

Introduction

North Dakota State University (NDSU) is pleased to welcome new students in the Dietitian Education Program (DEP).

This handbook is designed as a guide to the four semesters of integrated course work and supervised practice experience in the Dietitian Education Program at North Dakota State University. It provides specific information and instructions to make the students' responsibilities and the program's expectations clear. Students are being prepared to assume the role as a professional in dietetic practice. The information provided in this Handbook reflects the practices and requirements of the Academy of Nutrition and Dietetics and the clinical facilities where students gain their professional experience.

Upon graduation from the program, students are eligible to take the examination to become a registered dietitian and begin practice in the profession. Students should be prepared to apply classroom learning to work experiences; to be actively involved in the learning process; to function with dedicated fellow students, faculty and staff; to work hard; and to grow personally and professionally.

The Department of Health, Nutrition and Exercise Sciences adheres to the College of Human Development and Education and NDSU's statement of equal opportunity:

NDSU admits students without regard to race, color, age, national origin, ancestry, religion, or physical impairment. All NDSU students have nondiscriminatory access to all available financial assistance, facilities, activities, and programs.

Accreditation

The DEP at NDSU is accredited by the Academy of Nutrition and Dietetics Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; phone – 1-800-877-1600 ex. 5400; acend@eatright.org. ACEND was established in 1994 to create an independent administrative body of the association responsible for accreditation and approval. ACEND is recognized by two agencies as an accrediting body of the Academy of Nutrition and Dietetics. The Council on Higher Education Accreditation has assumed the role as the nongovernmental body and the United States Department of Education is the governmental body that recognizes authority of ACEND as the accrediting body for dietetics education programs.

Mission Statement

The mission for the Dietitian Education Program (DEP) at North Dakota State University is to prepare competent professionals who will contribute to the profession and community as entry-level Registered Dietitian Nutritionists (RDNs) in clinical, food service or community nutrition.

Program Goals and Measurable Outcomes

Program outcome data is collected regularly and is available upon request. The programs goals and outcome measures are listed below.

Goal 1: Program graduates will function successfully as entry-level Registered Dietitian Nutritionists (RDNs) in the profession of dietetics.

- Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- The program's one – year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- At least 80% of program students complete the program/degree requirements within 3 years (150% of the program length as defined in years.)
- Based on graduation surveys, 80% of program graduates will be satisfied with the training they received in the program.

- Based on surveys at 1-year post – graduation, 80% or more of graduates’ employers will state that they are satisfied with graduates’ preparation for entry-level practice.

Goal 2: The program will produce graduates who contribute to the profession and community through involvement in organizations and volunteering at the local, state, or national level.

- Based on surveys given at 1- and 5-years post-graduation, 60% or more of graduates will report they are members of the Academy of Nutrition and Dietetics.
- Based on surveys given at 1- and 5-years post-graduation, 50% or more of graduates will report they engaged in community service defines as volunteering time, giving a presentation to a community group, organizing a fundraising activity, or other activities involving donation of time or services.
- Based surveys given at 1- and 5-year post-graduation, 25% or more of graduates will report that they have held a leadership position in an organization.

Program Requirements

GPA Requirements

In order to enter the DEP, students are required to have achieved a minimum 3.0 institutional grade point average (GPA) and a 2.75 GPA in the sciences. Student are also required to have received a grade of B or higher in Nutrition Science (HNES 250) and a grade of C or higher in Chemistry 121 (CHEM 121), Organic Chemistry (CHEM 240), Biochemistry (CHEM 260), Anatomy and Physiology I and II (BIOL 220 and 221), Microbiology (MICR 202 and 202L), and College Algebra (MATH 103 or 104) to be admitted to the DEP. After admittance to the DEP at NDSU, all dietetic students are required to continue to maintain a minimum institutional grade point average of 3.0, and earn no less than a C in all HNES classes (including HNES 260, 261/261L, 351, 354/354L, 361/361L, 442/442L, 452, 458/458L, 460/460L, 480). If a student fails to maintain the minimum GPA or does not earn at least a C in all HNES classes, the student will forfeit their place in the program.

