6FKRRO RI 1XUVLQJ DQG +HDOWK 3UR
'LYLVLRQ RI 1XWULWLRQ 'LHWHWLFV DQG

'LHWHWLF ,QWHUQVKLS 3
+DQGERRN

6HFWLRQ *HQHUDO ,QIRUPDWLRQ

,QWURGXFWLRQ WR WKH 0XUUD\ 6WDWH 8QLYHUVLW\ 1XWULWLRQ &RQWHWLF ,QWHUQVKLS

7KH 0XUUD\ 6WDWH 8QLYHUVLW\ 6FKRRO RI 1XWULWLRQ 6FLHQFH 'LHWHWLF ,QWHUQVKLS 3URJUDP KDV EHHQ GHVLJQHG WR PHHW WKH HGXFDWLRQDO UHTXLUHPHQWV IRU WKH GLHWHWLFV SUDFWLFH DQG WR SUHSDUH LQWHUQV IRU WKH 7KH SURJUDP KDV D 0HGLFDO 1XWULWLRQ 7KHUDS SURYLGH VXSHUYLVHG SUDFWLFH KRXUV LQ D YDULHW RI KRXUV DUH REWDLQHG WKURXJK UHWDLQLQJ DQG FRQIHUHQFHV

6HFWLRQ *HQHUDO ,QIRUPDWLRQ

0XUUD\ 6WDWH 8QLYHUVLW\ 3URJUDP

6WXGHQWV DFFHSWHG WR WKH 06', PXVW DSSO\ DQG EH D
6FKRRO WKURXJK WKH \HDUV RI JUDGXDWH WKHQGLQJ
,QWHUQV ZKR VXFFHVVIXOO\ FRPSOHWH WKH ,QWHUQVKLS
6FLHQFH LQ 1XWULWLRQ 'HJUHH

3URJUDP 3KLORVRSK\ 0LVVLRQ *RDOV D
6WXGHQW /HDUQLQJ 2XWFRPHV

3URJUDP 3KLORVRSK\
7KH 0XUUD\ 6WDWH 8QLYHUVLW\ GLHWHWLF LQWHUQVKLS S
FRPSUHKHQVLYH VXSHUYLVHG SUDFWLFH OHDUQLQJ H[SHUL
SUDFWLFH VHWWLQJV WR SUHSDUH JUDGXDWHV DQG UOLHQWR\
UHJLVWHUHG GLHWLWLDQ QXWULWLRQLVWV VXFFHVVIXOO\ ]H
FROODERUDWLRQ DQG WHDPZRUN UHSHFW IRU GLYHUVH V
DQG GHPRQVWUDWLRQ VNLOOV RI SURIHVVLRQDO FULWLFDO WKLQNLQJ VN
GGYRFDF\ IRU WKH SURIHVVLRQ DQG WKH SXEOLF
SURJUDP SODQV D UDQJH RI OHDUQLQJ DFWLYLWLHV WKDW
LQFOXGLQJ GLUHFW SDWLHQW FDUH LQWHUGLVFLSOLQDU\
VWXG\ SUHVHQWDWLRQV ,QWHUQVKLS UHVHDUFK SURMHFWV
YDULHW\ RI HGXFDWLRQDO PHWKRGV 7KH 0XUUD\ 6WDWH
IRVWHU SURIHVVLRQDO GHYHORSPHQW RI LQWHUQV WKDW
&KDUDFWHULVWLFV RI WKH 6XFFHVVIXO 6WXGHQW RI WKH 0X
*UDGXDWH PRUH LQ7KHPDWLRQ DQG JRDOV PXWXDOO\ VXSS
EHOLHI LQ D OLEHUDO EDVHG XQGHUVWDQGLQJ ZLWKLQ WKH SURI

2XU SURJUDP VWULYHV WR DGKHUH WR WKH 068 SROLFLHV
SROLFLHV ,QWHUQVKLS &RRUGLQDWRU SURYLGHV VXSHUYLVLRQ
+DQGERRN PXUUD\VWDWH HGX

0LVVLRQ 6WDWHPHQW
7KH PLVVLRQ RI WKH 0XUUD\ 6WDWH 8QLYHUVLW\ 'LHWHWLF
UHZDUGV OHDUQLQJ RSSRUWXQLWLHV WKDW SUHSDUH VWXGHQWV
WKLQNLQJ 8SRQ SURJUDP FRPSOHWLRQ GLHWHWLF LQWHU
UHJLVWHUHG GLHWLWLDQ QXWULWLRQLVWV VNLOOHG LQ P
KHDOWK EHQHILWV RI OLQGLYLGXDOV UHJLRQDO DQG FRPPXQLW
IRRGVHUYLFH DQG ORQJ

