2016-2017

STUDENT HANDBOOK POLICIES & PROCEDURES

Nutrition Management Program
ROCHESTER INSTITUTE OF TECHNOLOGY
Rochester, New York
http://www.rit.edu/nutrition
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. ACADEMY OF NUTRITION AND DIETETICS EDUCATIONAL AND PROFESSIONAL REQUIREMENTS</td>
<td>1</td>
</tr>
<tr>
<td>II. PROGRAM DESCRIPTION</td>
<td>1</td>
</tr>
<tr>
<td>III. MISSION OF THE PROGRAM</td>
<td>2</td>
</tr>
<tr>
<td>IV. GOALS OF THE PROGRAM</td>
<td>2</td>
</tr>
<tr>
<td>V. ADMISSIONS POLICY</td>
<td>3</td>
</tr>
<tr>
<td>VI. GRADUATION REQUIREMENTS</td>
<td>3</td>
</tr>
<tr>
<td>VII. YEARLY EXPENSES AND FINANCIAL AID</td>
<td>4</td>
</tr>
<tr>
<td>VIII. STUDENT MEDICAL &amp; LIABILITY REQUIREMENTS</td>
<td>5</td>
</tr>
<tr>
<td>Medical Reports-Immunization</td>
<td>5</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>5</td>
</tr>
<tr>
<td>Professional Liability Insurance</td>
<td>5</td>
</tr>
<tr>
<td>Drug/Background Checks</td>
<td>5</td>
</tr>
<tr>
<td>IX. TRANSPORTATION</td>
<td>5</td>
</tr>
<tr>
<td>X. DRESS CODE</td>
<td>6</td>
</tr>
<tr>
<td>XI. ATTENDANCE &amp; PROFESSIONAL BEHAVIOR</td>
<td>6-7</td>
</tr>
<tr>
<td>XII. STUDENT ADVISING AND COUNSELING</td>
<td>7</td>
</tr>
<tr>
<td>XIII. EVALUATIONS</td>
<td>7</td>
</tr>
<tr>
<td>XIV. DIETETIC ASSOCIATION MEETINGS AND MEMBERSHIP</td>
<td>8</td>
</tr>
<tr>
<td>XV. OUTSIDE EMPLOYMENT</td>
<td>8</td>
</tr>
<tr>
<td>XVI. PROTECTION OF PRIVACY OF INFORMATION AND ACT TO PERSONAL FILE</td>
<td>8</td>
</tr>
<tr>
<td>XVII. COMPLIANT POLICY</td>
<td>8</td>
</tr>
<tr>
<td>XVIII. DISCIPLINARY/TERMINATION/GRIEVANCE PROCEDURES</td>
<td>8</td>
</tr>
<tr>
<td>XIX. WITHDRAWAL AND REFUND OF TUITION AND FEES</td>
<td>8</td>
</tr>
<tr>
<td>XX. SCHEDULING AND PROGRAM COORDINATOR</td>
<td>8</td>
</tr>
<tr>
<td>XXI. ACCESS TO STUDENT SERVICES</td>
<td>9</td>
</tr>
</tbody>
</table>
APPENDIX

A  AND Foundation Knowledge and Competencies for Didactic Component of Entry-level Dietitian Education Programs
B  AND Code of Ethics for the Profession of Dietetics
C  AND Definitions
D  Policy Statement for Didactic Program Verification Statement
E  Graduation Requirements Didactic Program Dietetics
F  Contacts for Nutrition Management Program/ACEND
G  Student Responsibilities
H  Agreement of Understanding
I  Photo release
I. THE ACADEMY OF NUTRITION AND DIETETICS EDUCATIONAL AND PROFESSIONAL REQUIREMENTS AND PATHWAYS

Registered Dietitians (RDs*) are Food and Nutrition experts who have met the following criteria to earn the RD credential:

* Effective 2013, the credential of RDN (Registered Dietitian Nutritionist) may also be used.

- Complete a minimum of a bachelor’s degree at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) – see contact page- Appendix F.
- Complete a ACEND-accredited supervised practice program via a Dietetic Internship (DI) or Coordinated Program in Dietetics (CPD) - see Appendix C for clarification.
- Pass a national exam administered by Commission on Dietetic Registration (CDR)
- Complete continuing professional educational requirements to maintain registration.
- Effective 2024, an M5 degree in any discipline will be required for entry level practice as a Registered Dietitian. Students completing BS degree programs prior to that date will be grandfathered.
- In addition to the professional credential of the RD, forty-six states currently have statutory provisions (licensure/certification) regarding professional regulation of dietitians and/or nutritionists. Information regarding status of individual States can be found at the following: http://www/eatright.org/members/content.aspx?id=11008

II. PROGRAM DESCRIPTION

**Didactic Program in Dietetics:**
The curriculum of the Didactic Program in Dietetics (DPD) Nutrition Management leads to a baccalaureate degree at Rochester Institute of Technology and meets the educational requirements of the Academy of Nutrition and Dietetics. The courses included focus on the areas of physical, biological and social sciences; food principles and management; nutrition health and disease; accounting and marketing; research and technology. The objective of the DPD curriculum is to meet the Core Knowledge for Didactic Curriculum Content (Appendix A). The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (Appendix F).

