



Berkeley Public Health Dietetic Internship

Program Handbook
Policy & Procedure Manual
2026-2028

The Berkeley Public Health Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®), formerly known as the Commission on Accreditation for Dietetics Education (CADE), is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians (RD) or dietetic technicians, registered (DTR). ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

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General Information

The Berkeley Public Health (BPH) Dietetic Internship (DI) Program is a two-year internship that currently accepts 10 interns annually during the spring. The BPH DI is currently only accepting students who are admitted to the two-year Masters of Public Health (MPH) in Food, Nutrition and Population Health (FNPH) at UC Berkeley. Students must have completed a Didactic Program in Dietetics (DPD) to apply. Dietetic interns will complete their supervised practice rotations during the summer after the first year of MPH coursework and summer following the completion of the MPH. Completion of this DI and MPH, which when following a DPD and successfully completed, allows the student to write CDR's registration examination for dietitians to become credentialed as registered dietitians (RDs).

Steps to Become a Registered Dietitian

*Every Registered Dietitian is a Nutritionist,
but not every Nutritionist is a Registered Dietitian*

The Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) credential (used interchangeably) can only be used by nutrition and dietetics practitioners who are currently authorized to use the credential by the Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics (AND). These are legally protected titles. Individuals with these credentials have completed specific academic and supervised practice requirements, successfully completed CDR examination and maintained requirements for recertification. The definition and requirements for the term "nutritionist" vary. Some states have licensure laws that define the scope of practice for someone using the designation "nutritionist."

Criteria to Earn the RD Credential

1. **Complete one of the following programs.** Graduates are then eligible to write CDR's Registration Examination for Dietitians to become credentialed as registered dietitians. Please note, effective January 1, 2024, CDR began requiring a minimum of a master's degree to be eligible to take the exam. More information is available on CDR's [2024 Graduate Degree Requirement](#) webpage.

Option 1 – Didactic Program in Dietetics (DPD) + Dietetic Internship (DI)

- ACEND accredited DPD (bachelor's and graduate-level) dietitian coursework only, which must be completed before the DI.
- ACEND accredited DI (post-bachelor's) at least 1,000 hours of supervised practice only. Some programs offer a graduate degree in conjunction with supervised practice. The Berkeley Public Health program is a DI that offers an MPH in conjunction with supervised practice.

Option 2 – Coordinated Program (CP)

- ACEND accredited (bachelor's and graduate-level) dietitian coursework and at least 1,000 hours of supervised practice.

Option 3 – Graduate Program (GP)

- ACEND accredited (graduate-level) competency-based dietitian nutritionist program that integrates coursework and at least 1,000 hours of experiential learning. Please see the [21-month Master of Nutritional Sciences and Dietetics](#) (MNSD) program offered in the Department of Nutritional Sciences and Toxicology, which is a Graduate Program and provides the required coursework and supervised practice hours for RD credentialing examination eligibility.
- 2. **Passed a national examination** administered by CDR. For more information regarding the examination, refer to [CDR's website](#).
- 3. **Completed continuing professional educational requirements** to maintain registration.

In most states, graduates also must obtain licensure or certification to practice, however, California does not require licensure at this time. For more information regarding licensure, refer to AND's [Licensure](#) webpage or CDR's [State Licensure Agency List](#) of state and U.S. territory licensure and certification laws.

It's an exciting time for the field of nutrition and dietetics as both the number and variety of job prospects for RDNs are expanding. Learn more about the roles and career opportunities for RDNs on the AND [Information for Students](#) webpage.

Vision & Mission Statement

Vision

We have a precious opportunity to prepare future practitioners to not only be competent (positivist) dietitians but socially responsible dietitian-citizens that engage in and contribute to their communities and matters of national and global concern. Our vision for the BPH DI is to create an avenue through which dietetic students can be prepared with the knowledge, skills, and confidence to step into roles as social justice advocates and activists to effect structural, systemic change.

Mission

We aim to re-envision what it means to be a Registered Dietitian (RD) and create a new public health dietetic internship model with a [Critical Dietetics](#) guiding framework that will prepare students to tackle adaptive changes from clinic to the community, and from research (qualitative and quantitative) to policy and food systems. Our mission is to develop public health nutrition leaders who are rooted in cultural humility, able to recognize and analyze systems of inequality in the field of nutrition and dietetics, and experts in working with diverse communities and workplaces to inform programs and policies that address structural determinants of health.

Program Goals and Objectives

Please see below for program goals and objectives. Program outcomes data are available upon request by contacting the DI Director: eesparza@berkeley.edu.

Program Goal #1

Graduates will be culturally-sensitive practitioners and demonstrate competence in the knowledge and skills required of entry-level registered dietitian nutritionists.

Objectives:

- (1.1) At least 80% of interns complete program requirements within 3 years (150% of planned program length).
- (1.2) Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- (1.3) At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- (1.4) The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- (1.5) 80% of employers who respond to a survey on program graduates in their first year of employment report 'agree' or 'strongly agree' regarding the graduate's knowledge and skill preparation for entry-level practice.
- (1.6) Within one year of graduation, at least 75% of graduate survey respondents will agree or strongly agree that they received adequate training during the program to be a culturally-sensitive practitioner.

Program Goal #2

Graduates will be well-prepared for careers in public health nutrition and expand their impact in the field of dietetics through leadership opportunities within the communities they serve.

Objectives:

- (2.1) Within one year of graduation, at least 50% of graduate survey respondents will report serving in a nutrition or dietetics-related leadership position.
- (2.2) Within one year of graduation, at least 50% of graduate survey respondents will agree or strongly agree that they are comfortable contributing to the solution of public health priorities.

Admissions

Admissions Requirements

Prospective students must submit three separate applications to SOPHAS, DICAS, and the Berkeley Graduate Application.

To be considered for admission to BPH's DI Program, all prospective interns must have:

- Completed a bachelor's degree from a U.S. regionally accredited college/university or foreign equivalent.
- Completed an ACEND-accredited Didactic Program in Dietetics (DPD) and provide a DPD verification statement or declaration of intent.
- Applied and been accepted into the FNPH MPH program at the UC Berkeley School of Public Health.
- A minimum GPA of 3.0 (B average) or equivalent. However, if your undergraduate GPA is below this threshold, you are still encouraged to apply. Each application is reviewed individually and holistically, allowing for exceptions to the GPA requirement for outstanding candidates.

Qualities of Successful BPH Dietetic Interns

Successful BPH dietetic interns will demonstrate a commitment to anti-oppression, critical praxis, and reflexivity - the core tenets of [Critical Dietetics](#). See the [MPH in FNPH](#) webpage for more characteristics of strong FNPH MPH applicants.

