Facility Form (Form 3) 	<ul style="list-style-type: none"> • Job description of the experience completed. • Completed Facility form (Form 3).
Minimum requirements of the supervisors	<ul style="list-style-type: none"> • Supervisor must be registered dietitian or other qualified professional with a minimum of one year experience on the job. • Supervisor must be able to document appropriate continuing education for the previous two years. • The supervisor must complete Form 2. 	<ul style="list-style-type: none"> • Completed Facility Staff form (Form 2) • Valid CDR license
Length of Experience	<ul style="list-style-type: none"> • A minimum of six-months employment, at least 20 hours per week, in the emphasis area of the rotation. • Supervisor must submit a letter of support verifying the length of applicant’s experience at the facility, the applicant’s 	<ul style="list-style-type: none"> • A letter of support from the supervisor.

	responsibilities, accomplishments, performance evaluation, and a recommendation for support of the applicant for prior learning experience and for admission into the CSUSB ISPP program.	
Competency Skills/Type of competency	<ul style="list-style-type: none"> • Interns must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit. • If any of the competency skills have not been met during the experience, the prospective intern must arrange with the facility to complete those skills before credit can be granted. 	<ul style="list-style-type: none"> • A letter of support from the supervisor. • Signed "Supervised Practice Curriculum/Competencies."

9. Orientation

Mandatory orientation for ISPP will be held on CSUSB campus from **the afternoon of September 1 to 5:00 PM on September 6, 2019**. All interns are required to stay on campus during that time period. Details regarding lodging arrangements will be provided upon acceptance to the program. There is an additional \$300 fee for a double occupancy room, board, and on-campus parking during orientation. All meals will be included from dinner of September 1st to lunch on September 6th. Interns will be responsible for all travel related expenses to and from CSUSB campus. Interns are expected to be **on campus by noon on Sunday September 1, 2019**.

10. Policy for Issuing Supervised-Practice Verification Statement

- Satisfactorily complete 1,200 rotation hours (see Suggested Rotation Schedule)
- Meet performance standards and receive passing grades from all preceptors.
- Conducted themselves professionally and follow the guidelines provided in the intern handbook.
- Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics Code of Ethics.
- Successfully complete all three online courses/modules.
- Pass the Exit Examination administered by the CSUSB ISPP Program.
- Interns will be provided with five copies of original, signed verification statement after completion of all program requirements.

11. ESTIMATED EXPENSES

➤ Application fee (check or money order)	\$ 75
➤ Tuition	\$ 9,700
➤ On-campus orientation (room and board)	\$300
➤ Additional fee for bank insufficient fund	Varies
➤ Books/Supplies/RD exam review	Varies (\$50-\$500)
➤ Local dietetic association membership	\$ 10 - \$20 per year
➤ Housing /quarter	\$ 1,500 to \$ 2,500
➤ Meals	Varies
➤ Transportation	Varies
➤ Reliable car and proof of insurance required	Varies
➤ Health Insurance, proof required	Varies
➤ Transportation/mileage	Varies
➤ Phone and internet services	Varies
➤ Exam fee for Registration (CDR)	\$ 200
➤ Immunizations and screening tests for TB, Hepatitis, etc.	varies
➤ Part-time interns: additional tuition for 2 nd year (up to a total of 22 months)	\$ 3,000
➤ Tuition for August/September after 11 months for full-time interns:	\$ 1,000
➤ Tuition per quarter after 22 months for part-time interns	\$ 1,000
➤ Registration and expenses for a local/state meeting	Varies
➤ Additional drug or background checks (as required by the site)	Varies

Expenses covered by the ISPP program

- Lab Coat with intern's name
- CSUSB ID badge
- Malpractice/professional Liability Insurance (\$ 2 million per incident, up to \$ 5 million total)
- We are exploring a way to have a repository of background check, immunization records for interns to upload and preceptors/sites to access with the permission from intern. We will keep you posted when we find a site.
- Live Scan services for D.O.J. background check, only the first one to be completed during on-campus Orientation (any additional drug or background checks required by the site will not be covered by ISPP Program and interns will have to pay for those fees)
- Student membership in A.N.D and affiliate \$ 64
 - (ISPP Program will pay for one-year membership directly to A.N.D., if the interns are already members, the program will pay for renewal the interns' membership the following year. It is very important that all interns be a member of AND)
- A.N.D. pin at graduation
- Review course for RDN registration exam, provided at the start of the program.

