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Policy	Admission Requirements (9.1 A)
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The University of Rhode Island-Sodexo Graduate Program follows the Graduate School Manual's admissions policies ([Sections 3.0 General Admissions Policies, 3.10 Application Process and 3.20 Admissions Requirements](#)). The admission requirements are:

1. A bachelor's degree must be completed prior to beginning the program. To be a competitive candidate, an overall 3.0 GPA is required.
2. Official transcripts of courses completed at the time of application must be submitted. Final transcripts showing degree completion must be submitted prior to completing the GP.
3. A Verification showing DPD completion, a Declaration of Intent Form showing the remaining courses needed for DPD completion, or a list of pre-requisite courses must be submitted. The pre-requisite courses include: 2 courses in anatomy and physiology including 1 laboratory, general chemistry with a laboratory, organic chemistry with a laboratory, biochemistry, microbiology, statistics, general nutrition, advanced nutrition that requires biochemistry and general nutrition as a pre-requisite, 6 credits in medical nutrition therapy or nutrition and disease that includes nutrition assessment and the nutrition care process (course must be completed in the past 5 years), community nutrition or lifecycle nutrition, nutrition counseling and education, foods-related course that includes food science and food preparation, and foodservice management.
4. An applicant statement will be submitted that describes why you are a good fit for the GP. Include the following in your statement why you want to enter the profession, experiences that have prepared you for your career, your short and long-term goals, and your strengths and weaknesses.
5. Three letters of recommendation are required. At least one recommendation should be from a professor and at least one from a work supervisor. The source of the third reference is the applicant's choice. You should have a recommendation from at least one Registered Dietitian Nutritionist. We strongly recommend that you not ask a relative or family friend to provide a reference for you, even if they are a Registered Dietitian.
6. A professional resume is required for admission. The resume will provide a description of work experiences and will be evaluated based on how relevant it is to the successful completion of the GP.

Date: 4/2021; revised 6/2024



Policy	Monitoring Student Performance (9.1 B)
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Student performance will be monitored on a regular basis throughout the University of Rhode Island-Sodexo Graduate Program in accordance with the Graduate School Manual ([Section 10](#) – Scholastic Standing, [Appendix A](#) – Sections A.10 Academic Standards and Integrity, A.12 Grades, A.24 The University Judicial System, and A.26 The Graduate Student Academic Appeals Board) and the University Manual ([Chapter 8](#) – 8.26.13 Appeals Procedure).

University of Rhode Island Monitoring of Student Performance

1. Course instructors will monitor student performance while completing each course. The instructor will utilize an electronic grade book showing grades in assignments to ensure that the student knows the evaluation of his/her performance in the class. If there is a problem with the student satisfactorily completing assignments, the course instructor will contact the GP Director.
2. If any student receives less than a C in any course, the course instructor will notify the GP Director immediately after grades are submitted.
3. The GP Director will contact the student to determine a remediation plan and document this plan in writing.

Sodexo Supervised Experiential Learning Monitoring of Student Performance

1. Preceptors and/or supervisors will monitor student performance while completing each rotation. The Preceptor will meet with the student regularly and evaluate the student on projects completed during the rotation on a timely basis.
2. If there is a problem with the student satisfactorily completing the rotation experiences and assignments, the Preceptor and/or supervisor will contact SEL Region Director.
3. The SEL Region Director will contact the student to determine a written remediation plan. This plan will be reviewed with the GP Co-Director.

The GP Director will review the grades earned by each student in both didactic and supervised experiential learning courses at the end of each Term. The GP Director will ensure that the student has the minimum grades in each course and the minimum overall program grade point average. Any student not meeting program requirements or at risk of not meeting program requirements will be notified.

Date: 4/2021



Policy	Student Retention (9.1 C)
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Student retention in the University of Rhode Island - Sodexo Graduate Program is fostered by the interactions with the faculty (GP Director, the GP Co-Director, the SEL Region Directors, the Preceptors, and the course instructors), through peer interaction, and from the institutional support from the University of Rhode Island and Sodexo.

1. The GP Director will serve as the primary contact for the Program with the students. The GP Director will be the first contact with the students at admission, will conduct the program orientation, and will serve as instructor of the first course in the Program. The GP Director will stay in regular email contact with the students during the Program and will submit them for graduation. This continuous involvement of the GP Director with the students will help retain students in the Program.
2. The SEL Region Director will serve as the primary contact for the supervised experiential learning activities completed by the students with Sodexo. The SEL Region Director will be the person to coordinate the rotations for the student thus ensuring the student is comfortable moving from location to location. In addition, the SEL Region Director will review all rotation evaluations as well as correct many assignments throughout the rotations, and as a result will be in constant contact with the student.
3. The GP includes many group assignments thus ensuring that these online students meet their classmates. Each cohort of students (24 students) are broken into groups of 4 and supergroups of 8 so that students work together on assignments with people they know. Although these groups will change over the course of the Program, this consistent grouping helps the students to develop a sense of community.
4. The Instructors and Preceptors are selected by the GP based on their interest in educating students. The Instructors and Preceptors create a supportive environment while challenging the students to expand their understanding of the field. This overall supportive educational environment helps to retain students in the Program.
5. The University of Rhode Island and Sodexo both have an extensive network of services to help the student become successful. This support network helps to promote student retention.

Date: 4/2021



Policy	Supervised Experiential Learning Documentation (9.1 D)
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1. Students will record Supervised Experiential Learning (SEL) hours weekly on a shared document that is monitored by the SEL Region Directors and Associate Directors. This shared document will track SEL hours, such as in-person activities, simulation, case studies and role playing. It will also include documentation of hours granted for prior learning.
2. Students will be given a schedule for all rotations. Site preceptors will monitor attendance and report any issues to the assigned SEL Region Director or Associate Director.
3. Students must complete the required number of hours, in addition to assignments and demonstrate achievement of the related competencies for each SEL rotation to pass each practicum course in the University of Rhode Island - Sodexo Graduate Program.

Date: 4/2021



Policy	Insurance Requirements, Professional Liability, Background Checks and Drug Testing (9.2 A,B,C & D)
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1. Professional Liability Insurance - Students are under the supervision of Sodexo during the supervised experiential learning rotations, and as a result are covered for professional liability through Sodexo. This covers only those activities that are part of the GP.
 - a. Students must have all medical record entries co-signed by the supervising dietitian.
 - b. Any student engaging in outside consulting, or other professional practice, must obtain insurance for those activities on his/her own.
2. Students are required to carry automobile insurance on their automobiles and will be responsible for their safety and the cost of traveling to and from sites, whether by private or public transportation.
3. Students are required to carry health insurance throughout the program and are responsible for costs related to illness or injury while in a facility for supervised experiential learning. Students must provide a copy or scan of their insurance card to their SEL Regional Director prior to orientation to the supervised learning experiences.
4. Criminal background checks will be conducted by Sodexo. Students are responsible for the cost of the background check.
5. Some facilities may require drug testing and/or fingerprinting for students. Students are responsible for obtaining these tests and any cost for obtaining this testing. Students will be notified if these tests are required



Policy	Requirement that students completing SEL must not be used to replace employees & Compensation Practices (9.2 E & F)
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1. A student cannot lawfully replace regular employees, except as part of the learning process, such as during staff relief and assisting staff as a manager would.
2. Students are not paid compensation for any of their activities during the University of Rhode Island - Sodexo Graduate Program.