- **Commitment to Anti-Oppression:** This means that those in privileged positions, namely, health professionals (dietitians) who are generally privileged by virtue of their education, position of authority, ethnicity, class, ability, appearance, and gender, must learn when and how to speak out against oppression but also, and perhaps more importantly, how and when to step back and listen to the voices of oppressed communities themselves.
- **Commitment to Critical Praxis:** This means that we are not necessarily advancing social justice just because we count a commitment to these principles. It is necessary to translate our commitments into action. A crucial piece of using one's voice to effect change is being aware of how that voice is positioned in relation to the systems of power, privilege, and oppression.
- **Commitment to Reflexivity:** This means practicing: open and honest engagement with others; willingness to say "I don't know" and to admit mistakes; authentic examination of feelings, including feelings of overwhelm or guilt; ongoing self-care, particularly for those who work closely within marginalized position(s); active self-compassion coupled with commitment to unpack privilege and strive for equity; relationality, meaning that an open acknowledgement exists that all people are interconnected and interdependent; and an orientation to learning/unlearning, growing, sharpening awareness, and ongoing commitment to all of the above.

Application Process

DICAS, SOPHAS and UC Berkeley Graduate applications must be submitted by **December 1, 2025** to be considered for admission and awards (no separate application process is necessary for award consideration). Late applications will not be accepted.

1. **Submit a SOPHAS application.** This includes CV/Resume, Statement of Purpose, Personal History Statement, Three Letters of Recommendation, Official Transcripts, and SOPHAS application fee (\$150) or [fee waiver](#). SOPHAS applications open Wednesday, August 13, 2025. See the Berkeley Public Health webpage for more information about [SOPHAS](#).
2. **Submit DICAS application.** Specific Program Materials are not required in DICAS for the Berkeley Public Health DI. We will review your SOPHAS application for additional information, letters, transcripts, etc.
3. **Submit a UC Berkeley Graduate Application.** Once you submit your SOPHAS application, you will receive an email with instructions to create a login for the mandatory supplemental UC Berkeley Graduate Application portal. The supplemental application portal costs \$100 and there are [fee waivers](#) available for individuals who meet the eligibility criteria. Completion of this step is required in order for your application to be complete and reviewed.

Please note, per UC Berkeley [policy](#), applicants may only apply to one degree program per application term. You may not submit an application to both the MNSD and MPH/DI program in the same admissions cycle.

Application FAQs

What is a DPD Verification Statement? A Verification Statement is an official document signed by the Director of the Didactic Program in Dietetics (DPD) certifying a student has successfully **completed** both a baccalaureate degree and the program's ACEND-accredited dietetics coursework requirements. The Verification Statement can only be issued after a student has completed all degree and DPD course requirements. A signed Verification Statement is required for admission to a dietetic internship program.

What is a DPD Declaration of Intent? A Declaration of Intent form signed by the DPD Director verifies the student's **intent to complete** the baccalaureate degree and/or ACEND minimum academic requirements. This intent is based upon the courses that a student has already completed and the projected courses that the student has yet to complete. These remaining courses are documented on the Declaration of Intent form. This form is completed during the last semester of intended degree and dietetics program completion and allows students to apply for a dietetic internship during this final semester.

What is DICAS & D&D Digital? DICAS is a web-based application service used by students to apply to multiple programs by completing a single online application. D&D Digital is a web-based service that matches applicants to dietetic internships. **Please note, all ACEND-accredited programs are using DICAS and no longer participating in "the match" nor using D&D Digital.**

What if I don't have a DPD?

If you haven't completed a Didactic Program in Dietetics (DPD), you may be eligible for the [Master of Nutritional Sciences and Dietetics](#) (MNSD) program offered through the Department of Nutritional Sciences and Toxicology. This 21-month graduate program provides the required coursework and supervised practice hours to establish eligibility for the Registered Dietitian (RD) credentialing examination.

UC Berkeley offers two distinct graduate pathways to becoming a Registered Dietitian. Below is a comparison of the two ACEND-accredited programs:

Master of Nutrition Science and Dietetics (MNSD) – Dietitian	Master of Public Health (MPH) in Food, Nutrition and Population Health – Dietitian
Onsite Full-Time 21 Months	Onsite Full-Time 24 Months
Welcomes students from any academic background, as long as prerequisite courses have been completed prior to the start of the program.	Requires students to have completed an ACEND-accredited Didactic Program in Dietetics.
Focus on clinical nutrition and the underlying biological basis of human health and disease, through advanced dietetic coursework, supervised internship practice, and an immersive research experience.	Focus in public health nutrition (outpatient dietetics, public policy, research, and food systems) and interns will be concurrently completing an MPH in Food, Nutrition and Population Health at the School of Public Health.
Program Page Email: dietetics@berkeley.edu	Program Page Email: publichealthdi@berkeley.edu

Admissions Dates and Deadlines

August 13, 2025	DICAS Application Portal Opens
August 13	SOPHAS Application Portal Open
September 12	UC Berkeley Graduate Application Portal Opens
December 1	Deadline for DICAS, SOPHAS and UC Berkeley Graduate Applications

January 30	Admission Letters Sent <i>Prospective graduate students notified of admission into the Two-year MPH and BPH DI.</i>
March 1	Secondary Deadline for MPH/DI Program <i>If not all 10 program slots are filled, applications will continue to be accepted until March 1. A notice will be posted on the BPH DI webpage informing prospective students of the extended application period.</i>
Mid-March	Spring Visit Day <i>Students have the opportunity to visit the UC Berkeley campus and School of Public Health before deciding which program to commit to.</i>
April 15	Deadline to Submit Intent to Register <i>Deadline to Submit Intent to Register for the Two-year MPH and BPH DI.</i>
August 20	Fall Semester Begins

For questions about the centralized application, please contact DICAS customer support at 617-612-2855 or dicasinfo@dicas.org.

For questions about the graduate school application, please email fnph@berkeley.edu.

Registration & Costs

Program Fees

The BPH DI is administered through UC Berkeley Summer Sessions. The total program cost is approximately \$18,000, which will ensure that adequate faculty and resources are available to ensure program success. This cost is separate from the MPH in Food, Nutrition and Population Health tuition and professional fees. Each summer, students will pay \$3,504 in unit fees ([\\$584 per unit](#) in Summer 2025) and a \$449 campus fee to enroll in two 3-unit courses via Berkeley Summer Sessions. **Please note fees increase slightly each year.** In addition to unit fees, students will pay a \$5,000 program fee.

Summer 1	
Program fee	\$5,000
Unit fees (two 3-unit courses)	\$3,504
Campus fee	\$449
Summer 2	
Program fee	\$5,000
Unit fees (two 3-unit courses)	\$3,504
Campus fee	\$449
Total	\$17,906

Additional Costs

Program-Specific Costs	
Medical Exam	Depends on insurance
Immunizations	Depends on insurance
Drug Screening & Background Check	Approx. \$100
Student Professional Liability Insurance	\$35/year
Membership Costs (Encouraged, Not Required)	
World Critical Dietetics	\$20/year
AND Student Membership	\$60/year
Local Dietetic Association Membership	\$10/year
Estimated Personal Costs for the Academic Year	
<i>Cost will vary depending on location of residence. Estimates based on cost of living in Berkeley, California.</i>	
Housing & Utilities	\$19,072
Food	\$9,356
Books & Supplies	\$734
Personal	\$3,170
Transportation	\$3,682

Financial Aid

Students will be eligible for financial aid. As a dietetic intern, you could also be eligible for additional funding or opportunities through the [MCH Nutrition Trainee Program](#).

