

CONTRACT

BETWEEN

**RUTGERS -The State University of New Jersey Rutgers Biomedical and Health Sciences -
School of Related Health Professions**

And

THE COUNTY OF GLOUCESTER

THIS CONTRACT is made effective the 1st day of May, 2017 by and between **THE COUNTY OF GLOUCESTER**, a body politic and corporate, with offices in Woodbury, New Jersey, hereinafter referred to as "County", and **RUTGERS -THE STATE UNIVERSITY OF NEW JERSEY RUTGERS BIOMEDICAL AND HEALTH SCIENCES -SCHOOL OF RELATED HEALTH PROFESSIONS**, a body corporate and politic of the State of New Jersey, having its principal office at 65 Bergen Street, Office 156, Suite 157, Newark, New Jersey 07107 hereinafter referred to as "Contractor".

RECITALS

WHEREAS, Contractor maintains educational programs in the School of Related Health Professions and is seeking additional training in a dietetic internship for its students (the "Students") in a facility such as is operated by the County; and

WHEREAS, both parties desire to maintain and improve their existing standards of health care delivery and education by participating in a clinical education program (the "Program"); and

WHEREAS, both parties desire to establish and maintain a working relationship in order to assure maximum utilization of clinical services and facilities; and

NOW, THEREFORE, in consideration of the mutual promises, agreements and other considerations made by and between the parties, the County and the Contractor do hereby agree as follows:

TERMS OF AGREEMENT

1. **TERM.** This Contract shall be effective for a period of one (1) year commencing May 1, 2017 and concluding April 30, 2018.

2. **NO COMPENSATION.** Neither party shall be obligated to pay the other any compensation in connection with the performance of this Contract.

3. **DETAILS OF PERFORMANCE.** The specific details of the actions to be performed by the Contractor and the County as part of the Program shall be as described hereafter, and as described in the attached Exhibit "A," entitled Dietetic Intern Agreement, The Agreement be, and is, which is incorporated into this Contract by reference. Should a conflict occur between this form of Contract and Exhibit A, this Contract shall prevail.

Contractor and County agree, as follows:

- (a) Contractor shall assume full responsibility for the planning and execution of the educational program including administration, promotion and graduation.
- (b) Contractor shall confer with the County in advance of its planned schedule of students, and type of experience for the Program. This said schedule will require approval of the County.
- (c) Contractor shall provide for the orientation to the Program for the County.
- (d) Contractor shall have the right to withdrawal ay of its students in the Program from the Program at any time in its sole discretion.
- (e) Contractor, and all its students in the Program, shall respect and maintain in accordance with all federal, state, county, municipal and other applicable laws, regulations, rules, and otherwise, the confidential nature of all documents and information which may come to them with regard to patients, and patient records.
- (f) Contractor shall be responsible for seeing that the students in the Program comply with the rules and regulations of the County, and all applicable laws, where they pertain to the activities of the students while in the Program.
- (g) Contractor shall designate a faculty representative of the Contractor to serve in a liaison capacity with the County for and regarding the Program.
- (h) Contractor shall provide documentation of immunizations and a physical examination of students in the Program, as required by the County, upon the County's request.
- (i) All Contractor's students in the Program shall be responsible for, and provide, there own medical care, except in emergencies.
- (j) The County shall at all times have the ultimate authority and responsibility for patient care.
- (k) The failure of any of Contractor's students in the Program to comply with the rules, regulations, policies and procedures of the County, or any applicable laws, will be

cause for dismissal of the student by the County from further participation in the Program. Said dismissal shall be in the sole discretion of the County.

(I) There will be no Contractor Faculty on-site.

4. **LICENSING AND PERMITTING.** If the Contractor or any of its agents is required to maintain a license, or to maintain in force and effect any permits issued by any governmental or quasi-governmental entity in order to perform the services required to participate in the Program which is the subject of this Contract, Contractor shall provide to County a copy of its or the students current licenses and permits required

for the student to participate in the Program, which licenses and permits shall be in good standing, and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract, and the student's participation in the Program.

Contractor shall notify County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Contractor or its agents.

5. **TERMINATION.** This Contract may be terminated as follows:

A. Pursuant to the termination provisions set forth in the Affiliation Agreement and exhibits, which are specifically referred to and incorporated herein by reference.

B. If Contractor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Contractor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

C. If, through any cause, the Contractor or subcontractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract, shall be forthwith delivered to the County.

D. Either party to this Contract may terminate this Contract for convenience upon 90 days' written notice.

E. Notwithstanding the above, the Contractor or subcontractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Contractor.

