

Coordinated Program in Dietetics Handbook

COORDINATED PROGRAM IN DIETETICS HANDBOOK

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The University Of Akron
Coordinated Program in Dietetics

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Various Clinical Instructors are responsible for supervising students in the Coordinated Program. You will meet them as you proceed through the rotations in your clinicals (supervised practice).

General Definitions

Role Model

A person in active practice who shares his/her duties, experiences and concerns with a student

Attachment Learning

Placement of a student with clinical personnel who continue normal duties, act as a role model, and guide student experiences. The following is a brief resume of expectations. For clarification, see job descriptions of Clinical Instructor, Preceptor and Clinical Staff, and Student

Clinical Instructor (Role Model)

Part or full time faculty member who collaborates with the staff in the clinical area for the students, assigns student work schedule, serves as liaison for communication between the university, clinical coordinator, and clinical staff. Collaborates with preceptor in establishing procedures and activities in the supervised practice area for the student. Grades all papers, case studies, projects. Evaluates student performance.

Preceptor (Role Model)

A person in active practice who serves as a role model and as a liaison between the University and clinical staff in the guidance of student experiences.

1. Collaborates with the clinical staff in establishing procedures and activities in clinical area for the students.
2. Assigns work schedule for students that correlates with the department's usual activities.
3. Serves as liaison for communication between University, clinical instructor, clinical staff, and student – on site professional.
4. Correlates student evaluations.

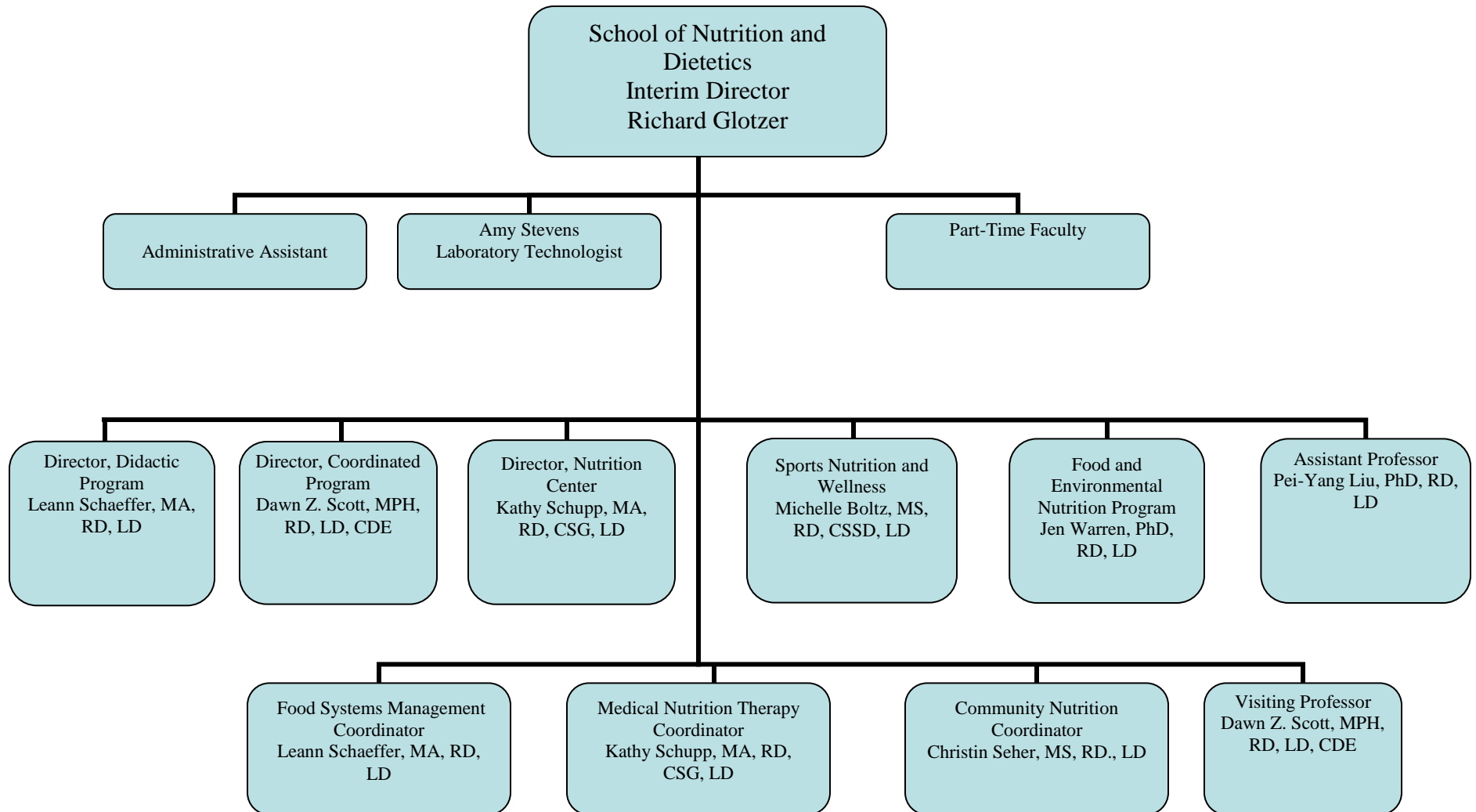
Clinical Staff (Role Models)

1. Shares experiences and allows the student to participate in usual activities as much as possible (may request student to perform an activity).
2. Communicate problems that may arise to student and instructor.
3. Perform as informal professional advisors.
4. Provide input for student evaluation.

Student

1. Performs assigned duties, as requested, in a professional manner.
2. Makes "professional use" of time in the clinical area.

ORGANIZATION CHART FOR SCHOOL OF NUTRITION AND DIETETICS



Coordinated Program in Dietetics

Mission Statement:

Graduates of the Coordinated Program in Dietetics will be prepared as entry-level Registered Dietitians for future practice in the field of nutrition and dietetics with attitudes, understandings, and skills that will allow them to analyze critically and meet the diverse needs of individuals and/or society. The program provides graduates with the knowledge and tools to develop skills necessary to develop into leaders in the field and to translate and apply the science of food and nutrition to health.

Student Objectives:

The Coordinated Program graduate will have the ability to:

1. Plan, direct and evaluate nutritional care for people throughout the live cycle based upon human needs, environmental factors and scientific principles of nutrition and dietetics.
2. Cooperate with others in providing nutritional care to individuals and groups.
3. Communicate effectively with people in a professional manner.
4. Effectively utilize opportunities for professional teaching, guiding, and directing.
5. Function competently in the management of the nutritional care of individuals or groups.
6. Make decisions and take appropriate action on the basis of professional knowledge and judgment.
7. Assume responsibility for self-direction, self-evaluation, and self-improvement.
8. Employ critical and creative thinking in evaluating, interpreting, and applying current concepts and new research findings related to the field of dietetics and nutrition.
9. Accept professional responsibility by performing within accepted ethical, legal, moral and social standards.
10. Identify the current and potential contributions of the dietitian in the community

Program Goals with Outcome Measures

Coordinated Program in Dietetics (CP)

The CP includes coursework and supervised practice experience. Upon program and BS degree completion, the graduate is eligible to take the national registration exam and become a Registered Dietitian (RD). Students apply to the CP during the spring semester of their sophomore year. Up to 12 students are accepted annually into the CP. The program is planned to take two years (24 months or 104 weeks). Students may be granted up to 150% of the time (3 years, 36 months, 156 weeks) to complete the program. Two additional slots are available for students meeting specified criteria.

Goal 1—The CP prepares a competent entry-level Registered Dietitian through an experience oriented curriculum to perform as a professional administrative, medical nutrition therapy, community, and health and wellness settings.

Outcomes Measured for Goal 1:

- Over a 5 year period, 95% of students accepted into CP will complete the program in no more than 36 months, which is 150% of the program length of 24 months.
- Over a 5 year period, 95% of students will achieve a satisfactory rating on entry-level competencies as evaluated by preceptors and faculty.
- Over a 5 year period, 85% of graduates will pass the RD exam on their first attempt.
- Over a 5 year period, 75% of all supervised practice placements will be evaluated annually for adequacy in meeting the needs of an evolving marketplace.
- Over a 5 year period, 80% of graduates seeking employment in dietetics will be employed in dietetics within six months of graduation.
- When surveyed one year post-hire, 80% of employers who respond to post graduate surveys will rate the CP preparation for practices as “satisfactory or better”.

CP Program Goal 2 – The CP graduates will serve as leaders for their community and the dietetic profession in various activities that further the commitment to life-long learning, which is necessary to critically analyze the needs of a diverse population.

Outcomes Measured for Goal 2:

- Over a 5 year period, 75% of the students demonstrate their leadership by becoming preceptors, clinical instructors, officers in their local, state, or national dietetic associations, or assisting in securing grants that provide services to a diverse population.
- Over a 5 year period, 50% of graduates surveyed will be engaged with culturally diverse populations or in culturally diverse settings through employment, volunteering or civic/community activities.

The Academy Membership and Registration

Accreditation

The Coordinated Dietetic Education Program (CP) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (The Academy). To maintain accreditation status, a Progress Report, indicating substantial compliance and a summary of procedures for the Coordinated Program, is submitted to ACEND for approval. Periodic self-studies and site visits are required for accreditation.

Student Membership in The Academy

Students in dietetic programs at accredited colleges/universities are eligible for Membership in The Academy. Membership in The Academy is required for CP students. Dues include subscription to the Academy Journal, daily news updates, and weekly public policy notices. Applications for membership are available from the CP Program Director. (Dues = \$50.00)

Information about the Academy is available from your academic advisor or through:

The Academy for Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60678-7215
800.877.1600
www.eatright.org

Routes To Membership in The Academy

Successful completion of the Coordinated Program (CP) accredited by ACEND with clinical experience in management, Medical Nutrition Therapy, and community nutrition provides graduates with eligibility for membership in the Academy.

Registration Examination

Graduates are eligible to take the registration examination for dietitians (RD exam) after successful completion of CP. The computer-based RD examination is conducted at centers designated by the Commission on Dietetic Registration. Information is provided during the second year of the CP.