Section 1: General Information

PDWFKLQJ WKDW PXVW EH SDLG ZLWK \RXU SULRULWL]HG S
5HTXHVWV IRU DGGLWLRQDO PDWHULDOV PD\ EH PDGH WR

' ' 'LJLWDO 6\VWHPV
0DLQ 6W 6XLWH
$PHV ,$

ZZZ GQGGLJLWDO FRP DGD

$SSOLFDWLRQ IRU $GGLWLRQDO PDWHULDOV
$SSOLFDQWV QRW SUHVHOHFWHG WR WKH LQWHUQVKLS SU
&HQWUDOL]HG $SSOLFDWLRQ 6\VWHP ',&$6 7KH RQOLQH D
SP &HQWUDO WLPH RQ WKH GHDGOLQH GDWH ,QVWUXFWHG
DSSOLFDWLRQ IRU WKH FDQGLGDWH'6 $SSOLFDQW /RJL
3DJH 6HFWLRQ OLDLVRQFDV FRP

3HUVRQDO 6WDWHPHQW
$SSOLFDQWV VKRXOG VXEPLW D SHUVRQDO VWDWHPHQW LQ ZRU
',&$6 7KH IROORZLQJ TXHVWLRQV VKRXOG EH DGGUHVVHG
:K\ GR \RX ZDQW WR HQWHU WKH GLHWHWLFV SURIHVV
:KDW DUH VRPH H[SHULHQFHV WKDW KDYH KHOSHG WR
:KDW DUH \RXU FDUHHU JRDOV"
:KDW DUH \RXU VWUHQJWKV DQG ZHDNQHVVHV RU DUHI
:KDW DWWUDFWHG \RX WR WKH 0XUUD\ 6WDWH 8QLYHU
SURJUDP"

5HFRPPHQGDWLRQV
7KUHH UHFRPPHQGDWLRQV UHTXLUHG IURP GLHWHWLF LQWHUQVKLS GLUHFWRUV RU SURJUDP FR
0HGLFDO 1XWULWLRQ 7KHUDS\ SURIHVVRUV **RQH IURP** DQ\ RU
)RRG 0DQDJHPHQW SURIHVVRUV:KHQ HQWHULQJ LQIRUPDWLRQ RQ
DSSOLFDWLRQ DSSOLFDQWV PXVW SURYLGH WKH FRQWDFW
LQIRUPDWLRQ RI WKHLU FKRVHQ UHIHUHQFH 6XEPLVVLRQ RI WKLV LQIRUPD
PHVVDJH UHTXHVWLQJ FRPSOHWLRQ RI UHFRPPHQGDWLRQV
EH FRQVLGHUHG XQOHVV HQWHUHG DV SDUW RI WKH RQOLQ

7UDQVFULSWV
2IILFLDO WUDQVFULSWV IURP DOO XQLYHUVLWLHV DWWHQGHG V
EHORZ 3KRWRFRSLHV RU ³,VVXHG WR 6WXGHQW´ FRSLHV Z
',&$6 7UDQVFULSW 'HSW
32 %R[
:DWHUWRZQ 0$

*5(6FRUHV
*5(VFRUHV ZLOO QRW EH UHTXLUHG

1RWLILFDWLRQ RI $FFHSWDQFH

6HFWLRQ *HQHUDO ,QIRUPDWLRQ

068 ZLOO QRW QRWLI\ VWXGHQWV RI DFFHSWDQFH LQWR WK
VWXGHQW DSSOLFDQW DERXW WKH GLHWHWLF LQWHUQVKLS
³PDWFKHG ´ 7KH VWXGHQW PXVW FRQILUP DFFHSWDQFH E\
HPDLO RU ZULWLQJ &67RQ $SSRLQWPHQW 'D\ $IWHU WKLV WLPH W
REOLJDWLRQ WR KROG WKH RSHQLQJ IRU WKH DSSOLFDQW

