

Dietetic Internship Catalog 2025-2026

Table of Contents

Program Overall, Mission Statement & Goals	2
Program Enrollment, Graduations, and Job Placement.....	3
Dietetic Internship Faculty	3
Program Disclosures	3
Program Details	3
Accreditation Status	3
Dietetic Internship Program	3
Description of Facility and Equipment	4
Program Areas of Focus	4
Program Length	4
Program Rotations	4
Rotation Descriptions	6
Online Learning Management System.....	7
Career Opportunities	7
Application and Selection Process	8
Intern Handbook.....	9
Admission Requirements	9
Program Tuition and Fees.....	11
Performance Requirements (Grading & Academic Success).....	12
Internship Completion, Graduation Requirements, Verification Statement, and Registration Exam	14
Intern Policy & Procedures	16
Open Communication and Grievance Policy.....	17
Tuition, Cancellation, and Refund Policy	19
Tuition, Cancellation, and Refund Policy	20
Intern Record and Privacy Policy	21
Equal Opportunity Policy	22
Fair Treatment and Respect Policy	23
Dress Code Policy	25
Receipt of Intern Handbook	27

Academic Honor Code Agreement	28
Intern Release of Information & Use of Likeness Consent.....	29
Master's Degree Program Acknowledgement	30
Risk Disclosure & Liability Release	34

Program Overall, Mission Statement & Goals

Morrison Healthcare is a significant market employer in the healthcare food service and nutrition industry. As one of the nation's leading employers of dietitians, we appreciate and recognize the need for skilled and well-trained dietitians. The internship allows the intern to train under dedicated professional dietetic leadership and gain practice experience in various settings with current trends and requirements to be a successful professional.

Morrison Healthcare Dietetic Internship provides an innovative learning experience customized to the intern's location. The goal is to educate and train our future dietitians. Hence, they are excited about establishing and maintaining a lifelong profession, seeking nutrition-related employment in areas where they want to establish a career, and giving back to our profession of competent, enthused professionals.

Mission Statement

The mission of the Morrison Healthcare Dietetic Internship is to educate and prepare dietetic interns to become competent entry-level registered dietitians. The program provides a flexible environment that promotes skills in lifelong learning and professional growth.

Program Goal #1

Graduates will engage in hands-on, supervised experiential learning that equips them with the skills and expertise necessary for a range of entry-level careers in nutrition and dietetics.

Program Goal #2

Graduates will be competent nutrition and dietetic practitioners of diverse backgrounds and will be employed in the field of nutrition and dietetics.

Program Enrollment, Graduations, and Job Placement

2023 Internship Cohort

- Enrollment: 74 Students
- Graduation: 100%
- Employment: 92% of job placement

Dietetic Internship Faculty

VP of Nutrition and Wellness Peggy O'Neill MBA, MS, RD LD/N, FAND peggyoneill@iammorrison.com	National Director, Dietetic Internship Sunitha Zechariah, PhD, RD, LD, CNSC, FAND sunithazechariah@iammorrison.com
Internship Coordinator, Dietetic Internship Tina Bode, MS, RD, LD, CNSC tinabode@iammorrison.com	MUSC Site Coordinator, Dietetic Internship Katy Flowers, MS, RD, CNSC Katyflowers@iammorrison.com
Internship Coordinator, Dietetic Internship Kristina Suarez, MS, RD, LD, CNSC kristinasuarez@iammorrison.com	

Program Disclosures

None

Program Details

Accreditation Status

The MHC Dietetics Internship maintains accreditation in good standing with the Accreditation Council for Education in Nutrition Dietetics (ACEND) from July 2014 until now. The next accreditation review is scheduled for 2026. Visit the ACEND website for more details about accreditation. <http://www.eatrightPRO.org/ACEND>

Dietetic Internship Program

MHC Dietetic Internship is a 34-week distance education program with all sites, preceptors, and rotations prearranged by the internship. This program includes the structure and guidance for supervised practice completion and online supplemental didactic training using training modules

and webinars. We are a unique distance program in that we provide all rotation sites for our interns. Interns are required to complete their supervised clinical practice and food management rotations in a Compass/Morrison-managed facility. All Morrison preceptors are credentialed registered dietitians and follow Morrison standards and hospital protocols. The program provides preceptors with orientation prior to each internship year. Preceptors are encouraged to CDR Dietetics Preceptor Training Program and Diversity Equality and Inclusion webinars provided by ACEND.

Description of Facility and Equipment

Students are placed at Morrison Healthcare managed sites for food management, inpatient clinical care, outpatient clinical care, research, community and specialty rotations. All equipment is provided by the onsite facility including office space, computer etc. Students provide their own laptop to complete their assignments.

Program Areas of Focus

MHC Dietetic Internship provides interns with 32 weeks of supervised-practice experience with an emphasis in clinical nutrition. Additional training experience includes food management, community wellness, professional development, research, and specialty rotations.

Program Length

The next academic calendar begins August 25th, 2025, and ends April 17th 2026. Program graduation pending the completion of the master's program and will vary based on the student's conferred graduate degree. A minimum of 1000 hours of supervised practice is required to complete the internship. The work week is 40 hours per week, Monday – Friday. Interns in graduate school will be on-site 32 hours per week, Monday - Thursday.

Students are scheduled off from rotations: Labor Day, Thanksgiving, Winter Break, and MLK Day. Any extra days off must be discussed with the internship director and preceptor. Special circumstances for emergency will be reviewed by the director for guidance and approval.