Policy	Filing and Handling of Complaints (9.2 G)
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The University of Rhode Island-Sodexo Graduate Program has a process in place for handling complaints that supplements other University wide policies outlining procedures for students with specific concerns (e.g grade appeals-University Manual Section 8.26.13 and Academic Standing and University Judicial System Appeals-Appendix A of the Graduate Student Manual). The process, for other complaints not covered elsewhere, follows the University of Rhode Island’s grievance policy published in the Student Manual, pages 80-81. (<https://web.uri.edu/studentconduct/files/Student-Handbook-FINAL-08.22.2019.pdf>)

1. If a student has a concern with a situation with a didactic course, the student should first speak with the course instructor. If the problem is not resolved, the student should submit a written description of the situation to the GP Director and the GP Co-Director.
2. If a student has a concern with a situation with supervised experiential learning, the student should first speak with the Preceptor or rotation supervisor. If the problem is not resolved, the student should submit a written description of the situation to the SEL Region Director. If the situation is still not resolved, a written description of the situation and a summary by the SEL Region Director shall be forwarded to the GP Director and the GP Co-Director.
3. The GP Director and the GP Co-Director will meet to review any written complaints. They will also speak with the student and the course instructor, the preceptor/rotation supervisor, and/or the SEL Region Director as appropriate. When all parties have been heard, a decision will be made and put in writing. Sodexo Human Resources will be consulted if the complaint is related to Sodexo employed preceptors.
4. If the student does not believe the situation has been fairly resolved, he/she may set up a virtual appointment with the NFS Department Chair (Dr. Ingrid Lofgren, ingridlofgren@uri.edu) to discuss the problem. If this does not lead to an acceptable resolution, the student may contact the Graduate School Dean (Dr. Brenton DeBoef, bdeboef@uri.edu). Dean DeBoef will refer the problem to the appropriate University representative if it cannot be resolved within the Graduate School.
5. The program will maintain a record of student complaints for a period of seven years, including the resolution of complaints.

All students can further seek the assistance of the University Ombud (<https://web.uri.edu/ombud>) and the Bias Resource Team (<https://web.uri.edu/brt/>).



Policy	Process for Submission of Written Complaints to ACEND (9.2 H)
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1. Any individual, for example, student, faculty, nutrition and dietetics practitioner and/or member of the public may submit a complaint against any accredited program to Accreditation Council for the Education in Nutrition and Dietetics (ACEND). 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 faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered
2. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
3. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the chair's review that no further action will be taken.
4. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
5. At the same time as the complainant is notified, the complaint is forwarded to the program electronically with a read receipt request. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence via email.
6. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies submitted electronically no more than 30 calendar days from receipt of the notification, as documented by the record of read receipt.
7. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
8. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.

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9. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
 10. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
 11. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
 12. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program at the program's expense. If the complaint is substantiated and the ACEND board determines that the program is not in 55 compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation.
 13. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
 14. The program has the right to request the ACEND board to reconsider a decision to withdraw accreditation. (See the ACEND Policy & Procedure Manual, Section 2.7)



Policy	Assessment of Prior Learning (9.2 I)
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The University of Rhode Island has a standardized process for students to submit for credit for prior learning (<https://web.uri.edu/manual/chapter-8/chapter-8-3/>).

University of Rhode Island Didactic Assessment of Prior Learning

1. Students who believe that they have achieved the competencies included in a course must notify the GP Director at least one Term before the course is offered. The GP Director will determine if the prior learning is from coursework, work experience, or the combination of the two and then direct the student to the appropriate process.
2. If the prior learning is from coursework, the student will submit a portfolio of the course materials including a syllabus and completed assignments directly to the GP Director for review. If the course is equivalent, the student will be instructed on how to transfer the course into the University and how to add it to the program degree form.
3. If the prior learning is from work experience or a combination of academic coursework and work experience, the student will follow the standardized process described in detail above. The process includes the student developing a portfolio of materials showing the completion of experiences that are equivalent to those found in the course, and the review of the portfolio by a faculty member who is familiar with or teaches a similar course.
4. If credit is given for the course, the student will not have to take a replacement course; GP tuition will not be adjusted.

Sodexo Experiential Learning Assessment of Prior Learning

1. Students who have completed at least one year of full-time paid Food Service Management or Community Nutrition work experience in the United States, may be eligible to have some Competencies completed through prior learning assessment.
2. The student must submit a formal request within 2 months after acceptance to the GP. The request will include an Application for Credit for Work Experience and supporting documentation. The GP Co-Director will determine if the student is eligible to be considered to have hours re-assigned. Once a student is determined to be eligible, the SEL Region Director will send a copy of the curriculum for the students to use in compiling their portfolio.
3. Students who are determined to be eligible must submit a portfolio to the program faculty containing:
 - a. A completed [Application for Credit for Work Experience](#)



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- b. An Inventory of Competencies from Prior Work Experience that describes:
 - i. Competencies they feel they have met
 - ii. How they have met these competencies—include work product or other tangible proof
 - iii. Letter of recommendation from work or supervised practice supervisor, summarizing work completed that relates to the competencies requested
 - iv. Completed Rotation Activities and Evaluation Form for appropriate rotation(s) from supervisor.
 4. Competencies requested must be significant enough that no fewer than 96 hours will be waived
 5. Work must be equivalent or superior to supervised practice activities required by the GP
 6. A maximum of 160 hours will be waived



Policy	Annual Formative and/or Summative Assessment of Student Competence (9.2 J)
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1. Students will receive both formative and summative assessment in each course. Formative assessment will be provided throughout the course on individual assignments, exams and summative assessment will result in the final letter grade for the course. The criteria assessed to determine the course grade are clearly identified in the course syllabus and commonly include multiple methods of assessment (exams, written assignments, presentations, etc.) Students should read the course syllabus carefully at the beginning of the course to be sure they understand the criteria being used for grading. Each semester all grades will be posted on student transcripts, with a session and cumulative grade point average calculated.
2. Summative assessment will be given to students by the preceptor and/or SEL Region Director throughout the SEL practicum and will serve as the basis for formal evaluations.
3. When completing evaluations, the preceptor will initial and score each of the competencies and add comments in the appropriate area. The preceptor and student will review the evaluation together. The student will have an opportunity to comment on the evaluation in the appropriate area. The evaluation will be signed by the preceptor and the student. The student will send the original evaluation to the SEL Region Director, who will review, sign, and file it in the student's file. It is recommended that the student keep a copy of all evaluations.
4. A student must achieve a score of meets expectations, exceeds expectations, or outstanding on all competencies in order to pass the rotation.
5. Completion of evaluations is the responsibility of the student. The student will arrange with the preceptor to complete and review the evaluations before leaving the site. Any difficulties encountered in accomplishing this should be brought to the attention of the SEL Region Director.
6. Electronic copies of evaluations will be maintained by the GP Director. All evaluations must be on file prior to the completion of the program.



Policy	Program Retention and Remediation Procedures (9.2 K)
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It is the policy of University of Rhode Island-Sodexo Graduate Program to promote and preserve a safe, productive and pleasant environment which enables students to achieve their highest level of productivity and self-fulfillment. The GP requires all students to meet the standards of performance and conduct which have been established for their role. It is everyone's responsibility to treat the program's customers, clients, employees and one another with respect and understanding. It is our intention to have all the students complete the program. However, if a student does not meet URI's or Sodexo's standards for performance and behavior, constructive counseling action may be taken to improve performance or correct behavior.

University of Rhode Island Remediation Procedures

1. The GP follows the University's standard policies and procedures for retention and remediation procedures. (Graduate School Manual [Section 10](#) Scholastic Standing, [Appendix A](#) – Sections A.10 Academic Standards and Integrity, A.12 Grades, A.24 The University Judicial System, and A.26 The Graduate Student Academic Appeals Board) and the University Manual ([Chapter 8](#) – 8.26.13 Appeals Procedure). The Graduate School's policy states that all students must earn a C or better in each course and maintain a cumulative GPA above 3.0. Failure to meet these criteria requires immediate review of the student's status with the Program Director and/or Graduate School Dean.
2. Students who do not earn a C or better in any course must retake the course in order to graduate. As courses are only scheduled in certain terms, this will likely result in the student delaying his/her graduation date. The student will need to pay to retake the course; retaking a course is not included in the standard program fee. Students who do not earn a C or better when retaking the course will be terminated from the GP.
3. Students who are terminated from GP will not be able to continue to complete supervised experiential learning rotations with Sodexo. It will be the responsibility of the student to determine if any completed academic coursework or experiential learning can be transferred to another program.
4. It is the responsibility of the student to be sure that he/she has earned the grades necessary to graduate. Students are strongly encouraged to contact the GP Director as soon as they anticipate they may be in academic danger. The GP Director can work with the student to identify a plan for remediation. This may include extensions on exams and assignments or course retakes if needed.



