

2019-2020

STUDENT HANDBOOK POLICIES & PROCEDURES

RIT



WSHN
Wegmans School of
Health and Nutrition



Dietetics and Nutrition Program

ROCHESTER INSTITUTE OF TECHNOLOGY
Rochester, New York
www.rit.edu/dieteticsnutrition

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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 MS 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) Dietetics and Nutrition 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 through 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 DIETETICS AND NUTRITION PROGRAM

The Mission of the Dietetics and Nutrition 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 Dietetics and Nutrition 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 Dietetics and Nutrition 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 Dietetics and Nutrition 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
Parking	See RIT parking website
AND & GDA memberships (by Junior year)	Approx. \$50
Other (may include attendance at national, state and local dietetics association meetings)	Varies
Dietetics 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. RIT Dietetics and Nutrition students with financial need demonstrated on the FAFSA (<https://studentaid.ed.gov/sa/fafsa>) and a strong academic record may be eligible for the Bernice Skinner Morecock endowed scholarship. 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 Dietetics and Nutrition 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 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 Dietetics and Nutrition 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/leggings 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 that 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.
 - d. Upholding AND Standards of Professional Performance, Professional Framework and Code of Ethics.
- 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 their 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 Dietetics and Nutrition 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 Dietetics and Nutrition Program are eligible for Associate Membership in the Academy of Nutrition and Dietetics (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 Dietetics and Nutrition 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 Dietetics and Nutrition 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 remains unresolved after following the program and RIT policies listed above, the student should follow the procedure found at the following site: The correct link is:
<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

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/fa/sfs/refund>

XX. SCHEDULING AND PROGRAM CALENDAR

Please refer to: <https://www.rit.edu/calendar/1920>

XXI. ACCESS TO STUDENT SUPPORT SERVICES, INCLUDING HEALTH SERVICES, COUNSELING AND TESTING

Please refer to: <http://www.rit.edu/studentaffairs/studentconduct/rr.php>

APPENDIX A

Core Knowledge for RDN

1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice

Knowledge

- 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 level of practice

Knowledge

- 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

Knowledge

- 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

Knowledge

- 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.

APPENDIX B

The Academy of Nutrition and Dietetics: August 2009

Adapted from: Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues —
August 2009 Journal article: (<http://www.eatright.org/codeofethics/>)

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.

APPENDIX C

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.

APPENDIX D

Policy Statement for Didactic Program Dietetics/Dietetics and Nutrition Program Verification Statement

The Dietetics and Nutrition 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 Dietetics and Nutrition 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

CHST BS Dietetics and Nutrition Table 1 a Semester Curriculum
AY 2019-2020

Term: Fall 1		Check course classification (s)			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)
HSPT-121 Principles of Food Production	3		3		Restricted to students in the HSPS-BS, HSPS-AAS or NUTR-BS program
First Year LAS Elective	3	3			
CHMG-131 General Chemistry for Engineers (LAS-P5)	3	3			
CHMG-145 General & Analytical Chemistry I Lab (LAS-P5)	1	1			Co-requisite: CHMG-141 or equivalent course or students standing in ENGRX-UND
MATH-101 College Algebra (LAS-P7A)	3	3			Students must have a math placement exam score of at least 40 or 3 rd year standing or C- or better in MATH-90.
PSYC-101 Introduction to Psychology	3	3			
YOPS-10 RIT 365: RIT Connections	0				
Term credit total:	16	13	3		
Term: Summer 1		Check course classification (s)			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)
NUTR-499 Co-operative Work Experience	0		0		
Term credit total:	0		0		
Term: Fall 2		Check course classification (s)			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)
MEDS-250 Human Anatomy and Physiology I	4	4			(BIOL-101 and BIOL-102) or (BIOL-121 and BIOL-122) or MEDG-102 or NUTR-BS
Free Elective	1				
ACCT-110 Financial Accounting	3		3		
CHMB-402 Biochemistry I	3	3			CHMO-231 or CHMO-331 or equivalent
SOCI-102 Foundations of Sociology	3	3			
Wellness Education	0				