Program Rotations

Dietetic interns must participate in the internship orientation prior to beginning the internship. Rotations for the internship include clinical nutrition, foodservice management, community wellness, professional development, research and specialty rotation. The internship provides all required sites for the intern in their designated location/cities. Rotation sites may be within an 80-

mile radius of the designated location/city. Please visit the program website for a list of available rotation sites: <https://rdinternship.com/content/Rotation-Sites.aspx>

Rotation Type	Rotation Name	5-day Track Weeks (40 Hours)	4-day Track Weeks (32 Hours)
Food Service Management	Food Service Management/Wellness	6 (240)	7 (224)
Clinical	Inpatient Acute Care	12 (480)	15 (480)
	Outpatient	2 (80)	2 (64)
	Case Study Webinars	Dates Vary (10)	Dates Vary (10)
Specialty	Specialty	3 (120)	3 (96)
Research	Research	0.8 (32)	0.8 (32)
Community	Community Wellness	1 (40)	1 (40)
Professional Development	Professional Development	0.8 (32)	0.8 (32)
Orientation Week	Orientation Week	0.8 (32)	0.8 (32)
	Total Hours	1066	1010

Rotation Descriptions

Experiences to include, but not limited to:

Food Service Management

- Participate in patient food delivery operations
- Create and implement recipes/menus to meet needs of patients and café customers.
- Evaluate workflow of systems, kitchen design, kitchen equipment, and layout

Clinical Nutrition

- Assess and educate patients with varying medical conditions in inpatient and outpatient settings
- Present case study and a comprehensive literature review
- Participate in functions of leadership

Community Wellness

- Conduct research on the student's locale and identify a nutrition need in the community
- Execute the teaching kitchen with audience cooking along and participating.

Specialty Rotation

- Opportunity to specialize in an area the student is interested in.
- Complete specialty rotation project based on preceptor's discretion.

Research Rotation

- Designated research topic established by the internship
- Collection of data, with analysis of information and literature research to support the topic
- Research topic and findings presented as a poster

Professional Development

- Interactive workshops and webinars on self-assessment, learning and leadership styles, conflict management with interactive case scenarios, and so on
- Value of preceptorship and mentorship leadership panel
- Recruitment fair with Talent Acquisition team and interview panel, and salary negotiation skill practices

Online Learning Management System

Students will gain access to the Morrison Healthcare Dietetic Internship Competency-Based Education Portal (CBE) learning management system before orientation. The system is the main source of communication throughout the internship. It houses resources, modules, and the preceptors' evaluations of each student's assignments and rotations. Students provide their own laptop to complete their assignments.

Supporting Learning Resources

In addition to the resources provided on the CBE portal, the students have access to the below educational materials including but not limited to:

- Evidenced-Based Practice Manual by Morrison Healthcare
 - Nutrition Manual Across the Continuum of Care (aka the MyDiet Manual)
 - Nutrition Assessment Pocket Guide
- Compass One Training Platform (MyLMS) provides pre-recorded nutrition webinars
- Hands-on clinical skills, nutrition physical exam training, and live-teaching kitchen
- PubMed User Guide

While on-site, students are provided required equipment for charting, office space, and resources necessary for training by the on-site team.

Career Opportunities

Recruiter Fair

During Professional Development Week, Compass/Morrison Healthcare recruiters will present various employment opportunities to students and offer detailed guidance on applying for entry-level positions.

Alumni LinkedIn

Students are encouraged to join the Morrison Healthcare Dietetic Internship Alumni group on LinkedIn. This platform serves as a hub to connect with recruiters from Morrison Healthcare and the Morrison Dietetic Internship where job opportunities are regularly posted.

Tuition Reimbursement Program

Starting in 2024, students from our internship can receive 50% reimbursement of tuition fees of up to \$5,250.

To qualify, students must:

- Complete the MHC internship, a graduate degree, and receive a verification statement confirming program completion

- Pass the RD exam
- Secure employment with Compass and commit to a minimum of one-year tenure
- Students who are Compass associates may submit reimbursement applications earlier.

Application and Selection Process

Program requirements: Applicants must be graduates of didactic programs accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND). Applicants are expected to have a minimum GPA of 3.0 and to have successful completion of coursework in medical nutrition therapy within the past 4 years of submitting the application.

Application Process: Morrison Healthcare Dietetic Internship participates in the application process coordinated through DICAS. The applicant should complete the information outlined on DICAS, used by the internship to score and rank applicants. Information includes:

- A personal statement/letter of application, no more than 1000 words that answers questions as specified in the application.
- A Verification of Completion of a Didactic Program in Dietetics (DPD) or if classes are still in progress, a Declaration of Intent to complete degree and DPD course requirements signed by the DPD Program Director.
- An official university transcript from each of the colleges and universities attended.
- Three letters of recommendation: at least one letter must be from a professor/educator in applicant's major area of study. The letters should address the applicant's professional potential.
- Work and/or volunteer experience: dietetics, food service systems and other fields.
- Honors, scholarships, leadership and student activities.

The applicant must select Morrison Healthcare Distance Education Dietetic Internship in DICAS for the internship to receive the student's information.

The applicant must complete the Morrison Healthcare Dietetic Internship Application Form and pay a fee online.

Compass Group associates or qualifying students from partner universities may apply to the internship, during the early November decision or during March decision. The internship director and faculty will review these applications and inform the applicants by November 1 for early decision or by March 1 for later decision. Students will have until November 15 or March 15 to accept enrollment.