6. **NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned nor subcontracted by the Contractor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment or subcontract.

7. **INSURANCE.** The Contractor shall provide for professional and general liability coverage insuring the Contractor and its faculty, students and employees performing activities under this Contract through a Program of Self-Insurance providing limits of coverage of not less than \$1,000,000/\$3,000,000 on an occurrence type basis subject to the provisions of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq. Contractor assumes any and all obligations for its employees that are required pursuant to the Worker's Compensation and Disability Laws of the State of New Jersey through self-funding. Nothing stated in this Contract shall be construed to imply indemnification of any party by the Contractor.

8. **PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

9. **METHODS OF WORK.** Contractor agrees that in performing under this Contract, it shall employ such methods or means as will not cause any interruption or interference with the operations of County, or infringe on the rights of the public.

10. **NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement.

11. **PARTIAL INVALIDITY.** In the event that any provision of this Contract shall be or become invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provision of this Contract.

12. **CHANGES.** This Contract may be modified by approved addenda, consistent with applicable laws, rules and regulations. This Contract and the contract terms may be changed only by written addenda signed by both parties.

13. **NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

14. **COMPLIANCE WITH APPLICABLE LAW.** Contractor shall at all times during the course of the effective period of this Contract comply with and be subject to all applicable laws, rules and regulations of the State of New Jersey and of any other entity having jurisdiction pertaining to the performance of Contractor's services.

15. **INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Contractor is an independent contractor and is not an agent of the County. Neither an individual student nor any faculty member of Contractor nor any other agent or employee of Contractor shall be considered an employee or agent of the County.

16. **BINDING EFFECT.** This Contract shall be binding on the undersigned and their successors and assigns.

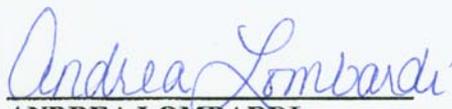
17. **CONFIDENTIALITY.** Contractor, and each of its students in the Program, shall not divulge or release any information, documents, reports, or recommendations processed, developed or obtained in connection with the performance of this Contract, during the term of this Contract, or subsequent to its termination except to authorized County personnel, or upon prior written approval of the County. This provision shall survive termination of this Contract.

18. **CONTRACT PARTS.** This Contract consists of this Contract document and the Affiliation Agreement and its Exhibits. Should there occur a conflict between the Affiliation Agreement and its Exhibits and this form of contract then this form of Contract shall prevail.

IN WITNESS WHEREOF, the Gloucester County Purchasing Agent, pursuant to a authority granted to him and set forth in the County Administrative Code, has executed this Contract, and Contractor's authorized representative has executed this Contract on the date indicated herein.

ATTEST:

COUNTY OF GLOUCESTER



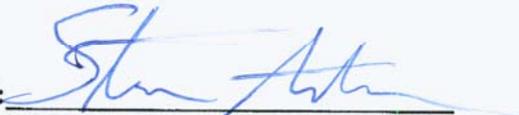
ANDREA LOMBARDI,
PRINCIPAL CLERK TYPIST

BY: 

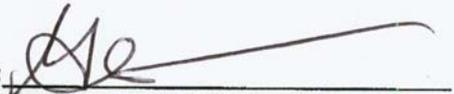
PETE MERCANTI,
PURCHASING DIRECTOR

ATTEST:

**RUTGERS OF NEW JERSEY SCHOOL
OF RELATED HEALTH PROFESSIONS**

BY: 

**STEVEN ANDREASSEN
CHIEF OF STAFF**

BY: 

**GWENDOLYN MAHON, PhD
DEAN**

Exhibit "A"

RUTGERS

School of Health Professions

Department of Nutritional Sciences NUTR 4639 Supervised Practice in Pediatrics and Obstetrics

Course Description

Pre-course preparation: This course experience requires the student to have placement in a facility in their geographical location to fulfill the pediatric and obstetric (90 hours) portion of the required supervised practice. The Clinical Coordinator must approve the site and schedule prior to start of rotation. A short contract or memorandum of understanding must be in place with the site prior to the start of this clinical rotation.