For information on financial aid for the BPH DI, visit the [Summer Financial Aid and Loan](#) webpage.

For information on financial aid for the MPH program, visit the Berkeley Public Health [Fees and Financial Aid](#) webpage.

Withdrawal and Refund of Tuition and Fees

MPH Tuition and Fees

If instruction has already begun and a student wishes to discontinue study, a withdrawal must be formally requested and processed by the student's program. Withdrawing results in dropping enrollment in all classes and the student will no longer be able to attend for that semester or any future semester until readmitted. A program is not obligated to readmit any student who has withdrawn. Students should be advised that readmission is not guaranteed.

Per University policy, students who were previously registered at Berkeley in a graduate program, withdrew for a period of time, and wish to return within five years to the same degree program, will re-enroll, rather than re-apply. A program is not obliged to re-enroll

a student who has withdrawn for any reason, including an official medical withdrawal, with the exception of students on [official parental leave](#) or internship leave status.

Additional information on withdrawals and readmissions can be found in the [Guide to Graduate Policy](#). Refund of tuition and fees after withdrawal will follow standard [UCB refund policies](#).

DI Program / Summer Session Fees

Students who withdraw from the DI by the Summer Session A Add/Drop deadline may receive a refund of the \$5,000 DI program fee for that current summer. For details on refunds for unit fees and other Summer Sessions charges, please consult the [Summer Sessions Refund Policy](#).

If a student is in their second summer of the DI and chooses to withdraw by the Session A deadline, they are eligible for a refund of only the \$5,000 paid for the current year. The initial \$5,000 program fee from the first summer is non-refundable at that point.

Curriculum

The BPH DI is a two-year program, which includes full-time supervised practice in the summer of year one and two. During the academic year, students take a minimum of 12 units per semester. During the summer, students will be placed in professional work setting internships for 32 hours per week and attend class one day per week.

For a more detailed curriculum of the resident two-year Food, Nutrition and Population Health program, refer to the [MPH in FNPH](#) webpage.

Sample Program Schedule

Fall, Year 1	Spring, Year 1	Summer, Year 1
PBHLTH 200J (2) PBHLTH 200L (2) PBHLTH 250A (3) PBHLTH 206 (2) PBHLTH 207A (3)	PBHLTH 142 (4) PBHLTH 200K (2) PBHLTH 206B (2) PBHLTH 205 (4)	PBHLTH 290, Part 1 (3) PBHLTH 290, Part 2 (3)
		Supervised Practice Rotations: Public Health Nutrition (384 hrs) in Summer 1
12 units	13 units	6 units
Fall, Year 2	Spring, Year 2	Summer, Year 2
PBHLH 206C (3) PBHLTH 297 (3) PBHLTH 207 (3) PBHLTH 218B (3)	PBHLTH 219E (3) [Elective]	PBHLTH 290, Part 1 (3) PBHLTH 290, Part 2 (3)

PBHLTH 291 (1) [Elective]		
Supervised Practice Rotation: Outpatient Clinical 1 (48 hrs) in Fall or Spring of Year 2		Supervised Practice Rotations: Outpatient Clinical 2 (128 hrs), Clinical (96 hrs), Food Service (160 hrs) in Summer 2
13+ units	12+ units	6 units

Rotation Descriptions

Public Health Nutrition

12 weeks (384 hours)

The public health rotation will offer experiences with leading nutrition professionals in public health, research, public policy, and food systems and matched based on student interest. This experience, used to satisfy the MPH practicum, will provide the opportunity to integrate classroom learning and practice in a public health work environment. Sites are chosen from a wide range of public health organizations and interns are matched based on their own objectives for professional development and the needs of the organization. For example, students with an interest in serving WIC populations will spend their public health nutrition rotation fully immersed in WIC – understanding rules and regulations surrounding WIC and dynamics within a government agency (WIC Branch of the California Department of Public Health, CDPH), participating in advocacy to promote WIC, public health, and health care reform (California WIC Association), and working directly with WIC families (local WIC agencies).

Outpatient Clinical 1 & 2

**5 weeks (176 Hours)*

Outpatient clinical rotations offer opportunities for interns to practice their motivational interviewing skills, utilize principles of cultural humility, and demonstrate active listening in real world settings. BPH DI clinical sites are all outpatient community-based organizations that offer nutrition services and counseling to underserved populations. It is critical to the BPH DI program that interns increase their confidence in practicing patient-centered care and are positioned to empower patients and clients while providing nutrition counseling, education, and support. To the best of the program's ability, interns will be matched with the communities they represent.

** Outpatient Clinical 1 is completed part-time across Spring semester in Year 2.*

Foodservice Management

5 weeks (160 hours)

While dietitians in food management are frequently employed in acute care, the BPH DI offers nontraditional opportunities for interns to expand to other settings in which management of nutrition and foodservice is required. Interns will rotate at either a school district, community kitchen, grocery retail foodservice operation, or a private restaurant management company. The foodservice rotation will reinforce the skills and practices learned during the first summer seminar that are essential to create work environments that support high quality customer-centered care and services, attract and retain talented staff, and foster an atmosphere of collaboration and innovation.

Clinical

4 weeks (128 hours)

The clinical rotation offers opportunities for interns to provide medical nutrition therapy for high acuity patients in community settings, such as Long-Term Care Facilities or Skilled Nursing Facilities. During this rotation, interns will work in an interprofessional setting with the supervising dietitian, nurses, speech therapists and other healthcare professionals.

Summer Seminars

Summer 1

During the first summer seminar, students will learn tools to apply leadership frameworks in the dietetics field, undergo motivational interviewing training based in cultural humility and responsiveness, engage in discussions related to diversity, equity, inclusion and belonging (DEIB) DEI principles in dietetics, and participate in other public health-oriented sessions to increase confidence and create a foundation for continuous growth and learning throughout the program and beyond. The Summer 1 Seminar, Advancing Equity in Nutrition Practice, will set the stage for producing not only competent professionals, but dietitian “citizens,” who are attuned to DEIB issues that impact the delivery of nutrition services, appreciate the impact diversity has on health issues in society, and recognize the need for diversity in the profession.

Summer 2

This rigorous course will be structured to follow the human life cycle and offer opportunities to engage with dietitians who have experience working with multiple disease states and a diverse range of populations, cultures, and age groups in a clinical setting. Dietitians will walk interns through case studies, facilitate group discussion, and answer questions.

Holidays, Vacations, and Breaks

The program will utilize the [Academic Calendar](#) of the University regarding observance of major holidays and recess periods when students are not in supervised practice. While in supervised practice rotations, students are expected to follow the normal

business hours for the facility. Evenings, weekends, and holidays may be included. See Rotation Hours section below for detail regarding absent days from supervised practice.