**Supervised Practice - Dietetic Internship Options:**
In addition to completing this academic program, persons seeking registration as a Registered Dietitian (RD) need to complete an accredited supervised practice (Dietetic Internship) and pass the National Registration Examination for Dietitians of the Academy of Nutrition and Dietetics. There are currently two major pathways to completion of supervised practice (See Appendix C). These include:

1. **Accredited Dietetic Internship Program**
   Students must apply to an ACEND accredited program. These programs provide for the achievement of the performance requirements for entry-level dietitians through a minimum of 1200 hours of supervised practice. The program follows completion of an accredited DPD program and Baccalaureate degree, at a minimum.

   **NOTE:** The Dietetic Internship Program is separate from the undergraduate work at RIT. Steps to complete this application process is accomplished though RIT’s curriculum during the senior year.

2. **Accredited Coordinated Program in Dietetics**
   Another pathway to becoming a Registered Dietitian is through an Accredited Coordinated Program in Dietetics. (See Appendix C)

   **NOTE:** RIT does not offer a Coordinated Program. Graduating nutrition students from RIT must apply for a separate Accredited Dietetic Internship Program/Coordinated Program in order to pursue Registered Dietitian credential.

**Please note that all supervised practice options require a separate application process. Acceptance into Dietetic Internship is timely and highly competitive. Acceptance into a supervised practice program is not guaranteed. It is the student’s responsibility to initiate this process with the Program Director by the spring semester of the junior year. Guidance will be provided by program faculty.**
III. MISSION STATEMENT OF THE RIT NUTRITION MANAGEMENT PROGRAM

The Mission of the Nutrition Management Program at the Rochester Institute of Technology is based on the philosophy that a college graduate should have a broad-based education. This encompasses meeting the current and future needs of students including preparation for registration eligibility and successful supervised practice as well as careers in the changing food and nutrition environment to better serve society.

IV. GOALS OF THE RIT PROGRAM

The Goals of the Nutrition Management Program

1. Prepare students for successful application to accredited supervised practice programs and/or graduate school and to become competent entry level Dietitians.
2. Prepare graduates to continually participate in professional development.

Objectives/Outcomes of the Nutrition Management Program

1. Over a five year period, the program will achieve at least an 80% first time pass rate on RD exam. *(current data = 98% first time pass rate on RD exam)*
2. Over a five year period, 80% of all students who apply will achieve supervise practice acceptance *(current data = 98% acceptance into a supervised practice program)* within 12 months of graduation.
3. Over a five year period, 60% of program graduates will apply to dietetic internship programs or pathways offering supervised practice programs within 12 months of graduation. *(current data = 96% applied to supervised practice program)*
4. 75% of students enrolled are expected to complete the program within 150% (3 years from the start of the third year) of the time planned for completion. *(current data = 100% of students complete the program)*
5. 95% of supervised practice directors will verify that students were adequately prepared for supervised practice. *(current data = 100% of supervised practice directors verified that students were prepared)*
6. 95% of graduates who complete supervised practice will verify that they were prepared. *(current data = 100% of graduates verified that they were prepared)*
7. 85% of program students applying to graduate school will be accepted. *(current data = 100% of students were accepted)*
8. 100% of students in the third and fourth year of the program will be members of the Academy of Nutrition and Dietetics (AND).
9. 90% of all graduates who become RD’s will participate in professional development activities required for maintenance of RD status.
V. ADMISSION POLICY

RIT does not discriminate. RIT promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability. http://www.rit.edu/nondiscrimination.html

Transfer students must have a minimum GPA of 3.2 as well as A’s and B’s in the required science and nutrition courses for entry into the program. Due to course sequencing and prerequisites as well as Dietetic Internship preparation, transfer students will likely require a minimum of four semesters of course work at RIT. RIT makes every effort to grant credit for academic coursework completed at other colleges/universities. Coursework is evaluated on an individual basis and applied to program requirements as appropriate. A grade of “C” or better (with the exception of above noted science and nutrition course) is required for transfer credit. Additional assessment of prior learning may be available on an individual basis.

