Policy: Scheduling, Vacations & Holidays, and Program Calendar
Effective date of last revision: April 2019

Program Calendar
The USU DI accepts applications for the Spring Match following the deadlines published by ACEND. The class year begins after the match and continues until the cohort completes all rotations. On average one cohort completes all requirements in an eighteen-month time period (April to October of the following year).

The internship will have one orientation per year at the beginning of June. All interns are required to attend orientation and complete all assignments. Interns have the option of starting the internship at one of the three start times: Summer semester (starting June or July after Orientation is completed), fall semester (starting August through November), or spring semester (starting December or January). Interns are enrolled in four courses with flexible start and end dates. Semesters of enrollment will be based on their Master Rotation Schedule.

Interns will have access to all critical dates on the internship website.

Master Rotation Schedule
Interns will be responsible to create a schedule that will meet the requirements for time spent in each rotation. Interns training in Utah will receive a schedule that meets requirements.

Interns are required to schedule approximately 40 practice hours per week. Variations in schedules will be determined by the preceptor. If weekend work is scheduled, the intern will be given time off during the week to compensate.

Each intern will have a unique Master Rotation Schedule documenting the required rotation types and hours. The USU DI faculty will develop the Master Rotation Schedule for interns training only in Utah. Students training outside of Utah will coordinate rotation schedules with their preceptors and get final approval from DI faculty.

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

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

Rotations can be completed in any order. It is recommended that interns complete each core rotation in its entirety before moving to another core area (e.g. completing all clinical rotations before moving to FSSM or Community). This is not always possible and interns may need to break up a rotation to accommodate another rotation.
Daily Schedule
Preceptors set the hours of the intern’s daily schedule at the training facility. The preceptor and intern may adjust the daily schedule and notify the DI faculty (e.g. switching from five-8s to four-10s). Interns are expected to report on time for all rotations unless their absence has been approved by their preceptor and the DI faculty. If the facility is open and the preceptor is working, the intern is also expected to be in rotations. Interns will follow scheduling conventions of the training facility for meal and break periods.

In some cases, there may be opportunities for interns to attend professional conferences during their rotations. Time at conferences may be counted toward rotation hours with prior approval from DI faculty. Refer to the Conference Attendance Policy for details.

Attendance, Absence, Tardiness
Attendance and participation is required at all orientation and rotation experiences unless excused by DI faculty. Excessive absences will be cause for evaluation of status in the internship. In the case of an unavoidable absence, the preceptor and DI faculty must be notified prior to the absence if possible or as soon as possible after the absence.

Tardiness is unacceptable and may lead to retention and remediation procedures. All practice time missed from rotations must be made up.

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

Extended Breaks, Vacations, and Holidays
Time not spent in rotations will not be counted toward the time expected to complete the internship. Interns may schedule extended breaks to accommodate holidays, weeks when their training facilities are closed, for the convenience of the preceptor, or if the intern needs time off for personal matters. If the intern wishes to take time off during the internship they will submit their request to the DI faculty with a revised Master Rotation Schedule reflecting the change. Preceptors must approve the change of schedule.

In rare circumstances, interns may work on internship or facility projects at home to meet competencies. The intern must receive prior approval from the DI faculty and preceptor for any hours completed at home. Items such as watching lectures, taking quizzes, writing papers, completing data sheets or other homework should never be counted toward fulfilling practice hours. Interns should contact the DI faculty for permission, questions, and clarification.

The Dietetic Internship observes these holidays: New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Utah Pioneer Day (7/24), Labor Day, Thanksgiving Day, Christmas Day. Interns may take the holiday off if desired and if their preceptor gives them permission. Holidays may not be counted as practice hours. If a holiday falls within a rotation and the intern chooses to take the time off, they must make up that time. Interns may choose to work in rotations on holidays if approved by the preceptor.