Leaves of Absence

Students wishing to take a leave of absence must withdraw from the program. Exceptions related to pregnancy and childcare outlined in the [Guide to Graduate Policy \(F6\)](#) will be upheld. More on withdrawals and reenrollment can be found under “Withdrawal and Refund of Tuition and Fees.”

Program Policies & Requirements

Continued Admission Requirements

After admissions acceptance, continued admission in the BPH DI is contingent upon providing the following:

1. Required Health Screenings

Interns must provide satisfactory evidence that they are free from contagious disease and do not otherwise present a health hazard to facility patients, employees, volunteers or guests. Evidence shall include, without limitation, proof of immunity or clearance documentation for the following:

Test	Requirement
TB	2 skin tests, 1-3 weeks apart within the last 12 months or negative Quantiferon test within the previous 12 months
Hepatitis B	Positive titer, the hepatitis B vaccination series is long and requires ample planning
Measles, Mumps, Rubella	Negative titers or 2 MMR vaccinations one month apart
Varicella (Chickenpox)	Negative titer or 2 doses of varicella 1-2 months apart
Tetanus/ Diphtheria/ Pertussis (Tdap)	Adult dose within the last 10 years
COVID vaccine	2 doses and a booster, or as indicated by the Department of Public Health
Flu vaccine	Annual flu shots are required by most facilities

2. Drug Screening and Background Check

Drug screenings and background checks are required and processed through Verify Students, a division of Corporate Screening Services, Inc. The process is completed online at www.verifystudents.com and costs \$93. Instructions are provided by the DI Director. It is the decision of the training facility to refuse to train a student based on the results of the drug screen or background check. If a student has a positive result on a drug screen or a flagged item on a background

check that prohibits them from training at a facility, students will need to find a new training site for their rotation. If a student is unable to find a replacement facility to train them, they may lose their appointment to the BPH DI.

3. Medical Insurance

All UC Berkeley students are required to have medical insurance that meets the University's requirements. Students are automatically enrolled in the Student Health Insurance Plan (SHIP) unless a waiver application is submitted. SHIP is \$3,044/term. In order to waive SHIP, students must be enrolled in a medical health insurance plan that meets ALL of the [waiver criteria](#) for the entire SHIP term. For more information on health insurance, please visit the [SHIP webpage](#).

4. Professional Liability Insurance

Liability insurance from Marsh & McLennan Companies <https://www.proliability.com> is required for all interns. Coverage limits must be at least one million dollars (\$1,000,000) per incident and an aggregate of three million dollars (\$3,000,000). The typical cost of student liability insurance is \$35/year (\$1,000,000/\$3,000,000). The process is completed online.

5. Automobile Insurance

The program assumes no liability for safety to or from assigned experiences. All interns must show proof of personal automobile insurance during the entire program period. Students are expected to have reliable transportation during the program when placed in the professional work setting. Students will be responsible for all travel expenses. Most rotation sites are within a 50-mile radius of campus. Interns have the right to request an alternative placement, but these requests may delay time in the program.

Technology

Interns are required to have a reliable email account that is checked daily. As the program will use paperless documentation, it is essential for interns to have routine, dependable access to the internet, a laptop/computer and a scanner. Interns will receive keycard access to the Berkeley Way West building, bike room, 5th floor lobby area, and graduate student lounge 24/7, and to the secured areas of the 5th floor Monday through Friday, 8am–6pm. This includes access to the computer lab, printers, copiers, and scanners. There are also cell phone apps that will allow you to use your phone to take a photo of a document, and then save it as a pdf document. Students without the resources needed to engage in the online environment can complete this application for a free loan of hardware from the [Student Technology Equity Program \(STEP\)](#). Hardware is checked-out for up to four years. Students are subject to eligibility review on the basis of financial need, instructional role, and COVID-related need.

Rotation Information

Rotation Site Placement

Individual placement will depend upon: (1) acceptance of the applicant by the facility, (2) recommendation by the DI Director, (3) student interest, and (4) geographical residence of the student. Although every attempt will be made to place a student near their geographical residence, it will not always be possible. Therefore, interns must demonstrate reliable transportation with appropriate automobile insurance to travel to facility placements. Supervised practice placement may require an intern to travel up to 50 miles in one direction to their facility or to relocate during the assigned rotation.

Rotation Hours

The BPH DI uses an electronic management software to keep track of interns' progression throughout the program. Students are required to submit verification logs, including time spent in professional work settings, simulations, working on case studies and role playing, required activities, and exposure to various populations and conditions. Verification logs will be monitored by the DI Director. Students must earn a minimum of 1,000 hours of supervised practice experience, with a minimum of 700 hours in professional work settings. Time spent in professional work settings is tracked on an "Hours Log" set-up in the electronic management software. This log is shared with preceptors and verified in the following ways:

1. Students are required to inform the facility and DI Director if they are tardy or absent in a rotation and report the missing hours for the day on their Hours Log. Preceptors will sign off on the logs weekly.
2. Preceptors confirm the number of days the intern was late or absent in the final evaluation at the end of the rotation.
3. The DI Director will review the Hours Log, referencing personal records of the student's attendance and preceptor evaluation that attests to attendance and hours.

Note: Students must keep track of their hours and compensate accordingly for missed days or holidays. Missed days must be reported to the Preceptor and DI Director.

Student Status

When students are in their supervised practice rotations, they will always be regarded as students and in the process of learning, and will never be used as a replacement for an employee.

Compensation

We recognize the importance of compensation given the high cost of living in the Bay Area and academic program expenses that limit students' capacity to take on a volunteer position. Students can secure funding for supervised practice during Summer

1, leveraging resources available for MPH students during their summer practicum. If a practice site offers compensation to students, the payment will be arranged between the site and the intern; the university will not be part of the agreements or negotiations.

Injuries or Illness at Rotation Sites

If medical emergency services are needed while at a rotation, the intern will be transported to the closest emergency room, if necessary. Neither the University nor the rotation site assumes any financial responsibility in the event an intern becomes ill or injured because of their participation in a learning activity at the rotation site. If an intern is injured or becomes ill at a rotation site, the site or intern will contact the DI Director as soon as possible. Each rotation site has the DI Directors e-mail and cell phone number. If necessary, the intern's emergency contact will be contacted by the DI Director. This contact information will be kept securely in the electronic management software. The intern will make their own arrangements for medical attention as needed and they will notify the DI Director and preceptor if they will be absent for any length of time.

Facilities and Preceptor Selection Criteria

The DI Director selects and schedules all supervised practices sites for students. Facilities for supervised practice are selected to provide a breadth of experiences, opportunities for students to achieve required competencies, and qualified preceptors willing to mentor interns. Most notably, facilities for the BPH DI are selected based on organizational alignment with the mission and goals of the program (with a focus in public policy, food systems, research, or community nutrition) and ability to provide the education, networks, opportunities, and resources that will enable interns to better analyze complex issues, make strategic decisions, and implement innovative and sustainable solutions in public health nutrition.