Students are encouraged to monitor their grades and seek help at the first sign of academic difficulties. Students are encouraged to speak with the instructor of the course in which they are struggling and then with the program coordinator if they are unable to resolve the issue with the instructor. All students are required to submit a mid-term grade report each semester. Students will document their percent grade in the class and have the course instructor sign next to it. Any student whose current course grade is 75% or less is required to meet with the instructor of the course and develop a plan for improving their grade. Students are to submit completed mid-term grade sheets to the program coordinator. The form for mid-term grade reports can be found in Appendix I.

Membership in the Student Association of Nutrition and Dietetics and the Academy of Nutrition and Dietetics

All incoming Dietetics students are required to be member of the Student Association of Nutrition and Dietetics and student members of the Academy of Nutrition and Dietetics. To join the Academy of Nutrition and Dietetics, go to www.eatright.org to join. Click on the “Join the Academy” link at the top right hand corner of the screen. Then scroll down to the green box that says “Student member.” Follow the instructions for joining. All students should provide a copy of their membership card, or print off a verification of membership from the eatright.org website and provide this to Elizabeth Hilliard, Program Coordinator, no later than October 1.

(Four –Year Plan of Study)

(Curriculum Guide)

Fees and Expenses

1. Costs (estimated): Beyond the base university tuition, there may be some additional costs associated with the program, which are listed below. We are not able to provide exact amounts for these costs, so please be aware that the figures where listed are estimates. This list is not meant to be all-inclusive but is included to aid students in financial planning.

Junior Year

Item	Cost
Name Tag	\$5
Student Membership in the Academy of Nutrition and Dietetics	\$60
Membership in the Student Association of Nutrition and Dietetics	\$10
Criminal Background Check	\$75
Flu Vaccine	\$20
Varicella Titer	\$75
Mantoux Test	\$20
Hepatitis A and/or B Vaccine	Varies
Lab coat or other uniform	Varies
Transportation	Varies
Total	\$239 plus variable costs

Senior Year

Item	Cost
Student Membership in the Academy of Nutrition and Dietetics	\$60
Membership in the Student Association of Nutrition and Dietetics	\$10
Criminal Background Check	\$75
Flu Vaccine	\$20
Mantoux Test	\$20
Registration Exam review materials	\$200
Lab coat or other uniform	Varies
Transportation	Varies
Total	\$389 plus variable costs

Post-Graduation Fees

Upon completion of the DEP, students will need to order an official transcript with the degree posting date and have this sent to the program coordinator. The cost is approximately \$5. Application fees are required for taking the Registration Examination for Dietetics. Additional fees are required to become active members of the Academy of Nutrition & Dietetics. If you work in North Dakota, a limited license for dietitians must be applied for from the North Dakota Board of Dietetic Practice.

2. Tuition Refunds: Tuition refund is based on university policy. This can be assessed at <http://www.ndsu.edu/bisonconnection/accounts/withdrawals>.

Reference Materials:

A list of required and optional reference books are listed under class syllabi.

Support Services for Students On-Campus

There are several support services available for students on campus depending on their needs. Some of these resources are listed below.

<u>Service</u>	<u>Location</u>	<u>Phone</u>
ACE – tutoring services	West Dining Hall, lower level	231-8379
Bison Connection – various services including student employment, and registration and records	U Memorial Union – Main Level Barry Hall – Main Level	231-6200
Career Center – assistance with resume, job applications, interviewing	Ceres Hall 306	231-7111
Childcare for students with children	Wallman Wellness Center, room 100	231-5200
Counseling Center – emotional support for students	Ceres Hall 212	231-7671
Disability Services – for students who may need special academic accommodations	Wallman Wellness Center, room 170	231-8463
Student Health Services – clinic, pharmacy, vaccinations, blood tests, etc.	Wallman Wellness Center	231-7331

Graduation Requirements

Students should refer to the university catalog for university requirements for graduation. Graduates of the DEP receive a Bachelor of Science degree upon completion of the university and program requirements. To fulfill the Core Curriculum, 120 credits must be earned in the DEP and the student must meet all university requirements.

The professional phase of the DEP is intended to be completed in 2 years. A diploma is not issued to a DEP student until all requirements of the DEP have been successfully completed. This includes meeting all competencies/ learning outcomes set forth by ACEND, the agency that accredits the DEP. Failure to meet a requirement in a course or the program, may result in grades of incomplete, or preclude graduation in the program.