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5. The University has many services available to help students succeed. Examples of these services include: The Academic Enhancement Center, the Counseling Center, and the Office of Disability Services.

Sodexo Supervised Experiential Learning Remediation Procedures

1. Students not performing up to specified standards in the supervised experiential learning rotations will have constructive counseling actions to improve performance.
2. If a student is not performing to specified standards, the preceptor will contact the SEL Region Director to discuss the problem.
3. The preceptor and/or SEL Region Director will notify the student of the areas requiring improvement. If necessary, the SEL Region Director will meet with the student and the preceptor.
4. A written, specific performance action plan will be established by the preceptor, the SEL Region Director, and the student in order to assure that the student is able to attain the program competencies. The written action plan will be placed in the student's file and signed by the student.
5. The student will carry out the plan and meet with the preceptor on a regular basis, as specified in the plan, to discuss the student's progress. The student will communicate regularly with the SEL Region Director during this time, as outlined on the performance action plan.
6. It is expected that the length of the rotation, as outlined in the plan, may be extended for the student who is not achieving program competencies.
7. If, after completing the plan, the student still does not meet the required competencies, the SEL Region Director will meet with the student and appropriate rotation preceptors to discuss the feasibility of continuing in the program.
8. If it is determined that competencies cannot be met by a student, the student will be notified that his/her participation in the program is terminated.
9. Students who are terminated from Sodexo supervised experiential learning rotations will be terminated from the GP. It will be the responsibility of the student to determine if any completed academic coursework or experiential learning can be transferred to another program.



Policy	Disciplinary/Termination Procedures (9.2 L)
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The University of Rhode Island-Sodexo Graduate Program follows the Graduate School Manual’s guidelines for academic standing and dismissal ([Section 4.90](#) Dismissal for Scholastic Reasons, [Section 4.95](#) Dismissal for Other Reasons, [Section 10](#) Scholastic Standing, [Appendix A](#) – Sections A.10 Academic Standards and Integrity, A.12 Grades, A.13 Plagiarism, A.24 The University Judicial System, and A.26 The Graduate Student Academic Appeals Board) and the University Manual ([Chapter 8](#) – 8.26.13 Appeals Procedure). The Program has a plan in place to correct most types of unsatisfactory performance or conduct through remediation measures. See the Student Retention and Remediation Policy (9.2K) for details. Students will be terminated from the GP if they are unable to complete courses with a grade of C or better with two attempts, do not maintain a 3.0 overall GPA, or are unable to complete supervised experiential learning rotations with two attempts. In addition, some types of performance and misconduct are so severe that they may warrant termination, without any prior counseling action steps.

University of Rhode Island Termination Examples:

1. [Dismissal for scholastic reasons](#) - A student failing to maintain acceptable scholastic standing is subject to dismissal from a graduate program. All students are expected to maintain a cumulative average of B (3.00) or better. Students who do not maintain a cumulative B (3.00) average will have their status reviewed and may be placed on provisional status or dismissed.
2. [Dismissal for Other Reasons](#) - A student in good scholastic standing is also subject to dismissal from a graduate program and from the Graduate School for falsification of application materials. Satisfactory progress in a program also involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in dismissal from the program and the Graduate School. A graduate student may be dismissed for a serious infraction of University standards and policies, as outlined in the University of Rhode Island Student Handbook. <https://web.uri.edu/studentconduct/conduct-system/> This would include, but not limited to, such infractions as intent to plagiarize, purposeful falsification of data or experimental results, knowingly presenting false data in journals, publications or at conferences, malicious destruction of laboratory equipment, or making false claims about credentials or progress. A student who has been dismissed for non-scholastic reasons is not eligible to re-enroll or to re-apply to the Graduate School.

Sodexo Supervised Experiential Learning Termination Examples:

1. A student who has completed the remediation action plan without successful results as determined by the SEL Region Director. Failure to carry out reasonable assignments after repeated requests



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2. Any violation of Sodexo's or the facility's policy on ethical conduct.
 3. Insubordination or failure to carry out reasonable requests made by the manager or supervisor.
 4. Theft, attempted theft, or removal of property from the premises without proper authorization.
 5. Willful misuse or destruction of Company, Client or a co-worker's property. Sleeping during work time or leaving the job without authorization.
 6. Any violation of the Company's Drug and Alcohol Use policy, including the possession or consumption of illegal drugs or alcoholic beverages or being under the influence of illegal drugs or alcoholic beverages on Company time or on Company/Client premises. (See Sodexo Policy: Drug and Alcohol Use.)
 7. Gambling on Company time or on Company/Client premises.
 8. Sexual harassment or other harassment or discrimination of any kind, including bullying such as verbal abuse, racial slurs, social media misuse and online or phone conversation or texts.
 9. Possession of a dangerous weapon on Company/Client premises.
 10. Any disorderly conduct, such as profanity, yelling or vulgar, abusive or obscene language while on Company premises or arising out of Company business.
 11. Misuse of copyright, or plagiarism.
 12. Willful falsification of application, patient, or financial records.
 13. Conviction of a felony or off-duty conduct which relates to the student's ability to function in the program or the Company's integrity or reputation.



Policy	Graduation and/or Program Completion Requirements (9.2 M)
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Completion of the University of Rhode Island-Sodexo Graduate Program is contingent upon achievement of the required competencies, which are outlined by the Accreditation Council for Education of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The Program follows the Graduate School Manual’s guidelines for academic standing ([Section 10](#) Scholastic Standing, [Appendix A](#) – Sections A.10 Academic Standards and Integrity and A.12 Grades) and master’s degree requirements ([Section 7.40](#)). The completion requirements are detailed below.

1. Sodexo completion requirements
 - a. Completion of the required number of hours in each SEL practicum.
 - b. Satisfactory completion of all rotations and achievement of entry level competency in all rotations, by meeting or exceeding expectations on all Rotation Activities Evaluation Forms (RAEF).
 - c. Satisfactory completion of all assignments as determined by the SEL Region Director.
2. University of Rhode Island completion requirements
 - a. Satisfactory completion of all MS in Dietetics coursework with a grade of C or better.
 - b. Completion of all degree requirements with an overall GPA of 3.0 or higher.
3. The degree requirements shall be met within two calendar years after the date when the student is first enrolled. With the submission of a written request for an extension and a schedule for completion, endorsed by the major professor and the Graduate Program Director, a specific, time-limited extension may be approved by the Dean of the Graduate School.
4. Financial obligations to Sodexo and to the University of Rhode Island paid in full.
5. Many states have licensure for dietitians. It is the student’s responsibility to know what the regulations are in the state where the student will practice. Before graduation, students will check their state’s licensure regulations to assure that they are complying with the licensure requirements for the state where they are accepting employment.



Policy	Verification Statement Requirements and Procedures (9.2 N)
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1. All students who successfully complete the GP are issued Verification Statements indicating that they have completed an Accreditation Council for Education in Nutrition and Dietetics' accredited program.
2. The University of Rhode Island-Sodexo Graduate Program Director will issue 3 copies of the Verification Statement to the student. The Program Director maintains a copy of the Verification Statement indefinitely.
3. The GP Director will submit the required documentation to the Commission on Dietetic Registration (CDR), using the online CDR Registration Eligibility Processing System.



Policy	Programs using distance instruction and/or online testing, must employ strategies to verify the identity of a student (9.2 O)
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1. Students are issued an individual secure username and password by the University of Rhode Island at the time of enrollment.
2. This login is used to access course content through the University's learning management system (Brightspace).
3. All online student work is submitted through this system and student identity is verified at each login.



Policy	Withdrawal and Refund of Tuition and Fees (9.2 P)
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The University of Rhode Island-Sodexo Graduate Program follows the Graduate School Manual’s policies on withdrawal ([Section 4.50](#)), leaves of absence ([Section 4.30](#)) and refund of tuition and fees ([Section 6](#)).

