

**Olivet Nazarene University's
Didactic Program in Dietetics
Student Manual
2012**



Family and Consumer Science Department

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Introduction to the Didactic Program in Dietetics (DPD)

Welcome to the Dietetics Program at Olivet Nazarene University. Dietetics is one of six majors in the Department of Family and Consumer Science. The Department of Family and Consumer Science is housed in the School of Professional Studies. The official title of the program, according to the Accreditation Council for Education in Nutrition and Dietetics (ACEND), is the Didactic Program in Dietetics (DPD). Olivet's Dietetic Program is one of 228 DPDs accredited by ACEND.

Statement of Approval Status

The Didactic Program in Dietetics (DPD) has been granted initial accreditation as of October 1, 2011. The Accreditation Council for Education in Nutrition and Dietetics is located at 120 South Riverside Drive, Suite 2000, Chicago, Illinois 60606, (312) 899-0040, ext. 5400. Olivet has had an Approved Dietetic Program from 1975 to 2011. The DPD has successfully completed the initial accreditation process. The Program Assessment Report is due October 1, 2013.

The Mission

The program has established a mission and demonstrates that the mission is compatible with the mission statement or philosophy of the sponsoring organization and the preparation of entry-level dietetics practitioners.

The didactic program in dietetics (DPD) at Olivet Nazarene University supports the following mission statement that provides direction for program participants.

Mission Statement for the Didactic Program in Dietetics

“It is the mission of the didactic program in dietetics to prepare students to become entry-level dietetics practitioners through the provision of foundational knowledge, skills and competencies to aid in a successful application process and completion of their selected dietetic internship as well as successful completion of the Registered Dietitian examination. Further the program strives to provide dietetic students an academic, spiritual and personal avenue to grow, develop, lead and encourage one another in their passion for nutrition and health.”

This mission statement was an effort put forth by DPD students, faculty and DPD alumni. This mission statement is in agreement with the mission statements of the Department of Family and Consumer Sciences, and Olivet Nazarene University.

Mission Statement for the Department of Family and Consumer Sciences

“The Department of Family and Consumer Sciences at Olivet Nazarene University offers a diverse set of specialty programs that have the central mission of enhancing human health and well-being, as well as impacting the quality of goods and services in response to human needs across the life cycle. Teaching strategies that integrate Christian principles are targeted to all levels of environmental systems, including individuals, families and communities alike. The programs offered in the Department focus on

professional preparation while emphasizing the importance of a liberal education in the arts, humanities and sciences.”

Family and Consumer Science Theme: “All for One and One for All”

A theme statement exists to help students and faculty communicate the department mission, especially the integrative nature of the multiple specializations (majors) in the Family and Consumer Science Department. The theme statement is as follows:

“As members of God’s family, we may have different interests and gifts, but we have the common goal of sharing our faith in Jesus Christ, the Son of the Living God. The Department of Family and Consumer Sciences at Olivet Nazarene University includes six majors that are joined together as one department. Graduates of the department are prepared for Christ-centered service to all types of individuals, families and communities.”

This theme statement is based on the New Testament scripture, I Corinthians 12:12-13, 27-31.

“The body is a unit, though it is made up of many parts; and though all its parts are many, they form one body. So it is with Christ. For we were all baptized by one Spirit into one body—whether Jews or Greeks, slave or free—and we were all given the one Spirit to drink”. “Now you are the body of Christ, and each one of you is a part of it. And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration, and those speaking in different kinds of tongues . . . But eagerly desire the greater gifts.”

Further evidence of DPD program support can be found within the mission of the University.

Mission Statement for Olivet Nazarene University

“Olivet Nazarene University, a denominational University in the Wesleyan tradition, exists to provide a liberal arts “Education with a Christian Purpose,” Our mission is to provide high quality academic instruction for the purpose of personal development, career and professional readiness, and the preparation of individuals for lives of service to God and humanity. “We seek the strongest scholarship and the deepest piety, knowing that they are thoroughly compatible [and] . . . a Christian environment . . . where not only knowledge but character is sought,” (Quotation from the Olivet University Catalog, 1915.)