068 *UDGXDWH 6FKRRO $GPLVVLRQ

2QFH DGPLWWHG WR WKH 068 *UDGXDWH 6FKRRO RI 1XUVLQJ
,QWHUQVKLS PDQG KDV FRQILUPHG DFFHSWDQFH WKH\ PX
GPLWWHG WR WKH 068 *UDGXDWH 6FKRRO 7KH DSSOLFDW

WKLV WHWR\ DW D

6HFWLRQ *HQHUDO ,QIRUPDWLRQ

,QWHUHVWHG DSSOLFDQWV PXVW VFKHGXOH DQ DSSRL
'LUHFWRU WR UHYLHZ WKHLU DGPLVVLRQV SDFNDJH DQG
SURFHVV
,QWHUHVWHG TXDOLILHG DSSOLFDQWV ZLOO EH SURY
'LHWHWLF ,QWHUQVKLS 3UHVHOHFW $SSOLFDWLRQ E\ W
'LUHFWRUV DSSOLFDWLRQ LV GXH WKH IDOO VHPHVWHU
QR ODWHU WKDQ 30 &67 2FWREHU $SSOLFDWLRQV
SUHDGPLVVLRQ LQWR WKH GLHWHWLF LQWHUQVKLS FO
$SSOLFDQW PXVW VXEPLW D FRPSOHWHG DSSOLFDWLR
DSSOLFDWLRQ SDFNHW

D (YLGHQFH RI
$&(1'DSSURYHG 'LGDFWLF 3URJUDP LQ 'LHWHWLFV
,QWHQW WR &RPSOHWH 'HJUHH

E 3HUVRQDO 6WDWHPHQW $SSOLFDQWV PXVW DOVR
LQ ZRUGV RU OHVV 7KLV VKRXOG EH TXLWH
· :K\ GR \RX ZDQW WR HQWHU WKH GLHWHWLFV
· :KDW DUH VRPH H[SHULHQFHV WKDW KDYH KHO
\RXU FDUHHU"
· :KDW DUH \RXU
· :KDW DUH \RXU VWUHQJWKV DQG ZHDNQHVVHV
· :KDW DWWUDFWHG \RX WR WKH 0XUUD\ 6WDWH
LQWHUQVKLS SURJUDP"

F 7KUHH UHFRPPHQGDWLRQ
OHWWHUV IURP 'LUHFWRU DFDGHPLF UHIHUHQFH
ZLWK ZKRP \RX KDYH
VXSHUYLVRU IRU ZKRP \RX ZRUNHG RU YROXQWHH

· 6XEPLW HDFK
VLJQDWXUH
FORVXUH
· 5HFRPPHQGDWLRQ OHWWHUV PD\ DOVR EH DFF
WR WKH ', LQ

6HFWLRQ ,QIRUPDWLRQ

' ' 'LJLWDO DQG ',&$6 $SSOLFDWLRQV VKRXOG EH DEOH WR HQDEOH
'LUHFWRUV WR OLI\LQJ WKHP WKH DSSOLFDWLRQ KDV EHHQ PDGH
RSHQ SRVLWLRQV PD\ EH RIIHUHG DV VRRQ DV WKH XSGDW
DYDLODEOH

,QWHUQ 3ODFHPHQW

(DFK LQWHUQ LV DVVLJQHG WR RQH RI ILIWHHQ
DQG RU 7HQQHVVHH 2QFH VWXGHQWV
DEOH WR UDQN WKHLU VXSHUYLVHG WUDLQLQJ VLWH SUHI
FRQVLGHUHG SODFHPHQW DW D UHTXHVWHG SUDFWLFH VL

3URJUDP &RVWV

,QWHUQVKLS $SSOLFDWLRQ)HH
',&$6 6HH ZHEVLWH ³6WDUWLQJ <RXU ',&$6 $SSOLFDWLRQ´
KWWSV KHOS OLDLVRQHGX FRP ',&$6B$SSOLFDQWB+HOSB&

' ' 'LJLWDO 0DWFKLQJ)HH 6HH ZHEVLWH IRU LQIRUPDWLR
KWWSV ZZZ GQGGLJLWDO FRP DGD LQGH[SKS

*UDGXDWH 6FKRRO $SSOLFDWLRQ)HH
7KRVH DSSOLFDQWV DFFHSWHG LQWR WKH GLHWHWLF LQWH
*UDGXDWH 6FKRRO 7KH*UDGXDWH6FKRROV

(VWLPDWHG 7XLWLRQ
,QIRUPDWLRQ FXUUHQW DQG SXLWLRQ UDWHV RXW RI VWDWH WX
DJUHHPHQWV ZLWK RWKHU VWDWHV FDQ EH IRXQG RQ WKH
KWWS ZZZ PXUUD\VWDWH HGX DGPLVVLRQV %XUVDU2IILF