VI. GRADUATION REQUIREMENTS

Didactic Program in Dietetics (DPD):

1. Completion of 123 credit hours - see approved graduation requirements (Appendix E).

2. All students must maintain a 3.2 GPA.
   - All science and nutrition (NUTR) courses required in the DPD Program must be completed with a grade of “B” or better.
   - Students must maintain a 3.2 average while following a full time course load (12 credits).
   - Students who’s GPA falls below a 3.2 at any point will be required to sign a contract which states that they will have one academic year to regain the 3.2 status, otherwise they will be required to change their program. This process will be initiated by the Program Directors/Advisors. This contract is available one time only.
   - See Policy Statement for Verification Statement - Appendix D for specific information on requirements for awarding of AND Verification Statement

3. Completion of three cooperative work experience (“co-op”). RIT defines cooperative work experience as full time (equivalent to 400 hours), paid work experience in an industry related to the student’s major. At least one co-op must be completed in a health care food and nutrition setting. Co-op’s may not be completed part time during the academic year. Students who have not completed a Health Care Food and Nutrition Co-op will not be permitted to apply to a Dietetic Internship. No more than one co-op by be waived for transfer students possessing an Associate’s degree and beyond. It is the student’s responsibility to ensure that they secure the required cooperative work experiences and registrar appropriately.

4. Completion of Nutrition Management program evaluation.
VII. YEARLY EXPENSES AND FINANCIAL AID

A. Expenses: (Based on two semesters)
   Tuition.................................................................see current catalog

   Books.................................................................standard

   Supplies & Uniforms
   Knife Kit for labs............................................approx. $115
   Lab Coat & White Pants for
   Labs & field experiences...............................approx. $50

   Room & Board (campus).........................................see current catalog

   Transportation..................................................student responsible for own transportation to
   reach practice facilities.

   Parking............................................................most parking is free (some exceptions may apply)

   AND and GDA Membership (by Junior year)..........approx. $50

   Other (may include attendance at national, state,
   and local Dietetic Association meetings).............varies

   Dietetic Internship Application Process................varies

B. Financial Aid:

   Student financial aid is available. Inquiries for all types of financial assistance can be found at:
   www.rit.edu/emcs/financialaid

   Scholarships from The Academy of Nutrition and Dietetics and its affiliate organizations, as well as other
   industry groups are available. Students are notified of scholarship opportunities as they become available.
VIII. STUDENT INSURANCE: MEDICAL AND LIABILITY

A. Medical Report:

All students are required to submit a confidential health history form electronically to the RIT student Health Center which includes documentation of required immunization. Please refer to http://www.rit.edu/studentaffairs/studenthealth/immunizations.php. Students who are not compliant by day 30 of classes, will be disenrolled by RIT.

B. Health Insurance:

Accident and sickness insurance is required for all students. Insurance may be provided through the Institute, or by family or personal policies. This coverage is needed for health care services provided by non-RIT health care professional.

A Student Accident and Sickness Insurance Program, underwritten by the Aetna Life Insurance Company, is available through the Institute for an additional cost. The plan provides coverage (within the limits specified by the policy) for hospitalization due to sickness or injury, emergency care, psychiatric care, out-patient services such as laboratory and X-ray procedures, prescription medications and referral to specialty providers.

Please note: In the past students were automatically enrolled in the Institute insurance policy with the premium billed to their student account unless they submitted a waiver to opt out of the RIT plan. Enrollment will be voluntary for all students except F-visa international students. For details please click on the insurance information link above.

Questions about the policy, coverage or claims may be directed to the insurance representative in the Student Health Center, Ms. Angela Shortino (see contact information below), or The Insurance Broker:

Aetna Life Insurance Company
P.O. Box 981106
El Paso, TX 79998
1-800-466 3185
Fax: 859-455-8650

C. Professional Liability Insurance:

Students are not required to purchase liability insurance for purposes of practicing in affiliations for course work required by RIT Nutrition Management curriculum. However, students should carry their own liability insurance if involved in practice not related to RIT course work. This can be discussed with the Program Directors.

D. Drug/Background Testing:

Drug/Background Testing may be required by some dietetic internship and some RIT practicum sites. Students may be responsible for the cost of such testing.

IX. TRANSPORTATION

Students are responsible for arranging their own means of transportation and housing accommodations while enrolled in the program. They are also encouraged to share rides when possible. Students are responsible for their own insurance and liability when traveling to and from off campus affiliations. Lack of a car and the necessity to use public transportation do not constitute valid excuses for being late to a field experience.
X. DRESS CODE

The student is required to adhere to the dress code for the Nutrition Management Program. Faculty members will enforce the dress code in the laboratory and during practice experiences.

Field Experience Attire and Lab Attire:

A. Unless otherwise stated, professional dress is required for field visits and other situations such as presentations, conferences, and other industry interfaces. Absolutely no gum chewing is allowed in supervised practice situations or class. Professional dress generally constitutes no jeans, yoga or casual pants, flip flops, short skirts or dresses, tight clothing that includes low necklines and midriff exposure, or any clothing which may be perceived as inappropriate by the instructor or the facility. Students should make every attempt to minimize tattoo exposure and body piercings.