Once the organization is identified, the DI Director reaches out via email to set up an exploratory conversation. This discussion is held with potential preceptors to determine interest of the facility in being a supervised practice site for the BPH DI program and, ultimately, a long-term partner to develop public health nutrition leaders who are experts in working with diverse communities. If common interest is found, the DI Director then determines whether preceptors have the capacity to provide sufficient experiences for interns to demonstrate identified competencies, using the evaluation criteria below. Once interest is agreed and competencies are confirmed, the appropriate facility signatory for contracts is determined.

The timeline for ongoing evaluation of supervised practice sites is as follows:

- In the Summer, interns will complete evaluations of preceptors and facilities. Additionally, the DI Director will conduct onsite visits for evaluations of facilities, preceptors, and intern performance. Formal and informal data will be gathered to

determine if current facilities are meeting needs and whether or how to appropriately utilize facilities going forward.

- If areas of concern are identified, the DI Director will meet with the primary preceptor at the facility. If no resolution can be found regarding the concerns, the program will seek alternative facilities to provide the needed practice experience.
- In the Fall, the DI Director reaches out to all supervised practice preceptors to discuss scheduling for the upcoming program year to ensure that they can offer the appropriate learning experiences to interns placed at their facilities.
- Changes in facility structure, staffing, or resources that might impact facilities' ability to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve are discussed by facility preceptors and the DI Director as they occur.

Facility Evaluation Criteria

The evaluation criteria for supervised practice facility selection are as follows:

- Each facility must offer the appropriate experiences required for dietetic interns to meet associated competencies and complete required rotation projects.
- Each facility must commit to assigning at least one primary preceptor to overseeing the interns' work in supervised practice.
- The facility must assure that adequate time and support are available to their preceptor to provide the learning experiences required to meet required competencies.
- The facility must assure the assigned preceptors have the education and experience needed to provide appropriate guidance for supervised practice experiences.
 - Preceptors must be licensed, as appropriate, to meet state and federal regulations or credentialed, as needed, in the area in which they are supervising students.
 - Preceptors must be qualified to serve as educators and professional role models.
- The appropriate representative of the facility must willingly enter into and sign an affiliation agreement with the BPH DI.
- The facility and preceptor(s) must participate in continuous evaluation of their site and provide annual feedback to confirm the site continues to meet the facility agreements and site criteria set by the BPH DI.

Preceptor Qualifications

All preceptors in the BPH DI are qualified to serve as educators and professional role models. Preceptors are licensed, as appropriate, to meet state and federal regulations or credentialed, as needed, in the area in which they are supervising students. Most preceptors are Registered Dietitians. Qualifications of each preceptor are verified by the DI Director at the point of selection. Additionally, preceptors are required to submit annual updates to the DI Director via the Preceptor Agreement Form, including resumes/CVs and reports on professional work, continuing education, or other activities leading to professional growth in the advancement of their profession to ensure they demonstrate continued competence appropriate to their precepting responsibilities.

Affiliation Agreements

The BPH DI secures an affiliation agreement, delineating the rights and responsibilities of both agencies, for each supervised practice rotation prior to the intern's rotation start date. The agreement includes a statement that interns doing supervised practice must not be used to replace employees. Each agreement is signed by individuals with appropriate institutionally-assigned authority at BPH and the supervised practice facility in advance of placing students. Agreements are maintained in the electronic management software, which are stored on a secure server. All supervised practice experiences must be completed under the oversight of a facility with whom BPH has an affiliation agreement in place or are under the oversight of a BPH employee.

Assessment of Student Performance and Progress

In order to complete the BPH DI, each intern must meet competencies and learning objectives based on the [ACEND's Standards for Dietetic Internships](#). These competencies are listed under "Core Competencies," which will be reviewed with interns during orientation. To ascertain demonstration of each competency, formative and summative assessments will occur to assess academic achievements, professional and ethical behavior, and competency in the professional workplace settings. Competencies will be tracked by both the intern and DI Director. Competent performance is essential for completing the program, as indicated by a score of 3 or higher for each competency (please see table below for details on the rating system).

Intern Performance Monitoring

The DI Director will meet one-on-one with interns to ensure that they are supported and have access to networks, tools, and resources needed to succeed throughout the program. The DI Director will hold office hours during the academic year and require students to sign up for at least two 30-minute slots each semester. Time spent in professional work settings, simulations, working on case studies and role playing, along with required activities, and exposure to various populations and conditions, will be monitored via weekly activity verification logs submitted by students in the electronic management software. The DI Director will review these logs every 2 weeks during supervised practice and if the intern is missing experiences at rotation midpoint, the intern and preceptor will be required to submit a plan to meet performance indicators and demonstrate competency, including identifying obstacles.

Evaluation Instruments

Evaluation of acquisition of competencies for entry-level dietitians will be assessed using these measures:

- 1. Midpoint evaluations for certain supervised practice rotations**

Formative evaluation of intern performance while in rotations occurs regularly through informal and formal means. Preceptors informally meet with interns weekly, if not more often, to discuss their progress, strengths, and areas for improvement. At mid-point of a rotation (for those longer than 4 weeks), preceptors will provide a formal formative evaluation. This mid-point evaluation is completed to ensure early detection of difficulties and on-going support for the intern. At mid-point, the goal is for interns to be earning a “beginner, supervised” or higher on their skill development and professionalism. If this level is not achieved, the intern and preceptor will develop an action plan to accomplish goals.

- 2. Final performance appraisals of all supervised practice rotations**

A summative assessment will occur at the end of each rotation to assess academic achievements, professional and ethical behavior, and competency in professional workplace settings. Interns must achieve a score of 3 or higher to pass the rotation.

- 3. Projects, assignments, and course grades**

Faculty evaluate student performance through achievement on exams, assignments, and projects. Students can monitor their progress through comments and grades posted on the course management system (bCourses). Students will be required to submit verification logs, including time spent in professional work settings, simulations, working on case studies and role playing, required activities, and exposure to various populations and conditions. Verification logs will be monitored by the DI Director.

- 4. Midpoint evaluation halfway through the DI program**

The DI Director will conduct a midpoint evaluation halfway through the program. It is a reflection where each intern explores areas of success and areas needed for additional growth and attention.

- 5. Final evaluation at the end of the DI program**

The DI Director will conduct a final evaluation with each intern at the conclusion of the program. This is a comprehensive questionnaire that is used for continuous program improvement. This evaluation must be completed and submitted to obtain a verification statement for the program.