Intern Handbook

Upon acceptance into the internship, interns will receive a copy of the MHC Dietetic Internship Handbook. This handbook acts as the [Enrollment Contract](#) for the program. By signing the receipt of the handbook, you agree to abide by the Morrison Healthcare Dietetic Internship admission requirements, payment schedules, rotation assignments, and policies. All students enrolled in the Morrison Healthcare Dietetic Internship program are required to read this handbook in its entirety and sign the receipt of handbook agreement form.

Admission Requirements

Our students are engaged in rotations in the community and must comply with all background checks required by law and the facilities in which they will be in rotations. Therefore, students must complete a background check from a designated third party before being officially accepted into the Morrison Healthcare Dietetic Internship. If a student has a felony, he or she will not be admitted to the internship. Misdemeanors will also be evaluated for acceptance into the program based upon rotation site requirements. Background checks will cost approximately \$40 (except New York, which is \$105) and drug tests will be approximately \$40 (for 10 panel) and \$45 (for 12 panel). Additional checks over and beyond those mentioned above, such as third-party student clearance system, fingerprinting and Live Scans, may be required by the facilities in which the student will be doing rotations. The student is responsible for additional costs and must complete all requirements before the first day of the rotation. The program will comply with all applicable state and federal law in conducting background checks.

Once accepted into the internship, students must provide current documentation of immunization (titers for vaccines for measles, mumps, rubella (MMR) and varicella), and hepatitis B), 2-step TB testing or QuantiFERON blood test, current tetanus shot, drug test from a designated 3rd party, and flu shot. COVID vaccination and/or screening for COVID-19 may be required by locations per facility protocol. Some locations may have additional clearance requirements. If so, the student will be informed of the requirements accordingly.

Students must have an active health insurance policy during the internship. The student is responsible for covering injuries or major or lengthy illnesses through their own medical insurance coverage. If a student is injured during a rotation, they should notify their preceptor and internship director and go to the appropriate medical facility for treatment. The student may use the hospital in which they are interning. All expenses associated with the injury and medical treatment is the responsibility of the student

Students must obtain Academy of Nutrition and Dietetics student membership (\$58/yr.).

Students must obtain student professional liability insurance. Application for liability insurance can be found at www.proliability.com. A minimum of \$1M per incident and \$5M per aggregate is required (\$22/yr.) when you provide your AND membership number. Students in Virginia have a state requirement for liability. The internship will provide further information.

Students must have a lab coat and safety shoes (non-skid) to use throughout the internship, at the student's expense.

Students are responsible to obtain and pay for housing, meals, necessary transportation, and auto insurance during the internship. Liability to the student or others for safety or injury travel to and from assigned rotations is the student's responsibility.

Students must provide the Internship Director, one (1) copy of the student's final original transcript with confer date from the highest degree obtained, and original DPD Program Verification Statement. Transcripts may be sent electronically from the institution to the Internship Director. The DPD Verification may be forwarded electronically from the student if the DPD Director has provided it electronically to the student.

Program Tuition and Fees

Dietetic Internship Program Tuition* <i>Tuition fee to be paid by certified check or online with a credit card and additional processing fee.</i>	\$10,500.00
Graduate Degree Program Fee (Note this tuition fee is separate from the internship tuition fee and is paid directly to the university)	\$13,200 & up
In-person orientation in Atlanta	\$1000
Liability Insurance (\$1 M per occurrence and \$5 M in aggregate)**	\$24.00
Medical Insurance Policy for Intern (Varies by state)	\$150 & up
Background (drug and criminal) <i>Interns may incur additional costs for background checks or fingerprinting of specific facilities if required by the rotation site.</i>	\$40.00–115.00
Proof of current immunizations, including 2-step TB testing and a tetanus shot. COVID vaccination as required per hospital policy. (varies depending on the site requirements)	\$200
Affiliate Membership in the Academy	\$63.00***
Lunches while in supervised practice rotations	\$10/day
Transportation & parking at rotation sites (varies by site)	\$10/day
Miscellaneous supplies (for project presentation, posters)	\$50.00-75.00
Local or state dietetic meetings	\$50 & up
Personal laptop (to complete required documents, assignments, etc.)	\$500 & up
Lab coat/scrubs	\$30.00

*A \$2500 non-refundable portion of the program fee is due within 14 days of acceptance to the internship. *Tuition is non-refundable within 30 days of starting the program.*

Additional Expenses:

Transportation: Interns are responsible for transportation and must have a reliable vehicle to participate in rotations in various sites. Car insurance is mandatory in most states.

Professional Meeting: Interns are responsible for expenses related to attending local and/or state professional meetings.

CDR Examination Fee: the intern is responsible for the fees to obtain final registration and credentialing.

Registration Maintenance Fee and State Licensure Fee: the intern is responsible for fees below:

RD Examination Fee	\$200
Registration Maintenance Fee	\$70 (Annual)
State Licensure Fee	Depends on State Requirements

Performance Requirements (Grading & Academic Success)

During the internship program, students are to meet all the requirements and assignments outlined in their Program Rotation Modules (located online). Students are expected to meet all internship standards of performance by completing all rotation and general internship assignments thoroughly, and in an appropriate format and timely manner, as specifically outlined in the modules.

A. Rotations

Rotation requirements include assignments, required readings, presentations, training programs, and patient care including adequate documentation in the medical records.

Students will receive evaluations at mid-term and the end of the rotation by the supervising dietitian, nutritionist, or manager for rotations 250 hours or greater. For rotations less than 250 hours, the student will only receive an end-of-rotation evaluation. Students must receive a passing/ satisfactory grade to proceed to the next rotation. The preceptor(s) is responsible for completing the evaluation electronically after the mid-term or final rotation. The evaluation should be reviewed with the student and then marked as completed and read-only in the online system for the Internship Director to review. Students are responsible for keeping track of evaluations they have received.