B. Some field experiences may require a white lab coat for which the student is responsible for obtaining. White lab coats must be kept clean, free of wrinkles and presentable. Insignia/labels other than professional are unacceptable.

C. Students should conform to the dress code of each supervised facility.

D. Non-skid shoes are to be worn when assigned to a kitchen, or other appropriate footwear as dictated by the facility.

E. Food Lab Requirements:
   1. Good personal hygiene
   2. Hair style- hair should be kept neat and in moderation at all times. If hair length should exceed shoulder length, it must be confined while in the lab area to prevent contamination and to promote safety. Hair covering must be worn in the kitchen or during food service labs.
   3. Hands and fingernails should be kept clean at all times. Fingernails should be trimmed to a moderate length. No nail polish is allowed.
   4. Males must be clean shaven. If beard or mustache is desired, they must be kept groomed.
   5. The only jewelry which may be worn includes wedding bands, watches, and posts for pierced ears.

XI. ATTENDANCE AND PROFESSIONAL BEHAVIOR (see Student Responsibilities document in Appendix G)

1. 100% attendance in all professional lecture classes and in all field experiences will be required for satisfactory completion of the program. Attendance/participation points will be deducted for any absence regardless of reason.

2. Professional behavior is expected and will be monitored to include, but not be limited to:
   a. Acceptance of constructive critique from instructors and preceptors.
   b. Timeliness to all classes and external meetings, visits, conferences, etc.
   c. No texting or cell phone use during above mentioned activities.

3. Any student unable to attend class or perform in the field experience area due to illness should report to the instructor before class begins. The student should also follow the facility policy regarding notification of supervisor and/or preceptor.
4. If any illness or injury occurs while the student is in a field experience facility, they should notify the preceptor/facility immediately.

XII. STUDENT ADVISING AND COUNSELING

A. Individual student advisement with Program faculty is available for student guidance. **Students are required to make an appointment to discuss scheduling and progress on a semester basis with faculty advisor as well as academic advisor (Gary Cole). Failure to do so may result in an inability to complete program requirements.**

B. The Academic Support Center, Office of Disability Services and Counseling Center, all located on RIT’s campus, are available to all students.

XIII. EVALUATIONS

A. Student Evaluations:

1. Grades will be based on progress towards course objectives and the AND Core Knowledge (Appendix A).

2. Grades will be assigned, at a minimum, on a semester basis.

3. Some of the evaluation instruments and procedures to be used by instructors as well as students are as follows:
   a. Tests and final examinations
   b. Field experience and preceptor evaluations
   c. Completion and quality of assigned projects and studies
   d. Student’s interest, participation, and attitudes in classes.
   e. Student’s motivation to complete the Nutrition Management Program satisfactorily
   f. Attendance in classes and field experiences
   g. All written assignments must be well-written, proofread, spell-checked, grammatically correct, and properly referenced.

B. Program Evaluation:

Several tools are used to evaluate the program’s effectiveness including, but not limited to, the following:

1. Students will have an opportunity to evaluate courses, programs, instructors and preceptors on a regular basis.
2. Students are required to complete a total program evaluation prior to graduation.
3. Graduates are surveyed in order to gain feedback on program preparation.
4. Supervised Practice/Internship Directors are surveyed to gain feedback on program preparation of students.
XIV. DIETETIC ASSOCIATION MEETINGS AND MEMBERSHIP

A. Students are required to join the Genesee Dietetic Association (GDA) as student members. They are also encouraged to plan their schedules so they can attend the meetings. Approximate cost = $10.00 annually.

B. Students in the Nutrition Management Program are eligible for Associate Membership in the Academy of Nutrition and Diethetics (AND). This entitles students to subscriptions of the AND Journal. All students are encouraged to become Associate members of the AND and are required to do so by the third year. Approximate cost = $50.00 annually.

C. All students are strongly encouraged to participate in the Student Dietetic Association (SDA) governance, functions and meetings.

XV. OUTSIDE EMPLOYMENT

The faculty realizes that it may be necessary for some students to work part-time while attending school. This should not be done at the expense of the course work, field experience or co-operative work experience required in the Nutrition Management Program. It is the student's responsibility to fulfill all school obligations. Students choosing to work while attending school should not expect priority treatment from the faculty, however, they are strongly encouraged to meet with a Program Director to devise a best possible schedule.

