
**Didactic Program in Dietetics
Program Manual**

NDSU

North Dakota State University
1340 Administration Ave.
Fargo, ND, 58102

Edited by:
Kerrie Honrath, MS, RDN, LRD
DPD Director
2023-2024

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Become a Registered Dietitian or Registered Dietitian Nutritionist, the Food and Nutrition Expert

Source: <http://www.eatright.org>

Educational and Professional Requirements:

Registered Dietitians (RDs) and Registered Dietitian Nutritionists (RDNs) are food and nutrition experts who have met the following criteria to earn the RD/RDN credential:

- 1. Earned a bachelor's degree** with course work approved by the Academy of Nutrition and Dietetics' Accreditation Council for Education in Nutrition and Dietetics (ACEND). Effective January 1, 2024, all students will need to complete a master's degree in order to sit for the national examination. See <https://www.cdrnet.org/vault/2459/web/files/Graduate%20Degree%20Requirement%20Student%20Options%20923%20mg.pdf> for more information regarding this change.
- 2. Completed an ACEND-accredited supervised practice program** at a healthcare facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies.
- 3. Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- 4. Completed continuing professional educational requirements** to maintain registration.

Some RD/RDNs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy of Nutrition and Dietetics and/or other medical and nutrition organizations and are recognized within the profession but are not required. Some of the certifications include pediatric or renal nutrition, nutrition support and diabetes education.

In addition to RD/RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD/RDN.

Salaries and Job Outlook

According to the Academy of Nutrition and Dietetics' 2021 Compensation and Benefits survey, median wage for RDNs was \$33.65 hourly. Median full-time salary equated to \$70,000 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDNs.

According to the US Bureau of Labor Statistics, it is predicted that jobs in the dietitian/nutritionist category will increase by approximately 7% from 2021 to 2031 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition.

Employment Opportunities

Registered dietitian nutritionists work in a variety of employment settings, including healthcare, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and healthcare settings, require that an individual be credentialed as an RD/RDN. RDNs work in:

- **Hospitals, HMO's or other healthcare facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the healthcare team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, or product development.
- **Private practice**, working under contract with healthcare or food companies, or in their own business. RD/RDNs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Universities and medical centers**, teaching physician's assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.
- **Community and public health settings** teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.

Financial Aid

There are many resources to help students in need pay for college. You may be able to obtain a grant or scholarship from a corporation, community or civic group, philanthropic or religious organization or directly from the school or college you are interested in attending. Federal grants and low-interest loans may also be available. Financial Aid information for NDSU is found on the One Stop website:

<https://www.ndsu.edu/onestop/finaid/>

Scholarships are available from the College of Human Sciences and Education. See <https://ndsu.academicworks.com/opportunities?utf8=%E2%9C%93&term=dietetic> for scholarships specific to dietetics.

The Academy of Nutrition and Dietetics Foundation offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy enrolled in their junior year in an ACEND-accredited or approved program may apply for a Foundation scholarship. Scholarships are also available for student members in ACEND-accredited dietetic internships and graduate studies. Information about the Academy's Foundation scholarships can be found here <https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships> or you can also contact the Academy's Foundation team for Foundation scholarship information at scholarship@eatright.org.

Introduction

North Dakota State University (NDSU) is pleased to welcome students who have chosen to complete the Didactic Program in Dietetics (DPD).

This handbook is designed as a guide in the last four semesters of course work and the internship application process. 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 facilities where students may continue their professional experience through a dietetic internship.

Upon graduation from the program, students are eligible to complete an accredited internship (a minimum of 1000 supervised practice hours) to then be eligible to take the Commission on Dietetic Registration Exam to become a registered dietitian nutritionist and begin professional practice. (Please note that January 1, 2024 a master's degree will also be required.) 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 NDSU's statement of equal opportunity:

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

Accreditation

The DPD at NDSU is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or nutrition and dietetic technicians, registered (NDTR). ACEND is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

Verification Statement

Students successfully completing the Didactic Program in Dietetics are eligible to receive a Verification Statement from the DPD Director. The Verification Statement containing the DPD Director's original signature documents that the student has successfully met all the requirements for a DPD and that students are eligible to enroll in an accredited dietetic internship to complete their education to become a registered dietitian nutritionist.