Should a student receive an incomplete grade in HNES 480, she/he will not receive a diploma or verification statement until the incomplete is resolved. Unsatisfactory performance will result in an extension of the supervised practice as determined by the Program Coordinator in consultation with the facility staff.

Issuing Verification Statements

Verification statements are required by CDR to prove eligibility for the Registration Exam for Dietitians. When a student has satisfactorily completed all didactic course work and supervised practice experiences totaling 1200 hours, met all the competencies set by ACEND, met the expectations of preceptors on evaluations, and earn an 80% on the Dietetics practice exam they will receive a verification statement. At the end of the final year of the program, graduating students will be asked to request a copy of their final transcript with the degree posting date. Upon receipt of the transcript, and given that the aforementioned requirements were met, the student will receive 5 copies of the verification statement. The program coordinator will then submit the required class submission paperwork to the Commission on Dietetic Registration (CDR). Within 6-8 weeks of this submission, students should receive an email from CDR and ACT indicating they are eligible to sit for the Registration Exam.

Policies and Procedures

Criminal Background Checks/ Immunizations/ Drug Tests: All must be passed satisfactorily to remain in DEP program. All students will be required to complete a federal, state, and local criminal background check which includes an ID trace and a search of the federal sex offender registry and submit copies of required background check and immunizations in the fall of their junior year prior to starting clinical rotations. Drug tests are not required by the program, but may be required by individual facilities. Students are expected to pass drug tests even though they are not required by the program.

In general, students will need proof of the following immunizations: 2 doses of measles/ mumps/rubella vaccine + 1 dose after the first birthday (or titer indicating immunity), 2 doses of varicella vaccine (or titer indicating immunity), at least one dose of Tdap, 3 doses of hepatitis B vaccine (optional at some facilities), 1 yearly influenza vaccine, and a 2 step Mantoux test (tuberculosis) or Quantiferon blood test. These guidelines may vary depending on the facility.

Failure to obtain the required immunizations, tuberculosis testing, and criminal background check will result in a student forfeiting their position in the DEP. The student will then complete their degree in the DPD and will need to obtain an internship at another institution to be eligible to take the Registration Exam for Dietitians. A failure of the background check will result in the same consequence.

Absences and Attendance

It is the responsibility of the DEP students to attend all DEP classes. You should arrive promptly for scheduled supervised practices. If students will be late or absent to a supervised practice, they are expected to call the designated individual for that facility prior to the scheduled start time.

- **Emergencies--**

In case of an emergency, notify both the course faculty person and designated individual at the clinical facility.

- **Illness**

Students are encouraged to accept responsibility for personal health, especially during this time of intense professional preparation. Illness that interferes with performance should be reported as soon as possible to both the supervised practice contact person and the instructor for the course, particularly if it endangers the health of clients or customers. If at all possible, this contact should be in advance of scheduled responsibilities or class time. Missed supervised practice hours from illness will have to be made-up at the convenience of the clinical instructor or preceptor.

- **Call to Active Military Duty**

In the event that a student is involved with any branch of the Armed Forces or National Guard and gets to called to active duty, the student should notify both the course faculty person and designated individual at the clinical facility as soon as possible and before leaving for duty. Faculty and instructors will attempt to reschedule missed work so that the student can successfully complete the course. It should be noted however, that this may not be possible in all situations, and repeating a course or delaying graduation may be necessary.

- **Rescheduling Excused Absences**

In the event of illness, injury or extenuating circumstances, students should contact their instructor or clinical supervisor. Rescheduling of excused supervised practice absences is at the discretion of the instructor or clinical supervisor. Rescheduling may require Saturdays or vacations. Students should be aware that it may be impossible to reschedule all supervised practice. In the event that a missed supervised practice cannot be rescheduled, the student may not be able to graduate. Any potential schedule conflict should be discussed with the instructor or clinical supervisor in advance.

- **Unexcused Absences**

Students should be aware that excused absences are usually granted only in the case of illness. Examples of unexcused absences include: going home early for a university break, weddings, etc. Supervised practice hours missed because of an unexcused absence may not be rescheduled which will prevent graduation from the program.

- **Extracurricular Activities**

The faculty supports extracurricular activities, but the course and assignments take priority over employment, athletic participation, club meetings, or other such events.

