



*Department of Applied Human Nutrition  
Internship Education Program*

## **Internship Education Program Terms and Conditions**

The intern will agree to abide by the Terms and Conditions to fulfill the goals and purposes of the Internship Education Program. The Terms and Conditions will be signed by the intern prior to confirmation of each internship placement. Interns who do not fulfill the Terms and Conditions may be terminated from the Program.

**It is very important that you read, understand, and agree to everything in this document. If you have any questions, please consult with your faculty advisor.**

This agreement complies with the requirements of Nova Scotia's Freedom of Information and Protection of Privacy Act (FOIPOP). It reflects your right to privacy and permits the Internship Education Program Office to disclose relevant information about you to Faculty Supervisors and current and potential Sponsor Supervisors. It also stipulates Internship Education Program regulations and policies.

It is intended to assure procedural fairness for all individuals by articulating one set of principles governing Internship Education Program students at Mount Saint Vincent University (MSVU). These Terms and Conditions are in addition to those regulations listed in the MSVU's Undergraduate and Graduate Academic Calendars.

### **University Requirements**

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I must comply with the academic standards and regulations as outlined in the program description sections of the MSVU Undergraduate ([www.msvu.ca/ugcalendar](http://www.msvu.ca/ugcalendar)) and Graduate Academic Calendars ([www.msvu.ca/gdcalendar](http://www.msvu.ca/gdcalendar)) and the Internship Education Program Policy and Procedure Manual. A failing grade in an internship course results in dismissal from the integrated Internship Education Program (students may still complete the BScAHN, MScAHN or the MAHN).

I must register for each Internship course. Tuition and withdrawal fees apply to each internship course.

If I have a medical issue or disability which requires special accommodations, I will notify the Internship Education Program Coordinator in order to determine if Sponsor Supervisors/Sponsoring organizations are able to provide the accommodations required.

**Undergraduate students:** I must maintain a cumulative GPA of 3.0 or higher in BScAHN (Dietetics) program required courses; achieve a passing grade in each of these courses; and a minimum grade of B- in required NUTR courses including NUTR 2204, NUTR 2211, NUTR 2324, NUTR 3313, NUTR 3315, NUTR 3325, NUTR 3326, NUTR 3407, NUTR 4400, NUTR 4406, NUTR 4408, NUTR 4409, NUTR 4414, NUTR 4417 and NUTR 4444. I must complete and pass all internship courses.

**Graduate Students:** I must maintain a cumulative GPA of  $\geq 3.0$  for all MScAHN or MAHN courses, with a passing grade in each of these courses. I must complete and pass all internship courses.

**International Students:** I understand that I must obtain the required Internship Work Permit to complete each internship placement and that I am responsible for any associated costs.

I understand that I must maintain academic currency in order to be well prepared for all internship placements and the Canadian Dietetic Registration Exam (CDRE). I understand that I may be required to engage in academic upgrading if it has been more than three years since I have completed course work in a particular knowledge area (administration, community, clinical).

Evaluation for successful completion of an internship placement is based upon achievement of an acceptable standard of entry-level dietetic competence, completion of placement requirements, and submission of all required documents in the electronic debriefing package. A final grade for the Internship course will not be submitted to the Registrar's office until all required documents have been submitted on the Internship Moodle site and I have been debriefed by the Faculty Supervising Dietitian. The results of the internship term are indicated on my academic transcript, with three possible grades (P (Pass), NCR (No Credit, Repeat), or F (Fail)). A grade of DEF (deferred) may only be assigned by the Dean of Graduate and Professional Studies in exceptional circumstances.

### **Freedom of Information Protection of Privacy Act – FOIPOP**

I give my consent to the Internship Education Program office to disclose and release personal information consisting of my resume, health screening/immunization record, criminal record check including a vulnerable sector search, and to discuss my academic records, employment history, special needs/accommodations, internship placement term performance, and qualifications with Faculty Supervising Dietitians and Sponsor Supervisors for the purpose of assisting me secure and maintain an internship placement while I am enrolled in the Internship Education Program.

If I acquire a criminal conviction during enrolment in the Internship Education Program I must notify the Internship Education Program Coordinator immediately.

### **Internship Education Program Requirements**

I must maintain membership with Dietitians of Canada while I am enrolled in the Internship Education Program ([www.dietitians.ca](http://www.dietitians.ca)).

I agree to complete internship placements and study terms according to the academic course sequencing plan prescribed by my academic department. I understand that if I request to defer my first internship placement that I will be advised to withdraw from the Internship Education Program and re-apply the following year. Only under specific circumstance outlined in the Internship Education Program Policy and Procedure Manual would I be able to defer an internship placement. Application for a deferral must be made in writing and approved by the Internship Education Program Coordinator before placement matching commences. I understand that I may only defer one internship placement.

I must follow the Policies and Procedures for program placement matching. I agree to comply with the open competition process and apply for 4 available placements posted on the Internship Education Program Bulletin Board using the Placement Information Form by the deadline communicated by the Internship Education Program Office. I must choose at least one placement outside the Halifax Regional Municipality Commuting Area and I must be prepared to relocate to complete this internship placement. I am not permitted to make independent contact with current or prospective sponsors unless the Internship Education Program Coordinator has granted permission.