(VWLPDWHG 3URIHVVLRQDO ([SHQVHV
5HJLVWUDWLRQ ([DPLQDWLRQ 3UHSDUDWLRQ &RXUVH
$FDGHP\ RI 1XWULWLRQ DQG 'LHWHWLFV 6WXGHQW 0HPEHU

6HFWLRQ *HQHUDO ,QIRUPDWLRQ

RWKHU DV DYDLODEOH DQG DV DVVLJQHG GXULQJ WKH SURJUD
UHODWHG WR WUDYHO KRWHO DFFRPPRGDWLRQV IRRG DQ

3URIHVVLRQDO /LDELOLW\ ,QVXUDQFH
3URRI RI 3URIHVVLRQDO [illegible]
2UJDQWDWLRQ , LQ $XJXVW ,QWHUQV DUH UHVSRQVLEOH

6HFWLRQ *HQHUDO ,QIRUPDWLRQ

7HFKQRORJ\ 5HTXLUHPHQWV

- $FFHVV WR KLJK VSHHG LQWHUQHW DW DOO WLPHV
- &XUUHQW 0LFURVRIW 2IILFH VXLWH RU 2IILFH FRPSXWHU
- &XUUHQW YHUVLRQV RI -DYD DQG)ODVK LQVWDOOHG
- 6XSSRUWHG EURZVHUV LQVWDOOHG RQ \RXU FRPSXW
- 0HHW DGGLWLRQDO UHTXLUHPHQWV DV VSHFLILHG E\ /HDUQLQJ 0DQDJHPHQW 6\VWHP

5RWDWLRQ ,QIRUPDWLRQ

7KH IROORZLQJ LQIRUPDWLRQ SURYLGHV DFFRXQWHUV DQG RSHUDWLRQV UHTXLUHG WR FRPSOHWH WKH 06 RQVLWH URWDWLRQV UHTXLUHG WR FRPSOHWH WKH 06

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6HFWLRQ/,&,(6 $1' 352&('85(6

WKH\ VHH ILW 7KH 3UHFHSWRU PD\ XVH WKH 3RZHUV KH

6HFWLRQ 2/,&,(6 $1' 352&('85(6

(DFK WLPH DQ HYDOXDWLRQ IRUP LV XVHG WKH 3UHFHSWRU IRUPV DUH WR EH LQFOXGHG LQ WKH LQWHUQ¶V SRUWIROLO

6LWH DQG 3UHFHSWRU (YDOXDWLRQV

$W WKH HQG RI HDFK URWDWLRQ WKH LQWHUQ ZLOO HYDO
7KH HYDOXDWLRQ LV GHVLJQHG WR LQGLFDWH WKH LQWHU
3UHFHSWRUV 6LWH 'LUHFWRUV DQG WKH LQWHUQ¶V SHHU
FRPPHQWV VKRXOG EH FRQVWUXFWLYH DQG SURIHVVLRQDO
FRPPLWPHQW 3UHFHSWRUV SURYLGH WKURXJKRXW WKH
VHQW WR WKH,QWHUQ&RRUGLQDWRU DFFRUGLQJ WR
HYDOXDWLRQV ZLOO DOVR EH XVHG DV D EDVLV RI GLVFXV
SURJUDP ZKLFK LQFOXGHV 068 IDFXOW\ DQG ', DGYLVRU\ F

9 &RXUVH *UDGH

$W WKH HQG RI HDFK FRXUVH LQWHUQV ZLOO EH DVVLJQHG
VXEPLWWHG WR WKH6HZRUN LQFOXGLQJ EXW QRW LQGHSHQGHQW
O

0HGLFDO &RQGLWLRQV

,QWHUQV GHYHORSLQJ PHGLFDO FRQGLWLRQV GXULQJ D UR
SK\VLFLDQ¶V VWDWHPHQW UHJDUGLQJ WKHLU VXLWDELOLW\ WR
DEVHQFHV DOO PLVVHG ZRUN VKRXOG EH PDUNHG RQ WKH URWD
GRFXPHQWHG RQ WKH LQWHUQ WLPH VKHHWV ,I LQWHUQV DU
DEVHQFH WKH\ ZLOO EH UHTXLUHG WR SURYLGH URWDWLRQ KRX
WR WKH QH[W URWDWLRQ RU UHSHDW WKH HQWLUH URWDW
,QVWUXFWRU DQG 6LWH 'LUHFWRU 6KRXOG WKH LQWHUQ