The preceptors will use a standardized evaluation form, which allows an intern to be rated on a scale of 1 to 5. The rating system is as follows:

Rating	Knowledge & Skills	Performance	Guidance from Preceptor
N/A Not Applicable	No information to evaluate knowledge or skills	Not applicable or no opportunity to complete work	
1 Unprepared	Unable to complete assignments	Fund of knowledge inadequate	
2 Novice	Requires considerable support and oversight	Skills need significant development	Frequently (>50% of the time) requires guidance from preceptor
3 Beginner	Applies knowledge appropriately with some support and oversight	Developing skills are evident	Occasionally (25% of the time) requires guidance from preceptor
4 Competent	Requires minimal oversight	Demonstrates sound knowledge and application skills	Rarely (<10% of the time) requires guidance from preceptor
5 Expert	Functions independently in staff relief capacity	Demonstrates advanced level knowledge and skills	Requires no guidance or oversight from preceptor Recognized to provide guidance to others

Completion Requirements

DI Requirements

The following components must be satisfactorily completed to receive the verification statement, which qualifies the dietetic intern to take the CDR Registration Examination for Dietitians:

1. Complete all MPH degree requirements.
2. Overall GPA of > 3.0.
3. Completion of a minimum of 1000 hours of supervised experiential learning
4. Students are required to successfully complete all supervised experiential learning and associated assessments such as assignments, case studies, presentations, and exams (80% or higher).

5. Students must obtain a 4 or higher out of 5 on all final evaluations of competencies for all supervised experiential learning experiences. Documentation that students have met established competencies is maintained through the student's progression through the program.
6. Comply with acceptable professional standards of ethics, display appropriate personal conduct, and demonstrate adequate verbal and written communication skills during the studentship.
7. All tuition and fees paid in full.

The program is designed to take 2 years (24 months) to complete. The maximum time allowed to complete all program requirements and supervised experiential learning experiences is 3 years (36 months).

MPH Requirements

The BPH dietetic interns must fulfill the requirements listed below to receive an MPH degree in FNPH. For more information on MPH student requirements, please see the [BPH Student Handbook](#).

1. MPH students are required to attain a B- or better in Breadth Course Requirements (Epidemiology PB HLTH 250A; Biostatistics PB HLTH 142; Health Policy & Management PB HLTH 200J; Environmental Health PB HLTH 200K; Health and Social Behavior PB HLTH 200L) and a course in [Public Health Leadership](#). Students attaining less than a B- will be required to retake the course. The student must also meet the Good Academic Standing Rule, i.e. average overall GPA is a B average (3.0).
2. FNPH students are required to attain a B- or better in the Public Health Nutrition Course Requirements, outlined in the [2-year curriculum](#).
3. MPH students are required to complete an Integrative Learning Experience (ILE). The ILE requirement is designed to review, integrate, and apply concepts and methods presented in the core courses and will demonstrate synthesis of foundational and concentration competencies. The ILE must be taken for a letter grade and must be completed in the final year of the program. Students will present their ILE work for faculty, mentors, and peers at the annual Public Health Nutrition Soiree in May. Oral presentations will be 5 minutes in length.
4. Each MPH student completes a full-time (40 hours/week) public health internship for a minimum of 12 weeks. Completing the 1045-hour Dietetic Internship would satisfy this field practicum for public health students.

Distance Education

No distance education will be required. The program is offered in the San Francisco Bay Area. Courses are offered on campus and most rotations are within 50 miles of campus. Interns can choose to take certain FNPH MPH courses online.

- **Verification of Identity:** If students choose to take online MPH courses, to verify interns' identity, a CalNet ID will be used, which is required for accessing all campus systems including the learning management system where course materials are posted, students participate in course activities and submit course deliverables. The University pairs a bi-monthly two step authentication process with the CalNet Authentication requiring students to authenticate with a timed passcode sent by text to the phone on record every two weeks. Each online course has a proctored exam where each student's picture ID is verified by the proctor before they can begin the exam and after they have logged in using the campus CalNet verification system.

Issuance of Verification Statement

Issuance of this statement verifies that the individual has successfully completed all requirements established by the program outlined above, including meeting all MPH degree requirements, supervised practice hours, and required competencies, and is eligible for the CDR Registration Examination for Dietitians. Interns will be emailed a verified original copy of the verification of completion statement. The DI Director will administer the verification statement and retain a copy for as long as the BPH DI is in existence. This administrative function is included in the DI Director's job description to ensure the timely processing of the statements.

Policy for Prior Learning

Prior learning experiences will be evaluated on an as needed basis by performing assessments and evaluating students individually. The program is structured to offer all learning experiences, coursework, and supervised practice hours needed to receive the verification statement and sit for the RD exam. Credit hours for supervised practice will be awarded based on a submission explaining the scope of the work, project deliverables, length of experience, and contact information from the immediate supervisor. All projects must have been completed within the last 2 years to be eligible for supervised practice substitution.

Credit is based on the dietetic student's previous work and/or volunteer experience. Coursework or experience required by the Didactic Program in Dietetics (DPD) will not

be counted towards prior learning credit hours. Credit hours are only awarded for an experience that directly related to supervised experiential learning outlined in the BPH DI curriculum. Credit hours are awarded to students who would not benefit from additional time or training in a specific area of dietetics because their skills already meet the competent or proficient level.

Should a student request a rotation to be waived because of prior mastery of content, the student will need to provide all projects, reports, presentations, and materials produced, a letter of verification from the supervisor and documentation of how they demonstrated ACEND Core Competencies as described in the table below. The DI Director, FNPH Lead Faculty, and FNPH Program Manager will make a final decision.

Applications for prior learning can be submitted after an applicant is officially accepted into the program. Instructions for submission of prior learning applications and required materials will be available to students on the BPH DI webpage. Applicants are responsible for providing adequate documentation or evidence that they have sufficient knowledge and experience for which credit is being sought. Additional documentation or clarification may be requested. Tuition and fees for the BPH DI remain the same regardless of the amount of prior learning credit awarded.

Retention

Mentorship is seen as a key factor in the retention and professional development of interns and has been identified as a top priority for the BPH DI program. All interns will be required to think critically and thoughtfully about relationships with their preceptors and mentors. During orientation and the first DI course, interns will engage in conversations about mentorship, share the roles mentors have played in their lives, and be reminded about the importance of keeping their mentors and preceptors informed with proactive communication, expressing gratitude, and normalizing two-way flow with thoughtful feedback. The following support systems are available to interns to ensure student success in the program:

- **DI Director**: The DI Director will meet one-on-one with interns at least twice per semester to ensure students are supported and have access to networks, tools, and resources needed to succeed throughout the program. ACEND competencies will be assessed through assignments, projects, evaluations, and training experiences, tracked by students on a verification log, reviewed by the DI Director, and discussed during one-on-one meetings.
- **Cohort “Buddy”**: The BPH DI incorporates a peer mentorship model that begins with pairing each first-year intern with a second-year “buddy” at the start of the program. Buddies are matched based on shared interests, backgrounds, or career goals so that incoming interns can connect with someone who understands their perspective and aspirations. This structure provides new interns with guidance, encouragement, and a near-peer perspective as they begin their training, while also fostering stronger connections within the cohort and program community.
- **FNPH Faculty Advisor**: Interns are paired with a faculty advisor who monitors their progress in meeting specific degree requirements and accomplishing the

goals of the MPH program. All faculty advisors make available sufficient time in office hours to advise students during orientation, the first week of the semester, and throughout the semester. New students are strongly encouraged to meet with their faculty advisor as close to the start of the semester as possible. This gives students a chance to discover their advisor's interests and research focus, gives the faculty advisor a chance to learn about the student and their background, interests, and goals, and provides both the faculty member and the student with specific information about what each may expect from the advising relationship.