During the internship, students are expected to meet a minimum passing score of 4 (on the 9-point Likert scale) for all competencies.

All assignments should be typed. The student is responsible for uploading the module or required rotation assignments within 2 weeks of rotation completion, along with

completing the online evaluation of the rotation and recording their hours for it. Failure to complete assignments within this 2-week period will result in the student being placed on academic probation.

B. Case Study Presentation

Students must complete a major Case Study Presentation as part of their clinical rotation. The student must share with the preceptor the case study before presenting it to the local RD staff. The RD preceptor will receive feedback from the attendees and provide a final evaluation score. Each student will also present their case study online through a webinar to their peers. Peers will provide feedback to students through an online evaluation form. The internship director will roll up the scores and comments and post in the student's learning plan on the online system. In addition, the internship director/associate directors will also complete an online evaluation and provide feedback to the students on their presentations.

C. Online Quizzes and End of Rotation Tests

Students are to complete all required online quizzes and tests with a minimum score of 100%. If 100% is not achieved, the student will provide an action plan to the Internship Director which includes an attempt to provide the correct answer with rationale for each question missed. The Internship Director will approve or reject the plan if the intern does not provide adequate evidence.

Internship Completion, Graduation Requirements, Verification Statement, and Registration Exam

Prior to rotation start, students are required to attest to the completion of all rotations, assignments, evaluations, and attestation of graduate degree completion. During the internship program, students are to meet all the requirements and assignments outlined in their Program Rotation Modules (located in the Learning Management System). Students are expected to meet all internship standards of performance by completing all rotation and general internship assignments thoroughly, and in an appropriate format and timely manner, as specifically outlined in the modules. Students should successfully pass and meet all competencies outlined in the preceptor rotation evaluations. Students who fail to meet the deadline run the risk of not receiving their verification statement to be eligible to sit for the RD Registration Examination. Additional details of the assignments, projects and program completion are provided in the handbook. In addition, the intern must meet the required minimum of 1000 hours and have completed, conferred Master's degree to receive the DI Verification Statement from ACEND.

To successfully complete the internship, the student must have:

- a. Completion of required hours for internship
- b. Satisfactory evaluation for each rotation
- c. Satisfactory evaluation on each assignment
- d. Satisfactorily passed the unit and final quizzes/tests
- e. Signed attestation of internship and graduate degree completion

Four weeks before the internship program ends, the Internship Director will give the students information on specifics to complete the required paperwork for the RD examination process. Students still completing graduate degrees will receive this information upon completion of their degree.

Upon successful completion of the internship and graduate degree, the Internship Director will electronically sign and issue each dietetic intern their Verification Statement electronically. The statement may be used for:

- 1) The Academy of Nutrition and Dietetics membership application
- 2) Licensure application (as applicable by state)
- 3) The students keep their personal files for miscellaneous use

If a former student needs an extra copy to submit to an organization, an electronically signed copy will be kept in the student's file.

The Internship Director will submit the student's information in the Commission for Dietetic Registration (CDR) REPS system for the student to complete and verify prior to submitting eligibility information and verification statement to CDR. Once the information is submitted, the graduate will then receive notification from CDR regarding their eligibility and the process for the exam within 3-5 business days.

Any student who is not able to successfully complete the program within the specified time frame must meet with the Internship Director to discuss if there is ample time for an extension. This will be based upon availability of rotation location and completion of a master's degree.

Morrison Healthcare

Intern Policy & Procedures

2025 -2026

Open Communication and Grievance Policy

Student Conduct

All communications and conversations are held privately to keep confidentiality of the student and preceptor, except as necessary to investigate the grievance. Students will not be penalized for proper and good faith use of this Grievance Policy

We encourage students to ask questions, provide feedback, or report concerns of any type. We recommend that students raise their concerns with their preceptor first, when appropriate. This is because the preceptor tends to be closest to the issues and can generally respond promptly. If the student does not feel comfortable raising certain questions or concerns with the preceptor, we encourage the student to contact the Internship Director. Students will not be penalized for proper and good faith use of this Open Communication Policy.

Complaint Procedures

Though we encourage the student to first work through the Open Communication Policy, the student may file a Grievance with respect to complaints about the internship. A student or preceptor must submit in writing the basis for the grievance to the Internship Director within 5 days of the occurrence giving rise to the grievance. The student or preceptor must set a time to meet with the Internship Director via phone or zoom.

The Internship Director will hear the grievance in privacy and then submit a response to the student within 5 working days.

If the decision from the Internship Director does not satisfy the student or preceptor, the student or preceptor may appeal the grievance to the Morrison Vice President (VP) Nutrition & Wellness. This must be done in writing, within 5 working days of the receipt of the Internship Director's decision. The intern or preceptor is responsible for setting up a time to meet with the Morrison VP Nutrition & Wellness by phone.

The Morrison VP of Nutrition & Wellness will meet with the dietetic student or preceptor via phone to seek further clarification of the reasons behind the grievance and to try and resolve the grievance. The VP of Nutrition & Wellness will then have 7 working days to submit a response to the student's or preceptor's appeal in writing.

For grievance against the Internship Director, the student or preceptor should submit in writing the grievance to the Morrison VP of Nutrition & Wellness directly, who will respond within 5 working days. The VP of Nutrition & Wellness will then have 7 working days to submit in writing a response to the student's or preceptor's appeal.