In order to receive a Verification Statement from the DPD Director, the student must:

- Earn a bachelor's degree. Students should refer to the university catalog for university requirements for graduation. See degree/graduation requirements at <https://catalog.ndsu.edu/undergraduate/program-curriculum/nutrition-science/>. A minimum of 120 credits are required.
- Graduate with an overall GPA of 3.0 or higher.
- Earn a grade of "C" or higher in all HNES courses.

The student must provide the DPD Director with official transcripts from all colleges and universities where they completed coursework that was applied to both the undergraduate degree and the DPD. A final official transcript from NDSU that shows the degree awarded and the date it was awarded must be sent to the DPD Director after graduation before a Verification Statement will be provided to the student.

The DPD Director will need an updated mailing address or email address to send the completed Verification Statements.

After meeting the above requirements, the DPD Director will provide the student with six original paper copies or a copy via email with an authenticated digital signature of the Verification Statement. Notify the DPD Director in advance if additional copies will be required.

For students applying to dietetic internships using the Dietetic Internship Centralized Application System (DICAS), the DPD Director will complete the Verification Statements online when requested by the applicants. See https://help.liasonedu.com/DICAS_Applicant_Help_Center

Declaration of Intent Form

Students who apply to dietetic internships before they complete their DPD requirements or the bachelor's degree should request a Declaration of Intent Form signed by the DPD Director. For students applying to dietetic internships using the Dietetic Internship Centralized Application System (DICAS), the DPD Director will submit the Declaration of Intent online when requested by the applicants. Students will need to provide a list of classes in progress or that will need to be taken before the form can be completed by the director.

Mission Statement

The mission for the North Dakota State University Didactic Program in Dietetics is to provide a strong undergraduate program in the areas of food and nutrition that prepares graduates who are active professionals benefitting the community and engaged in lifelong learning through supervised practice, graduate school, and careers in nutrition and dietetics.

Program Goal 1:

The program will produce entry-level graduates who are competent to enter into a dietetic internship or a pathway offering supervised practice.

Program Objectives for Goal 1

- At least 80% of program students complete program/degree requirements within 3 years (150% of the program length).
- At least 75% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- Of program graduates who apply to a supervised practice program, at least 75% are admitted 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%
- 80% of the responding Supervised Practice Program Directors will rate NDSU graduates, in four content areas, with a mean of ≥ 3.0 on a Likert scale of 1-4, (4=well-prepared), when compared to fellow graduates from other dietetic programs.
- 80% of the responding graduates will rate themselves, in four content areas, with a mean of ≥ 3.0 on a Likert scale of 1-4, (4=well-prepared), when compared to fellow graduates from other dietetic programs.

Program Goal 2:

The program will produce graduates who are active professionals in the community and engaged in lifelong learning.

Program Objectives for Goal 2:

- At least 50% of the DPD graduates responding to alumni survey will indicate participation in at least one professional activity in the past year.
- At least 50% of the DPD graduates responding to alumni survey will report that they have participated in continuing education activities in the past year.
- At least 50% of the DPD graduates responding to alumni survey will report that they have completed >10 hours of volunteer or philanthropic activities in the past year.

GPA Requirements

Students who are admitted into the program must have a minimum overall GPA of 3.0 with a 2.75 science GPA. In addition, students must have earned a grade of B or higher in HNES 250: Nutrition Science and a C or above in CHEM 117, BIOC 260, Microbiology 202 (and Lab), Anatomy and Physiology (BIOL 220/L and 221/L). These classes must be completed successfully before taking HNES 351.

After admittance to the DPD, students are required to continue to maintain a minimum institutional grade point average of 3.0 and must earn a C or higher in all HNES classes to remain in the program.