University of Rhode Island Refund Policy

Withdrawal from the University is a serious matter, which deserves careful consideration by the student in consultation with the GP Director.

1. If the student concludes that a Leave of Absence is not in their best interest, they will fill out a withdrawal form to officially terminate their graduate status. This form shall be submitted to the Dean of the Graduate School.
2. The refund of tuition and fees will follow the standard University [schedule](#).

Sodexo Supervised Experiential Learning Refund Policy

Students who withdraw from the program voluntarily may be eligible for a partial refund according to the guidelines below. Students who withdraw voluntarily must submit their intention to withdraw in writing to the SEL Region Director who will forward it to the GP Director.

1. No refund will be made on the initial tuition deposit paid when the student is accepted into the program. This includes voluntary resignation and termination resulting from disciplinary procedure.
2. The remaining tuition will not be refunded once the student starts the program. In the event the student pays partial or whole tuition prior to the start date of the studentship and withdraws prior to the start of orientation, only the tuition minus the deposit will be refunded.

Date: 7/2012 Reviewed: 9/2014; 8/2019 Revised: 8/2020, 4/2021



Policy	Program Schedule, Vacations, Holidays and Leaves of Absence (9.2 Q)
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1. Program Schedule.
 - a. Students will follow the University's accelerated online academic [calendar](#). Students complete the courses in a predetermined order as part of a cohort and must be enrolled for the courses as indicated in the course schedule. Students complete the program over the course of 12 months.
 - b. There are built-in weeks off between sessions and terms as outlined on the course calendar.
2. Vacations
 - a. Vacations outside of the designated weeks off will not be approved by the Program.
3. Holidays
 - a. Students may be scheduled to work on the day of a legal holiday if a rotation assignment or experience requires it
 - b. Accommodations in scheduling holiday time for religious and cultural needs will be made. Students are responsible for making the program management personnel aware of these needs early in the program year.
4. Leave of Absence from University of Rhode Island
 - a. Students who must leave the University for a period of one Session or more due to military service, illness, financial hardship, childbirth, adoption or other circumstances should apply for a [Leave of Absence](#).
 - b. The request should be made in writing by the student to the Dean of the Graduate School, accompanied by a Leave of Absence form, carrying the endorsement of the GP Director.
 - c. Courses are only taught in certain Sessions each year and students will need to wait until the courses are offered to take any courses missed while on the Leave of Absence. This will likely delay graduation.
5. Leave of Absence from Sodexo Supervised Experiential Learning
 - a. Students who cannot complete SEL activities for a 7-week session or longer need to file for a Leave of Absence from the URI Graduate School. Students who file for a Leave of Absence will be unable to take any classes that session, including both didactic courses and SEL courses.
 - b. The SEL Region Director will determine which competencies still need to be met by the student when he/she returns from the Leave of Absence. A plan will be established by the SEL Region Director, the student, and, if appropriate, the preceptor so

that the student can attain all program competencies. The student, SEL Region Director, and GP Co-Director will sign the plan.

- c. Students who need to reschedule participation in SEL for more than 2 weeks but less than 7 weeks will submit the request in writing to the SEL Region Director for approval. The request will include the reason for rescheduling, the estimated time frame, and the expected date of return to the program. Requests to reschedule for medical reasons must be accompanied by a note from a physician verifying the illness and expected length of time needed. A note from a physician stating that the student is ready to return to the program is required before the student can restart rotations.

6. Program Completion Timeline

- a. Because of accreditation guidelines, both didactic and SEL courses need to be completed within 6 terms or 2 years which is 200% of total program length. Students who need more than 2 years to complete the program need to have extenuating circumstances which are approved by both the GP Director and the GP Co-Director along with the Dean of the Graduate School.



Policy	Protection of Privacy and Access to Personal Files (9.2 R, S)
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It is the intent of the University of Rhode Island-Sodexo Graduate Program to ensure the proper use and privacy of student records and personally identifiable student information. The following will be observed:

1. The University maintains student records primarily for educational purposes. The detailed policy on the protection of the privacy of student records is detailed in the [Graduate Manual – Appendix C](#).
2. Procedures for the release and disclosure of student records maintained by the University of Rhode Island are in large measure governed by state and federal laws. Where the law is silent, the University is guided by the principle that the privacy of an individual is of great importance and that as much information in a student's file as possible should be disclosed to the student on request.
3. Students have reasonable access to their personal records, upon request, and a means for correcting or amending the record in dispute by attaching a concise written statement. If the student requests a review of his/her personal record, this must be completed with the SEL Region Director and one other observer present.
4. Personal information about a student may be released outside of the University of Rhode Island-Sodexo Graduate Program only with the written consent of the student, except to verify employment or student status or satisfy legitimate investigatory, regulatory or other legal obligations.
5. Students are not allowed access to materials in their application packet that they have waived the right to see (i.e. recommendations.)
6. Students may not have access to the files of other students or staff members.
7. Students should be aware that in accordance with federal law, the University may, without consent, release information from conduct records if the record contains violations involving violence or issues of safety and well-being.



Policy	Access to Student Support Services (9.2 T)
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University of Rhode Island-Sodexo Graduate Program students are afforded the same support services as all University students with the exception of the ability to purchase health insurance.

1. University of Rhode Island students have access to various support services including the Library, Online Student Support Center, the Academic Enhancement Center, Disability Services, Information Technology Support, counseling and financial aid resources.
 - a. The University [Library](#) allows students access to the journal articles needed to complete the program.
 - b. The Online Student Support [Center](#) offers general guidance for students enrolled in online programs.
 - c. The [Academic Enhancement Center](#) provides multiple forms of support, including online support from peer writing consultants.
 - d. [Disability services](#) provides academic accommodations to all students with a documented disability.
 - e. Information Technology [Support](#) offers assistance with technology problems and URI's learning management system (Brightspace) has a 24/7 live chat.
 - f. The [Counseling Center](#) offers both individual and group therapy to students in need.
 - g. All students are eligible for [financial aid](#) to cover the tuition for both the University of Rhode Island and for Sodexo.
 - h. As online students, students enrolled in the program are unable to participate in university-sponsored health insurance since they are not able to utilize the on-campus health services facility.

2. Sodexo also provides a variety of support services to the GP students.
 - a. A limited number of scholarships may be available from Sodexo; students must apply for these scholarships. Sodexo does not provide financial aid.
 - b. Students continuing to work at least 30 hours a week on Sodexo payroll may be eligible for tuition reimbursement, depending on the number of hours worked. Students are responsible to complete paperwork requesting this benefit and must seek approval from the Sodexo unit where they work.
 - c. Most clinical sites have access to a medical library. Students should have access to this service as well. If the articles are not available through the URI Library and there is a charge for articles ordered, the Graduate Program may be able to pick up any reasonable cost for materials related to supervised practice activities or assignments. Approval by the SEL Region Director and the GP Director must be obtained prior to ordering the material and a receipt must be provided in order to receive reimbursement.
 - d. Cost of meals and parking vary from facility to facility. Students are responsible for parking, meal costs, and any unanticipated costs related to the facility. Students may be eligible for the same benefits accorded to staff.



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- e. Liability insurance is provided by Sodexo for all students while they are completing the Supervised Experiential Learning rotations.
 - f. Students are required to pay for and carry health insurance throughout the program and are responsible for costs related to illness or injury while in a facility or supervised practice site.
 - g. Sodexo offers its salaried and administrative/clerical employees and Sodexo dietetic students access to the Employee Assistance Program (EAP). Eligible employees and their family members are automatically covered from the employee's date of hire. No enrollment is necessary. The EAP offers voluntary professional counseling services covering a wide range of personal and work-related problems such as:
 - i. Access to TELUS Health, a resource for work-life balance, phone # 1-888-267- 8126
 - ii. Emotional stress
 - iii. Financial matters
 - iv. Legal problems
 - v. Grief
 - vi. Child or spouse abuse
 - vii. Job stress
 - viii. Work-related issues
 - ix. Substance abuse



Policy	Confidentiality Agreement
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The follow confidentiality statement will be signed by all interns and students before starting the internship:

I understand that I must hold in strict confidence all information relating to Sodexo, all rotation facilities and their respective patients, clients, employees, interns, students, volunteers and contract personnel. I understand I have a legal and ethical responsibility to prevent access to and disclosure of confidential patient, client, employee, intern, student, volunteer, contract personnel and non-public institutional information without proper authorization or for unauthorized purposes.