Eligibility

The Academic Program Agreement for CP students includes courses established to meet the ACEND Accreditation Standards. **Verification Statements** are issued to program graduates by the Program Director. Students graduating from the Coordinated Program must obtain a grade of “C” (2.00) or better in all 7760 didactic courses and all science based courses and a B or better in all supervised practice rotations in order to earn a Verification Statement which indicates successful completion of required courses and supervised practice.

Upon successful completion of CP, the Program Director will submit verification data to the Commission on Dietetic Registration with each graduate’s current information so that Pearson Vue can send the examination application form and handbook for application for the RD exam. After processing the applicant’s fee and application, candidates are sent an Authorization to Test letter with information on how to schedule the RD exam at the Pearson Vue Center.

Additional information about this process will be disseminated near the end of the second year in CP.

Student Academy of Nutrition and Dietetics

The University of Akron's Student Academy of Nutrition and Dietetics (SAND) provides dietetic students with an excellent opportunity to utilize leadership and organizational skills and to market good nutrition across campus and the local community. It also is a fun way to meet people, make new friends, and to network with dietetics professionals. Even though CP is demanding of your time, the faculty strongly encourages you to actively participate in the SAND.

Serving as an SAND officer is an excellent example of your dedication and leadership. This service reflects positively on you and will benefit your applications for scholarships and future employment.

Greater Akron Academy of Nutrition and Dietetics

Or

Greater Cleveland Academy of Nutrition and Dietetics

The Greater Akron Academy of Nutrition and Dietetics (GAAND) is the local professional dietetics organization in Akron. Dietetics students are strongly encouraged to become members of this association and to participate in its many meetings and activities. Membership applications can be obtained from the University of Akron's Dietetics department or by contacting GAAND directly. You must be a member of The Academy to hold membership in GAAND.

The Greater Cleveland Academy of Nutrition and Dietetics is the local professional dietetics organization in Cleveland. Cleveland area students are encouraged to become members of this association and participate in its many meetings and activities. Contact information is available from the faculty. You must be a member of The Academy to hold membership in GCAND.

Scholarships

Scholarships are available to members from SAND, GAAND, GCAND, Ohio Academy of Nutrition and Dietetics (OAND), The Academy, the Nutrition and Dietetics Advisory Board and various other sources throughout the year. Information regarding scholarships will be posted on the dietetics bulletin board. Deadlines for applications will vary but most are considered during the spring semester. To apply for scholarships, students must:

- Obtain application forms,
- Request required letters of recommendation from faculty well in advance of deadlines
- Submit all materials before the deadline dates

- I. CP at The University of Akron
 - A. Established in 1975
 - B. Reaccredited in 2005 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), reaccreditation in 2015
 - C. Recognized and supported by local communities and state
 - D. One of four CPs in Ohio, about 50 in the country - Program is no longer called "CUP" because we now have undergraduates and postbaccalaureates
 - E. You are joining a prestigious group of individuals who have been selected for and successfully completed CP. Since 1977 approximately 470 students have completed CP
- II. CP vs Dietetic Internship
 - A. You have been selected through a rigorous selection process but that does not mean that you are necessarily any more qualified than the DP students
 - B. More will be expected of you during this experience than the DP students because of the program requirements
 - C. The current DP students will be in their rigorous internships in the future and those internships are equally as challenging as this program
- III. Costs and Employment
 - A. CP is a real bargain for you compared to many internships BUT this program is expensive for The University of Akron
 - B. CP estimated program fees – in addition to tuition, housing and The University of Akron fees:
 - Food Systems Management I - \$20.00 course fee
 - Medical Nutrition Therapy I - \$25.00 course fee
 - Food Systems Management II and Medical Nutrition Therapy I and II are \$120.00 course fee each
 - Community Nutrition I and II are \$40.00 course fee each
 - Medical Nutrition Therapy in Long Term Care - \$50.00 course fee
 - Staff Relief – \$50.00 course fee

First year:

 - Name Pins - \$7.00
 - Physicals - \$50-\$100
 - Uniforms, lab coats - \$50-\$100

Second year:

 - Background checks for second year - \$56
 - Breeding RD exam workshop - \$30-400
 - Attendance at OAND during the second year is required, if the meeting is held while spring semester is in session – approximate cost \$100-300
 - Legislative workshop during second year – paid for through course fees

Both years:

 - TB Tests and flu shots, annual - \$80
 - Transportation and parking fees - \$100 - \$1000
 - Books - \$500-900
 - Liability insurance is paid through course fees - \$0
 - Drug screens (if applicable)- \$65
 - Other meetings and seminars - \$0-100
 - Membership in The Academy - \$50.00

- IV. Important points to ponder
- A. Commitment to program – faculty want you to succeed
 - B. Professionalism – dress, look, talk, think PROFESSIONALLY
 - C. You are a student – not peers of faculty members, preceptors, etc. It is inappropriate to address faculty by their first names
 - D. Clinical facilities and preceptors devote many hours to your education. They do this for free. Without our clinical placements and preceptors we would not have a Coordinated Program
 - E. The faculty is here to help you, encourage you, teach, guide, and mentor you but not to decide your future. You control your destiny and control your personal and professional growth over the next two years.
 - F. Remember your behavior, attitude, and work ethic not only affects you but future students in the program. It also is a reflection of the faculty and Coordinated Program at The University of Akron.

It is all up to you. You can do this and be successful.

The Academy's Mission

Leading the future of dietetics

The Academy's Vision

The Academy of Nutrition and Dietetics members are the most valued source of food and nutrition services

The Academy's Key Areas of Interest

The Academy of Nutrition and Dietetics commitment to helping people enjoy healthy lives brings the Association into the forefront of five critical health areas facing all Americans:

- Obesity and overweight, with a focus on children
- Healthy aging
- Safe, sustainable and nutritious food supply
- Nutrigenetics and nutrigenomics
- Integrative medicine, including supplements and alternative medicine.

Code of Ethics for the Profession of Dietetics:

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982: enforcement began in 1985. The code applied to members of The Academy of Nutrition and Dietetics only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1988 and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support

of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

The Code of Ethics was revised and approved on June 1, 2018.

Code of Ethics available at <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496>

Policies and General Information for the Coordinated Program (CP) in Dietetics

The Coordinated Program is an accredited, concentrated program that coordinates clinical experiences with classroom lectures during the last two years of the dietetic program. A concerted and cooperative effort is encouraged, on the part of clinical staff as well as faculty, to stimulate in students a desire to discover resources and answers to many of their own questions.

The future of this program depends on the support and cooperation of each health-care or community agency. Please be advised that critical and/or judgmental comments made directly to clinical staff reflect upon you, personally, as well as on the program. Recommendations and comments from the preceptors, regarding the quality of your participation are shared with other professionals with whom you may be seeking future employment.

Please always keep in mind that a positive attitude promotes learning and also makes your life more enjoyable. You are the only one who can control your attitude! Civility is expected at all times, whether in classes, clinicals, laboratories, or other group situations.

Each clinical site will provide different opportunities and when made available students will be expected to fully participate in these opportunities. Additional opportunities may become available and you are encouraged to participate in these and, in fact, may be required to participate.

Retention in the program is dependent upon successful attainment of the following policies. Any exception to this policy will be explicitly explained to the student verbally and in writing.

POLICIES

ATTENDANCE AND PUNCTUALITY:

Participation in CP represents a contract with the School of Nutrition and Dietetics for a specified number of hours in the classroom and clinical areas to meet the program accreditation requirements. Clinical hours provide the opportunity for **supervised practice** required by the program, to develop the entry-level competencies needed for registration eligibility and employment. Therefore, the following policies related to attendance and punctuality are to be followed:

- Attendance and punctuality (100%) in class and clinicals is expected unless excused for unusual circumstances by the instructor. This participation is imperative for the building of a sound foundation of theoretical concepts leading to competent professional performance in all areas of dietetics. Any time missed in clinicals will be made up at a mutually agreed upon time with the preceptor and clinical instructor.
- The academic agreement signed by you is a contract between you and the program. Hours for each rotation are listed on the academic agreement. These hours have been sent into ACEND for our accreditation. You **MUST** fulfill the minimum hours on the academic agreement in order to be considered for graduation from the program.

- In case of illness and/or unanticipated absence, the student is expected to notify the clinical (faculty) instructor, and clinical preceptor immediately. It will be necessary to make up any days that are missed in the clinical area in order to comply with contractual requirements of CP.
- Attendance during times listed for clinicals on any given day are approximate and may vary. You may find that you need to be at clinicals longer than anticipated due to a schedule change. Flexibility is expected.
- Students may expect a weekend or evening experience to be scheduled, if appropriate for the agency.
- Punctuality demonstrates self-responsibility and is expected for class, scheduled clinical experiences, field trips, or seminars. Please allow sufficient time for travel. Clinical hours for the program are minimal and every minute must count! In addition, you may be creating a good impression on a future employer. If you must be absent for class, you must notify the instructor prior to the start of the class.
- Students will be required to attend pertinent educational seminars as they arise, for which registration fees may be required. The student's time must be flexible, as some experiences and field trips may be scheduled on short notice. Transportation to these seminars, as well as to clinical facilities, will be the responsibility of each student, and punctuality is expected. Parking passes for several of the hospitals may be available. Professional dress with lab coats (no jeans) is usually worn on field trips.
- Students are expected to attend professional meetings/conferences as assigned throughout the two-year program. If a student is absent due to an emergency, alternate arrangements must be made with the instructor. The student may be required to research and present a related topic to classmates as assigned by instructor or to substitute another professional meeting(s), if approved by instructor. **Second-year CP students are expected to attend the annual Ohio Academy of Nutrition and Dietetics meeting if it is held during the academic year. First-year CP students are expected to attend Super Saturday during their Spring semester, times and location will vary year to year.**
- If the University is closed due to inclement weather **before** the student is due at the assigned facility, he/she will not be expected to attend clinical. Please notify the preceptor **and** the faculty instructor. If the University closes **after** the student arrives at the clinical site, the student should work for the time period determined by the preceptor.