Students accepted in the DPD should be aware that, in order to continue their education in a dietetic internship (DI), they should maintain a high GPA. The higher the GPA is, the more likely that a student will receive a match to a DI. However, a high GPA does not automatically guarantee a match to a DI. Without the supervised practice hours, students will NOT be eligible to take the registration examination to become a registered dietitian. Work experience, volunteer or paid, in a hospital, long term care, or other type of foodservice, or a community setting will enhance a student's chance to obtain a dietetic internship. It is also important to have demonstrated leadership potential by serving as leaders in professional activities throughout the college years.

Curriculum Guide and 4 Year Plan

[College of Human Sciences and Education | North Dakota State University \(ndsu.edu\)](https://www.ndsu.edu/college-of-human-sciences-and-education)

Select the year that you declared your major in Nutrition Science for your four-year plan.

How can I improve my chances of getting matched?

1. Start early
2. Excellent GPA (3.25 or better)
3. Volunteer and work experience in dietetics related fields
4. Participate in leadership activities
5. Get to know the Nutrition Science faculty through office hours
6. Join the Student Association of Nutrition and Dietetics (SAND)
7. Join the Academy of Nutrition and Dietetics
8. Be flexible
9. Apply to more than one internship program

Recommended Timeline:

Freshman/Sophomore Year

- GPA
- Join SAND
- Join the Academy of Nutrition and Dietetics and choose North Dakota as your state affiliate to be a member of the North Dakota Academy of Nutrition and Dietetics
- Look for volunteer/work opportunities in one of the areas of dietetics

Junior Year

- Become familiar with the Academy website and the Blackboard DPD organization page for possible internships
- Meet with DPD Director about your future plans regarding dietetics, graduate studies or other career plans. Indicate graduation timeline to DPD Director.
- Identify who you are going to ask to write letters of recommendation
- Get involved with SAND - run for office
- Maintain membership in the Academy
- Maintain or improve GPA

Senior Year

- Identify internships and the requirements to apply (Get preceptors if applying for distance internships.)
- Build resume, add additional volunteer or professional experiences
- Create personal statement
- Maintain/improve GPA
- SAND membership/board position
- Maintain Academy membership
- Attend local professional meetings and the annual state professional conference
- Take GRE examination - if needed for the internships/grad schools that you are applying for
- Complete DICAS application

Fees and Expenses

Estimated Costs

In addition to tuition, there may be some additional costs associated with the program, which are listed below. Exact amounts for these costs may vary, so please be aware that the figures listed are estimates. This list is not meant to be all-inclusive but is included to aid students in financial planning.

Junior Year

Student Membership in the Academy of Nutrition and Dietetics (required)	\$58.00
Student Association of Nutrition and Dietetics Membership (required)	\$10.00
Books (estimated)	\$500.00
Transportation	cost varies

Senior Year

Student Membership in the Academy of Nutrition and Dietetics (required)	\$58.00
Student Association of Nutrition and Dietetics Membership (required)	\$10.00
Online application fee (first site)	\$50.00
Each additional site	\$25.00
Digital matching fees	\$65.00
Transcripts from each college/university attended	cost varies

1 transcript is needed after grades are posted when you graduate to get verification statement. Additional application fees to specific internships may be required. Previous students report costs ranging from \$250 - \$450 for entire application process.

Withdrawal from the University Fee Refund

Students who wish to withdraw from the university are required to complete the Cancel/Withdraw to Zero eForm on Campus Connection. The last day to withdraw from classes with a full refund is Wednesday of the second week of classes and can be found at <https://www.ndsu.edu/onestop/dates-and-deadlines>. After that, refunds are pro-rated.

Post-Graduation Fees

Internship costs vary widely. The DI's website should be the most up-to-date place to look for these costs. Other sources of information for these costs are available from the program director.

Application fees are required for taking the Commission on Dietetic Registration Exam. Additional fees are required to become active members of the Academy of Nutrition and Dietetics. In North Dakota, registered dietitians must also obtain licensure to practice.

Directions for Internships Participating in Centralized Application System (DICAS) are found here: https://help.liaisonedu.com/DICAS_Applicant_Help_Center

Frequently Asked Questions and Answers about Internship Matching

(Source <https://www.dnddigital.com/ada/questions.php>)

What does D&D Dietetic Internship Matching do?