Course expectations:

- The students will achieve competency in the assessment, counseling, monitoring and management of pediatric and obstetric patients during this supervised practice experience.
- The course will be enhanced through Moodle. The student utilizes Moodle to obtain rotation materials, pre and post-tests, to post weekly progress reports, and to participate in discussions.
- Students are required to provide the preceptors with daily schedule and all evaluation forms on first day of starting the pediatric and obstetric rotations.
- Students are required to take the pre-test before the rotation begins and the post-test after rotation is completed.
- At the end of the rotation, the students are to compile in portfolio format all evaluation forms, experience log, tests, and assignments completed during rotation. The student must also include lesson plans, handouts, reports etc. if required for the rotation.
- **Students are expected to complete this supervised practice rotation within one semester.**

Credits/Modes of Instruction - 1 Credit/ Moodle course

Prerequisites - NUTR3300 Current Concepts & Trends in Nutrition Across the Life Span

Course Faculty: Pamela Rothpletz-Puglia, EdD, RD Associate Professor and Program Director, Bachelors of Nutrition and Dietetics, Coordinated Program, Rutgers University, School of Health Related Professions, Department of Nutritional Sciences. The best way to reach me about this course is through the Moodle email. My Rutgers email address is pr.puglia@shp.rutgers.edu

Course Goals and Objectives:

The goal of this course is to fulfill the core competencies required for the supervised practice component of entry-level dietetic education in the areas of pediatrics and obstetrics. In order to be verified for credentialing by the Academy of Nutrition and Dietetics, all entry level core competencies must be met through supervised practice. The objectives of this course are listed below and will be met through supervised practice at rotation sites, web-based tutorials, assigned readings, case studies, journal reviews and discussion. By the completion of this course, the student will be able to complete the following competencies.

The Pediatric and Obstetric Rotations contribute to the attainment of the following competencies:

CRD	Competency	Activity
<i>KR</i> 3.1	The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.	n/a
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice	Investigative Reports, Discussion forums, supervised practice preparation and conduct
2.1	Practice in compliance with current federal regulations and state statutes standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics	Student's evaluations from preceptors will reflect their practice in accordance to regulations.
2.2	Demonstrate professional writing skills in preparing professional	Investigative Report, Students will develop lesson plans, education

	communications (e.g. research manuscripts, project proposals, education materials, policies and procedures)	materials, and prepare an investigative report as part of the course requirements. Students will be evaluated using the education and counseling evaluation form.
2.3	Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience	Students will develop lesson plans and education materials for target audiences. Students will be evaluated by the preceptor using the education and counseling evaluation form.
2.4	Use effective education and counseling skills to facilitate behavior change	Education will be provided as part of an intervention for applicable patients. Students will be evaluated using the education and counseling evaluation form.
2.11	Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures	Student's evaluations from preceptors will reflect their professional attributes.
2.23	Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background	Student's evaluations from preceptors will reflect their assertiveness and negotiation skills.
3.1	Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings	Student's evaluations from preceptors will reflect their ability to perform the nutrition care process.
3.1a	Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered	Student's evaluations from preceptors will reflect their ability to perform an assessment.
3.1b	Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements	Student's evaluations from preceptors will reflect their ability to diagnose a nutrition problem.
3.1c	Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing	Student's evaluations from preceptors will reflect their ability to determine the appropriate nutrition intervention.

	goals and selecting and managing intervention	
3.1d	Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis	Student's evaluations from preceptors will reflect their ability to monitor and evaluate the process.
3.1e	Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.	Student's evaluations from preceptors will reflect their ability to perform the nutrition care process.
3.2	Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing	Students will develop lesson plans and education materials for target audiences. Students will be evaluated using the education and counseling evaluation form.
3.3	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions	Students will develop lesson plans and education materials for target audiences. Students will be evaluated using the education and counseling evaluation form.
3.4	Deliver respectful, science-based answers to consumer questions concerning emerging trends	Student's evaluations from preceptors will reflect their ability to deliver respectful, science-based answers to consumer questions.

Course Requirements

Requirements	Weight
Investigative Report (the new one developed during this rotation)	10%
Clinical Performance in Rotations Exceptional=70 Proficient=65	70%
Professional Conduct (10) and Portfolio (10)	20%
Total	100%

Portfolio and Professional Conduct

Portfolios should be presented in an organized and professional manner with separate and properly labeled sections. Label each attachment (within the document and the file name) so that it is easy to review. There are instructions for one way to do this within the course in the portfolio section. Do not scan your entire portfolio into one document, but you may zip a folder with separate documents and attach the zip file in the Drop Box in Moodle.

Overall professionalism is part of the portfolio grade. Please represent yourself in a courteous and respectful manner appropriate of the workplace and an academic setting, in the supervised practice rotation site, and in your written work and in communication within the course and via email. You must use your Rutgers email (versus personal email) to communicate with your preceptors via email.

Please participate in discussion forums within the course, class participation is considered to be part of professional conduct, as is timeliness of participation and assignment submissions.