PROFESSIONALISM:

- Professional dress for Food Systems Management includes: clean, pressed khaki pants of respectable fit and length, white or light colored top, pant-suits, lab coats, appropriate hose, white rubber soled walking shoes (cleaned daily) or substantial "duty" shoes, no nail polish, white sweaters and limited jewelry. (Only watch, wedding band and post-earrings). Hair should be pinned to collar length in all clinical areas and hairnets must be worn in areas where food is present. Male students must be clean shaven. (Plastic gloves, provided by the facility, are usually required when handling food).
- For community, health and wellness clinical sites, and medical nutrition therapy clinical sites, clean, pressed clothing and jewelry appropriate for professional persons working in a business office is expected. Respectable fit and length of dress or pants is expected. No pierced nose, eye, or tongue jewelry is allowed. Tattoos should be covered. If you are unsure of required professional dress, ask your clinical instructor. Hair neat, no beards.

- Name pins with your name and title “Dietetic Student” are required as part of the professional dress and may be purchased at The University of Akron Bookstore. Verification of spelling and payment is made when name pins are ordered. Name pins are to be worn in all clinical settings.
- **Second year CP students** - interviews for potential jobs after graduation **must not** be scheduled during class or clinical! It is neither professional nor ethical for you to conduct interviews during the time allotted for supervised practice.
- Other attire cannot be worn in kitchens of the clinical sites due to safety and sanitation hazards. This attire may be worn during community or nutrition in medical science rotations with the permission of the coordinator, clinical instructor and the preceptor.
- When guest speakers present in classes, it is expected that you will wear professional dress to class.

PHYSICAL EXAMINATION, INSURANCES, INJURY:

- Evidence of health insurance and a physical examination are required to participate in clinical settings. The physical examination, preceding clinical experience, must include an annual two step TB skin test or chest x-ray, Hepatitis B series, updated MMR and tetanus booster, urinalysis, and serology if indicated. Proof of required vaccinations is mandatory. Some facilities are requiring a titre for proof of vaccination.
- A two-step TB test will be required prior to the start of the fall semester for the second year as well.
- Most health care facilities are requiring influenza vaccinations. The student should plan on obtaining a vaccine as required.
- Liability insurance is required and will be provided by the university blanket policy through course fees for 7760:310 (Food Systems Management I) and 7760:480 (Community Nutrition I). The CP Director arranges this through the university. Once the fee has been paid, the policy runs from January through December (12 months).
- In the case of injury or illness while at the supervised practice location, CP students should report to the Emergency Room, clinic, nurse’s office, or other health service if available. If not available, students should follow the policy of their individual health insurance provider. Neither The University of Akron nor the Coordinated Program assumes legal responsibility for or obligation for medical services provided.

BACKGROUND CHECK, DRUG SCREEN

- All Coordinated Program students will be required to submit to a background check for placement in clinical sites. The background check will be done at The University of Akron Police Department for the first year. Fees associated with the background check for the first year CP students will be covered by lab fees paid by the student. Second year CP students must obtain a background check on their own.
- Background checks are sent to the Director of the Coordinated Program not the Ohio Board of Dietetics.
- Some facilities may require that interns submit a drug screen. The student is responsible for payment of the drug screen and for securing a drug screening facility.

ACADEMICS, EVALUATIONS AND CLINICAL WORK:

- For CP students, all courses coordinated with a clinical (supervised practice) are required. Those courses are Food Systems I, Community Nutrition I, and Medical Nutrition Therapy I and II and Health and Wellness Clinical. The Health and Wellness Clinical is in conjunction with Food Systems Management II and Community Nutrition II. Additionally, Advanced Food Preparation, Career Decisions in Dietetics, Senior Seminar, Sports Nutrition, Nutrition in the Life Cycle, and Staff Relief are required. For other courses, evaluation is made by the academic advisor on a case by case basis. Clinical hours will be recorded in Springboard.
- Students should arrange to discuss major objectives with preceptors during the first week of clinicals, before the schedule for subsequent weeks is finalized.
- Class assignments and/or clinical projects **are not** to be completed during clinical time unless specific approval is granted by the preceptor/instructor.
- Student work in clinical sites may not be used to replace employees at the facility.
- Weekly reports, projects, case studies, etc. are required in CP. Effective writing skills are imperative. In evaluating your writing your instructor may require you to re-write your work and/or may refer you to the writing lab for assistance. You are required to use Journal of the Academy of Nutrition and Dietetics reference style for all papers in dietetics.
- Evaluation sessions are scheduled at the end of each term, and at any other time deemed necessary by student, faculty or clinical preceptor. After the second semester of the first year the CP faculty will conduct a total evaluation of each student's academic achievement, personal attitudes and ethics, professional involvement, contribution to the program, and in general the ability to demonstrate high quality standards required by The Academy. A majority rule will be sufficient to recommend remedial work prior to the student's continuing in CP or completing the DP.
- Students may have access to their files with clinical evaluations at any time.
- **Re-evaluation of written clinical assignments**: In courses which are team taught, re-evaluation by a second instructor is possible if the following criteria apply: 1) if original grade is C- or lower, and 2) if the request is brought to the Director of the Coordinated Program within one week after the assignment was returned. A second instructor to grade the assignment will be randomly assigned from among the faculty teaching the specific course. The revised grade will be an **average** of the two grades.
- For continued participation in the CP program and to receive the verification statement, students must maintain a 3.0 GPA each semester and earn a minimum grade of "C" (2.00) or "Cr" in the courses listed in the **Dietetics H40500BST Coordinated Program Curriculum Guide**.
- For supervised practice courses, the student's academic work must be equivalent to a B (3.00) in order for the student to receive credit for the supervised practice. If you do not receive credit for the supervised practice, you will be dismissed from the Coordinated Program. You may complete the Didactic Program.
- Because students are unable to have identical experiences and will observe a variety of techniques used in accomplishing similar goals, the post-clinical conferences provide students an opportunity to share their experiences and to learn from one another. Your attendance at pre- and post-clinical conferences is required.
- Although a student may elect to work while enrolled, it is difficult to do justice to this educational opportunity

concurrently. "Incompletes" in courses will be given only under very extraordinary circumstances, and only when the student has been doing acceptable work.

- The Department of Developmental Programs provides free academic support to all students. Reading, writing, and study skills are evaluated and recommendations made for improvement. The Department of Testing and Counseling provides free support to students with personal or academic concerns.
- Books purchased initially, while costly, will be used over a two-year period and will form the nucleus of the student's professional library. Your books are the basis for preparation to sit for the RD exam. **DO NOT SELL BACK YOUR TEXTBOOKS - YOU WILL NEED THEM IN THE FUTURE. DO NOT RENT YOUR TEXTBOOKS.** Workbooks and handbooks are also required for some courses. The nature of CP is such that above-normal expenditures for transportation, uniforms, and textbooks are necessary.

DISCIPLINARY POLICY:

- Students are advised to become aware of the disciplinary procedures published in The University of Akron Rules and Regulations Concerning Campus Conduct and Student Conduct Procedures (Code of Student Conduct). Information is available at www.uakron.edu/studentconduct.

ACADEMIC TERMINATION POLICY:

- Students who do not receive a passing grade (B) on their clinical will be terminated from the CP immediately.
- Students who do not receive a C or better in the didactic component of the program will be terminated from the CP.
- Grievance procedure is on page 19 of the Coordinated Program in Dietetics Handbook.
- Student group concerns must be submitted one week in advance for inclusion on the agenda at the dietetic faculty meetings. Students may be represented on all decision - making committees of the program as appropriate for student input. They may also be actively involved with curricular development, evaluation, and revision of the program. Individual student concerns should have prior review by the appropriate faculty member.
- Students are expected to adhere to the University Of Akron Code Of Student Conduct.

TRANSPORTATION:

- Reliable transportation to all clinical sites, seminars, and field trips is the responsibility of the student. Often parking is free at these sites. However, if this is not the case, the student is responsible for the cost of parking.
- Neither The University of Akron nor the Coordinated Program is liable for accident or injury in transportation to and from supervised practice locations.

RD EXAM AND SURVEY:

- Upon satisfactory completion of the program each student is eligible to take the registration examination in dietetics. It is expected that graduates of the program will sit for the RD exam.
- The completion of a survey by every CP graduate after approximately one year of employment is required in order to maintain accreditation status. This will provide information for program evaluation and planning.

LICENSURE IN THE STATE OF OHIO

- In order to practice in the State of Ohio, a license issued by the Ohio Board of Dietetics is required
- Graduates may obtain a limited permit to practice after graduation and you have sent your official transcript to the Board, but have not taken/passed the RD exam
- Graduates may obtain a permanent license to practice after graduation, you have sent your official transcript to the Board, and have passed the RD exam.

WAIVING SUPERVISED PRACTICE EXPERIENCES FOR PRIOR LEARNING:

- It shall be the policy of the Coordinated Program in Dietetics at The University of Akron to modify the supervised practice experience for individuals with extensive learning and professional experiences that have been acquired outside of the academic setting. The assessment of prior learning experience will provide limited waivers that will acknowledge the accomplishments and learning of the intern while meeting the competency requirements for completion of the supervised practice experience as established by the Accreditation Council for Education in Nutrition and Dietetics. The prior learning experience can be in the area of Nutrition in Medical Science, Food Systems Management, Community Nutrition or Health and Wellness.
- Approval of prior learning will be based on the following criteria:
 - A. It shall be the student's responsibility to request a substitution of a supervised practice experience with prior learning or professional experience.
 - B. The student shall provide the Director of the Coordinated Program with documentation of the prior learning experience which shall be the basis for the assessment.
 - C. Documentation is to be submitted with the application to the Coordinated Program.
 - D. The documentation shall be approved prior to the beginning of the program
- Procedure for applying the Coordinated Program with a waiver for supervised practice:
 - A. The student will complete the application for the Coordinated Program in Dietetics and submit it by the February 1st due date.
 - B. The application will be reviewed and scored by the selection committee.
 - C. The applicant will complete the writing lab assignment which will be scored by members of the writing lab. This score is sent to the Director of the Coordinated Program to be incorporated into the overall score.
 - D. The applicant will participate in the interview process, which will be scored and become part of the total application score.
 - E. Documentation for the waiver is to be submitted according to the waiver criteria listed below.
 - F. The student should review the competency statements for the Coordinated Program to determine their level of expertise and fulfillment of the required competency. They can review their information with the Director of the Coordinated Program prior to submission.