6HFWLRQ2/,&,(6 $1' 352&('85(6

7HUPLQDWLRQ

6KRXOG LQWHUQ GLVSOD\ LQVXERUGLQDWH EHKDYLRUV DQG
RU KHDOWK HFHSWRU IHHOV VWURQJO\ HQRXJK WR DVN WKH L
LQWHUQ IURP WKH IDFLOLW\ WKH ', 'LUHFWRU RU 6HQLRU UHPRY
ZLOO EH WHUPLQDWHG IURP WKH 06', LPPHGLDWHO\ 7KH V
GLVFLSOLQDU\ DFWLRQ LV DSSURSULDWH IRU PLQRU RIIHQV
DQG UHVROYHG +RZHYHU VKRXOG WKH LGHQWLILHG EHKD
DFDGHPLF SHUIRUPDQFH FRQWLQXH GHVSLWH ZDUQLQJV D
FRQIHUHQFH ZLOO EH KHOG :KHQ LW KDV EHHQ GHWHUPLQ
SURJUHVV WRZDUG FRUUHFWLRQ RI LGHQWLILHG EHKDYLRU
DFDGHPLF SHUIRUPDQFH GHVSLWH SUHYLRXV IRUPDO ZDU
'LUHFWRU RU 6HQLRU 6WXGHQW ZLOO PHHW ZLWK WKH LQWHUQ LGH
DWWLWXGHV DQG RU EHORZ VWDQGDUG DFDGHPLF SHUIRU

6HFWLRQ2/,&,(6 $1' 352&('85(6

UHFRPPHQGHG GXWLHV WR WKH DXGLWRU LQFOXGH +RZ
HPSOR\PHQW LV QHFHVVDU\ LW LV UHFRPPHQGHG WR OLPL
SHU ZHHN ,QWHUQVKLS UHVSRQVLELOLWLHV DQG KRXUV R
GXWLHV DQG ZRUN VFKHGXOHV DW DOO WLPHV ,Q WKH HY

6HFWLRQ2/,&,(6 $1' 352&('85(6

- &KHFN HPDLO DQG /06 DFFRXQWV GDLO\ DVFHUWDLQLQ W
  EHWZHHQ 068 IDFXOW\ DQG LQWHUQV
- &RQILQH FHOO SKRQH XVDJH LQFOXGLQJ WH[WLQJ WR
  UHVSRQVLEOH 3UHFHSWRU KDV DSSURYHG RWKHU DUUD
- $JUHH LI HTXLSPHQW SURSHUW\ LV GDPDJHG KDHWLUQ VX
  VROH UHVSRQVLELOLW\ WR PDNH UHVWLWXWLRQ WR WK
  UHSODFHPHQW
- $JUHH WR KROG VXSHUYLVHG SUDFWLFH VLWHV DQG 0X

6HFWLRQ2/,&,(6 $1' 352&('85(6

'LHWHWLF ,QWHUQVKLS GRFXPHQWV PD\ EH SURYLGHG WK3HUHFHSWRU

%HQHILWV RI %HLQJ D 3UHFHSWRU

- ,QWHUQV FDQ EULQJ D QHZ SHUVSHFWLYH DQG TXHVWLRQV SUDFWLFHV
- $VVLVWDQVFSHHZLDWK SURMHFWV DQG VWDII UHOLHI WRZD
- 6HQVH RI LPSRUWDQFH DQG FRQWULEXWLRQ WRZDUGV
- (QKDQFH \RXU SURIHVVLRQDO SRUWIROLR DQG UHVXPH H[SHULHQFHV DHQ[SHUHQWLRQLHQFHDSWRU

3UHFHSWRU &3(8¶V

7KH &RPPLVVLRQ RQ 'LHWHWDZLDU5GHJLRQWUDQWKLRQ BDIRVVLRQ FUHGLWV3HUHFHSWLQJ ZLOO EH LQFOXGHG XQGHU WKH W\SH ZLWK D WKUHH &3(8 \HDU ILIWHHQ &3(86 SHU ILYH