To avoid conflict with outside activities, consult the course instructor at the beginning of the semester to try to work around known schedule conflicts.

- **Vacation and Holidays**

For all supervised practice experiences, except HNES 480, students follow the university's academic calendar. The schedules may include some legal holidays. This does not apply to students taking HNES 480. For these students, the facility calendar will be followed. Students may be expected to work evenings, weekends, and/or holidays. Spring break for students in HNES 480 will happen between each 8 week practicum experience. This may not follow the university's spring break schedule.

- Weather Problems

If NDSU cancels classes due to the weather, students should not report to the supervised practice settings. Students are responsible for notifying the site contact person that they will not be in attendance due to the cancellation of classes. This **does not apply** to students taking HNES 480. For these students, the policies of the facility will be followed.

- Work

It is understood that students may need to work while completing the dietetics program. However, work is not to interfere with class or supervised practice. Work is not considered an excused absence. Students are encouraged to keep their work schedules to 20 hours a week or less if possible. When work schedules exceed 20 hours per week, it becomes increasingly difficult for students to maintain academic performance.

- Transportation Problems

Students are responsible for transportation to and from supervised practice sites. If students have “car problems”, they are expected to make other arrangements for getting to the supervised practice facility on time. All costs for transportation and liability for safety to and from supervised practice facilities are borne by the student.

Academic and Supervised Practice Performance

The DEP is designed as sequential learning. Skills and knowledge obtained in one experience are further developed in future experiences.

Therefore, students must take DEP courses in the designated sequence. Discuss exceptions with your academic advisor.

Students failing to demonstrate an overall satisfactory performance in the supervised practice, as determined by the faculty, are placed on departmental probation during the following term. If sufficient improvement is not observed during the following term the student may be dismissed from the DEP.

The DEP is designed to help students meet the skills and knowledge requirements to practice as an entry level dietitian. The development of these abilities is assessed, in part, through the attainment of specified competencies (see Appendix A). Students meet the required competencies by practicing skills and using nutritional knowledge both in the classroom and the clinical setting. Evaluations by faculty and staff and student’s self evaluations are used to chart the progress toward meeting competencies. During the final spring practicum experiences (HNES 480) students are expected to be able to demonstrate the ability to perform each competency listed.

Retention and Remediation

Once admitted to the program, students are required to submit midterm grades each semester. Students will complete the midterm grade sheet found in Appendix I and have their instructors sign off on each grade. Any student earning a 75% or less in a course is required to meet with the instructor to develop an improvement plan.

Faculty and clinical instructors are devoted to helping students find success in the program. If a student is struggling to grasp critical concepts, the student should contact a faculty member or clinical instructor for additional help. Faculty will make any reasonable effort provide additional resources to the student. Students are responsible for seeking out help when needed and utilizing the resources provided.

Graduation from the program requires successful completion of all HNES courses with a grade of C or higher and a 3.0 overall GPA.

Disciplinary Procedures

University

Students who violate university policy are subject to disciplinary action by the university. Appeals to disciplinary action may be made through the appeals system. The student code which includes information about the appeals system is found at <http://www.ndsu.edu/fileadmin/studentlife/StudentCode.pdf>

Professionalism

For the DEP, issues are first addressed within the department with the appropriate faculty member and Department Chair/Program Director. Minor problems may easily be resolved during a faculty-student conference. More chronic problems will be addressed if the student fails to meet directives.

Failure to meet the plan may result in the student being placed on probationary status. If the problem is not resolved, the student may be asked to forfeit their place in the program. Violation of GPA requirements results in termination of program status.

Dress Code

All students are expected to adhere to those requirements of personal hygiene and cleanliness, which result in a well-groomed professional.

The student will present a neat, professional appearance at all times. Dress in supervised practice and practicum settings will be in accordance with the regulations at the facility. Where dress codes are not specified, the student will adhere to the following:

- An identification badge (name pin) will be worn at all times and be visible (See Identification).
- Shoes will be in good repair. They must be closed at toe and heel, with heel of comfortable height (1½ inches or lower).
- Attire should always be neat, clean, and well-fitting.
- Practice good personal hygiene to provide a general appearance of cleanliness and neatness at all times. Hair must be neat and clean and of natural color. Fingernails must be clean and neatly filed or clipped, and be free of nail polish.
- Jewelry, when worn, should be minimal. Limit jewelry to one wristwatch, one simple necklace, small earrings, one ring per hand, and professional pins with safety clasps. No jewelry in the nose, eyebrow, tongue, or any other visible body piercing except for the ear is allowed.
- Clothing should not be transparent, revealing, tight fitting, must cover the midriff area and not interfere with performing job function.
- No perfumes.
- Blue jeans, sweats, and other similar outfits are not acceptable.