The D&D Digital Internship Matching serves as a clearinghouse to help applicants obtain an Internship (supervised practice position) from their rankings and to help Dietetic Internships (DI) obtain applicants from their choices. It eliminates unfair pressures and premature decisions in appointments by internships and acceptance or rejection of appointments by applicants. D&D Digital has provided Dietetic Internship Matching Services to the Academy of Nutrition and Dietetics (formerly the American Dietetics Association) for 30+ years.

Who screens applications and decides which candidates are acceptable to a particular program?

Each DI program screens their own applications and submits to D&D Digital a priority ranking of acceptable applicants and their maximum class size.

DI matching does not change the program's or applicant's selection process. A program will not be matched to an applicant whose name does not appear on the program's priority listing. An applicant will not be matched to a program whose name does not appear on the applicant's priority listing.

Will the applicants or programs know how they have been ranked by the other?

No. All information submitted to D&D Digital is kept confidential. Each applicant is given the final result of their matching. Each program is provided with the names of their matched applicants. Programs and applicants are not told by D&D Digital how they were ranked by each other.

What do I need to do to be considered for an appointment to a Dietetic Internship?

There are two components. All applicants for a Dietetic Internship must complete both components to participate in DI matching.

1. Most Internships participate in an online Dietetic Internship Centralized Application System (DICAS) [DICAS | Applicant Login Page Section \(liaisoncas.com\)](https://liaisoncas.com) to receive your application. Applications to other Internships should be sent to the DI Program Director or as directed on the DI program's website. For additional information, contact your Didactic Program Director or the Academy of Nutrition and Dietetics website [ACEND \(eatrightpro.org\)](https://eatrightpro.org).

2. Each Applicant must also register for Dietetic Internship matching with D&D Digital www.dnddigital.com to create/edit/verify their prioritized list of Dietetic Internships to participate in the DI match. Programs that do not participate in the matching process accept applications only from students employed by the sponsoring institution.

Can I apply to both the full-time and part-time option of the same DI program?

Yes. DI programs with both full and part-time options may have two computer matching codes, one for each option. Applicants must apply to and rank both full-time and part-time options to be considered for both options in the matching process.

Is there a limit to the number of programs that one can apply to and rank for computer matching?

No. However, you must submit an application to each program, and rank each program in your Internship Choices for matching at D&D Digital.

What process is used for the matching?

The matching process matches program's highest possible ranked applicants with applicant's highest possible ranked programs until all possible matches are completed. Check on matching overview for additional information.

If I register with D&D Digital for the DI match process, but change my plans, how should this be handled?

Prior to the withdraw deadline, you must notify D&D Digital by email of your decision to withdraw from the matching process. Applicant withdraw deadline dates can be found on the Spring and Fall Timeline links. The matching fee will not be refunded.

Do some applicants receive matches to more than one Dietetic Internship?

No. Applicants are provided one match.

What happens if I do not receive a match?

Dietetic Internships with openings that chose to have their name released will be posted on D&D Digital website links, beginning on dates shown on links for Spring and Fall Timelines. Applicants who did not match and Dietetic Internship Directors with openings may contact each other. Your Didactic Program Director can be helpful in evaluating this information and exploring options.

What does releasing my matching results mean?

Choosing to give permission to D & D Digital to release your matching results means, your name will be included in a list, indicating a match or no match, that is sent to all Dietetic Internship and Didactic Program Directors. If no match occurs, your name, address, email address and college or university where your verification statement was or will be granted will be included on another list that the internship programs with openings receive. If a program has a vacancy they can then make contact with any unmatched applicants.

Should I release my results if I cannot relocate?

Yes. If you do not match and a vacancy occurs in a program in your area, this is the only way Internship Directors and Didactic Program Directors will know of your possible availability.

Can I reorder my DI priority rankings after the registration deadline?

Yes, but only during a specified time period following the registration deadline. However, no additional internships can be added to your list after the registration deadline. Use the Timeline Link to find the beginning and ending dates to reorder your priorities.