G. If the overall score of the application places the student in the top 14 candidates, the documentation submitted for waiver of supervised practice shall then be reviewed.

- Procedure for the waiver process:

- A. Students will submit documentation that will verify employment place(s), date(s), and supervisor name(s).
- B. Provide documents from the work experience that relate to the competency statements. The documentation shall list the competency number with the related experience.
- C. Documentation should demonstrate the level of current knowledge, work experience and skill competency.
- D. A separate interview will be scheduled for the applicant to present the document to the application review committee.
- E. For Food Systems Management I, documentation should include one or more of the following: menu planning, supply and food procurement, food production, food service systems, sanitation and safety, continuous quality improvement, management functions and skills. Higher level skills, such as financial resources management, human resource management, project management, shall not be waived. Students possessing these higher level competencies in one type of facility will be placed in a contrasting management rotation, i.e. a student with experience in long term care will be placed in a school lunch facility. Examples of work include but are not limited to: menus planned, personnel evaluations, production records, copy of purchasing activities.
- F. For Community Nutrition I, documentation should include information on community nutrition education, participation in a Women, Infant, and Children (WIC) program, nutrition education at health and wellness facilities, program development at county boards of health. Samples to be included in the documentation may include but are not limited to nutritional screenings and assessments reflecting the nutritional status of the community or specific populations, documentation of providing nutrition care or education for community groups across the lifespan, in-service programs for a diverse population, documentation of community-based health promotion programs.
- G. For Medical Nutrition Therapy I, documentation should include information on utilization of the nutrition care process, providing nutrition education, completing and interpreting nutrition assessments, calculating nutritional needs and making recommendations according to the nutrition care process. Samples to be included may include, but are not limited to examples of the nutrition care process documentation, completed nutrition assessments, medical nutrition therapy recommendations and calculations made.

revised 5/79; 4/84; 8/90; 11/93; 5/94, 9/96, 8/98, 7/99, 5/01, 5/04, 2/05, 2/07, 4/07, 4/08, 3/10, 1/12, 4/13, 3/14, 6/14, 3/16, 4/17, 5/18, 9/18

Appropriate Lines of Communication for Grievances

1. Students who wish to express a complaint or concern about courses, faculty, other students, existing policies and procedures, etc. should follow appropriate lines of communication.
 - Courses of action: The student(s) should first request an appointment with the instructor of record to discuss and attempt to resolve the concern/complaint. Full-time faculty should have office hours posted on the doors of their offices. The school's Administrative Assistant also has copies of schedules for all faculty. Part-time faculty usually only have office hours by appointment. A request for an appointment may be made in writing (a note left in the faculty member's mailbox, on the office door or with the Administrative Assistant), in person, through email, or by phone.
 - If the problem remains unresolved (or if the student(s) feel they are unable to approach the instructor of record about the matter), the student(s) should then request an appointment with the CP Director. The student(s) should be prepared to list: 1) the nature of their concern(s); 2) what steps they have already taken to resolve the matter; 3) their expectations regarding how the matter should be resolved.
 - The student may take unresolved issues to the School Director for further review.
 - If the issue is still unresolved, the student may make an appointment with the Dean of the College of Health Professions for further review.
2. If the complaint/concerns/allegations involve the conduct of a fellow student or a faculty member, complainant(s) should be prepared to document their complaint(s) with verifiable facts (dates, description of incidents, persons involved, etc.).
3. If the matter involves the time schedule or content of a course, resolution may require input from all school faculty as well as other branches of the University organization. This means resolution of a problem may not occur within the semester during which it is identified. **However, students are encouraged** to call faculty attention to such concerns as faculty are constantly adjusting clinical and didactic course content and schedules to comply with ever-changing accreditation and university requirements.
4. If there is an unresolved issue with the accreditation standards for the Coordinated Program after all of the above avenues have been exhausted, the student may contact ACEND at 1-800-877-1600, ext. 5400
5. Students are expected to comply with appropriate standards of confidentiality and ethical behavior with regard to faculty, fellow students, university staff, clinically-based employees and patients/clients during their matriculation through the Dietetics Programs.

INSURANCE INFORMATION
COORDINATED PROGRAM IN DIETETICS
THE UNIVERSITY OF AKRON

MEDICAL INSURANCE INFORMATION:

Student's Name _____

Address _____

Phone: _____

In case of emergency contact _____

Health and Accident Insurance Company _____

Name of Insured _____

Policy and/or Group Number _____

I certify that the above information is true and complete to the best of my knowledge. I understand that I am covered by the University of Akron blanket liability insurance policy during my clinical assignments in the Coordinated Program in Dietetics and that I am responsible for my own health and accident insurance coverage.

Student's signature _____ Date _____

The University of Akron School of Nutrition and Dietetics: Coordinated Program in Dietetics

INSTRUCTIONS FOR THE HEALTH REQUIREMENTS REPORT FORM

PLEASE READ CAREFULLY!

- **Physical Health Examination.** The Ohio Revised Code requires all persons working (or learning) in health care settings to undergo a physical exam. The results of this examination should be submitted to the Director of the Coordinated Program on the enclosed form (blue). **Please make one copy of this form for your records prior to submitting it to the CP Director.** (A copy of a physical exam from place of employment or the military reserves is also acceptable if done prior to January 1st of Fall Semester) **Deadline for submission is First Day of Fall Semester.**
- **Immunizations.** Documentation is required in regard to the following communicable diseases, based on Ohio Revised Code, and/or policies established by health care agencies with which we have affiliation agreements. Documentation of Chicken Pox, Measles, Mumps, and Rubella must be provided either on the Health Requirements Report Form or a signed physician's statement. Copies of childhood immunization forms are sufficient if signed. ***(Transfer all information to the blue form; write the year, not "had disease as child.")*** However, the following information is also necessary relative to these communicable diseases: 1) you must have received the live measles (Rubeola) or MMR after your first birthday; 2) persons who received killed mumps vaccine (1950-1978) will benefit from vaccination with live mumps (MMR can suffice if it contains live mumps). **If you can provide no proof or records from a healthcare provider, you must have titres drawn as required by State Law. Deadline for submission First Day of Fall Semester.**
- **Annual Tuberculin TB test (Mantoux, PPD).** The Ohio Revised Code requires all persons working (or learning) in health care settings have to have an **annual** TB test. Upon entering the program, the required test is called the **TWO STEP**. You will get the test twice with results being read within 48-72 hours of each test. The second test is to be performed from 1 to 3 weeks after the first test. **Documentation of both test results must be submitted to the CP Director.** Since this is not a subcutaneous test, pregnancy is not an exemption as there is not a risk factor involved. If a significant reaction occurs, you should receive a chest x-ray and be evaluated by a physician. **If you have a positive reaction or know you are positive, initial x-ray results and an annual follow up form need to be filled out and turned in.** (Form available in Student Affairs.) If you had a BCG vaccine you are **not** exempt from skin test requirements. A single TB test accompanied by a chest x-ray and/or a chest x-ray result within the last year is also acceptable. You may or have your healthcare provider visit www.cdc.gov/nchstp/tb for further explanation of the Two Step TB healthcare worker requirements. **Deadline for submission is First Day of Fall Semester.**
- **Hepatitis B.** Vaccination against Hepatitis B is also required. This is a 3-dose series of vaccinations given over a 7-month period of time. The 2nd dose is given one month after the 1st and the 3rd is given five months after the 2nd. You should complete the entire series with one service provider. Your health insurance policy may cover the cost of the series. **The date of your 1st Hepatitis B dose must be provided on an official medical document/form. Deadline for submission of the 1st dose is the First Day of Fall Semester.** A copy of the 2nd dose must be submitted in like manner no later than the first week of September and proof of the 3rd no later than the first week of February. Please confer with your healthcare provider with questions or concerns.

*You may secure all the above required health requirements through a private physician, health care agency, the Akron Health Department or our Student Health Services. Call for pricing information.

- **Liability Insurance.** Affiliation agreements require a \$1,000,000/\$3,000,000 liability insurance policy for each student. **The cost for this policy is included in your fall tuition as an added course fee.** This is a one time annual fee. This has NOTHING to do with your personal coverage.

The University of Akron
Coordinated Program in Dietetics
Health Requirements Report Form
CP Fall Orientation
DATE DUE:

NAME: _____
(Please Print) Last Name First Name M.I.

PHYSICAL EXAMINATION:

Ht.	Wt.	B.P.	Temp.	Pulse	Resp.
Eyes	Ears (Hearing)	Thyroid	Heart	Lungs	Abdomen
Musculo-Skeletal	Peripheral Vascular	General Appearance	Skin	Spine (note curvature)	

Health History: Medical Problems (Describe on Reverse Side)
Medication(s)
Allergies
Seizure Disorder

IMMUNIZATIONS:

Chicken Pox Titre: (Required if no medical history)	Date:	Titre Ratio:
Mumps Titre: (Required if no medical history)	Date:	Titre Ratio:
Rubella Titre (German Measles): (Required if no medical history)	Date:	
Rubella Vaccine: (Required if negative Rubella Titre – NOT for pregnant students)	Date:	Titre Ratio:
Rubeola Titre (Regular Measles): (Required/Recommended for pregnant students)	Date:	Titre Ratio:
Rubeola Vaccine: (Required if negative Rubeola Titre)	Date:	
MMR Immunization (Measles, MMPS, Rubella)	Date:	
TDAP Immunization	Date:	

NAME: _____

(Please Print) Last Name

First Name

M.I.

Caution Regarding Pregnancy: Check with physician; caution also recommended for males with no history of mumps. Except for Rubella, no immunizations required once individual is past 32 years of age.