Didactic Program in Dietetic Goals

The goals for the DPD at Olivet Nazarene University are organized according to a three-dimensional framework of the University; General Education Dimension, Academic-Professional Preparation Dimension, and the Socio-Christian Dimension.

General Education Dimension

Program Goal I: The program will provide students with experience in the area of food and nutrition in the context of selected liberal arts courses shared with a diverse population.

The Academic-Professional Preparation Dimension

Program Goal II: The DPD shall prepare student to be competent in various stages of career readiness culminating with the successful completion of an Academy of Nutrition and Dietetics (AND) approved Supervised Practice Program.

1. The DPD shall prepare students by providing a didactic program consistent with the ACEND Dietetic Education updated 2011 Eligibility Requirements and Accreditation Standards.
2. Support students during the application process for a Supervised Practice Program
3. Provide support for non-matched students to reapply or seek other employment options.
4. Success in passing the required RD exam by students having completed Supervised Practice Program.

The Socio-Christian Dimension

Program Goal III: The program will provide a framework in which students can reflect a comprehensive understanding of the dietetic profession and means by which they can become contributing members of society. Opportunities for students to demonstrate integration of the Christian faith in food and nutrition systems, both on a personal and professional basis will occur.

Credentialing Steps (Didactic Program in Dietetics to Registered/Licensure Status)

Becoming a Registered/Licensed Dietitian is a three step process:

- First, students complete a Didactic Program in Dietetics and receive a Verification Statement. The Verification Statement is provided by the DPD Director upon proof of program completion, including graduation with a Bachelor of Science or Bachelor of Arts in Dietetics. The Olivet graduation requirements for dietetics, which are the same for obtaining the Verification Statement from Olivet, are stated in the university catalog located on the university website. Students must also complete the internship application process and participate in a match to be accepted into the Supervised Practice Program (internship). Acceptance into this step is competitive. Grade point average, reference letters, work experience and leadership qualities are considered.
Olivet offers the didactic program and support in the matching process.
- Second, students must complete a Supervised Practice Program (internship) after completion of the DPD requirements. *Olivet continues to stay in touch and offer assistance as needed.*
- Third, upon completion of the Supervised Practice Program the student must take and pass the Registration Exam for Dietitians given by the Commission on Dietetic Registration. *At this step, the "LDN" (new licensure if passed may change this credential) credential is earned.*

Didactic Program in Dietetics Graduation Requirements

The following general requirements apply to all bachelor's degrees:

1. A minimum of 128 semester hours of credit;
2. A minimum grade point average of 2.0 ("C"); DPD students are required to achieve a grade of "C" or better in any course listed in FACS, BIOL and CHEM. Policies regarding repeating courses are listed in the catalog (p. 41). Students facing hardship related to this graduation requirement may petition to the Academic Standards Committee that the requirement be waived. In either case, a Verification Statement of DPD completion will be provided to the graduate if all other graduation requirements are met.
3. A minimum of 40 hours of credit in upper-division courses (courses numbered 300 or above);
4. Completion of the general education studies of 45-58 hours; it should be noted that the DPD general education requirement hours range from 36 to 39 to 41 dependent on student choice in terms of intercultural credit courses.
5. Completion of a major program of study as specified by the College, School, or Department in which the major is taken or the major in General Studies described later;
6. Completion of supporting courses as specified by the major department;
7. The student taking the Bachelor of Arts degree must complete foreign language in the general education requirements.
8. Participation in the senior outcomes testing programs in general education and as may be specified by the major department.
9. The student must file an application for the degree with the Registrar six months prior to the expected date of graduation.
10. Students may participate in commencement as August graduates only if they are within 12 hours of graduation by the end of the spring semester, and have filed a plan of studies with the Registrar by April 1.

Required Courses to Complete the DPD

You may link to the DPD list of required courses via the university website
<http://web.olivet.edu/reg/pdf/DIET.pdf>

Double Majors and Minors

The dietetic major earns a student an automatic chemistry minor. A student may consider additional majors or minors to compliment the DPD program and his/hers career goals. Examples of programs recent DPD students have completed include business, exercise science, athletic training, and psychology. Neither a second major or additional minors are required for completion of the DPD at Olivet.