If I do not receive a match, do my applications and DI rankings automatically move forward to the next Fall or Spring matching period?

No. New applications and DI rankings are required for each Spring and Fall matching period.

Timelines for DICAS and other information before you start the application

The online application(s) must be completed no later than 11:59 p.m. Central Time on the due date. The fee to use DICAS is \$50 for the first application submitted and \$25 for each additional application.

References: Include the name and contact information (specifically an email address) for each reference. This will trigger an email message requesting completion of a reference form. Each reference will complete the form online.

When prompted, include the **DPD Course List** for DICAS. You will need to get this from the DPD Director.

Verification Statements vs Declaration of Intent: If you have graduated, the DPD Director will provide/complete

the verification statement online. If you have not graduated, the student will need to provide a list of courses in which the student is enrolled. The director will then complete the Declaration of Intent with those courses listed. Either way, the student must check the completed paperwork indicating approval or not. The student should contact the director with updated information.

For help with the DICAS system, email DICASinfo@DICAS.org.

Transcripts: Official transcripts from all colleges and universities attended should be ordered and sent to: DICAS Transcript Processing Center PO Box 9118 Watertown, MA 02471. Transcripts can also be sent to DICAS electronically from Credentials Solutions or Parchment.

Register online with D&D Digital: Select dietetic internship priority choices by 11:59 p.m. central time on February 15 for spring match or September 25 for fall match. There is a \$65.00 computer matching fee.

Policies and Procedures

Criminal Background Checks/Drug Tests

Criminal background checks and/or drug tests may be required by experiential learning sites. If required, it is expected that students will pass background checks and/or drug tests even though they are not required by the program.

Absences and Attendance

It is the responsibility of the DPD students to attend all DPD classes. Students should arrive promptly for scheduled courses, labs and any supervised projects. If a student will be late or absent, the student is expected to call the designated individual at that facility prior to the scheduled start time.

- Emergencies

In case of an emergency, notify the course instructor.

- Illness

Students are encouraged to accept responsibility for personal health, especially during this time of intense professional preparation. An illness that interferes with performance, particularly if it endangers the health of clients, customers or other students, should be reported as soon as possible to the instructor for the course. If at all possible, this contact should be in advance of scheduled responsibilities or class time. This means if you are sick, don't come to class and let your instructor know you are ill.

- Rescheduling Excused Absences

Rescheduling of excused absences is at the discretion of the instructor. Rescheduling may require Saturdays or vacations. Students should be aware that it may not be possible to reschedule some learning experiences and may be reflected in final course grade.

- Unexcused Absences

Students should be aware that excused absences are usually granted only in the case of illness. Examples of unexcused absences include family vacations, going home early for a university break, weddings, etc.

- Vacation and Holidays

Students follow the university's academic calendar for holidays which can be found at <https://www.ndsu.edu/onestop/dates-and-deadlines>.

- 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 head and program director 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.

- Extracurricular Activities

The faculty supports extracurricular activities, but coursework 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.

- Inclement Weather

If NDSU cancels classes due to the weather, students should not report to project settings. Students are responsible for notifying the site contact person that they will not be in attendance due to the cancellation of classes.

- Transportation Problems

Students are responsible for transportation to and from community practice sites or other required outside activities. If students have car problems, they are expected to make other arrangements for getting to the facility on time. All costs for transportation and liability for safety to and from facilities are the responsibility of the student.

Academic Performance

In order to enter the DPD, students are required to have achieved a minimum 3.0 institutional grade point average (GPA) and a 2.75 GPA in the sciences. Students are also required to have received a B or above in Nutrition Science (HNES 250) and a C or above in Chemical Concepts and Applications (CHEM 117), Biochemistry (BIOC 260), Microbiology (MICR 202/L), Anatomy and Physiology (BIOL 220/L and 221/L).

After admittance to the DPD at NDSU, 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. Evaluation of students will occur at midterm and at the end of each course. Students will be required to submit midterm reports to ensure that the student is staying on track to meet GPA requirements of the program.