TB: 2 STEP PPD (Mantoux):

Step #1	Date Administered:	Results:
Step #2	Date Administered:	Results:

Chest X-Ray if Mantoux is positive. Chest X-Ray, if taken within past 4 months (submit results) can eliminate need for PPD

Hepatitis B (3 Dose Series): NOTE: Hepatitis B series can be refused, but requires signing a waiver after reading literature pertaining to Hepatitis B Immunizations.

Step #1	Date:
Step #2	Date:
Step #3	Date:

Assessment: Does this student have any findings which may interfere with functioning as a clinical dietetic student?

Physician/Nurse Practitioner

Date

I understand that the Dietetics Department will share this information with appropriate faculty, clinical agencies, or in the event of medical emergency.

Student's Signature: _____ **Date** _____

CP Major Code: H40500BST

**THE UNIVERSITY OF AKRON
COLLEGE OF HEALTH PROFESSIONS
SCHOOL OF NUTRITION AND DIETETICS**

ACADEMIC PROGRAM AGREEMENT

Goal: Bachelor of Science in Dietetics – CP

Student's Name _____ **ID#** _____ **Phone #** _____
Transferred from _____ **College or University** _____

ACCREDITATION REQUIREMENTS: CP COURSES AND SUPERVISED PRACTICE REQUIREMENTS: (90 credits)

_____ 3100:130 (3) Principles of Microbiology _____
_____ 3100:200/201 (4) Human Anatomy and Physiology I _____
_____ 3100:202/203 (4) Human Anatomy and Physiology II _____
_____ 6200:201 (3) Accounting Principles I _____
_____ 6300:201 (3) Introduction to Entrepreneurship _____
_____ 6500:301 (3) Management Principles and Concepts _____
_____ 6500:480 (3) Introduction to Health-Care Management _____
_____ 7760:485 (1) Seminar: Professional Preparation for CP _____
_____ 7760:133 (3) Nutrition Fundamentals (also counts as physical education) _____
_____ 7760:228 (3) Introduction to Medical Nutrition Therapy _____
_____ 7760:250 (3) Food Science Lecture _____
_____ 7760:251 (1) Food Science Lab _____
_____ 7760:310 (4) Food Systems Management I _____
_____ 7760:315 (2) Food Systems Management I - Clinical (120 hours of supervised practice) _____
_____ 7760:120 (1) Career Decisions in Nutrition _____
_____ 7760:328 (3) Medical Nutrition Therapy I _____
_____ 7760:329 (2) Medical Nutrition Therapy I – Clinical (160 hours of supervised practice) _____
_____ 7760:400 (4) Nutrition Communication & Education _____
_____ 7760:403 (3) Advanced Food Preparation (40 hours of supervised practice) _____
_____ 7760:413 (3) Food Systems Management II _____
_____ 7760:424 (3) Nutrition in the Life Cycle _____
_____ 7760:426 (3) Human Nutrition (prereq. to 7760:328) _____
_____ 7760:443 (3) Nutrition Assessment (prereq to 7760:328) _____
_____ 7760:428 (3) Medical Nutrition Therapy II _____
_____ 7760:429 (3) Medical Nutrition Therapy II – Clinical (192) hours of supervised practice) _____
_____ 7760:444 (2) Long Term Care Clinical (175 hours of supervised practice) _____
_____ 7760:447 (1) Senior Seminar: Critical Issues in Nutrition and Dietetics _____
_____ 7760:480 (3) Community Nutrition I _____
_____ 7760:481 (1) Community Nutrition I – Clinical (168 hours of supervised practice) _____
_____ 7760:482 (3) Community Nutrition II _____
_____ 7760:484 (4) Health and Wellness Clinical (312 hours of supervised practice) _____
_____ 7760:486 (2) Staff Relief: Dietetics (96) hours of supervised practice) _____
_____ 7760:487 (3) Sports Nutrition _____
_____ xxxx:xxx (5) electives _____
_____ Additional hours to meet the 1250 program requirement _____

Recommended Electives: Medical Terminology (2740:120); Legal and Social Environment of Business (6400:220), Basic Pharmacology(2740:230); Methods of Social Research I (3850:301); Anthropology of Food (3230:420); Intercultural Communication (7600:325); First Aid and CPR (5550:211).

DISCLAIMER: The following are recommendations to fulfill General Education requirements. They are included for the student's convenience. Faculty disclaim jurisdiction, as final approval by the University College is required.

GENERAL EDUCATION REQUIREMENTS: (40 Credits)

____ 7600:105 (3) Intro. to Public Speaking **OR** 7600:106 (3) Effective Oral Communication _____
____ 3300:111 (3) English Composition I _____
____ 3300:112 (3) English Composition II _____
____ :____ (2) *Area Studies & Cultural Diversity _____
____ :____ (2) *Area Studies & Cultural Diversity _____
____ 3400:210 (4) Humanities in the Western Tradition I _____
____ :____ (3)**Humanities Elective _____
____ :____ (3)**Humanities Elective _____
____ 3150:110 (3) Intro. to Gen, Org & Biochem I _____
____ 3150:111 (1) Intro. to Gen, Org & Biochem I Lab _____
____ 3150:112 (3) Intro. to Gen, Org & Biochem II _____
____ 3150:113 (1) Intro. to Gen, Org & Biochem II Lab _____
____ 3750:100 (3) Introduction to Psychology _____
____ 3850:100 (3) Introduction to Sociology _____
____ 3470:260 (3) Basic Statistics or 3470:250- Statistics for Every Day Life _____

*See General Education Program under University College in the Undergraduate Bulletin (Area Studies & Cultural Diversity)

**See General Education Program under University College in the Undergraduate Bulletin (Humanities)

NOTE: Participation in CP requires 98 – 100% attendance for lecture and clinicals. This academic program agreement expires **THREE YEARS** from date of agreement. If there is a change in the major, or a transfer to another college, a new agreement pertaining to requirements must be drawn. **Recency of Education Requirements may also apply.**

VERIFICATION STATEMENTS

Upon graduation, verification statements are signed by the CP Director, indicating satisfactory completion of the program requirements. To earn a Verification Statement in CP, students must obtain a grade of "C" (2.0) or better in the following courses (unless waived): 3100:130, 200-201,202-203; 3150:110,111,112,113; 3470:250 or 260; 3750:100; 3850:100; 6200:201 or 2420:211 and 212, 6500:301, 480; 7600:105 or 106, 7760:133, 228, 250, 251, 310, 315, 320, 328, 400, 403, 413, 424, 426, 428, 443, 447, 480, 482, 487. In addition CP students must complete the following courses with a minimum of a B or with CR: 7760:315, 329, 429, 444, 481, 484, 486, 485

This statement is a legal document necessary for applying for licensure and to sit for the Registered Dietitian exam.

A verification statement will be issued after successful completion of all CP course and supervised practice requirements. This statement is a legal document necessary for applying for licensure and to sit for the Registered Dietitian exam.

STATEMENT OF UNDERSTANDING: I understand that I am required to comply with rules and regulations necessary to meet the foundation knowledge and skills and competencies for dietetics. I will need medical insurance, proof of immunizations, and a background check for my clinical experiences. _____

MINIMUM SEMESTER CREDIT HOURS REQUIRED: 135 Credits

CREDITS REMAINING: (Contingent upon University College/CHP Evaluation)

____ **UNIV. COLLEGE:** _____ **SCHOOL:** _____ **PROGRAM:** _____ **ELECTIVES:** _____

____ **STUDENT'S SIGNATURE** _____ **ADVISOR'S SIGNATURE** _____ **DATE** _____

Rev: 7/96, 9/96, 2/97, 9/97, 4/98, 10/98, 7/99, 5/01, 4/02, 9/03, 6/04, 7/04, 2/06, 10/06, 1/07, 4/08, 6/09, 9/09, 5/10, 8/10, 9/12, 4/13, 2/14, 10/14, 5/16, 4/18

**THE UNIVERSITY OF AKRON
COLLEGE OF HEALTH PROFESSIONS
ACADEMIC PROGRAM AGREEMENT**

CP/POST BACCALAUREATE AGREEMENT

Student's Name _____ **ID#** _____ **Phone #** _____

Transferred from _____ **College or University** _____

Courses listed below fulfill the verification statement for undergraduate requirements at The University of Akron. Transfer credit must be at a level of 2.8 on a 4.0 scale. GPA for past two years prior to transfer should be a 3.0.

- * _____ 3100:130 (3) Principles of Microbiology _____
- * _____ 3100:200/201 (4) Human Anatomy and Physiology I (561) _____
- * _____ 3100:202/203 (4) Human Anatomy and Physiology II (562) _____
- * _____ 3150:110/111 (4) Intro. to Gen, Org & Biochem I (501-3cr.) _____
- * _____ 3150:112/113 (4) Intro. to Gen, Org & Biochem II (502-3cr.) _____
- * _____ 3470:260 (3) Statistics **OR** 3470:261 (2) Introductory Statistics I _____
- * _____ 3750:100 (3) Introduction to Psychology _____
- * _____ 3850:100 (3) Introduction to Sociology _____
- * _____ 6200:201 (3) Accounting Principles I _____
- _____ 6300:201 (3) Introduction to Entrepreneurship _____
- _____ 6500:301 (3) Management Principles and Concepts _____
- _____ 6500:480 (3) Introduction to Health-Care Management – (580) _____
- * _____ 7760:133 (3) Nutrition Fundamentals _____
- _____ 7760:485 (1) Seminar: Professional Preparation for CP _____
- _____ 7760:228 (3) Introduction to Medical Nutrition Therapy _____
- * _____ 7760:250 (4) Food Science Lecture & Lab _____
- _____ 7760:310 (4) Food Systems Management I _____
- _____ 7760:315 (2) Food Systems Management I - Clinical (120 hours of supervised practice) _____
- _____ 7760:120 (1) Careers in Nutrition _____
- _____ 7760:328 (3) Medical Nutrition Therapy I _____
- _____ 7760:329 (2) Medical Nutrition Therapy I – Clinical (160 hours of supervised practice) _____
- _____ 7760:400/500 (4) Nutrition Communication & Education _____
- _____ 7760:403/503 (3) Advanced Food Preparation _____
- _____ 7760:413/513 (3) Food Systems Management II _____
- _____ 7760:424 (3) Nutrition in the Life Cycle _____
- _____ 7760:426 (3) Human Nutrition _____
- _____ 7760:443 (3) Nutrition Assessment _____
- _____ 7760:428/428 (3) Medical Nutrition Therapy II _____
- _____ 7760:429 (3) Medical Nutrition Therapy II – Clinical (192 hours of supervised practice) _____
- _____ 7760:444 (2) Long Term Care Clinical (175 hours of supervised practice) _____
- _____ 7760:447 (1) Senior Seminar: Critical Issues in Professional Dev. _____
- _____ 7760:480 (3) Community Nutrition I _____
- _____ 7760:481 (1) Community Nutrition I – Clinical (168 hours of supervised practice) _____
- _____ 7760:482 (3) Community Nutrition II _____
- _____ 7760:484 (4) Health and Wellness Clinical (312 hours of supervised practice) _____
- _____ 7760:486 (2) Staff Relief: Dietetics (96 hours) _____
- _____ 7760:487 (3) Sports Nutrition _____