DPD Program Length

The DPD is planned to be completed in eight semesters with a full course load. The program may take longer than eight semesters for some transfer students, students not following the DPD schedule, students taking less than a full course load, or students choosing to complete a second major or additional minors.

Scheduling Courses

The following statement is found under General Requirements for Graduation (p. 44 in printed version). “Student Responsibility: Every candidate for a degree is personally responsible for meeting all requirements for graduation”. The following suggestions will make the scheduling process easier for the student:

1. Complete an eight semester plan in FACS. The student will have more than one opportunity to complete this plan; once in FACS 101, Orientation to FACS and during GNST 110, The Freshman Experience. Transfer students may complete a plan less than eight semesters. This will depend on the Registrar review of transcripts and approval of hours to transfer into the program.
2. Follow the recommended schedule provided by the DPD Director, keeping in mind that some courses are offered in alternate years.
3. Meet with the DPD director to have your schedule approved and be released for online registration.
4. Students will be directed and are expected to arrange a graduation evaluation with the Registrar’s office prior to the start of their junior year. A copy of the grad check should be provided to the DPD director. This will be kept in the student file.

Four Year Schedule

To avoid major scheduling conflicts and to meet prerequisite course work, you should adhere to the schedule (course sequence) provided by the DPD Director. Certain exceptions may exist for transfer students and student with a double major. You should verify all schedules with the DPD Director. This sample schedule is subject to change without notice, but any changes will be published by the Registrar’s office prior to registration for each semester. Other departments may change course times or terms without notice to any other department.

Sample Four Year Sequence Plan

FRESHMAN (Fall)		(Spring)		(Summer-Extra)		<u>ACT SCORE</u>
Class	Cr.	Class	Cr.	Class	Cr.	
1. FACS 126	3	1. FACS 230	3	1. _____	___	English _____
2. PHED 090	0	2. CHEM II 104	4	2. _____	___	Math _____
3. FACS 101	1	3. CHEM II Lab	0	3. _____	___	Soc Sc _____
(first block)		4. THEO 101	3			Nat Sc _____
4. CHEM 103	4	5. THEO 101 group	0	Comments:		Comp _____
5. CHEM 1 Lab	0	6. FINA 101	3			
6. ENG 108 or 109	4-3	7. COMM 105	___3			
7. FACS 134	2	TOTAL HOURS	16			
8. GNST 110	1	SEM. GPA	___			
TOTAL HOURS	14 - 15	CUM. GPA	___			

SEM. GPA _____				
30 – 31 TOTAL				
SOPHOMORE (Fall)		(Spring)	(Summer-Extra)	<u>WORK LOAD</u>
Class	Cr.	Class	Cr.	Class
Class	Cr.	Class	Cr.	Class
1. FACS 232	3	1. LIT 205	3	1. _____
2. FACS 231	3	2. BIO 247	4	2. _____
3. BIO 246	4	3. BIO 247 Lab	0	3. _____
4. BIO 246 Lab	0	4. BLIT 202	3	
5. CHEM 311	5	5. ENG 210	3	Comments:
6. CHEM 311 Lab	0	6. MATH 103 or *117	3	*Math 117 is a prereq for BSNS
7. BSNS 160	3	7. _____		241 – business stats
TOTAL HOURS	18	TOTAL HOURS	16	
SEM. GPA	_____	SEM. GPA	_____	
		CUM. GPA	_____	
34 – TOTAL				
JUNIOR (Fall)		(Spring)	(Summer-Extra)	<u>WORKLOAD</u>
Class	Cr.	Class	Cr.	Class
Class	Cr.	Class	Cr.	Class
1. ACCT 110	4	1. PSYC 101	3	1. _____
2. ACCT 110 Lab	0	2. BLIT 303	3	2. _____
3. PSYC 331 or *	3-4	3. SOCY 120	3	3. _____
4. FACS 330	3	4. FACS 337	3	
5. MICRO BIO 356	4	5. FACS 338 or 339	4	Comments:
6. MICRO Lab	0	6. FACS 338/339 Lab	0	* BSNS 241
7. FACS 335	3	TOTAL HOURS	16	
TOTAL HOURS	17-18	SEM. GPA	_____	
SEM. GPA	_____	CUM. GPA	_____	
CUM. GPA	_____			
33-34 TOTAL				