If a student is not staying on track, the student will be encouraged to participate in activities that will improve learning, including but not limited to study buddies, active participation in the classroom, meeting with the instructor, and remedial activities to increase the likelihood of success. 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. Although this GPA exceeds the requirements for the university and the department, it does not guarantee a match to a Dietetic Internship or successful completion of the Dietetic Registration Examination.

The DPD is designed as sequential learning. Knowledge and skills that will be obtained in one experience are further developed in future experiences. Therefore, students should take DPD courses in the designated sequence. Discuss exceptions with your academic advisor.

The DPD is designed to help students meet the knowledge and skill requirements to practice as a dietetic intern. The development of these abilities will be assessed, in part, through the attainment of specified core knowledge requirements (see Appendix A). Students are helped to meet the required core knowledge by practicing skills and using nutrition knowledge both in the classroom and to a lesser degree, through practical experience. Evaluations by faculty and staff are used to chart the progress toward meeting the core knowledge requirements. Graduation from the program requires successful completion of all requirements.

Assessment of Prior Learning

A student may request that the Nutrition Science Team (made up of all Nutrition Science faculty and Department Head) 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 director with the course syllabus and transcript with the final grade of requested substitution. Samples of work completed may 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 the core knowledge and skills that he/she feels that the experience has met also needs to be included.

The Core Knowledge Requirements for DPD, as well as university requirements will be used by the Nutrition Science Team to establish the level of prior learning. The Nutrition Science Team meets monthly during the academic year. The program director 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 registrar's office. To appeal the committee's decision, follow the university grievance procedures.

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 of conduct which includes information about the appeals system is found at <https://www.ndsu.edu/fileadmin/policy/601.pdf>

Professionalism

For the DPD, issues are first addressed within the department with the appropriate faculty member and department head/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.

Grievance Procedures

NDSU is committed to seriously considering student complaints and handling complaints fairly. Student grievance procedures are located at [Student Grievances | Office of the Provost | NDSU](#). It is hoped that student complaints can be dealt with at the instructor-student level before involving the program director, department head or dean of the college. However sometimes this is not possible. After exhausting the university's written complaint policy, students may then submit a letter of complaint to ACEND for unresolved complaints related to the ACEND accreditation standards. ACEND can be contacted by email ACEND@eatright.org; phone 800/877-1600, ext. 5400, or mail 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995.

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 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:

- Shoes will be in good repair. They must be closed at toe and heel, with heel of comfortable height (1½ inches or lower). Heels higher than 2 inches pose a safety threat to students.
- 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.
- Jewelry, when worn, should be minimal. Limit jewelry to 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 earlobe is allowed.
- Students must dress in a professional manner. Clothing should not be transparent, revealing, tight fitting, must cover the midriff, upper thigh and buxom area and not interfere with performing job function. Blue jeans, knits, sweats, and other similar outfits are not acceptable.
- No perfume.

Additional requirements for the foodservice 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 and not be longer than the fingertip edge.
- No dangling or hoop earrings may be worn.

Evaluation Procedures

At the end of a course, students evaluate the DPD courses and faculty. At the end of their program, students evaluate the overall program.

Students' knowledge and professional skills are evaluated in both academic and practicum settings. Grade criteria and examples of the performance evaluation forms are distributed and discussed at the beginning of each course or area of practice.

Student performance and ability to meet the DPD Core Knowledge requirements for the RDN are evaluated on a regular basis. Course grades are determined as outlined in each course syllabus. Students must receive satisfactory performance evaluations and meet requirements listed in Appendix A. Appendix B contains the DPD Student Evaluation conducted during fall semester of year four.

Gifts and Gratuities

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

Healthcare and Accident Insurance

NDSU does not provide health care or accident insurance for DPD 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.

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.

Liability during Travel or On Site

Any medical expenses from injuries, which occur during travel to or from a work site, or during practicum experiences, are the responsibility of the student.

Mobile Devices

The use of laptops/mobile devices in the classroom is strictly for learning activities related to the class in session. Instructors have the prerogative to ask the lid of the laptops/tablets to be closed or mobile devices turned off. Students may bring laptops to all classes as long as they abide by this policy.