Additional requirements for the Therapeutic Nutrition Setting:

- No sandals, clogs, boots, tennis or athletic shoes are to be worn.
- Hair longer than shoulder-length must be appropriately restrained.
- Makeup, if worn, should be minimal and no perfume is to be used.
- No dangling or hoop earrings may be worn.

Additional requirements for the Foodservice Administration setting:

- Canvas, cloth, or any other absorbent-material shoes are not permitted.
- All personnel must wear a hair restraint, either a surgical cap or hair net is required. Beards must be covered with a beard cover.
- Nail polish may not be worn. Nails are to be trimmed not longer than the fingertip edge.
- No dangling or hoop earrings may be worn.

Evaluation Procedures

Students evaluate the DEP courses, faculty, clinical supervisors, supervised practice experiences, and overall program.

Students are evaluated on their knowledge and professional skills in both academic and supervised practice settings. Grade criteria and examples of the performance evaluation forms are distributed and discussed at the beginning of each course or area of practice: Foodservice, Therapeutic, and Community Nutrition.

Course grades are determined as outlined in each course syllabus. Students must receive satisfactory performance evaluations and meet all the DEP competencies listed in Appendix.

Finally, students plan learning goals and assess their own development of professional competencies necessary for performance as an entry level dietitian. Student performance and ability to meet the DEP competencies are evaluated on a regular basis.

Gifts and Gratuities

Consistent with the professional standards, no gifts or gratuities can be accepted by students in any clinical setting.

Grievance Procedures

NDSU is committed to seriously considering student complaints and handling complaints fairly.

Grievance/disciplinary procedures are located at http://www.ndsu.edu/vpsa/forms_and_guidelines/, <http://www.ndsu.edu/fileadmin/studentlife/StudentCode.pdf> and http://www.ndsu.edu/fileadmin/diversity/Grievance_Flow_Chart.pdf. It is hoped that student complaints can be dealt with at the instructor-student level before involving the program coordinator, department head or dean of the college. However sometimes this is not possible. Students should follow the procedures outlined in the Student Code Handbook. After exhausting the university's written complaint policy, students may then submit a letter of complaint to ACEND for unresolved complaints related to the ACNED accreditation standards. The address and phone number for ACEND are found on the first page of this manual and on the NDSU Dietetics website at <http://www.ndsu.edu/hnes/dietetics/>

Health Status and Insurance

NDSU does not provide health care or accident insurance for DEP students. Each student is responsible for her/his own health insurance or expenses related to health care or accident coverage. Students must have health and accident insurance or coverage through an individual or family policy.

Identification

Identification must be worn in all supervised practice settings. Students wear an NDSU issued ID in lanyard at all times during supervised practice experiences. Students may need an additional ID during the senior spring practicum experience depending on the requirements of the facility.

Injuries

Immediately contact the supervisor or preceptor regarding any injury and follow the appropriate injury reporting procedures for the institution. Submit a report to the instructor within 24 hours using the First Report of Injury

Liability during Travel or on Site

Any medical expenses from injuries which occur during travel to or from the clinical site, at the work site, or during supervised practice experiences are the responsibility of the student.

Leave of Absence

If a student must be absent from the program for an extended period of time, a written letter must be submitted to the Department Chair and Program Coordinator requesting leave for a specified period of time. A request for leave of absence is considered on an individual basis.

All leave time granted must be made up in the scheduled, sequenced format of the program. Students granted a leave are re-admitted to the Program on a space available basis. Due to the curriculum restrictions of the program, students are usually not able to re-enter the Program until at least one year following the leave of absence.

Confirmation of intent to return to the Program must be made in writing. Students extending the leave of absence beyond one year must apply and compete in the DEP selection process again.

Liability Insurance

Each student is covered under NDSU professional liability policy as long as student is on official NDSU business.