I understand that information classified as confidential includes all medical, personal, or other information about a patient, client, employee, intern, student, volunteer, or contract personnel, as well as non-public information about Sodexo and all rotation facilities. This information includes, but it not limited to:

- Diagnostic/procedural/test data
- Appointment information
- Notes, letters, reports concerning the examination, treatment and observation of patients/clients
- Conversations or educational discussions with or about patients and/or employees
- Written correspondence and fax, e-mail, or other electronic communication
- Observations of patients/clients and/or employees
- Demographic data, i.e. address, age, telephone number, employer, etc.
- Insurance information
- Administrative and financial data
- Salary, salary history and employment records of all current or former employees
- Company organization models
- Any financial data or sales targets
- Trade secrets
- Sodexo proprietary information, including but not limited to information on Sodexonet.

I understand that I may access only that information which is necessary to perform my job. I understand that I do not have the right, apart from performing my duties, to access confidential information of any patient, employee, intern, student, volunteer or contract personnel, including my spouse, other family members, co-workers or friends, without written authorization by those individuals. If my duties require that I access the confidential information of people known to me, I will not discuss my knowledge of the information with those people.

I understand that any violation of confidentiality as represented by this Confidentiality Statement, whether intentional or not, may result in disciplinary action, up to and including immediate termination from the program. I may also be subject to civil and/or criminal penalties.

Signature_____

Date_____

Print Name_____



Graduate Program Student Agreement between Sodexo and

(Student)

Sodexo Dietetic Internship accepts the student to participate in the Supervised Experiential Learning (SEL) (The Program) for the terms set forth and the student agrees to participate in The Program in accordance with the terms and conditions set forth in the “Policy and Procedure Manual” for the University of Rhode Island Sodexo Graduate Degree Program.

Sodexo agrees to:

1. Provide educational practice experiences following the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Standards for Graduate Programs.
2. Provide formal and informal evaluations and feedback on a regular basis, with no more than 25 rotation days between formal evaluations.
3. Provide adequate resources and facilities to carry out the requirements of The Program.
4. Provide necessary staff support and guidance to enable the Intern to carry out the requirements of The Program.
5. Provide the student with completed assessments required for completion of the University of Rhode Island Practicum Courses.

The student agrees to:

1. Be responsible for expenses outlined on the Graduate Program website.
2. Adhere to the rules, regulations and policies of Sodexo and affiliating institutions during the term of the Program, and as outlined in the “Policy and Procedure Manual” for The Program.
3. Satisfactorily complete all required hours, competencies, and assignments before the end date of The Program.
4. Provide proof of Health Insurance and information for completion of background criminal check prior to the start of The Program.
5. Complete physical examination form with required laboratory tests prior to the start of The Program.
6. Provide -at Student’s expense- results of tests (i.e. drug tests or fingerprinting) which may be required by supervised experiential learning facilities.
7. Pay all required tuition and fees prior to the start of The Program.



- 8. Read and adhere to the Confidentiality Statement as outlined in the “Policies of the Graduate Degree Program” and specific confidentiality policies of the individual SEL facilities.

The student understands that:

- 1. Failure to complete performance requirements because of:
 - a. Unsatisfactory evaluations
 - b. Failure to complete assignments in a satisfactory manner
 - c. Failure to meet required competencies
 - d. Failure to comply with policies of the Program
 - e. Excessive absences

will lead to extension of specific rotations and may lead to referral to URI for remediation measures.

- 2. It is expected that SEL Program requirements will be completed within twelve (12) months of The Program start date. Continuation in The Program after that time will result in a continuation fee, equal to 1/12 of the current tuition, each month until the student has completed The Program requirements. Failure to complete The Program requirements within two (2) years of the start date will lead to termination unless a specific alternative plan is agreed upon between the student, the SEL Region Director and the University of Rhode Island.
- 3. Students are assigned to client sites where Sodexo provides client services. If Sodexo and the client ends the contractual agreement for services, Sodexo Dietetic Internship will make reasonable efforts to accommodate the affected student at a site within the student’s preferred geography.
- 4. Students are assigned to rotation sites based on the student’s geographical preferences and availability of sites. Because of the limited availability of sites, Sodexo Dietetic Internship will not approve requests to change rotation sites except in extenuating circumstances.

Student: I have read, understand and agree to the terms of this contract. I have read, understand and agree to abide by all the Policies of the University of Rhode Island Sodexo Graduate Program.

Student Signature _____

Date _____

Student Print Name _____

SEL Region Director Signature _____

Date _____

SEL Region Director Print Name _____



Policy	Affiliation and Site Agreements
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1. Affiliation agreements are obtained for all clinical sites that request them. The facility’s template or Sodexo’s template may be used, based on the preference of the facility.
 - a. Agreements are reviewed by both legal departments and signed by authorized individuals
 - b. Affiliation agreements are kept on file with the facility, Sodexo Legal Department, and the Sodexo Dietetic Internship.
2. Affiliation agreements are not required by food service management sites, as this rotation takes place in a Sodexo department.
3. Site agreements are required for any community, long-term care, or specialty rotation (previously, concentration) site not covered by #1 or 2 above, for rotations of 17 hours or longer.
 - a. The student will provide a site agreement form to the preceptor at the facility.
 - b. The student will also provide the preceptor with a [link](#) to submit their preceptor qualifications and to attach their resume and the completed site agreement form.
 - c. If a facility requires a legal agreement, procedure #1 will be followed.
 - d. Site agreements will be kept on file by Sodexo Dietetic Internship.
 - e. The student will also provide the preceptor with the application rotation activity and evaluation form (RAEF) to be used in planning the rotation and in evaluating the student ’s performance.
 - f. The preceptor and other qualified personnel will have access to the preceptor website.
4. When a new supervised experiential learning site is needed, the SEL Director for the applicable region will contact the Sodexo Regional Nutrition Manager, Regional Vice President and/or Client Executive to determine appropriate facilities. The SEL Director for the applicable region will contact the on-site manager to determine if the required competencies can be achieved.
5. A database is maintained for all affiliation agreements. Agreements are renewed/updated as needed.
6. Within 2 weeks of starting the clinical and food service management rotations, the primary preceptor and student will be contacted by the student ’s faculty advisor to evaluate the adequacy and appropriateness of the facility to meet the learning objectives.
7. Students receive and provide feedback regarding a supervised experiential learning site on each Rotation Activity and Evaluation Form.
8. Students complete an end of program survey prior to graduation that requests feedback on the students’ experience with the preceptors. This feedback is used to update preceptor training and to inform decisions about the future use of selected supervised experiential sites.

Date: 6/2016 Reviewed: Revised: 8/2020; 8/2023
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Policy	Community Rotation Procedure
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It is the responsibility of each student to arrange his or her community rotations and to assure that all community competencies are met as outlined on the rotation activity and evaluation form (RAEF) for the community rotation.