Term: Spring 1		(Check course classification (s))			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)
First Year Writing (LAS-F)	3	3			
NUTR-215 Contemporary Nutrition	3		3		
CHMO-231 Organic Chemistry I	3	3			CHMG 142 or equivalent Co-requisite: CHMO-235 or equivalent
CHMO-235 Organic Chemistry Lab I	1	1			Co-requisite: CHMO 231 or equivalent
MEDG-106 Microbiology of Health and Disease (LAS-P6)	3	3			
ECON-101 Principles of Microeconomics	3	3			
Term credit total:	16	13	3		
Term:		(Check course classification (s))			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)
Term credit total:					
Term: Spring 2		(Check course classification (s))			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)
MEDS-251 Human Anatomy and Physiology II	4	4			(BIOL-101 and BIOL-102) or (BIOL-121 and BIOL-122) or MEDG-102 or NUTR-BS
HSPT-223 Food and Beverage Management	3		3		Restricted to HSPS-BS, HSPS-AAS, NUTR-BS and NUTR-AAS Major students with at least 2 nd year status.
NUTR-223 Food & Beverage Management Lab	1		1		Co-requisite: HSPT-223 or equivalent
STAT-145 Introduction to Statistics I (LAS-P7b)	3	3			MATH-101 or MATH-111 or a math placement exam score of a least 55.
LAS-Immersion 1	3	3			
LAS-P2	3	3			

Term credit total:		16	10	3		
Term: Summer 2			Check course classification (s)			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)	
NUTR-499 Co-operative Work Experience	0		0			
Term credit total:		0				
Term: Fall 3			Check course classification (s)			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)	
HSPT-360 Service Management and Quality Assurance	3		3		STAT-145	
NUTR-402 Dietetic Environment	3		3		NUTR-215, 2 co-ops (NUTR-499); CHMB-402, MEDS-250, MEDS-251, MEDG-106 or equivalent	
NUTR-333 Techniques of Dietetic Education	3		3		NUTR-215; MEDS-250,251, CHMB-402 or equivalent	
MKTG-230 Principles of Marketing	3		3			
LAS-Immersion 2	3	3				
Wellness Education	0					
Term credit total:		15	3	12		
Term: Summer 3			Check course classification (s)			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)	
NUTR 499 Co-operative Work Experience	0		0			
Term credit total:		0				
Term: Fall 4			Check course classification (s)			
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)	
NUTR-525 Medical Nutrition Therapy I	3		3		NUTR-215; CHMB- 402; MEDS-250; MEDS 251 or equivalent	
NUTR-497 Dietetic Internship Seminar	1		1			
NUTR-560 Health and Nutrition Research Foundations(WI)	3		3		STAT-145	
NUTR-510 Nutrition & Integrative Medicine	1		1		NUTR-215; CHMB-402; MEDS-250; MEDS 251 or equivalent	
LAS-P4	3	3				
LAS-P1	3	3				
Term credit total:		14	6	8		
Program Totals:		Credits: 123 Co-curricular – ServSafe certification		Liberal Arts & Sciences: 64		

Term credit total:		17	13	4		
Term:		Check course classification (s)				
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)	
Term credit total:						
Term: Spring 3		Check course classification (s)				
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)	
NUTR-554 Life Cycle Nutrition	4		4		NUTR-215; CHMB-402; MEDS-250; MEDS 251 or equivalent	
HSPT-325 Food Innovation and Development	3		3		HSPT-121 or equivalent course and 3 rd year standing.	
HRDE-386 Human Resources Development	3		3			
LAS-Immersion 3	3	3				
LAS-P3	3	3				
Term credit total:		16	6	10		
Term:		Check course classification (s)				
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)	
Term credit total:						
Term: Spring 4		Check course classification (s)				
Course Number & Title	CR	LAS	Maj	New	Prerequisite(s)	
NUTR-526 Medical Nutrition Therapy II	3		3		NUTR-525	
NUTR-550 Community Nutrition	3		3		NUTR-525	
MGMT-215 Organizational Behavior	3		3			
Free elective	6					
Term credit total:		15	0	9		
Major: 52		Elective & Other: 7				

APPENDIX F

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**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

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(312) 899-0040
Fax: 312/899-4817
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APPENDIX G

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 do 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 your 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.

APPENDIX H

AGREEMENT OF UNDERSTANDING Regarding Requirements and Policies of the Dietetics and Nutrition 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 Dietetics and Nutrition Program at Rochester Institute of Technology.

_____ Student Signature

_____ Date

Please sign and return to Liz Ruder or complete on-line at:
<http://tiny.cc/DNAgreement>

To be kept in student academic file



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Rochester, NY 14623-5603

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