SENIOR (Fall)		(Spring)			
Class	Cr.	Class	Cr.		
1. FACS 435	3	1. THEO 404	3		
2. Elective *	3	2. FACS 331	3	(Summer-Extra)	<u>WORKLOAD</u>
3. FACS 498	2	3. FACS 338 or 339	4	Class	Cr.
4. FACS 455	3	4. BSNS 253	3	1. _____	_____
5. BIO 335	4	5. HIST 200	3	2. _____	_____
6. BIO 335 Lab	0	6. _____	_____	3. _____	_____
7. FACS 398 **	(1)	7. _____	_____		
TOTAL HOURS	15-16	TOTAL HOURS	16	Comments:	
SEM. GPA	_____	SEM. GPA	_____	*Intercultural credit course.	
CUM. GPA	_____	CUM. GPA	_____	**If BSNS 241 is taken	
				FACS 398 is needed.	
31-32 TOTAL					

128 – Total 51 – 54 Upper Division. Reviewed; 2009, 2012; Revised 2007, 2008, 2012;

Verification Statement

The signed verification statement documents that an individual has completed the **requirements** of a dietetics education program accredited or approved by ACEND. It is essential to ACEND dietetics education, CDR registration eligibility and AND membership. The process is as follows:

- To establish eligibility for a Dietetic Internship program
 - The completion of the ACEND Didactic Program requirements and at least a bachelor's degree from a U.S. regionally accredited college/university or foreign equivalent are necessary for eligibility to enter a ACEND-accredited Dietetic Internship program. When the Director of a Didactic Program in Dietetics signs a verification statement, she/he also is verifying that the individual has completed at least a baccalaureate degree from a U.S. regionally accredited college/university or foreign equivalent.
- To establish eligibility to write the registration examination for dietitians and dietetic technicians
 - * A verification statement is required by the Commission on Dietetic Registration upon completion of the Coordinated Program, Dietetic Internship and Dietetic Technician Program to indicate completion of academic or supervised practice requirements for eligibility to write the registration examination.
 - * Not applicable if individual completed the name/address verification form for Program Director to submit via CDR software.
- To establish eligibility for ADA membership
 - A verification statement is required when applying for AND Active membership.

Accessed from AND (formerly ADA) website

http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/CADE_15754_ENU_HTML.htm

A Verification Statement is a form supplied and completed by the Program Director. Only forms with original signatures are valid. The Program Director will provide these forms to the DPD graduate only after confirmation of program requirements by the Registrar at Olivet Nazarene University. To receive a Verification Statement from Olivet Nazarene University, a student must meet the following criteria:

- Achieve a grade of C or higher in all FACS and science courses
- Abide by the General Requirements for Graduation - online catalog
<http://www.olivet.edu/catalog/>

DPD Program Costs

- Costs for tuition, room and board and a general fee charged to all students to cover activities can be found in the online catalog accessible using the following URL address
<http://www.olivet.edu/catalog/> under financial information.
- Books and supporting materials for courses and course projects. These materials are listed in course syllabi.
- Lab coat is needed for FACS 338/339 hospital practicum. The student may also need a lab coat in the Supervised Practice Programs (internship).
- Transportation to local facilities for required practicum hour completion.
- Health insurance coverage; a copy must be on file with the DPD Director before any required practicum experience. This is a requirement stated in the affiliation agreements with the practicum experience sites. It is the student's responsibility to acquire health insurance.
- TB skin tests are also required prior to the start of FACS 338/339 practicum hours. Cost is dependent on whether the student needs a step one or step two. Juniors usually need a step two and seniors need a step one as long as the second TB test is completed within one year of the last. The student can accomplish this with the family physician or at school through the county health department. The health department fee is \$10.00 for step one and \$15.00 for a step two. Immunizations that are filed with the university's health service office are accessed with written permission from the student and are sent to the facilities prior to 338/339 practicum hours.
- A criminal background check is completed prior to the start of FACS 338/339 practicum hours. A clear report must come back from the student's home county and Kankakee County.
- Optional student liability insurance; Olivet provides basic coverage for liability during practicum hours, but students may opt for additional coverage.
- Other: Additional requirements depending on practicum facilities may include>
 - fingerprinting
 - urine drug testing
 - varicella (chicken pox) titer
- Computer access: All students are required to register their personal computers with the campus network. If students do not use the school wireless network for a period of three months students will have to register their computers again through IT. Microsoft products can be purchased at a discounted price either through ONU's bookstore or at the Microsoft.com website. ONU's IT