Students may not utilize mobile device(s) for exams or assessment tasks. The phone should be kept on silent or vibrate during class and labs. Students must receive permission from individuals involved **before** taking photos, recording sound or videoing them (including instructors).

Performance Appraisal

Performance appraisal of students is an integral part of the DPD. Students are regularly evaluated by both the course instructor in didactic experiences and by staff during practicum experiences.

Personal Files

Students have access to the following information in their personal files maintained by the department: Academic Advising Files and Progress Evaluation Files.

Files may be reviewed in a faculty member's or program director's office during office hours or scheduled appointments. Students do not have access to the DPD Selection Files.

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, which prescribe access to and release of post-secondary student education records in the custody of the educational institutions.

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 Center – Lower Level	231-8379
One Stop – various services including student employment and registration and records	Memorial Union – Main Level	231-6200
Career and Advising Center – assistance with resume, job applications, interviewing	Ceres Hall 306	231-7111
Childcare for students with children	Wallman Wellness Center	231-5200
Counseling Center – emotional support for students	Ceres Hall 212	231-7671
Center for Accessibility and Disability Resources – for students who may need special academic accommodations	Lower level of the main library – Suite 17	231-8463
Student Health Services – clinic, pharmacy, vaccinations, blood tests, etc.	Wallman Wellness Center	231-7331

Diversity Statement

The Nutrition Science program at NDSU strives to serve students from diverse backgrounds and perspectives. The goal of our faculty and staff is to meet students' learning needs both in and out of class. We believe that diversity in our program and in the classroom is a resource, strength and benefit. While we present materials and activities that are respectful of diversity (gender, sexuality, physical ability, age, socioeconomic status, ethnicity, race, and culture), we also recognize that, historically, scientific literature represents a small group of voices. We make attempts to identify more inclusive emerging resources for our students, however, your suggestions for our program and curriculum are encouraged and appreciated.

Statement adapted with permission from the University of Iowa College of Education (<https://education.uiowa.edu/office-dean/policies/syllabus-checklist>)

Professional Standards

While enrolled in the DPD, the student shall conform to the Academy of Nutrition and Dietetics Code of Ethics. The DPD student must represent the DPD in a professional manner.

The student shall respect all information and activities related to the practicum facility to be confidential. 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. Confidentiality also applies to clients and patients.

Professional Conduct

The faculty of the DPD requires the following professional behaviors in the classroom and/or practicum experience:

- Submit written work in a professional format.
- Be good role models regarding nutrition and self-care.
- Take responsibility for self-learning.
- Maintain a professional appearance.
- Maintain confidentiality.
- Demonstrate a 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).

Professional Responsibilities

Students will:

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

Course Descriptions

HNES 250 - Nutrition Science (3 Credits)

Scientific principles of nutrition based on chemical structure and function of the nutrients.

HNES 251- Nutrition, Growth, and Development (3 Credits)

Examination of growth and nutrient needs through the lifecycle. Prereq: HNES 250.

HNES 261 - Food Selection and Preparation Principles (3 Credits)

Scientific principles underlying food selection, preparation, and preservation; integration of nutrition principles, food standards, cost comparisons, and new food developments.

Prereq: CHEM 117 or CHEM 121.

HNES 261L - Food Selection and Preparation Principles Laboratory (2 Credits)

Illustrates and extends lecture topics and stresses practical application of scientific food preparation principles. Coreq: HNES 261

HNES 291- Seminar (Introduction to Nutrition Science Careers) (1 Credit)

Introduction to nutrition science careers.

HNES 351 - Metabolic Basis of Nutrition (4 Credits)

Biochemical and physiological principles of human nutrition. Nutrients in relation to metabolic regulation. Prereq: HNES 250, BIOC 260 or BIOC 460.

HNES 354 - Introduction to Medical Nutrition Therapy (4 Credits)

Introduction to the role and skills in nutritional care and application of skills necessary for beginning competency as a clinical dietitian. Prereq: HNES 251, HNES 351.