1. The student will contact the preceptor at each selected site and arrange a time to review the competencies that can be met at that site. Required competencies are outlined on the RAEF. Most competencies need only be met once, even if the student repeats the activity at more than one location.
2. Appropriateness of the community site:
The following criteria must be met for the site to be appropriate:
 - a. **Site**
 - i. The site must have the resources and learning opportunities available for the student to meet the specific competencies designated for the site.
 - ii. The site must have adequate resources to provide support to the student's learning process.
 - b. **Preceptor**
 - i. The preceptor must have the training, necessary skills, and time to be able to observe and evaluate the student's performance of the specific competencies designated for the site.
 - c. **Site Agreement**
 - i. For sites where a student will be assigned for greater than 16 hours, a student must arrange for the preceptor to submit a signed site agreement and preceptor resume or qualification form to Smartsheet from each location.
 - ii. The Site Agreement and Preceptor Resume or Qualification Form will be kept on file and the facility will be added to the community site database.
3. One Community Rotation Activities and Evaluation Form will be used throughout the community rotation, regardless of the number of sites that are used by the student during the community rotation.
4. Before the end of the rotation at each facility, the student will meet with the preceptor to complete the designated section of the evaluation. The preceptor will initial and score any competencies met at that site on the RAEF and sign the final page of the form. If the student completes activities that are not listed on the RAEF, they may be described in the comment section of the RAEF.
5. The student will submit the signed RAEF to the learning management system within 2 weeks of completing the community rotation.
6. The SEL Director of the Region will review and sign the Form and return the signed evaluation form via the learning management system.
7. It is the student's responsibility to ensure that all competencies are met in at least one of the community sites. If the student encounters problems meeting any of the competencies, the student will contact the Sodexo Dietetic Internship faculty to determine alternate learning activities to meet the competency.



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8. The student will complete all information for each site on the Community RAEF including:
 - a. Location name and address
 - b. Primary preceptor name and contact information
 - c. Total number of supervised experiential learning hours completed at the site
 - d. Information about seminars attended

Reviewed: 7/2012

Revised: 7/2011; 8/2013; 8/2019; 8/2020; 1/2024

Policy	COVID-19 Safety Measures
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This policy is based on Sodexo’s Policies on Employee COVID-19 Safety Measures, Vaccination and Masks which applies to dietetic students admitted to the URI/Sodexo Graduate Program

Health and Safety is an integral part of Sodexo’s mission to improve Quality of Life. Students are expected to integrate Health and Safety into everything they do to minimize risk to employees, patients, clients, and customers. The Sodexo Dietetic Internship is committed to providing supervised experiential learning conditions that are safe and healthy.

To protect students, employees, patients, clients and customers, Sodexo Dietetic Internship has established the following safety measures. We need all our students to commit to these practices for their own health and the health of those around them.

1. Vaccinations

All students are required to be vaccinated prior to orientation. Students may request an exception from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Students also may be entitled to a reasonable accommodation if they cannot be vaccinated because of a disability, or if the provisions in this policy for vaccination conflict with a sincerely held religious belief, practice, or observance. *Requests for medical exceptions or delays and reasonable accommodations must be initiated by the student and approved by the supervised practice sites that the student is assigned to.*

2. Student Health Monitoring

All employees are expected to monitor their own health prior to starting work each day to verify they have no COVID-19 symptoms, which include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list does not include all possible symptoms. The CDC updates possible symptoms as more information about the virus becomes available. The most current information can be found at www.cdc.gov.

3. In-Person Experiential Learning

- I. Students must meet the following requirements prior to any in-person experiential learning:
 - a) Complete all training required by the supervised experiential learning sites.
- II. Students must follow policies and procedures set forth by the assigned learning sites to reduce personal exposure and spread of the virus. These may include, but are not limited to:
 - a) Wearing PPE such as surgical masks and gloves. Students are responsible for purchasing the PPE required by the supervised experiential site.
 - b) Answering questions and/or participating in screening related to virus exposure

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- and symptoms.
- c) Being tested for COVID-19.
- III. Students must wash their hands frequently using proper handwashing techniques.
- IV. Immediately alert the SEL Region Director of any [symptoms](#) associated with COVID-19.
- 4. Presence of Symptoms of COVID-19 or Diagnosis of COVID-19**
- I. Students with symptoms or diagnosis of COVID-19 may not begin or continue in-person experiential learning for at least 24 hours until both of the following are true:
- a) The student's symptoms are getting better and
 - b) They have been fever-free for at least 24 hours (without fever-reducing medications).
- II. After beginning or resuming in-person experiential learning, students should take added precautions for 5 additional days, including:
- a) Wearing a mask
 - b) Practicing good hygiene by covering coughs and sneezes, washing or sanitizing hands often, and cleaning frequently touched surfaces
 - c) Physical distancing to the extent possible.
- 5. Record Keeping/Confidentiality**
- I. Any written medical information obtained from students, including any information about COVID-19 symptoms or diagnosis, will be maintained as a confidential medical record in compliance with the Americans with Disabilities Act ("ADA").
- II. Students will not be asked about COVID-19 symptoms in front of other individuals in compliance with the ADA and general privacy requirements.



Policy	Dress Code
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1. Professional appearance and behavior are always expected for students. Students will be expected to maintain a neat and professional appearance and to behave professionally when working at rotation sites, attending orientation and at all other supervised experiential learning activities. Students are representing themselves, the facilities where they are working, Sodexo, URI/Sodexo Dietetic Graduate Program, and the profession of dietetics.
2. All clothing is to be clean, neat, and in good repair.
3. Jeans, sweatshirts, facial jewelry, open-toed shoes, shorts, clothing with logos other than the Sodexo or Sodexo Dietetic Internship logo, revealing clothing (low cut tops or midriff showing), and tight-fitting clothing are not allowed at any time. Tank tops or halters are not allowed. Shoulders must be covered.
4. Jewelry is limited to wedding bands, watches, small post earrings and other plain necklaces or earrings.
5. Heavy perfumes are not permitted.
6. Non-slip safety shoes are required in the kitchen and production areas and strongly recommended for safety in clinical areas. Low heeled (1-1 ½ inch) shoes with closed heels and toes are required. Student should check with assigned preceptor about procuring non-slip safety shoes.
7. Hair is to be completely covered by a hair net or cap in all food preparation areas.
8. Eating in food production areas is not permitted. Chewing gum is not permitted during any rotation.
9. Nail polish or false nails are not permitted in food preparation areas.
10. A lab coat may be required by the facility. In some facilities, clinical staff wear scrubs. Students will check with preceptors prior to starting the rotation to determine the appropriate clothing for the rotation. Students will follow the facility policy. Students are responsible for purchasing and maintaining neat and clean lab coats or scrubs.
11. Students must wear name tags when on rotation premises. This may be a required facility name tag or name tag issued by the program.
12. Students are expected to adhere to all Sodexo and facility safety and sanitation requirements.
13. If the facility dress code differs from above, the facility's code should be followed. Under certain circumstances, exceptions may be made to the above policy. (For example, dress that is more casual would be permitted when working with children at a camp). Students should always check with the facility preceptor when in doubt.

Revised: 8/2019; 8/2020



Policy	Marijuana, Alcohol and Random Drug tests
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Alcohol

Sodexo Dietetic Internship prohibits the following:

- Unauthorized use, consumption, storage manufacture, distribution, dispensation, possession, sale, or attempted sale of alcohol on Company/client premises, during working hours and/or at the end of a client catering event or on Company/client premises at the end of a workday.
 - The sole exception is that alcohol consumption is permitted by students who are guests at Sodexo or Sodexo Dietetic Internship sponsored events.
- Being under the influence of alcohol on Sodexo/client premises, or during working hours

Sodexo Dietetic Internship will give a student who refuses the applicable test or tests positive for the presence of Alcohol the opportunity to explain the results. Students who fail to comply with this policy may be subject to constructive counseling up to and including removal from the supervised experiential learning site without the possibility of future employment and expulsion from the URI/Sodexo Graduate program.

Marijuana

Sodexo complies with all applicable laws, including but not limited to, the federal Drug-Free Workplace Act of 1988. Under federal law, marijuana is an illegal controlled substance with no currently accepted medical use. Accordingly, the Company’s prohibitions include a probation on the use/possession of marijuana at all of its locations in the United States.

If a doctor prescribes you a drug, you should ask your doctor whether use of that drug will affect your ability to work safely and effectively. If you are told by your doctor that a prescribed drug may adversely affect your ability to perform your job safely, efficiently, and/or effectively, you should inform the DI Region Director or Human Resources representative of the situation so an accommodation can be considered, if appropriate.

Sodexo Dietetic students are subject to random drug tests in any Sodexo facility.