_____ Additional hours to meet the 1250 program requirement

Also recommended: Medical Terminology, Computer Applications

*CP Prerequisites

Required credits (or courses) yet to be taken: _____

NOTE: Participation in CP requires 100% attendance for lecture and clinicals. This academic program agreement expires **THREE YEARS** from date of agreement. If there is a change in the major, or a transfer to another college, a new agreement pertaining to requirements must be drawn. **Recency of Education Requirements may also apply.**

A grade of “C” (2.0) or better (or credit) must be earned in the following courses (or approved substitutes) in order to earn a DPD Verification Certificate, required for registration eligibility: 3100:130,200, 201, 202, 203; 3150:110, 111, 112, 113; 3750:100; 6500:480, 341; 7760:133, 250, 310, 315, 328, 329 (C/NC), 400, 403, 413, 414, 424, 426, 428, 429 (C/NC), 480, 481 (C/NC), 482, 483 (C/NC), 485, 486 (C/NC).

Postbaccalaureate students will receive the DPD Verification Certificate upon successful completion of required coursework. Students will earn a Bachelor of Science degree in Dietetics with the completion of 32 credits.

STATEMENT OF UNDERSTANDING: I understand that I am required to comply with rules and regulations necessary to meet the foundation knowledge and skills and competencies for dietetics. I will need medical insurance, proof of immunizations, and a background check for my clinical experiences.

STUDENT’S SIGNATURE	ADVISOR’S SIGNATURE	DATE
----------------------------	----------------------------	-------------

Rev: 9/96, 4/98, 10/98, 7/99, 5/01, 4/02, 9/03, 6/04, 7/04, 2/06, 10/06, 2/07, 2/08, 4/08, 6/09, 8/10, 5/11, 4/13, 4/14, 5/15, 4/16, 5/16, 5/17

**COORDINATED PROGRAM
STUDENT DIETITIAN AGREEMENT**

I agree to accept and abide by the policies and curriculum of the Coordinated Program in Dietetics at The University of Akron which has an emphasis in Health and Wellness and is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Upon satisfactory completion of this program and graduation from the University, I understand that I will: qualify for active membership in The Academy of Nutrition and Dietetics; be eligible to take the registration examination for dietitians; and be able to apply for a Limited Permit from the Ohio Board of Dietetics to practice dietetics in Ohio.

I understand that as a student in the Coordinated Program in Dietetics I am representing The University of Akron and the dietetics program. I understand that I am responsible for fostering positive relationships with peers, faculty, and preceptors that will facilitate a positive working and learning environment and, thus, ultimately strong letters of reference and recommendation.

I understand that clinical experiences are offered at local facilities to enhance the learning process and to complete the number of practice hours required by ACEND. Facility preceptors and university clinical instructors' work together to help me to attain the goals and competencies of CP. I understand that the facilities, faculty, and the CP director expect me to be at clinical placements when scheduled and to act in a professional, respectable manner.

I agree to extend my best effort to function in a manner appropriate with the clinical facility, dietary staff, and university instructors. I hereby waive any claims against the facilities, personal or otherwise, that might arise during this association.

I agree to undergo a physical examination and obtain required immunizations to safely function in the supervised clinical settings. I agree to maintain personal health insurance throughout the Coordinated Program. I agree to obtain background checks and complete drug screens where required.

I understand that attendance to class lectures is imperative for the building of a sound foundation of theoretical concepts. I also understand that I will not be able to continue in the Coordinated Program if absenteeism from class or clinicals for any reason becomes a problem. Poor or borderline performance in classes and/or clinicals may also result in dismissal from CP.

I have reviewed and understand CP policies that govern the CP and agree to adhere to the policies. I understand that if I do not adhere to the policies or achieve satisfactory performance, I may be asked to leave CP.

I have reviewed and understand The University of Akron policy on plagiarism, cheating or other forms of dishonesty and The University of Akron Code of Conduct available in the Student Bulletin. I understand that if I do not adhere to the policies I may be asked to leave CP.

I agree to complete a questionnaire for the CP Director after approximately one year of employment. Evaluations from both the graduate and the employer are continued accreditation requirements.

Signature of Student Dietitian

Signature of CP Director

Date

Revised 2012

Coordinated Program by Semester

Fall Semester-1 st Year	Spring Semester-1 st Year
<p>7760:310 Food Systems Management I (4)* T & Th, 8:30 am to 10:40 am</p> <p>7760:315 Food Systems Management I Clinicals (2) Mon. (and Fri)., 8.5 hours/day + selected sites** 120 hours Off campus</p> <p>7760:403 Advanced Food Preparation (3) Wed, 8:00 am to 2:00 pm 40 hours</p>	<p>7760:328 Medical Nutrition Therapy I (3) Weeks 1-5: Tu/W/Th 9:30-11:45 am Weeks 6-15: W 10:15-11:45 am</p> <p>7760:329 Medical Nutrition Therapy I Clinicals (2) T, Th 8.5 hours/day – start 6th week** 160 hours Off campus</p> <p>7760:424 Nutrition in the Life Cycle (3) Mon & Wed 5:00 – 6:25 pm</p> <p>7760:487 Sports Nutrition (3) Mon & Wed, 2:45-4:00 PM</p>
<p style="text-align: center;">Summer Semester</p> <p>7760:444 Nutrition in Medical Science in Long Term Care (2) 8.5 hrs/day selected sites 175 hours off campus</p>	<p>You will be asked to complete additional hours on days you are not in assigned clinicals. Be prepared to complete these hours to reach the 1250 minimum required.</p>
Fall Semester-2 nd Year	Spring Semester-2 nd Year
<p>7760:480 Community Nutrition I (3) Mon and Fri, 12:15 pm to 1:30 pm</p> <p>7760:481 Community Nutrition I Clinical (1) Tues, Wed, Thurs, 8.5 hrs/day** Off campus 168 hours <u>First 7 weeks of the semester</u></p> <p>7760:428 Medical Nutrition Therapy II (3) Mon & Fri, 10:15 am to 11:30 am</p> <p>7760:429 Medical Nutrition Therapy II Clinicals (3) Tues, Wed, Thurs, 8.5 hrs/day** Off campus – 192 hours <u>Last 8 weeks of the semester</u></p>	<p>7760:482 Community Nutrition II (3) Mon & Fri, 10:25 to 11:55 am</p> <p>7760:483 Health and Wellness Clinicals (4) Tues, Wed, Thurs, 8.5 hrs** 312 hours off campus</p> <p>7760:413 Food Systems Management II (3) Mon & Fri, 7:45 am to 9:00 am</p> <p>7760:486 Staff Relief (1) 40 hours per week for 2 weeks + 3 days of one week =96 hours</p> <p>7760:447 Senior Seminar (1) Friday 1:00-4:00 pm</p>

*Numbers in parentheses indicate credit hours. Note that class meeting times are subject to change.

** Times vary. All clinicals are calculated at 8 hours + 0.5 hour for lunch

Dietetics H40500BST Coordinated Program

12/3/15

The following information has official approval of the **School of Nutrition and Dietetics**, but is intended only as a supplemental guide. Official degree requirements are established at the time of transfer and admission to the degree-granting college. *Completion of this degree within the identified time frame below is contingent upon many factors, including but not limited to: class availability, following the sequence of classes as listed below, total number of required credits, work schedule, finances, family, course drops/withdrawals, successfully passing courses, prerequisites, among others.* The transfer process is completed through an appointment with your Academic Advisor.

All students begin in the Didactic program as a major in Dietetics.

- All courses marked with an (*) must be completed prior to the entry to the Didactic Program in Dietetics (DPD).
- **Bolded Courses** require a grade of "C" or better for the Verification Statement. Refer to the last page for an explanation of the differences between the Didactic and Coordinated Programs and the importance of the Verification Statement.

***Preadmission courses: A grade of "C" or higher is required.** A minimum combined 3.0 GPA is required. Early transfer to the College of Health Professions can occur after completing 12 credits at the University of Akron, completion of at least one core science course and earning a 3.0 GPA at The University of Akron.