- **Preceptors:** Preceptors are essential to the experiential learning component of the BPH DI, providing supervision, constructive feedback, and mentoring regularly as interns gain the skills required for entry-level practice competency. Interns will be expected to be intentional about the relationship with their preceptor, organize a mentorship meeting (for all rotations) with thoughtful questions prepared in advance, discuss the importance of mentorship, and practice professional negotiations.

Remediation

Interns must receive a score of 80% or higher for each assignment, case study, project, curriculum/lesson plan, nutrition education class, presentation, checklists of objectives/competencies and professionalism evaluation in order to successfully complete the program. If final evaluation ratings are below "entry-level, independent" in any rotation or a score of 80% is not obtained on an evaluation instrument, it will lead to a formal counseling meeting with the DI Director, preceptor, and intern to discuss the intern's status. The intern will be given additional assignments, projects or other work and then be re-evaluated on the relevant material. If this is not passed with at least an "entry-level, independent" or 80% score the second time, the intern will complete another week of the rotation or complete another case study, assignment or other work prior to being re-evaluated for the third time. These assignments will be set out in a remedial action plan by the DI Director and preceptor(s).

During remediation, the intern will meet regularly with the DI Director for guidance and appropriate resources and support will be made available to help address concerns. Additional services available at UCB to meet student needs can be found under "Student Support Services." For academic and professional behavior concerns, interns will be encouraged to seek tutorial support from fellow peers and professors. Once the intern has successfully completed the corrective actions, the intern will have passed the rotation. Remediation time may be taken during the academic year or possibly require additional time after the completion of the two-year program.

Interns must consistently demonstrate compliance with policies, procedures and standards of professional behavior throughout the internship to complete the program. Any lapse in compliance will be addressed with the intern and corrective action will be taken. The first instance of non-compliance with policies, procedures or standards of professional behavior will result in a verbal warning, the second instance in any of the categories designated will result in a written warning, and the third instance in any area

of compliance may result in probation. Interns identified as having unsuccessful performance at a practice site, or other substantive performance issue, such as excessive absenteeism, late or incomplete work assignments, etc., will meet with the DI Director for verbal counseling about the issue identified as mentioned above. They will together develop a corrective action plan. For interns failing to successfully implement the corrective action plan, or presenting a second instance of unsatisfactory performance, a second counseling will take place. During this session, a written remediation plan will be developed and signed by the intern and DI Director, and placed in the intern's program file. Should the second (written) plan be unsuccessful, or the intern presents with a third unsatisfactory evaluation, an ad hoc committee to determine next steps and possible probation is formed. This committee includes the DI Director, FNPH staff/faculty members, and BPH leadership appointee(s). Should this committee recommend to the Graduate Division that the intern is placed on probation, the intern will receive counseling from the DI Director and/or an appointee from the RISE Office as to alternative career paths consistent with her/his level of capability, as described below. The duration of the probationary period will be determined by the committee. An intern may appeal these decisions to the Dean of the Graduate Division in writing.

Note: It is the responsibility of the preceptor to evaluate the intern, to document scores and any lapse in compliance with policies, procedures and standards and to notify the DI Director of evaluation results and behavior issues. It is the responsibility of the DI Director to ensure adherence to this policy. The DI Director will monitor each intern bi-weekly during supervised practice and monthly otherwise.

Counseling Into Alternative Career Paths

Interns with minimal chances of success in the program, after having gone through the remediation process outlined above and still unable to make satisfactory progress in a reasonable amount of time are asked to have a one-on-one meeting with the DI Director and appointee from the [RISE: BPH Career & Leadership Office](#). The RISE Office is deeply committed and has extensive experience assisting graduate students and alumni in discovering and pursuing public health employment that suits their goals and passions, enabling them to make a difference in public health. This meeting will serve as an introduction to RISE services, career decision-making, and job search strategies. Interns will also be offered information on applying to other degree programs (if deemed appropriate) and provided with various career assessment instruments to evaluate personality, interests, skills, strengths, and values as they relate to career choices. The RISE team member will also discuss upcoming programs on career planning, including interview preparation, resume writing, and job search strategies, as well as special events that allow students to interact with employers and public health professionals. The DI Director and RISE team member will use information from the discussion as a starting point to explore other pathways and connect the intern with other networks and organizations that align with their interest and skillset. This enables a student-centered approach through which the efforts of RISE team members and the DI Directors utilize their strengths, resources, and connections to assist interns with career development if they are unable to meet the requirements of the dietetic internship program.

Disciplinary and Termination Procedures

Only the Dean of the Graduate Division has the authority to place a student on probation, to remove probationary status, and, if necessary, to dismiss a student from graduate standing. The Graduate Division will place students on academic probation if their GPA falls below 3.0, and are subject to dismissal if their GPA at the end of the following semester remains below the minimum 3.0 requirement. The department (ad hoc committee as described in the Remediation section above) may also recommend probation or dismissal for students who fail to make normal progress towards their degrees, based on a written evaluation of the student's progress, including program-specific requirements.

During the probationary period (normally one semester), the student is expected to remove academic deficiencies. Probation may be extended based on departmental recommendation. If at the end of the probationary period the student has failed to correct identified deficiencies, the Graduate Division will contact the DI Director to request a recommendation on whether an extension of the academic probationary period is warranted. If the probationary period is not extended, the DI Director will formally request that the Dean of the Graduate Division dismiss the student. For details please consult the [Guide to Graduate Policy E1.7 Academic Probation](#).

Dismissal for academic reasons is the purview of the Dean of the Graduate Division, under the auspices of the Graduate Council. Students may also be dismissed for disciplinary reasons due to violations of the [Code of Student Conduct](#), under the jurisdiction of the Vice Chancellor for Student Affairs and the Office of Student Conduct. For more details on potential reasons for or consequences of dismissal, please consult the [Guide to Graduate Policy E1.8 Dismissal](#).

Protection of Student Privacy

Under the [Federal Family Educational Rights and Privacy Act of 1974](#) (FERPA) and provisions of state law relating to public records disclosure, the [University of California Policies Applying to the Disclosure of Information from Student Records](#) and the Berkeley Campus' implementation of that policy assure Berkeley students the following rights:

1. To inspect and review their student records.
2. To have withheld from public disclosure, absent their prior consent, personally identifiable information from their student records.
3. To inspect records maintained by campus offices concerning disclosure of confidential information from their student records.
4. To seek corrections of their records through a request to amend the records, or a request for a hearing to challenge the content of their records, or to include a written statement therein.
5. To file complaints with the Office of the Chancellor or with the U.S. Department of Education regarding violations of the rights accorded by federal law or University policy.