Open Communication and Grievance Policy

ACEND Complaints

ACEND has established a process for reviewing complaints against accredited programs to fulfill its public responsibility for assuring the quality and integrity of the educational programs it accredits. Any student may submit a complaint against any accredited program to ACEND, after all other options to resolve the complaint with the internship program and the Compass Group have been exhausted.

However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion, or dismissal of students. It acts only on a signed allegation that the program may not comply with the accreditation standards or policies.

For information about filing a complaint with ACEND, see [Filing a Complaint \(eatrightpro.org\)](http://eatrightpro.org) or call 800-877-1600 ext. 5400.

GNPEC Complaints for Georgia Students:

1. Complaint procedure must include the following:
 - a. Steps for filing a complaint:
 - i. Institutional submission requirements – see paragraph above.
 - ii. Institutional review process, including response times – see paragraph above.
 - iii. Notification of right to appeal final institutional decision to GNPEC:
 1. Georgia Nonpublic Postsecondary Education Commission
 2. GNPEC Complaint Against an Institution [Website](http://www.gnpec.org)
 3. Contact information: 770-414-3300
 4. GNPEC Complaint Form - <https://gnpec.georgia.gov/student-resources/complaints-against-institution>
2. Complaint procedure must be provided as part of the catalog and enrollment agreement.
 - a. If the institution has a website, the current catalog with the complaint procedure must be posted.
3. For institutions with physical facilities for students, the complaint procedure must be posted prominently where the students will be housed.

Dietetic Student Signature

Dietetic Student Printed Name

Date: _____

Tuition, Cancellation, and Refund Policy

Morrison Healthcare Dietetic Internship: (1) does not provide any financial aid; (2) does not participate in the federal student aid/loan program; (3) is not a college or university; and (4) does not provide sponsored student support services, including health services, counseling, testing, and financial aid resources.

Tuition Deadlines

Upon acceptance to the internship, the student must pay a non-refundable deposit within 1 week to hold the student's slot.

Tuition is due in full as specified in the tuition fee schedule before the internship orientation.

Cancellation & Refund Procedures

If the student withdraws, the student must submit a written request for withdrawal and refund. Withdrawal may occur up to 14 days before the internship orientation week (internship start date), the student will be refunded their tuition minus the deposit. If the student withdraws or is dismissed from the internship for any reason after orientation, the student will not have any of the student's tuition or deposit returned.

For Georgia students, all tuition and fees paid, excluding nonrefundable fees, must be fully refunded should a cancellation request be made within 72 hours of signing the enrollment agreement.

Once the student withdraws from the program, the student will not be eligible for readmission. The student must re-apply to the program during the next application period.

Special Circumstances

The student may request to pause the internship under two special circumstances.

The first circumstance would be due to an urgent medical condition or the need to care for an immediate family member. Medical documentation must be provided in writing with medical and/or physical limitations and timeframe to be excused from the program. Each request will be reviewed on a case-by-case basis and will be approved or denied in the sole discretion of the internship.

The second circumstance would be due sick days, bereavement, and/or emergency. The student's request will be reviewed on a case-by-case basis and will be approved or denied in the sole discretion of the internship.

Extenuating circumstances

Other extenuating circumstances such as natural disasters or unexpected legal proceedings, the program director will work with the student on a case-by-case basis to provide accommodations to complete the program.

Tuition, Cancellation, and Refund Policy

For Georgia students only, if the institution decides to cancel or change a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue ensures the following:

- a. Makes arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program; or
- b. Refunds all money paid by the student for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

Dietetic Intern Signature

Print Name

Date

Intern Record and Privacy Policy

Students are generally accorded privacy regarding anything of a personal nature, either written or stated, by faculty, staff or site preceptors. Student files are generally accessible by the student, in addition to the internship personnel associated with the internship. The program will take reasonable steps to protect personally identifying information used for distance learning. Notwithstanding the foregoing, in order to ensure the safety and well-being of our students, associates, clients, customers, patients, and the Company, Morrison/Compass Group, students who have access to Company technology and technology systems ("technology services"), such as computers, computer accounts, e-mail, Internet, telephones, cell phones, and other communications technology services shall not have an expectation of privacy when using Company technology services. The Company's technology services are the property of the Company. As such, the Company reserves the right to monitor student use of technology services at any time. A student's use of such technology services is a privilege, not a right, and such privilege may be revoked at any time. Inspections and electronic monitoring may be done at any time and at the Company's sole discretion, unless otherwise prohibited or restricted by any federal, state, or local law, or in conflict with ACEND regulations.

The program provides adequate protections of academic records by securely storing hard copies in the Atlanta Support Center and electronic records via secure cloud storage.

Dietetic Student Signature

Dietetic Student Printed Name

Date

Equal Opportunity Policy

Morrison, as one of the divisions of the Compass Group, are proud to be an equal employment opportunity employer. Although students are not employees of the Compass Group, students are expected to comply with the Company's policies prohibiting discrimination in the workplaces in which students will be engaged in rotations. It is the policy of the Company to provide equal opportunity without regard to sex, sexual orientation, gender identity, gender expression, race, religion, color, creed, disability, age, marital status, pregnancy, childbirth or any related condition, national origin, citizenship status, veteran status, genetic information, or any other basis protected by federal, state, or local laws. The Company further provides reasonable accommodations to students and associates with sincerely held religious beliefs or disabilities, as required by federal, state, or local law.