department will help students through this process and can be reached by phone: 815-939-5302 or via email at IT@olivet.edu.

- Membership to professional organizations is strongly encouraged during a student's undergraduate experience at Olivet. Enrollment in FACS 101 Orientation requires student membership in The American Association of Family and Consumer Sciences (AAFCS) for \$60.00/year. Student membership to the Academy of Nutrition and Dietetics (AND) is \$50.00/year and South Suburban Dietetic Association is \$10.00 per year. Membership to AND also includes membership to The Illinois Dietetic Associate (IDA). AAFCS and AND membership require an annual renewal.
- Honor Society initiation fees (i.e., Kappa Omicron Nu or Phi Delta Lambda). Application to honor societies is optional once invitation to membership is received, but requires an application process. Cost for Kappa Omicron Nu is \$60.00 and covers the student from the application year to one year post graduation.

Scholarship Opportunity

Competitive scholarship applications are available from AND, district dietetic associations and Family and Consumer Science organizations. In addition, various groups provide applications on related scholarship on occasion. Scholarship information will be posted in the RED informational book found at the Secretary's desk. Also, see ONU based scholarships listed in the online catalog.

Letters of Recommendation for Scholarships or Internship Applications

Read the requirements carefully. The student is responsible for informing the faculty member what is needed. Submit requests either in person or via email. **Be sure to allow a minimum response time of two weeks.** Requests not allowing this response time may not be able to be completed. In your request submit the following; who is the letter to be addressed to, what is the purpose of the letter, is the faculty recommending the student for graduate school, an internship, a scholarship or professional position, when must the letter be submitted by – what is the deadline, what is the address of the organization, facility or business. Be sure to provide a copy of your resume completed in FACS 498 and let the faculty person know if there is anything you want mentioned or emphasized.

Transfer Students

Suggestions for getting involved:

- Join the student organizations, Student Unit of the American Association of Family and Consumer Sciences (SUFCS), the Student Dietetic Club, South Suburban Dietetic Association or a campus group.
- Network in FACS 101 Orientation, get involved with your student mentor from FACS 498
- Communicate with faculty, even if you are not currently enrolled in a FACS course

Resources for the DPD Student

Benner Library

- Online Manual of Clinical Dietetics

- Dietetic Related books in 600's; also check the nursing and health science sections
- Internet Search Engines
- Online Tabler's Medical Encyclopedia
- Medical and Health Related Journals
 - American Journal of Clinical Nutrition
 - Journal of the American Dietetic Association
 - Nutrition (annual editions)
 - Nutrition Today
 - National Research Council (U.S.) Food and Nutrition Board
 - Report on the World Nutrition Situation

Family and Consumer Science Department

- AND membership – Evidence Analysis Library
- Nutrition Lab with 6 functional kitchens
- Lafayette Skinfold Calipers
- Lafayette Anthropometer
- Body Logic Body Fat Analyzer
- Omron Blood Pressure Monitor
- Videos/DVDs
- Nasco Food Models

Practicum Hours vs. Supervised Practice

Required practicum hours are opportunities provided to the DPD students during the undergraduate program. These experiences allow the student to enhance classroom learning through hands on activities with food and nutrition professionals. While several DPD courses require practicum hour completion as part of the course, students are encouraged to pursue additional work experience in summer jobs or volunteer experiences. Many Supervised Practice Programs (internships) require that an applicant have food and nutrition work experience as part of the application process.