In accordance with [UCB Data Classification Standards](#), student Protection Level P4 Data includes government issued identifications, criminal background checks, and health records. This data will be collected and stored via [CalShare](#) (SharePoint), a cloud-based secure service that encrypts data in transit and is approved to store the highest level of protected data.

Student protected data collected by instructors, including exams and assignments scores and evaluations from preceptors, are considered Protection Level P3 Data. This data will be collected and stored on [bCourses](#), which has been approved for Protection Level P3 Data. Email is powered through Google Workspace for Education, which is compliant with FERPA.

Data will be stored for five years. Due to many shutdowns during COVID of Community Colleges, libraries and testing centers, proctoring for online courses shifted to a Zoom-based process. Given current concerns over student privacy during proctored exams, the Berkeley campus has implemented policies on [remote proctoring](#) that the Online MPH program is implementing.

Access to File and Student Records

Under the FERPA, students have the right to inspect and review their student records. Almost every part of his or her own student record including, but not limited to transcripts, grades, exam papers, test scores, evaluations, financial aid records, and loan collection records. Students are not allowed access to financial statements of parents/guardians, confidential statements to which the student has waived access rights, records containing information about another student, and personal records relating to individual students (separate from their academic records). Additional information can be found on the [UCB FERPA](#) webpage. To inspect their records, enrolled BPH students can use procedures outlined in the [BPH Student Handbook](#) under “Student Records and Privacy.”

Grievance Procedures

Any individual may submit a complaint against the BPH DI regarding ACEND accreditation standards or policies, the BPH DI program, program facility sites or preceptors, or any persons involved in the program. The general rule, in the event of a dispute, is to begin with the parties closest to the situation. This principle is illustrated below in the following policy adopted by BPH faculty for professional degree students. It pertains to administrative or academic decisions that impede or terminate progress toward a degree goal but does not cover grade appeals. For more information related to grade appeals, refer to the [BPH Student Handbook](#).

1. The student should first discuss the complaint with his/her Faculty Advisor or Program Director (DI Director).
 1. If the situation is not resolved, the student and/or the Faculty Advisor (and/or DI Director) should consult either the Division Head or the Head Graduate Advisor.
 2. If still unresolved, the next step is to consult the Head Graduate Advisor.
2. Only if the above steps are followed without satisfactory resolution should the student bring the grievance or appeal to the Dean of the Graduate Division.

Graduate students may contact the [Ombudsman Office for Students](#) for informal assistance with complaint resolution. The Associate Deans of the Graduate Division also may be consulted for informal resolution at any stage of the process. Civil law remedies, including injunctions, restraining or other court orders, and monetary damages also may be available to complainants.

Should the situation be unresolved by these informal means, then students may follow the formal [UCB Campus Grievance Procedures for Students](#). The program will maintain a record of all intern complaints for a period of seven years, including the resolution of complaints.

Students have the right to file a written complaint related to the Accreditation Council for Education in Nutrition and Dietetics Education (ACEND) accreditation standards directly to ACEND. If all options within the University have been exhausted, then a written complaint should be brought to ACEND. Please see the [Filing a Complaint with ACEND](#) webpage for the complaint investigation form and 13-step process ACEND has established for reviewing complaints.

Equitable Treatment of Students

BPH's graduate student population is made up of 26% underrepresented minority (URM) students, compared to UCB's overall graduate student body, which consists of 15% URM. UC Berkeley defines URM applicants and students as individuals self-reporting their race/ethnicity as American Indian/Alaska Native, Black/African American, Native Hawaiian/Pacific Islander, or Chicano/Latino. This makes it imperative that BPH offers a way for these students to connect and thrive. The DI Director will collaborate with the [DREAM \(Diversity, Respect, Equity, Action, Multiculturalism\) Office](#) to prioritize diversity, equity, inclusion and belonging within the DI program and create a public health and dietetics workforce that mirrors the demographics of our communities. The DI Director and DREAM Office will work to engage with students from the time they are prospective all the way to graduation, as follows:

1. During recruitment, the DI Director will leverage programming offered by DREAM (admissions advising, career workshops and application assistance) to include information regarding the unique application cycle of prospective dietetic interns and available funding opportunities. There is also a group of student staff

- (GRADS Coordinators) and volunteers (GRADS Ambassadors) who give advice, offer support, foster connectedness, and share their own experiences at BPH.
2. Once students are admitted, to offer extra community-building to those who needed it, all BPH incoming resident graduate students are invited by the DREAM Office to apply to the DREAM Summer Seminar, which is free to those who accept. This week-long program is intended to help create and foster a network for underrepresented students that will serve as a support system for them while in graduate studies in public health.
 3. Shortly before the start of classes in the Fall (in the Spring for distance students), as part of the BPH DI orientation, the DREAM Office (representing staff and students who work together to support all students from underrepresented backgrounds during their time at BPH) will provide an orientation of programs and services students are able to access during the academic year and summer months. This includes education and advising about public health careers, peer mentoring and support, and support programs during graduate school (transition courses, tutoring, textbooks, and more).
 4. During the academic year, all BPH faculty are encouraged to engage in the Antiracist Pedagogy Faculty Leadership Academy and BPH DI program faculty are required to complete the Managing Implicit Bias Training Series, as described in Required Element 5.2. Preceptors, prior to the start of supervised practice rotations, are required to complete relevant training to ensure equitable treatment of dietetic interns, as described in Required Element 5.3. During informal check-ins between the DI Director and interns, interns will be prompted to suggest additional support services that would address their specific needs (community-based, cultural, linguistic, social, biologic, and other factors that may affect success in the program).
 5. During supervised practice, interns are asked to complete a Preceptor Evaluation Form, with questions regarding the preceptor's professionalism, approachability, accessibility, genuine interest in enhancing the intern's learning and progress, and supportiveness throughout the rotation. Similarly, students are asked to evaluate preceptors and faculty in the Exit Survey. All informal and formal feedback is reviewed by the DI Director on an ongoing basis and taken into consideration to determine appropriate action, if needed.

Access to Student Support Services

BPH is committed to providing a high-quality program with supports that serve and protect our increasingly diverse student population. Links to some of the available student support services can be found below. More information on student services can be found in the [BPH Student Handbook](#).

Berkeley Public Health Support Services
BPH Community Events
DREAM Office

Facilities Access to Berkeley Way West
Financial Aid
RISE: BPH Careers and Leadership Office
Student Groups
Student Services Staff
The Wellness & Sustainability Committee

Campus-Wide Support Services
Advising
Basic Needs Center
Career Center
Center for Educational Equity
Conflict Resolution: Restorative Justice Center ; Ombuds Office for Students
Financial Aid Resources: Options for Financial Support ; Repaying Your Loan
GradPro Professional Development Guide
Health Services
Students with Disabilities Support Services
Student Veterans
Testing Services
Tutoring Services