Students are responsible for adhering to and enforcing the Company's policy and commitment to equal opportunity. Each student is responsible for immediately contacting their preceptor or the persons identified in the Open Communications Policy and Grievance Policy in this handbook with any concerns of possible violations under this Policy.

Dietetic Student Signature

Dietetic Student Printed Name

Date

Fair Treatment and Respect Policy

The Company's Core Values and Principles of Fair Treatment are as follows: it is the practice of Compass Group and its affiliated companies, including Morrison to provide an environment for all students and associates that is free from unlawful discrimination and harassment based on sex, sexual orientation, gender identity, gender expression, race, religion, color, creed, disability, age, marital status, pregnancy, child birth or any related condition, national origin, citizenship status, veteran status, genetic information, protected concerted activity, or any other classification protected by law (hereinafter "protected classifications").

Students who by act or omission discriminate against or harass any intern or Compass Group associate based upon such classifications shall be subject to disciplinary action, which may include dismissal from the internship, without refund of tuition. Without limiting the applicability or coverage of this policy to the conduct hereinafter described, the following conduct shall be deemed a violation of this policy:

1. Making sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature at the rotation site
2. Making sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature outside the rotation site if: (i) the conduct is directed toward another student or associate and (ii) is unwelcome or adversely affects the internship or working conditions, morale, or environment of interns or associates at the Company
3. Creating an intimidating, hostile, or offensive working environment by engaging in any of the following conduct or similar conduct that offends another student or associate:
 - a. Calling, addressing or referring to any person by a demeaning name that relates to a person's sex, sexual orientation, race, religion, color, disability, age, pregnancy, national origin, veteran status, or any other unlawful factor
 - b. Belittling or denigrating another because of the person's sex, sexual orientation, race, religion, color, disability, age, pregnancy, national origin, veteran status, or any other unlawful factor.
 - c. Relating stories, jokes, experiences, or anecdotes that relate to sex, sexual orientation, race, religion, color, disability, age, pregnancy, national origin, veteran status, or any other unlawful factor.
 - d. Displaying pictures, photographs, depictions, artwork, quotes, stories, jokes, or other media that may reasonably offend another because of their sex, sexual orientation, race, religion, color, disability, age, pregnancy, national origin, veteran status, or any other unlawful factor.
 - e. Touching another student or associate in a manner that may be offensive to the other student or associate or making lewd or suggestive gestures or comments in the presence of another intern or associate.
 - f. Engaging in any conduct that tends to harass, annoy or inflame another student or an associate, customer or vendor based on sex, sexual orientation, race, religion, color, disability, age, pregnancy, national origin, veteran status, or any other classification or status addressed by law, including, but not limited to, the use of epithets, slurs, threats, intimidation or hostile acts.

Fair Treatment and Respect Policy

This list is not exhaustive. Other conduct that results in discrimination or harassment based upon a protected classification may result in immediate disciplinary action, up to and including immediate dismissal from the internship.

The Company will not tolerate discrimination or harassment and asks the student's assistance in helping it meet its obligations by acting in accordance with its stated commitment and by bringing any violations of this policy to a Company representative's attention immediately.

If a student has a complaint or a problem related to discrimination or harassment, we encourage the student to contact the Internship Director. If the student does not feel comfortable contacting the Internship Director or is not satisfied with the handling of the complaint, the student should contact the Morrison Vice President (VP) Nutrition & Wellness.

Any retaliatory action is strictly prohibited against a student who reports sexual or workplace discrimination, harassment, or who provides information concerning a complaint about discrimination or harassment. Any student who engages in prohibited retaliatory action will be subject to disciplinary action up to and including dismissal from the internship.

Dietetic Student Signature

Dietetic Student Printed Name

Date

Dress Code Policy

Morrison requires students to dress professionally, and to adhere to certain personal appearance requirements to ensure the health and safety of students, Compass associates, clients, patients, and customers.

- Good grooming and personal hygiene are mandatory
- Hair must be neat and clean, hairnets worn where required
- Facial hair must be kept neatly trimmed
- No artificial eyelashes in the kitchen or food management areas
- Fingernails must be kept clean, without polish and artificial or acrylic long nails should be avoided
- Accessories and jewelry must be minimal and professional. Jewelry should be kept to a minimum – earrings limited to one in each ear and no more than ½ inch in diameter. Wedding bands and wristwatches are acceptable.
- Visible tattoos and other visible body modifications may be permitted, depending on individual location and account-specific guidelines. However, all students should exercise sound business judgment regarding personal appearance. Factors used to determine whether tattoos, piercings, and other body modification pose a conflict with the job or work environment will include, but are not limited to:
 - Safety of self or others
 - Productivity or performance of tasks
 - Perceived offense based on race, sex, religion, etc.
 - Community norms
 - Customer complaints

If a potential conflict is identified, preceptors will identify appropriate solutions such as removal of excess jewelry, covering of tattoos, etc. Preceptors and the Internship Director will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered.

- Clothing should appear professional, and not torn, frayed, faded, or patched. All students are expected to dress in business-like attire:

The following are examples of attire that will typically NOT be accepted as business or business casual clothes. This list is not all inclusive. Students are expected to use good judgment and avoid anything that would detract from a business-like appearance.

- tank tops, tee shirts, sundresses, denim jeans, capris, beach sandals, flip flops, athletic shoes, shorts of any kind, sweat suits, warm-ups, fleece outfits, or baseball caps.