XVI. PROTECTION OF PRIVACY OF STUDENT INFORMATION AND ACCESS TO PERSONAL FILES

Please refer to the current RIT Student Rights and Responsibilities Handbook: http://www.rit.edu/studentaffairs/studentconduct/rr.php

XVII. COMPLAINT POLICY

Students enrolled in the Nutrition Management Program who may have a complaint related to ACEND accreditation standards, student rights to due process, and appeal mechanisms should follow the following procedure:

1. Student should follow RIT's policies on such matters found in the Student Rights and Responsibilities Handbook @ http://www.rit.edu/studentaffairs/studentconduct/rr.php
2. As per the above reference, if a student believes a faculty member’s treatment in a course has been unfair, it is the student’s responsibility to meet with the faculty member to discuss the matter.
3. Likewise, if a student has a complaint related to ACEND accreditation standards; it is the student’s responsibility to meet with the program director to discuss the matter.
4. Should the student feel that a complaint related to the ACEND accreditation standards remain unresolved after following the program and RIT policies listed above, the student should follow the procedure found at the following site: http://www.eatright.org/ACEND/content.aspx?id=7975

XVIII. DISCIPLINARY/TERMINATION PROCEDURES

Please refer to the current RIT Student Rights and Responsibilities Handbook: http://www.rit.edu/studentaffairs/studentconduct/rr.php

XIX. WITHDRAWAL AND REFUND OF TUITION AND FEES

Please refer to: https://www.rit.edu/fs/sfs/billing/tuitionandfees/1415#overlay-context=billing-information

XX. SCHEDULING AND PROGRAM CALENDAR

Please refer to: http://www.rit.edu/calendar/
XXI. ACCESS TO STUDENT SUPPORT SERVICES, INCLUDING HEALTH SERVICES, COUNSELING AND TESTING
Please refer to: http://www.rit.edu/studentaffairs/studentconduct/rr.php
Core Knowledge for RD

1. Scientific and Evidence base of Practice: integration of scientific information and research into practice

**Knowledge**

KRD 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

2. Professional Practice expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice

**Knowledge**

KRD 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

KRD 2.2 The curriculum must provide principles and techniques of effective counseling methods.

KRD 2.3 The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

3. Clinical and customer Services: development and delivery of information, products and services to individuals, groups and populations

**Knowledge**

KRD 3.1 The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

KRD 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KRD 3.3 The curriculum must include education and behavior change theories and techniques.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

**Knowledge**

KRD 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.

KRD 4.2 The curriculum must include content related to quality management of food and nutrition services.

KRD 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

KRD 4.4 The curriculum must include content related to health care systems.

KRD 4.5 The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

5. Support Knowledge: knowledge underlying the requirements specified above

**Knowledge**

KRD 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

KRD 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.

KRD 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

APPENDIX A
Principles: Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetic practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this code.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public”.

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics base on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetic practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetic practitioner accurately presents professional qualifications and credentials.
18. The dietetic practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
Definitions:

1. **Didactic Program in Dietetics**: An education program (bachelors and/or graduate level) that provides the required dietitian coursework to meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) core knowledge requirements to prepare graduates for an Internship Program in Nutrition and Dietetics. Graduates of ACEND-accredited didactic programs who are verified by the program director may apply for supervised practice experiences to establish eligibility to sit for the registration examination for dietitians.

2. **Dietetic Internships**: An education program that provides at least 1200 hours of supervised practice experiences to meet ACEND’s competency requirements to become a Registered Dietitian. A verification statement is issued to individuals who successfully complete the program as evidence of eligibility to sit for credentialing exam.

3. **Coordinated Program in Dietetics**: An education program (bachelors and/or graduate level) that provides the required dietitian coursework and at least 1200 hours of required supervised practice experiences to meet ACEND’s core knowledge and competency requirements to become Registered Dietitians. A verification statement is issued to individuals who successfully complete the program as evidence of eligibility to sit for credentialing exam.

4. **RD/RDN-Registered Dietitian/Registered Dietitian Nutritionist**: A dietitian who has completed the registration eligibility requirements established by ACEND, successfully passed the Registration Examination for Dietitians, and meets continuing education requirements.

5. **Dietetic Technician Program**: An education program (Associates Degree) that provides the required dietetic technician coursework and at least 450 hours of required supervised practice experiences to meet ACEND’s core knowledge and competency requirements to become Dietetic Technician, Registered. A verification statement is issued to individuals who successfully complete the program as evidence of eligibility to sit for credentialing exam.

6. **DTR-Dietetic Technician, Registered**: A technician who has completed registration eligibility requirement established by ACEND, successfully passed the Registration Examination for Dietetic Technicians, and meets continuing education requirements.
Policy Statement for Didactic Program Dietetics/Nutrition Management Program
Verification Statement

The Nutrition Management program (Didactic Program in Dietetics -DPD), of the Rochester Institute of Technology (RIT) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Completion of the DPD, culminating in a minimum of a baccalaureate degree, qualifies the students to apply for a Dietetic internship, the supervised practice requirement, also necessary for registration eligibility.