Meals

Students must provide for their own meals. *Mealtimes are not counted as part of the clinical hours.*

Performance Appraisal

Performance appraisal of students is an integral part of the DEP. Students are regularly evaluated by both the course instructor in didactic and supervised practice experiences, and by facility staff and preceptors during supervised practice.

Supervised Practice Courses

In all of the supervised practice courses, faculty, supervisors, and/or preceptors routinely evaluate student progress; the schedule of evaluations is specific to the area of practice.

- Nutrition Therapy (HNES 354L and 458L)

Students are evaluated at the end of each term by the clinical instructor. Clinical instructors also track the student's progress on an ongoing basis throughout the semester. (Appendix G)

- Foodservice Systems Management (HNES 361L and 460/460L)

Final evaluations are completed by the university instructor/clinical instructor using a form specific to foodservice. (Appendix G)

- Community Nutrition (HNES 442 and 442L)

The course instructor provides an evaluation of each component of the supervised practice experience. In the supervised practice experience, students are evaluated by the site facilitator or preceptor for each experience. Feedback is provided after each educational session. (Appendix G).

- Dietetic Practicum (HNES 480)

Provides practical experience with the responsibility equal to that of an entry-level dietitian on the job. It includes two eight-week practicums of 40 hours per week. Final evaluations are completed by the facility preceptors. Students will complete a Professional Self Reflection and Student Feedback Evaluation. (Appendix F and G)

Personal Files

Students have access to the following information in their personal files maintained by the department:

- Academic Advising Files
- Progress Evaluation Files

Students do not have access to the DEP Selection Files.

Files may be reviewed in a faculty member's or Program Coordinator's office during office hours or scheduled appointments.

Probationary Status

See Policies and Procedures for a discussion of performance expectations and departmental probation and/or the university catalog for university probation.

Protection of Privacy

NDSU complies with the intent of the Family Education Rights and Privacy Act (Public Law 93-480, Sec. 438, together with amendments thereto, codified in 20 USC Sec. 1232G) and regulations issued there under in Title 45 code of Federal Regulations, Part 99, prescribe access to and release of post-secondary student education records in the custody of the educational institutions.

Work Assignments

Course instructors are responsible for establishing the academic and supervised practice assignments and work schedule. Both the course syllabus and manuals in each area of practice provide specific detail on schedule.

Assessment of Prior Learning

A student may request that the Dietetics Curriculum Team (made up of all Dietetics faculty) evaluate prior coursework or work experience to give credit for the learning that occurred in those experiences.

For a class substitution or waiver, the student will be required to make a formal request to the Program Coordinator with the course syllabus and transcript with the final grade of requested substitution. Samples of work completed will also be required if a class waiver is requested. If the student is requesting credit for learning that occurred during work or volunteer experiences, the student must include job title, detailed job duties, length of experience, work samples and their supervisor's name to contact for a performance evaluation. The student's self-assessment of competencies that he/she feel that the experience met also need to be included.

The Core Knowledge and Competencies for the DEP, as well as university requirements will be used by the Dietetics Team to establish the level of prior learning. The Dietetics Team meets monthly during the academic year. The Program Coordinator will contact the student within one week after the request has been discussed in the team meeting. If approved, the student will be instructed to contact his/her advisor to complete the appropriate substitution/waiver request for the Office of Registration and Records.

To appeal the Committee's decision, follow the university grievance procedure found in the NDSU Student Handbook.

HNES 480 Practicum – Specific Information

HNES 480 Placement (Refer to Placement Form/Appendix F)

The HNES 480 Senior Practicum experiences in two settings are part of the academic requirement of the program. Placement in the HNES 480 Practicum is based on a variety of criteria:

Students who have not successfully met all program competencies are placed in the HNES 480 experience until competency in all areas is demonstrated.

Students demonstrating program competency in all areas of practice may select the area of practice for HNES 480. The faculty makes every effort to place students in their chosen area of practice. Due to potential unforeseen changes in clinical sites, the faculty cannot guarantee specific placements. Students are asked for their first choice in area of preference. The second area is chosen by the Program Coordinator with input from the Dietetics Curriculum Team and Clinical Instructors.

The program strives to provide all students with the most meaningful HNES 480 Practicum based on students' needs and individual interests.