Italicized courses fulfill General Education requirements. Unless a course is specified, refer to the General Education guide at http://www.uakron.edu/advising/docs/General_Education_Guide.pdf

1 st Year	Fall Semester	Credit Hours	Prerequisites
*3300:111	<i>English Composition I Requirement</i>	3	Appropriate placement by advisor
*3470:260 or *3470:250	<i>Basic Statistics</i> -OR- <i>Statistics for Everyday Life</i>	3 4	3450:100 or appropriate placement Appropriate placement by advisor
*3150:110	Intro to General, Organic & Biochemistry I Lecture	3	
*3150:111	Intro to General, Organic & Biochemistry I Lab	1	corequisite: 3150:110
*3850:100	<i>Introduction to Sociology</i>	3	
*7760:120	Career Decisions in Nutrition	1	Appropriate placement by advisor
Total		14-15	

1 st Year	Spring Semester	Credit Hours	Prerequisites
*3300:112	<i>English Composition II</i>	3	3300:111 or equivalent
*3150:112	Intro to General, Organic & Biochemistry II Lecture	3	3150:110/111
*3150:113	Intro to General, Organic & Biochemistry II Lab	1	corequisite: 3150:112
*7600:105 or *7600:106	<i>Introduction to Public Speaking</i> -OR- <i>Effective Oral Communication</i>	3	
*7760:133	Nutrition Fundamentals	3	
*3100:130	Principles of Microbiology (Lecture/Lab)	3	
Total		16	

2 nd Year	Fall Semester	Credit Hours	Prerequisites
3100:200	Human Anatomy & Physiology I	3	
3100:201	Human Anatomy & Physiology I Lab	1	corequisite: 3100:200
7760:250	Food Science Lecture	3	7760:133, 7760:320, 3150:110, 3150:111, 3150:112, 3150:113; corequisite: 7760:251
7760:251	Food Science Lab	1	7760:133, 7760:320, 3150:110, 3150:111, 3150:112, 3150:113; corequisite: 7760:250
7760:228	Introduction to Medical Nutrition Therapy	3	7760:133, 3150:110, 3150:111, 3150:112, 3150:113
3750:100	Introduction to Psychology	3	
Total		14	

2nd Year		Spring Semester	
3100:202	Human Anatomy & Physiology II	3	3100:200
3100:203	Human Anatomy & Physiology II Lab	1	corequisite: 3100:202
6200:201	Accounting Principles I (Note b)	3	24 credits completed
3400:210 or 3400:221	<i>Humanities in the Western Tradition</i> -OR- <i>Humanities in the World since 1300</i>	4	32 credits & 3300:112 or equivalent 32 credits & 3300:112 or equivalent
	<i>Humanities Requirement</i>	3	32 credits & 3300:112 or equivalent
6300:201	Introduction to Entrepreneurship	3	
Total		17	

In order to be eligible to take the following courses in the 3rd and 4th years, a student must be formally accepted into the Coordinated Program.

2nd Year		Summer Semester	
7760:485	Seminar: Professional Preparation for CP	1	Department Consent Required
	Electives (Note a)	5	
Total		6	

3rd Year		Fall Semester	
7760:310	Food Systems Management I (Note c)	4	7760:250, 6200:201 or 2420:211 and 2420:212; corequisite 7760:315
7760:315	Food Systems Management I Clinical	2	7760:250 prerequisite 7760:310 corequisite
7760:403	Advanced Food Preparation	3	7760:141 or 7760:250 or permission
7760:426	Human Nutrition (Fall only)	3	7760:133, 7760:228, 3100:202, 3100:203, 3150:112, 3150:113; corequisite: 7760:443
7760:443	Nutrition Assessment (Fall only)	3	7760:133, 7760:228, 3100:202, 3100:203, 3150:112, 3150:113; corequisite: 7760:426
6500:480	Introduction to Management of Healthcare Systems (Fall only)	3	
Total		18	

3rd Year		Spring Semester	
7760:328	Medical Nutrition Therapy I (Spring only)	3	7760:133 or 7760:316, 7760:426, 7760:443
7760:329	Medical Nutrition Therapy I Clinical (Spring only)	2	7760:133 or 7760:316, 7760:228, 7760:426, 7760:443; corequisite: 7760:328
7760:400	Nutrition Communication and Education Skills	4	7760:228, 7760:133 or 7760:316
7760:424	Nutrition in the Life Cycle (Spring only)	3	7760:316 or 7760:426 or permission
7760:487	Sports Nutrition	3	7760:133, 3100:202, 3100:203, and 3150:112, and 3150:113, or 3150:203 or 7600:426 or permission
6500:301	Management Principles and Concepts	3	48 credit hours
Total		18	

3rd Year		Summer Semester	
7760:444	Long Term Care Clinical	2	CP students only, 7760:328, 7760:329
	<i>Area Studies / Cultural Diversity Requirement</i>	2	
Total		4	

4th Year		Fall Semester	
7760:428	Medical Nutrition Therapy II (Fall only)	3	7760:328
7760:429	Medical Nutrition Therapy II Clinical (Fall only)	3	CP students only, 7760:329; corequisite: 7760:428
7760:480	Community Nutrition I (Fall only) (Note c)	3	7760:316 or 7760:426; 7760:481 corequisite for CP only
7760:481	Community Nutrition I Clinical (Fall only)	1	CP students only, 7760:428; corequisite: 7760:480

<i>Humanities Requirement</i>	3	
<i>Area Studies / Cultural Diversity Requirement</i>	2	
Total	15	

4th Year Spring Semester			
7760:413	Food Systems Management II (Spring only)	3	7760:310
7760:447	Senior Seminar: Critical Issues: Professional Development (Spring only)	1	Senior standing
7760:482	Community Nutrition II (Spring only)	3	7760:480
7760:484	Health and Wellness Clinicals (Spring only)	4	CP Students only, 7760: 481 corequisite: 7760 413 and 482
7760:486	Staff Relief (Credit/Non-credit)	2	CP senior only, 7760:414
Total		13	

	Minimum Credits for Degree	135	
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ALERT: 1) By the end of your first 48 credit hours attempted, you should have completed your General Education English, Math, and Oral Communication (Speech) requirements; 2) By the end of your first 48 credit hours attempted, you should have declared a major and transferred to (been accepted by) a degree granting college at The University of Akron.

NOTES:

- a. A student in the Didactic program will complete 11 credits hours of electives. A student in the Coordinated Program is required to complete Introduction to Entrepreneurship (6300:201) and 5 credit hours of electives.

Recommended Electives: Medical Terminology (2740:120); Legal and Social Environment of Business (6400:220); Basic Pharmacology (2740:230); Human Cultures (3230:150); Methods of Social Research I (3850:301); Anthropology of Food (3230:420); Intercultural Communication (7600:325); First Aid and CPR (5550:211) or Introduction to Ethics (3600:120).

- b. 2420:211, Basic Accounting I AND 2420:212, Basic Accounting II may be substituted for 6200:201, Accounting Principles I.
- c. A \$35.00 fee for Liability Insurance is collected as part of course fees and provides you with required malpractice coverage.

ACADEMIC ADVISING: Students can transfer to the College of Health Professions with 12 credits, 3.0 GPA, and 1 pre-requisite science completed. Admitted students will be considered pre-admits to their desired major and will receive advising from the College of Health Professions' Student Success Center in Mary Gladwin Hall 313. Once the student meets or is in progress to complete the first year requirements with a 3.0 GPA and C or better, then the student will be eligible to apply for the Didactic Program. Students interested in applying to for the Coordinated Program will be able to submit their application by February

- Students admitted to the program will be assigned a faculty adviser.

STUDENT DIETETIC ASSOCIATION (SDA): The University of Akron Student Dietetic Association is open to all interested undergraduate and graduate students at the University. Its purpose is to stimulate interest in the dietetic profession, orient members to The Academy of Nutrition and Dietetics, and organize activities to involve members in programs for the public to help promote nutrition education. Contact the faculty advisor (330-972-8664), watch the Schrank bulletin board for meeting notices, and/or talk to one of the student officers for more information. New officers are elected yearly, and names are posted on the dietetics bulletin board.

DIDACTIC or COORDINATED PROGRAMS: The first year of the dietetic curriculum for both the Didactic Program (DP) and the Coordinated Program (CP) are identical. Both programs meet the DP requirements of the Accreditation Council for Education in Nutrition and Dietetics. To be eligible for active membership in The Academy of Nutrition and Dietetics and subsequent registration, graduates of the Didactic Program are required to complete a dietetic

internship following completion of their course work at the University of Akron. Effective Fall 2015, students must apply for admission to the Didactic Program.

Application information is available on the Nutrition/Dietetics website.

The CP includes over 1200 hours of pre-professional practice within the final two years of study, during which students gain knowledge as well as clinical experience in three main areas: food service administration, medical nutrition therapy, and community nutrition. CP graduates are eligible for active membership and may take the national registration examination following graduation. State licensure requirements must also be satisfied prior to practice in Ohio. Information about limited permits and licensure are provided during the program.

Information regarding official application to Coordinated Program is available in course 7760:320 Career Decisions in Nutrition. Applications are available in 215 Schrank Hall South. Students applying to the Coordinated Program should have a minimum GPA of 3.0, a 3.0 science GPA, and be prepared for heavy time commitment. Students accepted to the Coordinated Program complete a new Academic Program Agreement, and are then advised by the Coordinated Program Director. Deadline for application submission is February 1st.

VERIFICATION STATEMENTS: The Didactic and the Coordinated Programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The student's Academic Program Requirements include courses which meet the verification statement requirements.

Upon graduation, verification statements are signed by the Didactic or the Coordinated Program Director, indicating satisfactory completion of the program requirements. To earn a Verification Statement in DP or CP, students must have a 3.0 GPA and obtain a grade of "C" (2.0) or better in the following courses (unless waived): 3100:130, 200-201, 202-203; 3150:110, 111, 112, 113; 3470:250 or 260; 3750:100; 3850:100; 6200:201 or 2420:211 and 212, 6500:301, 480; 7600:105 or 106,

7760:133, 228, 250, 251, 310, 315, 320, 328, 400, 403, 413, 424, 426, 428, 443, 447, 480, 482, 487, 489 (DP only). In addition

CP students must complete the following courses with a minimum of a B or with CR: 7760:315, 329, 429, 444, 481, 484, 486, 485, 6300:201

Please note: Recency of education requirements may need to be satisfied.

IMPORTANT:

- If courses are taken out of the recommended sequence, graduation may be delayed.
- If your General Organic Biochemistry classes were completed more than 5 years ago. Please see contact the School of Nutrition and Dietetics for additional evaluation.
- To progress in the Nutrition majors, *students may not repeat any course required for the verification statement more than once*. If, after the first repeat, a student has not earned a "C" or better in a course, they will be dropped from the program.
- Once dropped, students will not be permitted to re-enter the dietetics programs.

STATEMENT OF UNDERSTANDING: Students are required to comply with the rules and regulations necessary to meet the foundation knowledge and skills for dietetics. Medical insurance, proof of immunization and a thorough criminal background check (BCI/FBI) for clinical experiences are required. The background check may reveal a student's unsealed and sealed criminal record.