- ƒ :KDW ZLOO D W\SL"FDO GD\ ORRN OLNH
- ƒ :KDW DUH[SWHFWDWLRQV IRU VSULQJOHVDVQLGQOHDUQ

x ,QWURGXFWLRQV WR NH\ VWDII WKDW WKH\ ZLOO ZRUN
x 5RWDWLRQ VFKHGXOHV
x 7\SLFDO ZRUN VFKHGXOH GD
x 5HVRXUFHV PDQXDOV RQOLQH WRROV HWF

6HOHFWLRQ RI 6XSHUYLVHG 3UDFWLFH 6LW

6HOHFWLRQ RI 6XSHUYLVHG 3UDFWLFH 6LWHV

7KH60, SURJUDPH VWDII EOLVK DJUHHPHQWV ZLWK VXSHUYLVHG
.HQWXFN\ 7HQQ,HVVHHDEOLVHG RQ WKH IROORZLQJ

7KH DELOLW\ RI WKH VLWH WR SURYLGH VXSHUYLVHG L
PHHW &5'1¶V IRU WKH DVVLJQHG URWDWLRQ DQG VXSSR
REMHFWLYHV RI WKH 0XUUD\ 6WDWH Y,LVGHHSUDFWLFHW
IRU HDFK URWDWLRQ LV DV IROORZV

$ 0HGLFDO 1XWULWLRQ 7KHUDS\ 5RWDWLRQ

- $FXWH FDUH KRVSLWDOLFRQVHG EHGVW
- $FFUHGLWHG E\ 7KH -RLQW &RPPLVVLRQ
- (PSOR\V DW OHDVW WZR UHJLVWHUHG GLHWLWLDQ
- :LOOLQJ WR GHVLJQDWH DQ 5'1 ZKR LV TXDOLILHG WR SUHFHSW LQWHUQV LQ PHGLFDO3UDFWLFH W

% 0DQDJHPHQW 3UDFWLFH

- 2QVLWH IRRGVHUYLFH RSHUDWLRQ LQ DQ DFXWH FD OLFHQVHG EHGV
- $FFUHGLWHG E\ 7KH -RLQW &RPPLVVLRQ
- (PSOR\V D IRRGVHUYLFH PDQDJHU GLUHFWRU)6' V HGXFDWLRQ RU H[SHULHQFH WR PDQDJH WKH IRRG\
- :LOOLQJ WR GHVLJQDWH WKH)6' 25 DQ 5'1 LQYROYH RSHUDWLRQ DV3UHFHSWRUSURJUDPEHSWRXDOLILHG E\ HGXFDWLRQ RU H[SHULHQFH WR SUHFHSW LQWHUQV

& &RPPXQLW\ 1XWULWLRQ

- 3URYLGHV FRPPXQLW\ QXWULWLRQ VHUYLFHV LQ DC
  - o 3XEOLF +HDOWK 'HSDUWPHQW
  - o)RRG3DQWU\ EDQN
  - o 2XWSDWLHQW FOLQLF
  - o :RUNVLWH ZHOOQHVV
- (PSOR\V DW OHDVW RQH 5'1
- :LOOLQJ WR GHVLJQDWH DQ 5'1 ZKR LV TXDOLILHG WR SUHFHSW LQWHUQV LQ FRPPX3UDLW\UQXWULWLRQ&OLQLF

- &9 UHVXPH
- &RPPLVVLRQ RQ 'LHWHWLF 5HJLVWUDWLRQ 3URIHVV
  RU RWKHU UHFRUG RI FRQWLQXLQJ SURIHVVLRQDO
- &RSR I OLFHQVXUH DQG UHJLVWUDWLRQ FDUG

5'1V ZKR VHUYH DV 3WKHHSURRYDU\DW OHDVW RQH \HDU RI H[
FUHGHQWLDOLQJQHFRQWDRU DW OHDVW RQH \HDU RI H[SHULH
ZKLFK WKH\ DUH SUHFHSWLQJ PLHQW IRRGVHUYLFH PDQDJH

&RQWLQXHG 8VH RI 3UHFHSWRUV DQG 6XSHUYLVHG 3UDFWL
&RQWLQXHG3UHFHSWRUVRE DVHG RQ WKH IROORZLQJ
D &RPSOHWLRQHFHSWRUVRQVLELOLWLHV DV RXWOLQHG L
E)HHGEDFA}3UHFrVERFA}à ’Ð P €Q VHDN HH`a)-• ’Ö VDö Dö H ’