Upon successful completion of the required courses in the DPD curriculum the student will receive an ACEND Verification Statement issued by the DPD Director. In addition, a BS degree will be awarded. Students are then eligible to apply for the next phase of dietetic education, i.e. supervised practice.

DPD Verification Criteria

The following information applies to students who wish to complete the Didactic Program in Dietetics (DPD) curriculum and receive the ACEND Verification Statement.

1. Students must be enrolled in the degree program at RIT.
2. Some courses required to complete the DPD may be taken at other accredited colleges or universities with the DPD Director’s prior approval. Only courses in which the student earned a grade of “C” or better will be considered for credit toward the DPD with the exception of required science and nutrition courses which require a “B” or better for credit.
3. Students must receive a “B” or better in all nutrition courses (NUTR or equivalent).
4. All science courses required in the DPD Program must be completed with a grade of “B” or better.
5. Verification Statements cannot be issued until students complete all BS degree requirements including the completion of three cooperative work experiences, one of which must be in the healthcare food/nutrition industry.
6. Program Director retains the right to refuse to issue a Verification Statement in the event that the student does not meet the Professional Behavior standards outlined on page 10 & 11 of this document.
7. Students must complete program requirements within six years of entering the program or the Verification Statement will not be issued.

Qualified students who currently hold a BS or graduate degree from an accredited college or university must be enrolled in the Nutrition Management degree program at RIT and take courses toward verification/certification of completion of the DPD as established by RIT. A minimum of 30 credit hours must be completed at RIT to gain a BS degree as well as a verification statement.

Additionally, any student not completing an introductory food preparation course and a beginning nutrition course in a college or university in the United States or Canada must take these courses at RIT. Knowledge of food consumed by the North American population, its nutrient composition and preparation methods is needed to successfully complete upper level courses in nutrition, food science, and food systems management, and to be prepared to practice dietetics in the United States.

RIT alumni requesting replacement Verification Statements must fulfill current curriculum requirements.
Please see the following for more detailed information: www.eatright.org/ACEND

APPENDIX D
## Nutrition Management Semester Curriculum

### Term: Fall 1

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>CR</th>
<th>LAS</th>
<th>Maj</th>
<th>New</th>
<th>Prerequisite(s)</th>
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<tbody>
<tr>
<td>FOOD-121-Principles of Food Production</td>
<td>3</td>
<td>x</td>
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<tr>
<td>First Year Seminar</td>
<td>3</td>
<td>x</td>
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<tr>
<td>CHMG-111 General-Organic-Biochemistry I</td>
<td>4</td>
<td>x</td>
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<tr>
<td>MATH-101 College Algebra LAS P7A</td>
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<td>PSYC-101 Introduction to Psychology</td>
<td>3</td>
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### Term: Fall 2

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<tbody>
<tr>
<td>MEDS-250 Anatomy and Physiology I/lab</td>
<td>4</td>
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<tr>
<td>FOOD-123-Sanitation and Safety</td>
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<td>ACCT-110 Financial Accounting</td>
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<td>GE Writing Requirement</td>
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<td>SOCI-102 Foundations of Sociology</td>
<td>3</td>
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**Term credit total:** 14 10 4

### Term: Fall 3

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<th>Prerequisite(s)</th>
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<tbody>
<tr>
<td>HSPT-383 Assessing and Improving Service Quality</td>
<td>3</td>
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<td>COS-STAT-145</td>
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<tr>
<td>NUTR-402 Dietetic Environment</td>
<td>3</td>
<td>x</td>
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<td>CHST-NUTR-125;All biological and chemical sciences</td>
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<tr>
<td>NUTR-333 Techniques of Dietetic Education</td>
<td>3</td>
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<td>CHST-NUTR-125;All biological and chemical sciences</td>
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<tr>
<td>SCB-MKTG-230 Principles of Marketing</td>
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<tr>
<td>Immersion</td>
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### Term: Spring 1

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<th>Prerequisite(s)</th>
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<tr>
<td>Writing Seminar</td>
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<td>NUTR-125 Contemporary Nutrition</td>
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<tr>
<td>CHMG-112 General-Organic-Biochemistry II</td>
<td>4</td>
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<tr>
<td>MEDG-106 Microbiology in Health &amp; Disease</td>
<td>3</td>
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<td>ECON-101 Principles of Microeconomics</td>
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### Term: Spring 2