The AND Supervised Practice Programs (internships) require a minimum of 1200 hours of planned activity prior to taking the RD exam. DPD students apply to Supervised Practice programs during the senior year, although the application process should begin the junior year. The DPD Director provides an application guide to Supervised Practice Experiences to assist the student in selecting programs. In addition, an Internship Workshop is presented once per year by the DPD Director. This workshop is open to all DPD students; however it is required for junior and senior DPD students.

Prior Work Experience

Although previous work experience related to foods and nutrition is an asset to the student in this program it will not be considered as a replacement for required practicum hours.

Current Courses with Practicum Hours

- FACS 330 Community Nutrition – 10 hours completed through WIC/Kankakee County Health Department.
- FACS 337 Quantity Foods – 25 hours completed through Sodexo/ONU campus food service.
- FACS 338/339 Medical Nutrition Therapy – 45 hours per semester completed through local medical centers.

DPD Faculty

The DPD program currently consists of two full-time and adjunct professors. Currently, all professors teaching DPD-FACS required core courses are registered/licensed dietitians (Exception: FACS 101 Orientation to Family and Consumer Sciences is taught by the Department Chair. Inquires about the dietetics program should be directed to Dr. Cathy Anstrom, the director of the DPD program; inquires about the department of Family and Consumer Sciences should be directed to Dr. Diane Richardson, Chair.

Full-time faculty teaching within the dietetic program are:

Catherine Anstrom, Ph.D., L.D., R.D., *Dietetic Program Director/ Associate Professor.*

Bachelor of Science: Home Economic Education, Eastern Illinois University

Completion of Plan IV Requirements for Dietetics, Eastern Illinois University

Master of Business Administration: Olivet Nazarene University

Master of Science: Clinical Dietetics, Rosalind Franklin University of Medicine and Science

Ph.D., Education, Capella University

Registered and Licensed Dietitian

Certified Food Safety Manager and Instructor in the State of Illinois

Heather Gibbs, Ph.D., L.D., R.D., *Assistant Professor*

Bachelor of Science: Dietetics, Olivet Nazarene University

Master of Science: Nutrition Education, University of Kansas

Ph.D., Nutrition Education, University of Illinois

Registered and Licensed Dietitian

Part-time faculty teaching within the dietetic program:

Deb Kimberlin, M.S., L.D., R.D., *Adjunct Professor*

Bachelor of Science: Dietetics, Olivet Nazarene University

Master of Science: Nutrition Education, Eastern Illinois University

Registered and Licensed Dietitian

Questions Associated with Supervised Practice Programs

Do I have to complete a Supervised Practice Program (SPS)?

- Yes, prior to taking the RD exam. This step to professional credentialing usually occurs upon the completion of the DPD program. Occasionally, a student may delay applying to a SPP in order to gain additional work experience, save money, etc. The SPP is the second of three steps that must be completed to earn the RD credential.
- No, if the RD status is not desired. Although the career market is limited without the RD credential. Students may pursue certain food and nutrition careers with a bachelor's degree in dietetics. It is the student's responsibility to check with his/her state licensing laws or credentials required to work in the field.

How do I increase my chances of acceptance into a SPP?

Placement in a Supervised Practice Program is competitive, with DPD graduates from across the county applying. Each program has its own selection criteria. Each program provides this information either on their websites or in the Supervised Practice Program Applicant Guide which can be obtained from the DPD Director. In general, students need a GPA greater than 3.0 on a 4.0 scale, related work experience, evidence of leadership, and positive recommendations from faculty and work experience supervisors. Some Supervised Practice Programs also evaluate a student's written goals and strengths/weaknesses. All criteria should be considered early in the DPD so that the student can acquire and build these skills.

How Does Olivet's DPD Program Prepare Students for the SPP Application Process?

The Supervised Practice Program application and all associated costs are the sole responsibility of the student.