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3UHFHKDWRFRPSOHWHG WKH UHYLHZLQJ SURFHVV LW LV \R
SRWIRZKHR)DFXOW\ PD\ UHTXHVW LQWHUQVKLSV RU FOLQLFDO
WKSHRUWIROLR IRU UHYLHZ DW DQ\ WLPH
(3RUWIROLR =LS)LOH
,QWHUQV ZLOO EH VXEPLWWLQJ DOO SRUWIROLR ZRUN YLD
HQG RI HDFK URWDWLRQ ,QVWUXFWLRQV ZLOO EH SRVWHG
URWDWLRQ VHFWLRQ $OO FRPSOHWHG DVVLJQPHQW SRUW
DQ\WKLQJ LV PLVVLQJ \RX ZLOO UHFHLYH DQ LQFRPSOHWH
ILOH 7LPH H[WHQVLRQV IRU DQ\ SURMHFW DVVLJQPHQW ZL
UHVXEPLW WKHLU URWDWLRQ]LS ILOH RQFH DOO YLWDO PV DU
VXEPLWWHG RU WKH HQG RI D SDSHU F3RUWIROLR WR
DW WKH HQG RI HDFK URWDWLRQ

=LS ILOHV VKRXOG EH ODEHOHG DV IROORZV
/DVW QDPH)LUVW QDPH 0LGGOH ,QLWLDO

([DPSOH 5REHUVRQB B03'B]LSILOH

%\ VLJQLQJ EHORZ , YHULI\ WKDW , KDYH UHDG WKH 06', +
KDYH EHHQ SURYLGHG DQ RSSRUWXQLW\ WR DVN TXHVWLR
LQIRUPDWLRQ FRQWDLQHG ZLWKLQ ,DXQGHUVWDQG WKDW
GXUDWLRQ RI WKH SURJUDP , KDYH TXHVWLRQV RU FRQFH
WKDW , PD\ UHDFK RXW WR WKH ', 'LUHFWRU WR UHTXHVW

Printed Name

Signature

Date

including lodging and traveling to or from the Program, related or incidental in any manner thereto, and/or the conduct, including reckless conduct, of others. [Collectively ”‡ˆ‡”””‡† –‘ƒ•–Š‡ ò ‡Ž‡ƒ•‡† Žƒ‹•• ó

6 H F W L R Q 2 5 0 6

Date
Witnessed: _____ Date: _____

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&21),'(17,$/,7< $&.12:/('*(0(17
5(3527(&7(' +($/7+ 35235,(7$5< ,1)250$7,21
$1'
$*5((0(17 5(678'(17 &/,1,&$/ (;3(5,(1&($1'
5(/(6(2) ('8&$7,21 5(&25'6
, XQGHUVWDQG WKDW E\ YLUWXH RI P\ 6DUWLFLSDWL

6HFWLRQV

6RFLDO 0HGLD 3RLF\

''HILQLWLRQ RI 6RFLDO 0HGLD)RU WKH SXUSRVHV RI WKLV XQGHUVWRRG WR LQFOXGH DQ\ ZHEVLWH RU IRUXP WKDW FRPPXQLFDWLRQ RQ WKH LQWHUQHW LQFOXO

• ð S

6HFWLRQV

0XUUD\ 6WDWH 8QLYHUVLW\ 'LHWHWLF ,QWHUQVKL
+DQGERRN $FNQRZOHGJHPHQW)RUP

, KHUHE\ DJUHH WKDW , KDYH UHDG WKH 0XUUD\ 6WDWH 8
3URJUDP +DQGERRN FRQWDLQLQJ WKH SROLFLHV DQG SU
LQWHUQV , DFNQRZOHGJH WKDW , DP UHVSRQVLEOH IRU N
DELGLQJ E\ WKH SROLFLHV DQG 0 6 U R F H G X U H V , J R Y H U Q L Q J
XQGHUVWDQG WKDW IDLOXUH WR IROORZ DQ\ RI WKH SRO
GLVFLSOLQDU\ DFWLRQ XS WR DQG LQFOXGLQJ WHUPLQDWLRQ IURP WKH SU

Printed Name

Signature

Date

0XUUD\ 6WDWH 8QLYHUVLW\ 'LHWHWLF ,QWHUQVKL
&RGH RI (WKLFV $FNQRZOHGJHPHQW)RUP

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Professional Behavior and Conduct Guidelines

Murray State University (MSU) Dietetic Interns will be representing the University, School of Nursing and Health Professions and the nutrition and dietetics program at all times. One must endeavor to treat patients, students, employees, administrators, faculty and all other individuals with respect and courtesy.