12. FINANCIAL INFORMATION

Interns may apply for private loans for the ISPP certificate program. Private grants or scholarship, as well as low interest loans, may be available from corporations, community, civic groups, religious or professional organizations, the Academy of Nutrition and Dietetics, the California Dietetic Association, or other Foundations. These organizations set their own deadline for application so please go to their websites to obtain information and application. Scholarship eligibility criteria for the A.N.D. Foundation are usually published in the A.N.D. Journal. You will need to apply for the AND scholarship by March of each year. Starting 2016, the A.N.D.F. scholarships are to be submitted on line. Go to Foundation of the Academy at eatright.org for information. The deadline for ANDF scholarship is April 22, 2019.

If a private loan is secured for payment of ISPP Program tuition, please inform ISPP Program Coordinator so the CSUSB Financial Aid Office can be informed of the loan.

If there is a need to make special accommodations for payment of fees, please contact ISPP Coordinator, Andrew German.

13. CAREER PLANNING & PLACEMENT

The Career Development Center at CSUSB offers a comprehensive program that assists students and alumni of all academic areas in attaining their career objectives. The primary goal of the Career Development Center is to provide opportunities to our interns and alumni through programs, which will enhance their professional competencies and increase their marketability. Check their website for services and information at <http://career.csusb.edu/>

- Employment counseling.
- Mini-workshops and individual counseling sessions on resume and cover-letter writing, career-services orientation and job-search strategies.
- Job-listing service, which provides current information about specific employment opportunities.
- Classroom visitations on employment trends, resume writing, job-hunting techniques, and career planning.
- Literature provided by on-campus recruiters including career opportunities, benefits, salaries, and annual reports.
- Video-tapes, brochures, and booklets on interviewing and resume writing.
- Computerized resume service.

14. GRADUATION CEREMONY

A post-baccalaureate certificate of completion will be presented at the CSUSB ISSP white lab coat pinning ceremony at the end of July. This is an optional activity and interns are encouraged to invite family, friends, and preceptors to celebrate this important event with them.

15. NON-DISCRIMINATORY POLICY STATEMENT

CSUSB is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or disabilities as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of the interns is without prejudice. Discrimination is not allowed in the school's scholarship and loan programs, education process/policies, and administered programs.

If you have any questions, please do not hesitate to contact the DPD Director, Dr. Chen-Maynard at dchen@csusb.edu. We look forward to receiving your application.

**California State University San Bernardino (CSUSB)
Individualized Supervised-Practice Pathway (ISPP) Program**

**Dr. Dorothy Chen-Maynard, PhD, RDN, FAND
Director, Didactic Program in Dietetics
ISPP Academic Coordinator
dchen@csusb.edu**

**Andrew German
ISPP Program Manager
College of Extended Learning, CSUSB,
5500 University Parkway, San Bernardino, CA 92407
agerman@csusb.edu
Telephone: 909-537-5976**

**Dr. Marta Sovyanhadi, PhD, RD
ISPP Program Coordinator
msovyanhadi@csusb.edu
Telephone: 909-723-0611**

4/2/2019

CSUSB Individualized Supervised Practice Applicants Selection Form

Applicant: _____

Total Points: _____ out of 150 (for CSUSB graduates, out of 125 points)

Point distribution:

____ GPA (25 pts) _____

- >3.5 = 25 points
- 3.4-3.0 =20 points
- 2.9-2.80=15 points
- < 2.79 =0 points

____ Relevant work/volunteer experience. (10 points)

- less than 3 months (1 points)
- less than 6 months (3 points)
- less than 1 year (5 points)
- 1-2 years (7 points)
- more than 2 years (10 points)

____ Score on interview (25 points) (CSUSB graduates may not be interviewed)

- professional and completely answer the questions (20-25)
- does not answer the questions professionally and missing information (10-19)
- unprofessional manner and incomplete answers to the questions (up to 9)

____ Letter of recommendation comments (10 points)

- Addresses dietetic and related skills and knowledge positively (10 points)
- Addresses general skills and knowledge positively (5 points)

____ Letter of application/personal statement (20 points)

- clear, organized, and no typos or grammatical errors (20 points)
- cover goals, strengths, skills needing improvement, and expectations of program. (subtract 2 points for each missing item)
- too short or longer than 1000 words, and/or typos or grammatical errors (subtract points to 0)

____ Honors, dietetic scholarships, and awards received (up to 10 points)

____ Graduate degree (10 points)

____ Member of the Academy of Nutrition and Dietetics (5 points)

____ CSUSB DPD student (25 points)

____ Secured rotation sites (up to 10 points) 2 points per site with forms 2 and 3 for each site.