Sodexo Dietetic Internship will give a student who refuses the applicable test or tests positive the opportunity to explain the results. Students who fail to comply with this policy may be subject to constructive counseling up to and including removal from the supervised experiential learning site without the possibility of future employment and expulsion from the URI/Sodexo Graduate program.

Date: 6/24/ 2020; 1/2024; 6/24



Policy	Medical Records
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The policy on Medical Records pertains to any document or documentation within a chart found in a health care facility, clinic or physician's office that is both private and confidential in nature and discusses the medical care planned or rendered to any individual person.

The entire contents of this document and/or all the information contained in any medical record is included in the scope of this policy.

Medical records may be broadly classified into three types:

1. The first are records or information obtained to determine the fitness of an applicant or student for employment, placement in a specific job or certification to return to work. Such information will be held in strict confidence and maintained either by the physician conducting the examination or by the appropriate department. Such information will not be given routinely to the student's supervisor.

Furthermore, medical inquiries should be job related in that they elicit information regarding the student's ability to perform work efficiently and safely. Inquiries cannot be vague, broad, or irrelevant.

2. The second type of medical record is information obtained as the result of medical care, including emergency treatment, usually provided through the corporate medical facility or unit first aid facility. Since such treatment may not relate to job performance and in order that the traditional confidential relationship between physician and patient be maintained, this treatment information will be kept apart from student related records. It will not be used in making employment or experiential learning related decisions unless a condition existed which would affect the health and safety of the individual or others on the job. This information may also be used to establish or assess a student's allegations of illness or disability.
3. The third medical record covered by this policy are medical records that are used by the student to complete any rotation competency, assignment, or project. The information contained must always be held private and confidential. The student must not:
 - a. Discuss the medical plan of care or documentation of a patient or client with anyone who is not involved in providing care for this individual.
 - b. Copy or take pictures of any part of the medical record.
 - c. Make notes about the contents of the medical record that can identify a patient or client.
 - d. Include information in any rotation competency, assignment or project that can identify a patient or client.

Reviewed: 8/2019 Revised: 8/2020



Policy	No Solicitation/Distribution
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The policy on No Solicitation and Distribution applies to all students admitted to the URI/Sodexo Graduate Program. **Any reference to employee below applies to students enrolled in the URI/Sodexo Graduate Program, as well.**

Sodexo strives to create an environment in which employees/students have the time, tools and support they need to perform their jobs with undivided attention. For this reason, the company prohibits on-the-job solicitation because it may cause employees/students to neglect their own work, interfere with the work of others and be a source of inappropriate pressure.

Sodexo strictly prohibits any non-employee from entering onto any premises it owns or controls to solicit or distribute literature to its employees. The Company may make an exception to this rule for limited charitable solicitations.

Under this policy, employees/students:

- May not solicit for any cause during work time.
- May not, whether on working time or not, solicit other employees/students who are on working time.
- May not distribute literature of any kind during work time.
- May not, whether on working time or not, distribute literature of any kind to other employees/students who are on working time.
- May not distribute literature at any time for any cause in working areas.
- Prohibited solicitation includes promotion of membership and subscriptions for any public or private enterprises.
- Working time does not include authorized breaks or meal periods or other times when employees/students are not responsible for performing work tasks.
- Working areas do not include breakrooms, sidewalks, parking lots, and other similar areas, unless it is part of your student responsibilities, or the job of the employee being solicited, to work in that location at that time.

Reviewed: 8/2019



Policy	Placement of Students in SEL Rotation Sites
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1. Students will be placed in approved experiential learning sites as determined by the SEL Region Director.
2. Every effort will be made to place students in appropriate facilities as close as possible to the geographic location requested by an applicant.
3. Once the applications have been reviewed and the candidates who will be considered for acceptance are chosen, the following process is initiated by the SEL Region Director:
 - a. If an applicant is geographically located in an area where there is no approved practice site, the SEL Region Director will contact the appropriate Sodexo Regional Nutrition Manager to determine the availability of appropriate practice sites in the area.
 - b. If it is determined that there are appropriate practice sites in the applicant's geographic area, the SEL Region Director will contact the Food Service Manager and/or Clinical Nutrition Manager at the site to request the use of the site and staff for a practice site.
 - c. If there is no appropriate site in a requested geographic area, the SEL Region Director will notify the applicant of this fact and inform him/her of the closest site available.
 - d. If the applicant accepts the alternate location, the applicant will be left on the list of applicants to be accepted or waitlisted.
 - e. If the applicant declines the alternate site, the applicant will receive a rejection letter so the applicant can have an opportunity to apply to another program.
4. After the applicant accepts the offer, the practice site will be notified. The SEL Region Director will communicate by phone and/or email with one or more of the preceptors at the site, as necessary. A link to the password protected preceptor website will be sent to the practice site along with information for obtaining an affiliation agreement for the site if it is a new rotation site. The password protected website is available to all preceptors. Information to access the site will be sent to the primary preceptor by the SEL Region Director. The preceptor website provides the following information:
 - a. Philosophy and Goals of the program
 - b. Rotation descriptions
 - c. Pertinent evaluation forms
 - d. Program Policies and Procedures
 - e. Preceptor Training and Continuing Education Opportunities
5. The SEL faculty will conduct virtual meetings with the site while the student is at the site in the clinical rotation to review the competencies and evaluation forms and to answer any questions or concerns of the staff at the site.
6. In-Person visits may be made by faculty if problems arise. Otherwise, regular email or phone contact will be made with the site preceptor, as needed.
7. If, during the program, a change in practice site is required due to unforeseen circumstances, the SEL Region Director will facilitate the identification of an alternate site that meets the geographical preferences of the student.
8. At the end of the rotation, the student will be asked to evaluate the site for continued use by future students.



International Experience

1. If the student who is accepted by the program is interested in completing an international experience, the student will notify the SEL Region Director to discuss the possibility. The SEL Region Director will forward information to the Faculty Advisor for the International Experience. The Faculty Advisor will contact the program liaison, who will provide the appropriate contact for the country of interest.
Note: Those completing an international experience **must** choose the Leadership specialty rotation.
2. The Faculty Advisor for the International Experience will collaborate with the in-country Sodexo contact to determine an appropriate placement for the food service management rotation in the area requested by the applicant.
3. If it is determined that there are appropriate supervised experiential learning sites in the requested country, the Faculty Advisor for the International Experience will contact the Food Service Manager at the site to request the use of the site and staff for a learning site.
4. If there is no appropriate site in a requested country, the Faculty Advisor for the International Experience will notify the student of this fact and discuss other options.
5. The practice site will be given access to the preceptor website. The Faculty Advisor for the International Experience will communicate via phone and/or email with one or more of the preceptors at the site. The faculty advisor for the International Experience will contact the preceptor(s) through e-mail and/or phone to answer any questions and assure that program competencies are being met.
6. Travel and housing arrangements are the responsibility of the student.

Specialty Rotations

1. For specialty rotations with limited availability, the Director for the Region will determine which students will be assigned to that specialty rotation. Students will be given the choice of alternate specialty rotations or may choose the Leadership specialty rotation and design an individualized learning experience for it.