- Grade standards are in place. Students struggling with grades should meet with the DPD Director. Tutors are available through Academic Support Services on campus.
- Practicum hours are required in selected classes, but students should obtain additional work experience. Students may consider seeking lab or departmental teaching assistantships.
- Leadership opportunities are available through the Student Unit of the American Association of Family and Consumer Sciences, Kappa Omicron Nu Honor Society, Dietetic Club, campus groups, local dietetic associations, and Resident Assistantship.
- Letters of Recommendation – do not discount their importance. Those who write these should know you well.
- Provides ample opportunities to volunteer in department organizations including; participation in projects, mentoring underclassmen effectively.
- Direct communication with faculty.
- Internship Workshop – offered yearly to address student questions concerning the Supervised Practice application process.

- The DPD Director will review all student applications prior to granting letters of recommendations.

Are there steps that should be taken each year while Students are in the DPD program?

Freshman/ Sophomore Year:

- Attend the Internship Workshop to remind and motivate underclassmen to set and achieve goals.
- Obtain SPP application to review.
- Obtain scholarship information and applications

Junior Year:

- Begin to investigate Supervised Practice Programs via the directory or SPP website. What are their criteria for program acceptance?
- Begin to plan and schedule visits of facilities you are considering
- Discuss program selections in terms of costs and location with family.
- Begin to fill out the SPP application

Senior Year:

- It is strongly recommended that you schedule and take the GRE.
- Applications due for review by DPD Director the first week of November
- Requests for recommendation letters are due prior to Thanksgiving break in November.
- Collect letters of recommendation prior to the end of the semester in December.
- Applications are generally due in early February (however some exceptions apply – be sure to review SPP application deadline dates carefully).
- Register with D&D digital online. Cost for this step is \$50.00.
- Register with Dietetic Internship Centralize Application (DICA's) process. Cost for this is based on the number of applications submitted. First application is \$40.00, cost of \$20.00 for each additional application.
- Selection notification in April

Graduates

- Senior year process applies for fall SPP start dates
- Applications are generally due in September for January start dates

Costs associated with the SPPs

Application

- Application fee for each facility (the cost for each application varies with each facility. Students are encouraged to go to each website for current cost information. Students are strongly encouraged to apply to a minimum of four SPPs.

- Application fee for each graduate program
- Processing fee to D&D digital
- Processing fee to DICA's
- Copying, Printing, Mailing costs
- GRE fee
- Travel costs to visit facilities

Supervised Practice Programs

- Each SPP publishes individual fees, which may include books, tuition, meals, housing, travel, health insurance, and malpractice insurance

What if I am not matched into a Supervised Practice Program?

The student and the DPD Director should meet to discuss options regarding the “No Match” scenario. Students may reapply immediately to sites with openings after the match, or reapply for winter start dates. Some student may wait until the following year, gaining work experience or improving grades in the meantime. If graduate school is a goal of the student, this may be an opportunity to initiate course work.

Opportunity to file complaints with The Academy of Nutrition and Dietetics: If dietetics students feel that a complaint about the program goes beyond the level of the department or the university, they may choose to file a complaint to the program's accrediting body, as follows:

The Accrediting Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606 or by calling (800) 877-1600 ext. 4872.

ADA (Currently, AND) Code of Ethics (2009)

ADA (Currently, AND) Code of Ethics - Principles 2009

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CSP” or “Certified Specialist in Pediatric Nutrition”; “CSR” or “Certified Specialist in Renal

- Nutrition”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
- b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
17. The dietetics practitioner withdraws from professional practice under the following circumstances:
- a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
 - b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
 - c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
- a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
 - b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
 - c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of the American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

Signature Page for the Student Dietetic Major Manual

As a dietetic major I am signing this form to indicate that I have received the dietetic student manual and that the contents are my responsibility to read and follow. My signature page will be kept in my student file. Verification statements will be withheld if this document is not in your student file.

Date: _____

Print your name: _____

Signature: _____

**Once you have signed this form it is your responsibility to give it to the dietetic program director.

Reviewed and Revised: September 2011, March 2012