The program has identified the following sites for potential HNES 480 placement:

Hennepin County Medical Center, Minneapolis, MN	Rice Memorial Hospital – Willmar, MN
Bismarck –	International Diabetes Center – Wayzata, MN
St. Alexius Medical Center	Lakewood Health Systems – Staples, MN
Burleigh Public Health	Lakewood Health – Baudette, MN (housing provided)
Medcenter One	Minnesota Extension – Moorhead, MN
BlueCross BlueShield of ND	NDSU Extension
Clay County Public Health/WIC Program	Oakes, ND
NDSU Dining Services	Sanford Hospital – Valley City (housing provided)
Dakota Clinic	Sanford Medical Center
Elim Nursing Home	Sartell, MN - Country Manor
Essentia	St. Cloud – VA Hospital
Eventide Lutheran Nursing Home	West Fargo Public Schools
Fargo Cass Public Health	Sheyenne Crossing, West Fargo
Fargo Public Schools	Minnesota Beef Council, Minneapolis, MN

Grand Forks Human Nutrition Research Center	St. Benedict's, Dickenson, ND
University of Minnesota Track and Field	Cuyuna Regional Medical Center
IMA Healthcare	Leech Lack Band of Ojibwe Reservation

Housing and transportation are the responsibility of the student.

Facility staff may request additional requirements of students. These requirements may include, but are not limited to orientation, copies of Mantoux results, etc.

Students work a 40 hour work week during each practicum. It should be noted that the work schedule and work week does not correspond with the university schedule. Facility holiday schedules will be followed. Evenings and weekends may be required as part of the workweek.

Students who wish to propose an alternative site must complete a proposal that adheres to the following guidelines:

GUIDELINES FOR PROPOSALS FOR A NEW HNES 480 SITE

Any student wishing to propose an alternative site should first meet with the Program Coordinator to discuss the appropriate procedure for making contacts and gathering information. Students must recognize that the addition of a new site is a lengthy process and there is considerable work to be done by the Program Coordinator. Students should be aware that a proposal of a new site does not guarantee that the site will be adopted.

Students should meet with the program coordinator in the spring or summer of their junior year (the year prior to the practicum experience) to discuss the addition of a new site. Students are responsible for identifying the site, contacting the potential preceptor, discussing the possibility for a practicum experience, and providing the program coordinator with the preceptors name and contact information.

Criteria for site consideration:

The student is responsible for housing costs and transportation to and from any site.

The facility must have an individual who:

- is willing to assume responsibility for supervision
- has appropriate credentials
- can provide an appropriate level of supervision
- will complete evaluations and give feedback to the student
- will find appropriate experiences to challenge the student, develop entry level RD skills, and meet the required competencies

Once the student has provided the program coordinator with the contact information for the preceptor, the program coordinator will contact the potential preceptor to verify that the facility is able to provide experiences which allows the student to meet competencies and goals. After the program coordinator has verified that the preceptor is qualified and that the facility will be able to provide the appropriate experiences, the facility and NDSU must come to a contractual agreement. No students will be permitted to participate in a practicum experience without a contract in place between NDSU and facility.

Students wishing to develop a site should have made contact with the program coordinator, the facility, and potential preceptor prior to August 1 of the summer before their senior year. This is to allow sufficient time for a valid contract to be agreed upon and put into place before a student begins his or her practicum.

Individual Schedules, Hours and Work Expectations, and Holiday and Vacation Time:

Students complete two practicum experiences of eight weeks for each practicum. A minimum of 320 hours is required for each 8-week period. Weekends and evenings may be included. (See HNES 480 syllabus for more information/Appendix)

Living Arrangements, Board, and Travel:

The student is responsible for locating and paying for her/his room and board. Some facilities help the students in different ways by either providing rooms or suggesting possible places to stay. The student should check with NDSU faculty about the living arrangements at various places when the practicum assignments are finalized. Travel expenses are the sole responsibility of the DEP student.

Meetings:

The preceptor and the facility are responsible for the decision made about student attendance at educational meetings such as state dietetic meetings, other seminars or workshops. These would not be considered missed days of work but included in the 320 hours of the required hours.