SCHOLARSHIPS: Scholarships are available from various sources (including the School of Nutrition/Dietetics and The Academy of Nutrition and Dietetics throughout the school year. Information regarding scholarships is posted on the dietetics bulletin board in Schrank Hall South. Deadlines for applications will vary; it is the student's responsibility to: 1) request application forms, 2) request letters of recommendation from the faculty if required, forms are generally available at the front desk, and 3) mail all materials to be received before the posted deadline dates. ROTC and Air Force Scholarships are also available.

EMPLOYMENT OPPORTUNITIES: A student majoring in Dietetics gains some knowledge and experience in all three areas of specialization: management, medical nutrition therapy, and community dietetics. Thus, rewarding positions may be found in a variety of settings: hospitals, schools and colleges, commercial food services, community agencies, health care agencies, with manufacturers and distributors, with family practice units and private physicians requiring the professional services of a registered dietitian, or in the area of food and nutrition research. Average salary for dietitians is approximately \$45,000 annually.

FURTHER INFORMATION: A more detailed curriculum guide, explaining the four-year programs and standards for grades in specific courses, is available in the Office of Nutrition and Dietetics, Schrank South 210, 330/972-7319. Please contact the Dietetics faculty or the Career Center, Student Union 211, for more information.

TRANSFER TO THE COLLEGE OF HEALTH PROFESSIONS: Students should apply to the college upon the attainment of:

- an overall 3.0 grade point average or higher.
- at least 12 credits completed at the University of Akron
- at least one prerequisite science course completed

Students can arrange inter-college transfers through an appointment with their academic advisor; advisor contact information is listed in “My Akron.”

(Canary)

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Tips for Success during Supervised Practice

Progressive Steps Through Supervised Practice	Do	Don't
Self-Assessment: Acceptance of Placement	<ol style="list-style-type: none"> 1. Analyze your interests, values & goals & be certain your faculty advisor is fully aware of them. 2. Despite temporary placement & student status, regard yourself as a professional & a member of the staff. 3. Prepare yourself to expect & accept that problems & frustrations will occur. 4. When problems occur, be patient & pleasant; cope with problems with an attitude toward solution & negotiation. 	<ol style="list-style-type: none"> 1. Do not act as if you know all the answers. Remember, as a student, you are placed in the agency for a learning experience. 2. Do not let yourself become involved in internal conflicts
Routine Office Matters	<ol style="list-style-type: none"> 1. Be sure to find out where you are to work—office, desk space, chair, telephone, etc. so you know your operational base. 2. Be aware of office practices regarding dress, protocol, office hours and flexibility, holidays. Follow rules set for regular staff. 	<ol style="list-style-type: none"> 1. Do not expect any special treatment.
Orientation	<ol style="list-style-type: none"> 1. Request & read information you need regarding the organizational structure, names of key people, office policies & procedures to facilitate your orientation. 2. Determine what information you may need which has already been compiled. Find out who is knowledgeable in your own office and others. 3. Become familiar with the entire agency so you can see where you fit. <p>Review:</p> <ol style="list-style-type: none"> a. Annual reports, program plans, program descriptions, etc. b. Budget documents c. Organization charts 	<ol style="list-style-type: none"> 1. Do not take too long to familiarize yourself with the agency, staff, etc. 2. Do not let yourself “take sides” in office politics. 3. Do not be critical of the nutrition staff if documents & plans do not follow the format learned in school. The format & procedures for such documents as plans, budgets, etc. are usually dictated by the agency or a higher governmental entity.
Integrating into the New Environment	<ol style="list-style-type: none"> 1. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees. 2. Learn quickly, the people who facilitate the work-flow. 3. Attempt to gain an appreciation for the clerical and secondary functions of the agency, for they are the building blocks of the primary mission. A finished project can be delayed, altered, or expedited depending upon the inclination of the clerical staff! 4. Develop a list of persons to know in your working environment so when you need to contact them, you have their phone numbers. You may want to include other information, e.g., the context of your meeting, the date, the person's position, etc. 5. In order to become involved with the process of management, make an effort to attend meetings, be included on reading lists, and in other day-to-day management activities. 6. Record events that occur to assist with preparation of your documentation for the competencies (keep a daily journal of what you are doing and learning). 	<ol style="list-style-type: none"> 1. Do not become so assertive as to threaten other employees; however, appear competent enough to establish a basis for receiving favorable recommendations. 2. Do not exercise authority. However, do be ready to offer suggestions. 3. Do not become “pigeon-holed”, but attempt to expand your knowledge by contacting program managers in other divisions to gain insight into the organization as a whole. Contacting managers in other agency units or other agencies should always be coordinated through your preceptor.

Continued on next page

Prog Steps...(cont.)	Do	Don't
Establishing the Task(s) & Assignments	<ol style="list-style-type: none"> 1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation. 2. Evaluate your assignments in terms of the amount of time available during your rotation. 3. If occasionally asked to perform routine work, remain pleasant and complete the tasks. However, if a majority of your assignments constitute busywork, speak with your preceptor. If necessary, inform the Dietetic Internship Program director and ask for assistance. 4. Plan carefully around the time available to you so time limitations will not be a problem. Draw a time line so you and your supervisor will be able to realize the time required for an assignment. 	<ol style="list-style-type: none"> 1. Do not hesitate to contact the internship director if the experiences are not in line with the competencies. 2. If you feel a task is irrelevant, do not accept the task without asking questions about its relevance. However, do not ask questions in such a way as to be offensive. 3. Do not allow yourself to be overloaded with tasks no other staff member will do. 4. Once you have learned a procedure or task, do not be tempted to repeat it. Your mission is to move on and gain as much varied experience as possible. 5. Do not pretend you performed a certain type of task when, in fact, you have not; do not refrain from asking questions until you understand the task at hand. 6. If you leave an unfinished product, do not leave it in such a condition that no one else would be able to continue working with it.
Developing Student/Preceptor Rapport	<ol style="list-style-type: none"> 1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience. 2. Assure your field advisor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile. 3. If you suffer from "lack of guidance", remedy the situation by either approaching your preceptor or dietetic internship director. However, it is necessary to respect the preceptor's extensive responsibilities and to be as understanding of his/her work schedule as he/she is of yours. 4. You should be innovative and not expect constant supervision. Be positive and demonstrate initiative. 5. With respect to your preceptor, remember he/she is responsible for your relations with other sections & departments. Make contacts pleasant, productive, and quick—not wanting to be the cause of any negative feelings between you and others. 	<ol style="list-style-type: none"> 1. Do not fail to have regularly-scheduled meetings with your field advisor so you can acquire feedback.
Vital Elements of Successful Experience	<ol style="list-style-type: none"> 1. Do make the most of your situation. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the agency. 2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to. 3. As a student, be aware that educational training is an important tool to be used in the working world. The classroom theories are helpful, but there are exceptions and situations that require flexibility and experience when putting book-learning to work in the "real world." 4. Develop and maintain careful, quality work habits. 5. Since staff may be busy, schedule meetings with individuals several days in advance. 6. Take advantage of training workshops offered inside and outside of the organization. 7. Keep a positive attitude and remember that new ideas take a long time to implement. 	<ol style="list-style-type: none"> 1. Do not become discouraged when your prepared reports go through a refining process when reviewed by staff. Remember, they are the experts and know what will get the job done. Your job is to gain experience and knowledge while keeping an open mind 2. Do not refrain from contributing. 3. Do not be defensive when you make mistakes. Mark it off as par for the course and continue on. Remember you are there to develop your talents and skills. 4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics (be an impartial observer).
Future Direction	<ol style="list-style-type: none"> 1. Be aware of the possibility you may discover a change in your career objectives based upon your experiences. 	<ol style="list-style-type: none"> 1. Do not expect to be an expert upon completion of your supervised experiences. But do realize you will be "practice-ready" as an entry level dietitian.

Adapted from Koehler, Cortus T.: The Intern and the Internship from Beginning to End, Teaching Pol. Sci., pp. 329-335, April, 1980

KNOWLEDGE REQUIREMENTS:

1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
 - KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
 - KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
 - KRDN 1.3 Apply critical thinking skills.
2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.
 - KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
 - KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
 - KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
 - KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
 - KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
 - KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
 - KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
 - KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.
 - KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
 - KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
 - KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
 - KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
 - KRDN 3.5 Describe basic concepts of nutritional genomics.
4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
 - KRDN 4.1 Apply management theories to the development of programs or services.
 - KRDN 4.2 Evaluate a budget and interpret financial data.
 - KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
 - KRDN 4.4 Apply the principles of human resource management to different situations.
 - KRDN 4.5 Describe safety principles related to food, personnel and consumers.
 - KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

New Designation (2017)	Scientific and Evidence Base of Practice: Integration of scientific information and research into practice		
CRDN 1.1			Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2			Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3			Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4			Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5			Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6			Incorporate critical-thinking skills in overall practice.
New Designation (2017)	Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice		
CRDN 2.1			Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2			Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3			Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4			Function as a member of interprofessional teams.
CRDN 2.5			Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6			Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7			Apply leadership skills to achieve desired outcomes.
CRDN 2.8			Demonstrate negotiation skills.
CRDN 2.9			Participate in professional and community organizations.
CRDN 2.10			Demonstrate professional attributes in all areas of practice.
CRDN 2.11			Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12			Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13			Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14			Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15			Practice and/or role play mentoring and precepting others.

New Designation (2017)	Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations		
CRDN 3.1			Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2			Conduct nutrition focused physical exams.
CRDN 3.3			Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4			Design, implement and evaluate presentations to a target audience.
CRDN 3.5			Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6			Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7			Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8			Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9			Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10			Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
New Designation (2017)	Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations		
CRDN 4.1			Participate in management of human resources.
CRDN 4.2			Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3			Conduct clinical and customer service quality management activities.
CRDN 4.4			Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5			Analyze quality, financial and productivity data for use in planning.
CRDN 4.6			Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7			Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8			Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9			Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10			Analyze risk in nutrition and dietetics practice.