I understand that the Placement Application Form does not guarantee placement at one of the placements identified. Placement matching takes into consideration a number of factors including needs of the Sponsoring organizations, consultation with AHN faculty and student/intern past performance. This is to provide the best possible match between interns and organizations to facilitate intern success. Participation in the Internship Education Program may require me to accept relocation with little or no financial compensation for internship placements. I will be responsible for the necessary expenses to relocate and/or travel to one or more facilities. I will be responsible for accommodation, food and other expenses unless otherwise notified by my Sponsor Supervisor.

I understand that all placements provide the opportunity to develop entry-level competencies for dietetic practice. When my internship placement has been confirmed with a sponsoring organization, I am committed to undertake and complete that internship placement. Only under specific circumstances outlined in the Internship Education Program Policy & Procedure Manual would I be able to terminate or change (eg. Start/end date) the conditions of an internship placement. Application for termination/change of conditions of an internship placement must be made in writing and approved by the Internship Education Program Coordinator. Leaving an internship placement without permission results in a "Fail" for the internship course and dismissal from the Internship Education Program.

Some institutions require additional or updated health screening and immunizations. Some institutions have pre-placement requirements and/or may require additional insurance and/or membership with a provincial regulatory body. It is my responsibility to ensure that any additional requirements are completed by the deadline set by the institution and/or provincial regulatory body. I am responsible for any associated costs.

Some institutions may require additional security clearance such as a child abuse registry check and/or an updated and/or duplicates of original documents. It is my responsibility to ensure that any additional requirements are completed by the deadline set by the institution. I am responsible for covering any associated costs.

I am required to attend and complete all Internship Education Program Orientation Sessions. I must complete the Course on Research Ethics (CORE) [https://ethics.gc.ca/eng/education\\_tutorial-didacticiel.html](https://ethics.gc.ca/eng/education_tutorial-didacticiel.html), an on-line tutorial offered by the Tri-Council Panel for Research Ethics prior to commencing my first internship placement. I must complete the Dietitians of Canada (DC) on-line Swallow Screen and Assessment and Critical Care Nutrition courses prior to commencement of NUTR 4502 Clinical Internship. I must complete or submit proof of completion of the DC on-line Assessing Needs and Setting Priorities in Population and Public Health prior to commencing of NUTR 4503 Community Internship. These requirements must be fulfilled by the timeline provided by the Internship Education Program Office. These requirements may change on an annual basis. Failure to attend all orientation sessions and/or complete these requirements may result in internship placement(s) suspension.

I must devote full-time effort and time to internship courses. I may be required to spend time outside the regular schedule or the placement (evenings, weekends) for preparation and project work.

Internship placements are considered to be a full-time course of study and will normally be completed full-time (approximately 35 hours / 5 days / week) for the duration of the placement. I am not permitted to complete additional course work during my first internship placement and/or during SSI or SSII. Only under extenuating circumstances, am I able to register in no more than one-half unit of credit while on a second or third internship placement. I understand that course work includes honours and MScAHN thesis work. In order to take a course while on an internship placement, I must have prior written approval from the Internship Education Program Coordinator before placement matching commences. The Internship Education Program Course Approval Form must be signed by the Internship Education Program Coordinator, the Sponsor Supervisor, and the Faculty Supervising Dietitian prior to the beginning of the

internship placement to ensure the course will not interfere with my internship placement. The academic department will de-register me from courses and/or the internship course should I register for more than one-half unit of credit.

Only under extenuating circumstances, am I able to maintain employment during my internship placement. In order to maintain employment while on an internship placement, I must have prior written approval from the Internship Education Program Coordinator before placement matching commences. The Internship Education Program Employment Approval Form must be signed by the Internship Education Program Coordinator, the Sponsor Supervisor, and the Faculty Supervising Dietitian prior to the beginning of the internship placement to ensure employment will not interfere with my internship placement.

While on an internship placement, I am representing my educational program and MSVU and, therefore, I agree to conduct myself in a professional and ethical manner. I agree to abide by my sponsoring organization's policies, procedures, guidelines and code of conduct. I must respect the confidentiality of information related to patients, employees and peers. I agree to practice according to the Nova Scotia Dietetic Association Standards of Practice and Code of Ethics for Professional Dietitians (<https://nsdassoc.ca/>).

While on an internship placement, I must regularly communicate with the Faculty Supervising Dietitian. I must complete a minimum of six (6) bi-weekly updates through participation in on-line Collaborate sessions (determined by Faculty Supervising Dietitian) to successfully complete an internship placement.

I must complete all assignments, learning activities, and reports designed by the Sponsor Supervisor at the Sponsoring organization.

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I have read, understood and agree to the above Terms and Conditions of enrolment in the Internship Education Program and I agree to abide by them during my participation in the Internship Education Program. I understand that failure to comply with any of the above can result in dismissal from the Internship Education Program.

I have read the information in my respective program description section in the MSVU Academic Calendar and the Internship Education Program Policy and Procedure Manual and I agree to abide by this information during my participation in the Internship Education Program. I understand that failure to comply with any of the above can result in dismissal from the Internship Education Program.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Check here if you are sending this form electronically via email. This indicates acceptance of the above information and will have the same effect as a handwritten signature.