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<th>Prerequisite(s)</th>
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<tr>
<td>MEDS-251 Anatomy and Physiology II/lab</td>
<td>4</td>
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<tr>
<td>FOOD-223 Food and Beverage Management</td>
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<td>NUTR-223 Food and Beverage Management Lab</td>
<td>1</td>
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<tr>
<td>STAT-145 Introduction to Statistics I</td>
<td>3</td>
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**Term credit total:** 17 13 4

### Term: Spring 3

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<tr>
<td>NUTR-554 Life Cycle Nutrition</td>
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<tr>
<td>FOOD-325 Food Innovation and Development</td>
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<td>CAST-FOOD-121</td>
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<tr>
<td>HRDE-386 Human Resources Development</td>
<td>3</td>
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<tr>
<td>Immersion</td>
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**Term credit total:** 16 6 10

### Term: Spring 4

**Check course classification (s)**
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<tr>
<td>NUTR-525 Medical Nutrition Therapy I</td>
<td>3</td>
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<td>CHST-NUTR-125;All biological and chemical science</td>
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<tr>
<td>NUTR-497 Dietetic Internship Seminar</td>
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<tr>
<td>NUTR 560 Senior Project (WI)</td>
<td>3</td>
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<td>COS-STAT-145; CAST-HSPT-383</td>
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<tr>
<td>NUTR-510 Nutrition and Integrative Medicine</td>
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Gen Ed. 3 x
Free elective 3

Term credit total: 14 3 11

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<tr>
<th>Course Number &amp; Title</th>
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<th>Maj</th>
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<th>Prerequisite(s)</th>
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<tr>
<td>NUTR-526 Medical Nutrition Therapy II</td>
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<td>CHST-NUTR-125,402,554 525;All biological and chemical sciences</td>
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<tr>
<td>NUTR-550 Community Nutrition</td>
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<td>CHST-NUTR-125,402,554 525;All biological and chemical sciences</td>
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<tr>
<td>HSPT-481 Leadership Innovation in Service Industries</td>
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Free elective 6

Term credit total: 15 0 9

**Program Totals:**

- **Credits:** 123
- **Liberal Arts & Sciences:** 61
- **Major:** 53
- **Elective & Other:** 9

**Cr:** credits  **LAS:** liberal arts & sciences  **Maj:** major requirement  **New:** new course  **Prerequisite(s):** list prerequisite(s) for the noted courses

**APPENDIX E**
CONTACTS FOR THE NUTRITION MANAGEMENT PROGRAM:

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Nutrition Management Program
Rochester, New York 14623-5604

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kzfihst@rit.edu

Accreditation Council for Education in Nutrition and Dietetics
Contact: AND Accreditation Staff
Phone 312-899-0040 ext. 5400
EMAIL: education@eatright.org
www.eatright.org/ACEND

The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
IL 60606-6995
Phone: 312/899-0040
(312) 899-0040
Fax: 312/899-4817
www.eatright.org
Student Responsibilities

It is the student's responsibility to be on time, be prepared, and participate fully in all classes (entire curriculum, not just those classes with a NUTR prefix), co-ops and events.

- The student should have a positive attitude, that is, be prepared and eager to learn what the curriculum prescribes – even when the value of the experiences may not be immediately evident to the student, consider how they fit into the big picture. There is always something to learn.
- The student should be internally motivated, that is, be interested in learning because they want to become excellent practitioners, team members, and professional leaders. Grades and other extrinsic reward are less important than what the student learns.
- Always be on time to ALL, classes’ field trips and with meeting deadlines set for assignments.
- Get started on assignments early.
- Take advantage of opportunities offered inside and outside of RIT.

It is the student's responsibility to communicate regularly and appropriately with all instructors, preceptors, and others so that expectations, arrangements, responsibilities etc. are understood and agreed upon.

- The student must schedule an appointment with his/her faculty advisor at minimum once per semester for the purpose of course scheduling and career advisement.
- The student must schedule an appointment with the academic advisor, Gary Cole, for the purpose of scheduling, prior to meeting with their faculty advisor each semester.
- Students must not deviate from the agreed upon academic plan unless approved by the faculty advisor.
- The student should be open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities – even when these seem to be or are in conflict with the student's personal beliefs and prior experiences.
- You are not expected to know all the answers but need to know where to find accurate and timely information. Remember, you are in this program to learn so ask lots of questions to enhance your knowledge.
- Practice good listening skills and avoid gossiping. Display positive body language, such as good eye contact, firm hand shakes, greeting people with a smile and avoid distracting non-verbals.

It is the student's responsibility to plan carefully and thoroughly. It is also the student's responsibility to follow through with all assignments and to prepare for the unexpected.

- The student should be organized and assume responsibility for their own learning. Excuses for disorganization and forgetfulness are not acceptable.
- Students should be flexible and willing and able to adapt appropriately as situations change and circumstances warrant. Expect and accept that problems and frustrations will occur periodically, but learning to deal with problems will allow you to grow as a professional.
- Cope with problems with a positive attitude.