Patient/Client Interaction:
With regard to patients/clients, remember to follow patient/client rights and medical ethics, as follows:

a. Patient medical records are privileged information. Dietetic interns may interpret diet information to the patient, but relaying any other L Q I R U P D W L R Q V K R X O G E H O H I W W R W K H G L V F U
Patient charts and all other patient records should be kept out of reach of unauthorized persons. Patient charts cannot be copied and are not D O O R Z H G W R E H W D N H Q I U R P W K H S D W L H Q W ¶ V S D W L H Q W ¶ V F R Q I L G H Q W L D O L W \ Z L O O U H V X O W L facility and program.
b. Do not discuss matters pertaining to patients in public places such as elevators, corridors or lounge areas.
c. Always speak directly to a patient when discussing his/her dietary needs. Conversation not intended to be heard by the patient should W D N H S O D F H D Z D \ I U R P W K H S D W L H Q W ¶ V K H D U I
d. Each facility may have other patient/client rights, which must be followed. i.e.: Health Insurance Portability and Accountability Act of 1996 (HIPAA).
e. All contact with patients is done only under the supervision of the designated facility preceptor.
f. $ Q \ L Q I R U P D W L R Q S H U W D L Q L Q J W R W K H S D W L H
patients, patient family members, or other medical personnel should be shared with the facility preceptor.

Facility:
In regard to the facility, an intern must remember:

a. Employees are to be treated with respect at all times. If a situation occurs resulting in a misunderstanding, the intern should immediately inform their facility preceptor.
b. Employees are not to be taken advantage of by the intern to facilitate completion clinical assignments.
c. Confidential information obtained within the facility must be kept between the intern and preceptors.
d. All personnel policies and procedures of the facility should be observed.
e. To adhere to Scope/Standards of Practice for the Profession of Nutrition and Dietetics.

f. To adhere to the Code of Ethics for the Profession of Dietetics to reflect the values and ethical principles guiding the dietetics profession.

Facility/Dietetic Intern:
Facilities maintain the right to set specific criteria for intern selection at a particular institution including an interview prior to any agreement to hosting the dietetic intern for a rotation. In regard to each facility the intern should keep in mind that her/his performance and attitude is directly related to the continued participation and cooperation of that facility and its staff in educating MSU interns.

Intern responsibilities include but are not limited to:

a. Prepare for and participate in all supervised practice activities and assignments.
b. Take responsibility as a self-learner and self-direct learning to meet requirements, expectations and objectives.
c. Demonstrate strong communication, professional, organization and critical thinking professional traits.

Intern Progression of Learning

- Maintain a positive, engaged attitude when interacting with others at the facility at all times.
- % H U H V S H F W I X O R I S U H F H S W R U V ¶ Z L O O L Q J Q H V understand that their full-time commitment and priority is providing patient care.

Professional Appearance:

a. The dietetic intern should follow the dress code of the facility and wear their MSU nametag unless the facility provides other identification.
b. Clothing should reflect good taste. Please refer to the dress code policy of the facility for specific guidelines as needed.
c. Excessive jewelry is not to be worn; engagement/wedding rings are allowed. Specific instructions may be given with each rotation. Good grooming is a necessary component to professional appearance and the intern must remember to follow Health Department regulations in food production areas.
d. Good grooming also means good health and body cleanliness. Visual tattoos must be covered and body piercing (except for earrings) must be removed. Hair and body should be free of odor and clothes clean and free of stains, rips or tears. Please refer to the dress code policy of the facility.
e. Absolutely no smoking during work time or in the classroom. Gum chewing or other distractive behaviors in the facility or during seminars are not considered to be professional behaviors.

Compliance with the professional behaviors and conduct guidelines is expected; non-compliance will result in removal from the facility or classroom for that day and a formal warning will be issued. A second occurrence of non-compliance will result in termination from the facility and/or program.

I have read and agree to abide by all the above guidelines.

Printed Name

Signature

Date

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