Contact with NDSU Practicum Faculty:

The practicum faculty members are the facilitators for the practicum. Preceptors are encouraged to call the Coordinator of the DEP Program, Elizabeth Hilliard, concerning any issues with a student. The Program Coordinator will contact all students and the preceptors as needed during each of the eight-week periods. Students and preceptors are also encouraged to contact the Program Coordinator at any time if they have questions or concerns. Individual meetings may be requested by the preceptor, student, or instructor when needed.

Pay:

Students receive no monetary remuneration for work performed. The student may work in a job **not** related to the facility if such employment does not interfere with the practicum experience.

Worker's Compensation:

Students are not able to collect Worker's Compensation for any accident occurring at the facility, since they are not facility employees.

Responsibilities of the Preceptor:

The preceptor has certain responsibilities related to acceptance of a DEP student for a practicum. The practicum is part of the student's education process and as such requires some guidance and supervision.

- Meet with the student at the beginning of the practicum and discuss goals for the student and the preceptor. ACEND competencies should be used as a guideline for learning.
- Serve as a resource for the student as well as a role model in communicating professional values and attitudes.
- Provide constructive feedback during the practicum and discuss questions, criticisms, or disagreements in private. The feedback should be corrective, supportive and provide reinforcement to the student. Awareness of satisfactory performance is as important as awareness of deficiencies in all areas.
- Evaluate the student's performance. Evaluation forms for both the student and the preceptor will be provided. One evaluation form is used for both the midpoint and the final evaluation.
- Provide appropriate activities that will serve to strengthen the student's abilities to enter the work force as qualified entry-level RD and that will promote skills and knowledge to facilitate the student successfully passing the RD exam. Please note that while students should be doing the work of an RD in the facility, they should not be used to take the place of a full time employee. Students can be used to help cover an occasional employee absence, however.

Responsibilities of the Faculty:

- The faculty are considered the communication link between the student and the preceptor. The faculty will facilitate, as needed, the experiences for the practicum and monitor any concerns on the part of student or preceptor.
- The faculty will consult with the preceptor as requested and help to resolve concerns as needed.
- The faculty will remain in contact with the student during the practicum. If requested, the faculty will attend the final evaluation session at the site of the practicum.

Evaluation: - See HNES 480 syllabus for more information (Appendix F and G)

Professional Standards**Professional Responsibility**

While enrolled in the DEP, the student shall conform to the Academy of Nutrition and Dietetics/ Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics (Appendix). The DEP student must represent the program in a professional manner.

The student shall respect all information and activities related to the supervised practice facility, the medical community, and clients to be confidential. Under no circumstances should such knowledge be disclosed to unauthorized persons.

- Medical records and information obtained on client/patient care rounds or in conferences are confidential and must not be discussed with others. Under no circumstances should such knowledge be disclosed to unauthorized persons.
- Information regarding personnel and finances of a facility and personal employee data including disciplinary action and performance appraisals is confidential and must not be discussed with others.

The DEP student adheres to the policies and procedures of each facility which sponsors practicum experiences. The student is responsible for reviewing the policy and procedure manual in each facility to which he/she has been assigned.

The student will comply with all regulations and practices of the facility. The student must be punctual, perform all duties willingly and cheerfully, and maintain friendly relations with employees, clients, and other health professionals.

Client Confidentiality

Students are expected to respect client confidentiality at all times. As a member of the health care team, students have access to confidential information about clients. It is their responsibility not to reveal any such information except in the performance of their professional duties. For assignments, i.e. case studies, the initials of the clients should be used.

Information about employees and staff must also be treated as confidential.

Professional Conduct

Faculty of the DEP require the following professional behaviors in the classroom and/or supervised practice:

- Submit written work in a professional format (typed unless otherwise designated)
- Be good role models regarding nutrition and self care.
- Take responsibility for self-learning.
- Maintain a professional appearance.
- Maintain confidentiality.
- Demonstrate positive attitude.
- Accept, seek, and utilize constructive criticism.
- Respond to all situations in a mature manner.
- Respect for policies and procedures (i.e. use appropriate channels for change).
- See individual course syllabi for course specific policies

Professional Responsibilities

Students will:

- Meet standards for quality and productivity of work.
- Manage time effectively.
- Develop and evaluate own learning goals, in consultation the instructor.
- Attend professional meetings.
- Meet the ethical standards of the Academy of Nutrition & Dietetics.