Revised: 8/2019; 1/2024; 5/2024



Policy	Professional and Ethical Conduct (8.1 B)
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Professional conduct is expected by all dietetic students. The dietetic student must represent themselves in a manner which:

- Conforms to the Academy of Nutrition and Dietetics Standards of Ethics and Professional Responsibility
 - Adheres to all the policies for each affiliation facility and for Sodexo and the URI/Sodexo Graduate Program
 - Respects the confidentiality of the patients, staff, and health care institution activities
 - Completes assignments in an ethical manner
 - Works well with others and is not disruptive
 - Treats others with fairness, respect, and dignity
 - Follows through with commitments
1. The student is responsible for reviewing the policy and procedure manuals at the affiliation facility where he/she is assigned to work. Students are responsible for knowing the content of the policies at the facilities where they are assigned, for Sodexo as they apply to the Graduate Program and for the URI/Sodexo Graduate Program.
 2. Medical records and information obtained on patient care rounds or in conferences are confidential and must not be discussed with others outside of the immediate health care team and/or in public places. The student will be responsible for complying with HIPAA regulations.
 3. Information regarding personnel and finances of the facility or institution and personal employee data of an employee at the facility including disciplinary action and performance appraisals are confidential and must not be discussed with others outside of the immediate management team and/or in a public place.
 4. Students are always expected to treat all people with courtesy and respect.
 5. Profane or provocative language will not be tolerated.
 6. Facility's telephones are for conducting facility business. Personal phone calls should be kept to a minimum and student should check with facility preceptor for appropriate phone to use for personal calls.
 7. Cell phones will not be used for personal calls or text messaging during the supervised experiential learning hours except for emergencies or during break times. Students will follow facility policies regarding cell phone use.
 8. Students who must leave their work area during work hours must notify their preceptor.
 9. Students represent Sodexo as well as the department and facility as part of the professional staff. Therefore, professional dress and behavior is expected. See Dress Code for specifics.
 10. Problems or issues should be discussed between the student and assigned preceptors. If issues remain unresolved, refer to the Grievance Procedure.

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11. The following will result in immediate termination from the program:
 - a. Being in possession of or under the influence of alcohol, Marijuana, or illegal drugs while on duty or on facility premises.
 - b. Engaging in illegal activities
 - c. Insubordination
 - d. Physical or verbal threats or abuse

 12. Comply with Sodexo policies on “general business practice,” which covers conflict of interest, political activities, prohibition of gifts from vendors, etc.
 - a. Obey all relevant laws: Obey all relevant laws, including but not limited to, those that apply to alcoholic beverages, civil rights, copyright protection, environmental protection, and workplace safety.
 - b. Treat others fairly, with dignity and respect.
 - c. Students should avoid conduct which presents an actual or potential conflict of interest. An actual or potential conflict of interest occurs when an student is in a position to influence a decision that may result in a personal gain for that student, relative or close acquaintance as a result of the Company's business dealings. (For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage).

An student having any interest, direct or indirect (other than an interest of 5% or less in a publicly held company), in any supplier, customer, competitor or franchisee of the Company, should make prompt disclosure to the Company.
 - d. Avoid the improper giving and receiving of entertainment, gifts or gift cards: Accepting gifts or money from patients/clients/customers is not permitted.
 - e. Safeguard the company's assets: Personal use of supplies, equipment or premises belonging to the Company, or its clients is prohibited, unless prior permission is received from a supervisor and adequate compensation is arranged. Every student is responsible for safeguarding Company assets under the student 's control.
 - f. Conduct yourself in a manner which does not adversely affect the Company's or Client’s integrity, reputation or credibility.
 - g. Separate personal political activities from the company's business: The company encourages individual participation by students in the political process. This includes service on governmental bodies and participation in partisan political activities. However, such activities should not be carried on in a way which interferes with the student 's job responsibilities.
 - h. Report observed violations of standards: The integrity of the organization is diminished whenever these standards are violated. The Company expects students to report any perceived violation of the policy. Students can report any perceived ethical violations to their immediate supervisor, to the SEL Region Director or the Speak Up Ethics Line at 800-422-7358. Any such reports will be investigated promptly and thoroughly.

Students who do not adhere to these responsibilities may be subject to disciplinary action that could lead to termination from the program.

Ethical Behavior

Students will abide by the Code of Ethics for the Profession of Dietetics (found at www.eatright.org).

Protect patients’ rights including those of confidentiality and privacy, and respect patient advanced directives.

Students will not engage in unethical activities by seeking loopholes, shortcuts or technicalities, and should



reject the notion that unethical behavior is acceptable because “everyone is doing it.” Every action should be judged by considering whether it is legal, fair to all concerned and would withstand the scrutiny of outsiders. Students whose behavior is found to violate ethical standards will be subject to constructive counseling action including, where appropriate termination.

Note: This policy applies to in person, telephone, and social media communications.

Reviewed: 12/2014; 1/2018; 8/2019 Revised: 8/2020
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Policy	Rotation Sites
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Sodexo offers its Dietetic Internship to train dietetics and nutrition professionals by providing high quality, self-directed and individualized educational experiences. Students require access to various facilities to complete the required, supervised experiential learning. The facilities agree to provide access according to the terms outlined below.

The Sodexo Dietetic Internship will:

1. Be responsible for the overall supervised experiential learning program of its students
2. Maintain compliance with the Standards of Education set forth by Accreditation Council for Education in Nutrition and Dietetics
3. Provide the curriculum and/or rotation competencies to the rotation site
4. Assure that all students comply with the required immunizations and tests
5. Provide liability insurance for all students and provide proof of insurance as requested
6. Obtain a criminal background check on all students
7. Provide support and guidance to the student and site preceptors
8. Establish a performance plan for any student who is not performing to required standards and remove any student who is unable to meet the facility and program standards
9. Arrange for the University of Rhode Island to issue the GP verification statement upon completion of all program requirements

The Facility will:

1. Maintain overall responsibility for conducting all business and providing patient care
2. Provide the student with orientation to the department and arrange for facility orientation as required, as well as resources (i.e. computer access, workspace) needed to achieve the required competencies and learning goals
3. Provide supervision, instruction, evaluation, and resources essential to achievement of required competencies and learning goals
4. Allow access to the facility's resources, patients/clients, and staff as needed for the student's achievement of required competencies and learning goals
5. Implement any performance plans for any student who is not performing to required standards
6. Evaluate the student's progress on a regular basis
7. Not be expected to pay the student for education-related work
8. Not use the student to replace regular staff, except as part of the learning process
9. Request that the program remove any student that is not able to meet facility and program standards or for reasons related to the facility (i.e. staffing issues, contract issues)

The Student will:

1. Perform learning activities as outlined by the program under the direction of a qualified individual
2. Sign and adhere to the confidentiality statement of the program and/or the facility
3. Adhere to HIPAA regulations
4. Read and adhere to facility policies
5. Read and adhere to the URI/Sodexo Graduate Program and applicable Sodexo policies
6. Be responsible for expenses related to the program including tuition, housing, meals, transportation, parking, and educational resources
7. Maintain health insurance throughout the program and provide proof of health insurance coverage

Revised: 8/2019; 8/2020; 1/2024



Policy	Tuition Subsidy and Scholarships
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Sodexo Dietetic Internship offers financial assistance to selected interns and students who meet the criteria for a tuition subsidy or a scholarship. The relief is provided in the form of tuition credit for selected interns and students.

1. Tuition Subsidy

- a. The tuition subsidy is provided to interns and students who commit to work for Sodexo Healthcare in areas of the country where Sodexo Healthcare RDN jobs will be available post-graduation or who are willing to relocate or travel for employment with Sodexo.
- b. After each application period, interns and students will be invited to apply for the tuition subsidy.
- c. The applications will be reviewed and evaluated by representatives from Sodexo Healthcare and the Dietetic Internship.
- d. All applicants will be informed of the results of the application review.
- e. Selected applicants will be invited to sign a Retention Agreement.
- f. Applicants who sign and return the agreement will receive a tuition credit for half of the tuition.
- g. When the intern or the student is approaching graduation, the internship faculty will collaborate with Sodexo Healthcare Talent Acquisition to identify employment opportunities for the intern.
- h. Interns or students who decline an employment offer from Sodexo Healthcare will repay the tuition subsidy according to the terms of the Retention Agreement.

2. Scholarships

- a. Sodexo offers two scholarships each year, an annual Commitment to Diversity Scholarship for \$5000 and a biannual Barbara Woodland Scholarship for \$1000.
- b. After each application period, interns and students will be invited to apply for one or both scholarships.
- c. The applications will be reviewed and evaluated by representatives from Sodexo North America and the Dietetic Internship, using a blinded process.
- d. The National Internship Director will communicate the results of the scholarship application review to all applicants and the winners will receive the applicable tuition credit.

3. Interns and students who receive either a tuition subsidy and/or a scholarship are responsible for paying the remainder of the tuition by the due dates listed in the welcome information.

Effective: 1/2024