It is also required that you review the plagiarism prevention and American Psychological Association (APA) formatting tutorial. APA formatting is the required style of the Coordinated Program in Nutrition and Dietetics and written work should follow these guidelines.

The competency evaluation (by your preceptor) is required and will be included in the portfolio and professional conduct grade. You must submit all evaluations within your portfolio, but you also must submit the evaluation ratings your preceptors provided within the link in the course to the Qualtrics survey platform.

Portfolio Contents

At the end of this clinical rotation, the student will submit the following documents in a portfolio as part of the final grade for this rotation:

Pediatric Assignments and Reports: Assignments and evaluation forms can be downloaded from the Pediatric Resources and Materials section within the 4639 MOODLE course.

Pediatrics Pre-Assignment

Pediatric Module

Patient Teaching Tool/ Activity

Special Problem in Pediatrics Investigative Report

Pediatric Evaluation forms:

Clinical Rotation Evaluation

Experience Log

Interviewing and Counseling Evaluation

Preceptor evaluation by Student
Experience/Site Evaluation by Student

Obstetric Assignments and Reports: Assignments and evaluation forms can be downloaded from the Obstetrics Resources and Materials section within the 4639 Moodle course.

Obstetrics Pre-Assignment
Maternal Module
Patient Teaching Tool/ Activity: Lesson Plan/ Handouts included
Special Problem in OB Investigative Report

Obstetric Evaluation forms:

Clinical Rotation Evaluation
Experience Log
Interviewing and Counseling Evaluation
Preceptor evaluation by Student
Experience/Site Evaluation by Student

All assignments must be typed. The final portfolio will be evaluated for completeness, accuracy, neatness and attention to detail. Any Portfolio that is not complete will not be graded until all items are submitted which will delay your course progression and will affect your grade.

Special Enrollment Requirements

Students are required to have access to internet and basic computer skills. Computer requirements can be found at:
http://shrp.rutgers.edu/tech4sure/student_services.htm.

Students are responsible for their own transportation to and from the clinical sites located in their geographic area. Students are to follow the site's requirements for lab coats and follow the dress code in the Orientation Manual for the Coordinated Dietetics Program which is located on the CP Nutrition Forum on MOODLE. Students are responsible for attending the site as per the schedule mutually agreed upon among the preceptor, clinical coordinator and student.

If a student requests a meeting with Dr. Rothpletz-Puglia or if a live class is scheduled, students will be participating via Adobe Connect. All students will need a headset with microphone in order to participate. Note ipod/ iphone / ipad headsets can ONLY be used when using a MAC computer. When presenting, you will also need to have a functioning webcam.

Feedback on Progress

Preceptors will complete the Rotation Evaluation Form at the end of the rotation as the clinical coordinator will use that as part of the overall rotation grade given to student. If the student does not achieve all competencies listed in this rotation as evidenced by receiving a proficient or exceptional on the

final evaluation from the preceptor, then in consultation with the preceptor and program director, the student may be remediated with additional time spent in clinical rotation or additional academic course work.

Students are required to submit the Rotation Evaluation Form at the end of the rotation in the course portfolio, in addition they will enter the results of their evaluation into a Qualtrics database through a link provided within the Moodle course.

The instructor will provide on-going feedback on discussion, assignments, and any other rotation matters.

Grade Determination:

The minimum level of satisfactory performance in this course is a '80%' or better otherwise the student will need to repeat the course*

To receive a '80%' or better, students must first complete ALL course requirements specified above, including meeting the minimum participation expectation, by logging into Moodle at least once per week. Based on the evaluations methods previously described, each requirement then is assigned a numeric score on a 0-100 point scale. The final letter grade is based on the weighted average of all requirements, as specified in the table below.

*CP Minimum Grade Policy as stated in the CP Student Handbook 2015

Letter Grade	Criteria	Quality Points
A	93 - 100	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79*	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D	60 - 69	1.0
F	<60	0.0

*Must Repeat the Course

General Learning

Resources Textbook(s)

1. Nutrition Through the Lifecycle by Judith Brown - Publisher is Wadsworth (Cengage learning) ISBN is 978-0-538-49391-8. (Life Span text book)
2. Mahan KL, Escott-Stump S, Raymond JL. Krause's Food and the Nutrition Care Process, 13th edition. (MNT I and II

Textbook – available in the Rutgers library as an e-book)

Course Units/Schedule

Each week of the course begins on a Wednesday. Students are expected to participate in weekly discussion postings and assignments throughout the duration of the course.