All students who work in field operations are expected to dress in appropriate uniforms or business-like attire, described above, and to observe the following additional guidelines:

- Professional appearance, including proper dress and name tags; lab coat may be required for clinical rotations
- Safety shoes in the kitchen and other food service areas
- Hair shall be neat and clean, with hairnets or hats in place as appropriate
- Fingernails should be neatly trimmed and without polish; no acrylic nails

Dress Code Policy

- No artificial eyelashes in the kitchen or food service areas
- Jewelry should be kept to a minimum – earrings limited to one in each ear and no more than ½ inch in diameter. Wedding bands and wristwatches are acceptable.

NOTE: Client request and/or client dress regulations policy may supplement or override this policy.

Because everything on this subject cannot possibly be addressed, students with questions about the appropriateness of a particular item should speak with their preceptor before wearing certain articles. A student whose appearance does not meet these guidelines will be given a warning by their preceptor and must immediately remedy the concern. If the problem continues, the student may be removed and/or may be subject to dismissal from the program.

A student who requires a modification to this appearance policy to comply with a religious practice or observance should contact the Internship Director to determine whether reasonable accommodation is available.

Dietetic Student Signature

Dietetic Student Printed Name

Date

Receipt of Intern Handbook

Upon acceptance into the internship, interns will receive a copy of the MHC Dietetic Internship Handbook. This handbook acts as the [Enrollment Contract](#) for the program. By signing the receipt of the handbook, you agree to abide by the Morrison Healthcare Dietetic Internship admission requirements, payment schedules, rotation assignments, and policies. All students enrolled in the Morrison Healthcare Dietetic Internship program are required to read this handbook in its entirety and sign the receipt of handbook agreement form.

For Georgia students, there is an additional GNPEC enrollment agreement form that must be signed.

I acknowledge receipt of the Intern Handbook and agree to comply with the policies and procedure as stated in the handbook. I confirm that I understand the program expectation outlined within the Intern Handbook. I am responsible to the Internship Director if I do not understand any of its content.

Dietetic Student Signature

Dietetic Student Printed Name

Date

Academic Honor Code Agreement

We trust every student in the Dietetic Internship Program to fully comply with all the provisions of the Academic Honor Code.

Quizzes, Assignments and Written Work/Presentations:

Your signature affirms that you will not give nor receive inappropriate aid while completing online quizzes, written rotation assignments, case study literature review, major projects or any presentations/handouts designed for community, staff, or intern educational purposes. Group collaborative work is permitted when outlined by the rotation preceptor or in the rotation syllabus.

All alleged honor code violations brought to the Internship Director's attention will be forwarded to the Internship Faculty. If, in our sole judgment, it is beyond a reasonable doubt that a student has committed an honor code violation regarding a given exam/assignment/project, the student will receive an immediate "Unsatisfactory" that can't be changed for said work, irrespective of any subsequent action taken by the Internship Faculty or Governing Committee and may be dismissed immediately from the internship. In the event of a dismissal, the student will not receive a refund of any internship fees or costs.

Dietetic Student Signature

Dietetic Student Printed Name

Date

Intern Release of Information & Use of Likeness Consent

I, _____, authorize Compass Group USA, Inc. and its affiliates and subsidiaries, including the Morrison Healthcare Dietetic Internship ("Compass Group") to release my Background Check and Drug Check results, proof of professional liability, and my health information that is required of the internship, including copies of my Certification of Immunization, TB tests, physician note, and flu shot to appropriate representative(s) at my internship site(s).

I understand that once my information has been released, Compass Group cannot retrieve it and has no control over the use of the already released copies. I hereby release Compass Group from any and all liability which may arise as a result of my authorized release of these materials.

A photo static copy or electronic copy of this authorization is to be considered as valid as the original.

I, _____, hereby grant permission TO Compass Group the unlimited right and permission to photograph, record and/or film, and to use, reproduce, print, publish, post on social media and mention my name, image and likeness, broadcast and rebroadcast, display, edit and make derivative works of, pictures and videos that include my name, image, and likeness without compensation to me. All negatives, positives, prints, etc. shall constitute the property of Compass Group, solely and completely, including all copyrights therein. I hereby release and hold harmless Compass Group and its successors and assigns from any and all claims and damages arising out of their use of my name, image, testimonial statement, voice, picture, and likeness as agreed to in this document, including without limitation any claims based on the right of publicity or privacy.

Dietetic Student Signature

Dietetic Student Printed Name

Date

Master's Degree Program Acknowledgement

The purpose of this acknowledgement form is to outline the understanding between you and Morrison Management Specialists, or its affiliates ("Morrison") regarding your internship with Morrison ("Internship") and the coordination with your Master's Degree Program in order to receive your Dietetic Internship Verification Statement.

_____ ("I") will begin your Internship with Morrison on _____, 20__, and will complete the Internship on _____, 20__. You are already admitted to _____ ("University") as a master's level student seeking a degree in _____ ("Master's Degree Program"). You are expected to complete your Master's Degree Program with the University on _____, 20__.

By signing below, You acknowledge the following:

1. The purpose of this Internship is to provide You with the ACEND-required 1,000 hours of supervised practice training in coordination with your Master's Degree Program. Please be advised that the Dietetic Internship Verification Statement required for You to take the RDN exam will be awarded when You have successfully completed the ACEND-required 1,000 hours of supervised practice and You have received a Master's Degree. You are responsible for supplying an original transcript from your Master's Degree Program and your official degree conferral date to the Morrison Healthcare Dietetic Internship Director. Once Morrison has received the required documentation, the Internship Director will submit the documentation to the Commission on Dietetic Registration to establish completion of the requirements necessary to sit for the RDN exam. As a condition of your participation in the Internship, You agree to provide Morrison with all requested paperwork, including any forms required under FERPA or otherwise for the University to provide information about You, your coursework, or degree. You understand that Morrison cannot issue the Dietetic Internship

Master's Degree Program Acknowledgement

Verification Statement until all requirements have been met and met within a specified timeframe.