It is the student's responsibility to learn when to ask for guidance and when to be appropriately self-directed.

- Students should learn when to ask others questions and when to search for the answers themselves. Clarify tasks given to you so you don't waste time. If expectations are not clear to you, ask the instructor/supervisor/preceptor to clarify.
- Be flexible; respond positively to changes in schedules or assignments.
- Students should be able and willing to build upon their prior learning.
- Students should be able to integrate new information and concepts with those that they learned previously.
It is the student’s responsibility to maintain an appropriate perspective and stay focused on learning and the tasks at hand.

- Students should manage their personal lives so that they can take full advantage of the experiences the program is providing for them.
- Students should expect that completing this program will be time-consuming and challenging. Without challenge and stretching, there will not be growth.

It is the student’s responsibility to look for connections as follows:
- between theory and practice
- to what is already known and understood
- between and among the new things being learned
- between the training environment and future roles

- Students should expect to spend time in reflection and self-assessment.
- Students should be patient – with patients, clients, employees, preceptors, and themselves. Learning and the development of professional skills takes time, effort, practice, and patience.
- Students should understand that not everyone is ‘great’ at everything. They should expect their assessments from Instructors/supervisors/preceptors will generally reflect the fact that there is room to improve.
- Students should understand that they are expected to develop and demonstrate entry-level competence for all of the ACEND Core Knowledge Statements. If they are not able to so in the time allotted, they should be prepared to devote additional time and energy in these areas.

It is the student’s responsibility to take care of him or herself.

They should:
- Eat well
- Exercise
- Get enough rest
- Manage their stress

It is the student’s responsibility to be organized, respectful, and appreciative.

- Student behaviors should reflect their recognition that many are doing extra tasks and giving generously of the time, energy, and talents so that students can have these learning experiences.
- Always treat others with respect, even when you don’t share the same values or opinions. Be courteous to all.
- Understand that constructive criticism is given to improve you skills and is not to be taken personally.
- Read e-mails daily and respond (if needed) promptly.
- Check your mailbox daily and empty it regularly. Do not use your mailbox as a file.
- Practice good organizational skills and pay attention to details.

The above statements are representative of conduct and qualities desired by Dietetic Internship programs as well as compliance to the Code of Ethics for the Profession of Dietetics - see Appendix B. These and other qualities will be addressed by those who write letters of reference for your Internship application.
AGREEMENT OF UNDERSTANDING
Regarding Requirements and Policies of the Nutrition Management Program

I have read thoroughly this manual and am in complete understanding of the contents. Any points requiring clarification have been answered satisfactorily by the Program Director(s) of the Nutrition Management Program at Rochester Institute of Technology.

__________________________________Student Signature

___________________________________Date

Please sign and return to Liz Kmiecinski or complete on-line at http://tiny.cc/NMAgreement

To be kept in student academic file
RELEASE FORM

I, ________________________________________, for consideration received, do hereby grant to Rochester Institute of Technology (“RIT”), and its respective individual employees, directors, officers, agents, representatives, successors and assigns, the absolute and irrevocable right and unrestricted permission, for any purpose whatsoever and without further notice to me or any other or further consent or authorization from me to use, reproduce, broadcast, telecast, announce, publish, present and display my name, likeness, features, voice, manual language expressions, identity, resemblance, quotations or photographs, whether alone or in combination, and whether contained or depicted in any photographs, pictures, video, television, digital motion and other electronic media images or other recorded materials of me or in which I may be included with others, either still or moving, live or delayed, or otherwise including any written quotes of information that I readily shared with interviewers; and to copyright same and use individually or in any and all media now and in the future for illustration, promotion, art, editorial, advertising and trade or any other purpose and to use my name in conjunction with the above.

I agree that I am entitled to no compensation for any such use of my name, likeness, features, voice, identity, resemblance, quotations or photographs other than what may have already been given to me.

I assign to RIT all rights, title and interest that I may have in the above referenced materials and waive all claim and title thereto and therefore I do hereby release RIT, its individual employees, directors, officers, agents, representatives, successors and assigns, including the person who took or produced the above referenced materials, now and forever, from any actions, suits, claims, covenants, damages, executions, demands and liabilities which I or my heirs, representatives, successors and assigns ever had, now have or may have arising out of the aforesaid authorization and consent, without limitation, including any claims for libel or alleged misrepresentation of me by virtue of alterations or faulty mechanical reproduction.

Please print:

Full Name/Title: ________________________________________________________

Name of Company: ______________________________________________________

Signature: _____________________________________________________________ Date: __________________

Office Use Only

Name of Event: _________________________________________________________

Date: ______________

Responsible Coordinator: ________________________________________________

Notes: ______________