1. Students are required to provide all clinical preceptors with daily schedule and all evaluation forms on first day of starting clinical rotations.
2. Students are responsible for arranging a time for the Clinical Coordinator to speak with the Preceptor for PRECEPTOR ORIENTATION prior to the start, or at the start of each rotation.
3. Students are required to take the **pre-test** before the rotation begins and the **post-test** after rotation is completed.
4. During the entire length of time that the student is in rotation, the student is responsible to check in weekly in Moodle. Even if the student does not attend the site for a week, he or she must still post on the discussion forums to keep active status.
5. At the end of the rotation, the student is to compile in portfolio format **all** evaluation forms, case studies, tests including results of pre and posttests, and assignments completed during rotation. Student must also include lesson plans, handouts, etc. if required for the rotation.

SCHOOL AND PROGRAM POLICIES

Please refer to the SHP Student Handbook at http://shrp.rutgers.edu/current_students/pdf/Handbook.pdf and to the Coordinated Program Student Handbook.

Faculty/Student Honor Code and Academic Integrity

The Faculty/Student Honor Code is posted on the SHP website within the online SHP Student Handbook. The faculty of RBHS-School of Health Professions believes that students must observe and support high standards of honesty and integrity in all aspects of education, practice, and research. For this reason, all matriculated and non-matriculated students in this course are expected to abide by the School's Faculty/Student Honor Code and accept responsibility to help ensure that these standards are maintained by reporting violations of the Honor Code observed in others. All violations will be considered with gravest concern and may be punishable with sanctions as severe as suspension or dismissal.

Plagiarism Prevention and TURNITIN

A plagiarism prevention and American Psychological Association (APA) tutorial are posted within the course. It is required for students to review this tutorial to prevent plagiarism. This tutorial teaches how to cite references properly using APA formatting. We require APA format in the CP.

To prevent plagiarism, we have also enabled Turnitin within the course for students to use prior to handing assignments in. Students are required to utilize Turnitin to identify where you need to revise your work before you submit it for grading. Turnitin is also a feature of the course drop boxes for work that is submitted for grading. You will be required to evaluate your assignments draft through Turnitin for plagiarism prior to submitting it for grading. A Turnitin link is embedded in the course for each assignment. Plagiarism is considered a serious offense. If you are unsure of what constitutes plagiarism, review the plagiarism tutorial located at <http://www.indiana.edu/~istd/>. Students who plagiarize on assignments submitted for grading will receive a grade of F for the assignment and may be placed on academic probation.

Publication of Work as a Result of a Course

If you submit a paper that was completed as part of a course at Rutgers for publication, you are encouraged to communicate with the course director and any other faculty reviewers of your paper regarding their interest as serving as a co-author. If the faculty agrees to serve as co-author(s) then it is the student's responsibility to obtain their review and approval of the paper prior to its submission to the publication. Non-compliance will be considered a professional behavior violation. Regardless, the student is expected to indicate that the manuscript was prepared as part of course requirements while at Rutgers School of Health Professions as part of the degree process.

Suggested Writing Resources

This course relies on the ability to communicate concepts clearly in a written format as well as follow guidelines for proper grammar and sentence structure. It is expected that all written assignments follow appropriate grammatical, spelling, and referencing rules, and are free from plagiarism. Assignments with excessive grammatical and writing errors will receive a lower grade. If you need assistance with writing, we encourage you to get a writing tutor to assist you as writing is a critical skill in graduate education and for professional communication in the nutrition and dietetics profession. The Rutgers Writing Center (<http://www.ncas.rutgers.edu/writingcenter>) offers writing assistance to distance and local students. There are also tutorials available at: http://www.libraries.rutgers.edu/health_sciences_distance_learning/tutorials

EndNote

EndNote is a software program that works with Microsoft Word to automatically format in-text citations and end-of-paper reference lists with your chosen style (APA, AMA, etc.). EndNote can also be used as a database to gather and store citation libraries. We highly suggest that you become familiar with EndNote. Rutgers is licensed to provide download access of EndNote for Rutgers affiliated users. EndNote is a bibliographic software program used to search Internet libraries, organize references and create instant bibliographies. EndNote

enables you to collect and download your references from online catalogs and databases for inclusion in presentations and papers. After downloading the program from the Rutgers Virtual Library available at http://www.libraries.rutgers.edu/health_sciences/endnote-legacy-ru-schools-units-which-are-now-rbhs you will need to install the EndNote program. There are tutorials on how to use EndNote available at the Rutgers library as well as at <http://www.endnote.com>.