2. Please select from the following options:

- ☐ You are currently completing or will have already completed between 6 and 12 credit hours toward of your Master's Degree prior to starting the Internship.
- ☐ You are currently completing or have already completed between 15 and 18 credit hours toward your Master's Degree prior to starting the Internship.
- ☐ You have already obtained or will obtain an applicable Master's Degree prior to starting the Internship.

3. The following requirements will apply to You unless You have more than 18 credit hours toward your Master's Degree or You already have a Master's Degree prior to starting the Internship. During your Internship, You will complete at least 6 credit hours in your Master's Degree Program each semester of the Internship. The goal is for You to complete the Internship and Master's Degree Program within 18 months from the start of your Master's Degree Program (or over 5 consecutive semesters of at least 6 credit hours each). Any deviation from this timeframe must be discussed with the Internship Director and may impact your receipt of the Dietetic Internship Verification Statement. With the permission of the Internship Director, and subject to any additional requirements of the University, You may take up to 27 total months to complete the Internship and Master's Degree Program and still receive your Dietetic Internship Verification Statement. For each month after the initial 18 months that You are approved by the Internship Director to continue this process, Morrison will assess a fee of \$500 per month, in addition to any other fees for the Internship.

Master's Degree Program Acknowledgement

4. If You have at least 18 credit hours toward your Master's Degree, You should complete your Master's Degree Program at the same time you complete the Internship because You are expected to complete at least 6 credit hours in your Master's Degree Program each semester of the Internship. With the permission of the Internship Director, and subject to any additional requirements of the University, You may take up to 1 additional semester after the Internship to complete your Master's Degree Program and still receive your Dietetic Internship Verification Statement. For each month after completing the Internship that You are approved by the Internship Director to continue this process, Morrison will assess a fee of \$500 per month, in addition to any other fees for the Internship.
5. You are responsible for all required fees and payments to the Internship and required expenses, tuition, and fees due to your University. You acknowledge that each program functions financially independently and that appropriate payments are to be made directly to each organization.
6. If You are dismissed from the Master's Degree Program or do not complete the Master's Degree Program for any reason, Morrison will not refund any Internship fees nor will Morrison make arrangements with another university for You to complete the requirements to gain your Dietetic Internship Verification statement.
7. If You are dismissed from the Internship or do not complete the Internship for any reason, Morrison will not refund any Internship fees nor issue You a Dietetic Internship Verification Statement.
8. You are not an employee of Morrison or Compass Group during your Internship, and you will not be replacing any Morrison employee as a result of your Internship.
9. You are not receiving any payment or other remuneration from Morrison or Compass Group as a result of your Internship. You are not eligible to receive any employee benefits during your Internship.

Master's Degree Program Acknowledgement

10. The Internship does not provide any guarantee of a job offer with Morrison or Compass Group.
11. You must abide by all Morrison policies and procedures during your Internship, which include, without limitation, any policies or procedures required of the site where your Internship will take place, and behave in a responsible and professional manner. Morrison reserves the right to terminate your Internship at any time for not abiding by the policies or for behaving in an inappropriate or unprofessional manner.

I have read and understand this agreement, and I am signing it voluntarily.

Dietetic Student Signature

Dietetic Student Printed Name

Date

Risk Disclosure & Liability Release

By signing below, you understand and acknowledge the following potential risks associated with an internship in a clinical setting and agree to the following:

1. You understand that your internship rotation may involve the care of patients and close contact with faculty, medical and nursing personnel as well as other employees of Morrison or Compass Group and the facility to which you are assigned (the "Placement Site"). You understand that you may be exposed to and infected with COVID -19 or other infectious diseases during your clinical program at the Placement Site, and that such exposure or infection may result in interruption in your clinical program, quarantine, personal injury, illness, prolonged hospitalization, permanent disability, and death. When applicable, Morrison will arrange to provide you with Personal Protective Equipment ("PPE") for your internship rotation, and you are responsible to wear, clean, store or dispose of it according to the instructions you receive from Morrison. The Placement Site may require you to undergo health screening, be vaccinated, take PPE training and/or wear additional or alternative PPE, and that the Placement Site may remove you from a clinical experience if you do not comply with these requirements or suspend your clinical experience in the event of the outbreak of an infectious disease or pandemic.
2. You understand that it is your responsibility to not report to, or remain at the Placement Site, and to self- report to Morrison and the Placement Site, if you have had any known COVID-19 diagnosis or exposure or are feeling ill or have symptoms including such symptoms as fatigue, fever, cough, headache, nausea, vomiting, diarrhea or loss of taste or smell.
3. By signing this document, you acknowledge the contagious nature and risks of infectious diseases that may be present in a clinical setting, and voluntarily assume the risk that you may be exposed to or infected as a student attending your internship rotation, and/or that you may be required to interrupt or delay your internship rotation due to disease or pandemic. You release Morrison, Compass Group, and the Placement Site from any liability which may result from your exposure or infection in connection with your participation in the Morrison Healthcare Dietetic Internship program, and/or any interruption, delay or cancellation of your internship placement due to illness or otherwise.

I have read and understand this agreement, and I am signing it voluntarily.

Dietetic Intern Signature

Date

Print Name