HNES 361- Foodservice Systems Management I (3 Credits)

Principles and methods of purchasing, production, and management for quantity foodservice operations. Prereq: HNES 261, 261L.

HNES 361L- Foodservice Systems Management I Laboratory (3 Credits)

Menu and special event planning, food production, recipe analysis and safety & sanitation for student-led "made from scratch" lab experience. Coreq: HNES 361.

HNES 400 - Interprofessional Health Care Practice (3 Credits)

This course is designed for pharmacy, nursing, allied sciences, and other allied health students focusing on the necessary knowledge, skills, and attitudes to function as an effective member of the health care team. Coreq: HNES 354. Cross-listed with CHP.

HNES 442 - Community Health and Nutrition Education (3 Credits)

Nutrition education in community settings. Topics include behavior change, education and counseling theory, needs assessment, planning, implementation, and evaluation in a community setting. Prereq: HNES 251.

HNES 442L- Community Health and Nutrition Laboratory (3 Credits)

Application of nutrition education and program development in community settings. Coreq: HNES 442.

HNES 458 -Advanced Medical Nutrition Therapy (4 credits)

Principles in the nutrition care of patients with conditions requiring nutrition care. Prereq: HNES 354.

HNES 468 – Leadership and Communication in Dietetics (1 credit)

This course focuses on leadership, team-building, and professional communication in Dietetics. Leadership and communication theories will be applied to everyday practices to prepare participants to be successful leaders in the workforce.

HNES 481- Capstone Course for DPD (1 credit)

Capstone for Nutrition Science Majors in the Didactic Program in Dietetics (taken the fall before student graduates)

Appendix A

A: Core Knowledge for the RDN

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

Knowledge: Upon completion of the program, graduates must be able to:		Courses
KRDN 1.1	Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	HNES 351, HNES 354, HNES 442L, HNES 458, HNES 481
KRDN 1.2	Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	HNES 351, HNES 354, HNES 442L, HNES 458, HNES 481
KRDN 1.3	Apply critical thinking skills.	HNES 351, HNES 354, HNES 361L, HNES 442L, HNES 458, HNES 481

Domain 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Knowledge: Upon completion of the program, graduates must be able to:		
KRDN 2.1	Demonstrate effective and professional oral and written communication and documentation.	HNES 261, HNES 351, HNES 354, HNES 361, HNES 361L, HNES 442, HNES 442L, HNES 458, HNES 468, HNES 481
KRDN 2.2	Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.	HNES 354, HNES 400, HNES 458, HNES 481
KRDN 2.3	Assess the impact of a public policy position on nutrition and dietetics practice	HNES 442
KRDN 2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	HNES 442
KRDN 2.5	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.	HNES 354, HNES 400
KRDN 2.6	Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity, and inclusion.	HNES 442, HNES 468
KRDN 2.7	Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities, and discrimination.	HNES 442, HNES 468
KRDN 2.8	Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	HNES 442L
KRDN 2.9	Defend a position on issues impacting the nutrition and dietetics profession.	HNES 442

Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

Knowledge: Upon completion of the program, graduates must be able to:		
KRDN 3.1	Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.	HNES 354, HNES 442, HNES 458, HNES 481
KRDN 3.2	Develop an educational session or program/educational strategy for a target population.	HNES 354, HNES 442L, HNES 458
KRDN 3.3	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.	HNES 442, HNES 458, HNES 481
KRDN 3.4	Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).	HNES 354
KRDN 3.5	Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health, and disease.	HNES 351
KRDN 3.6	Develop nutritionally sound meals, menus, and meal plans that promote health and disease management and meet client's/patient's needs.	HNES 354, HNES 361L, HNES 458

Domain 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: Upon completion of the program, graduates are able to:		
KRDN 4.1	Apply management theories to the development of programs or services.	HNES 361, HNES 361L
KRDN 4.2	Evaluate a budget/financial management plan and interpret financial data.	HNES 361L
KRDN 4.3	Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	HNES 442, HNES 481
KRDN 4.4	Apply the principles of human resource management to different situations.	HNES 361L
KRDN 4.5	Apply safety and sanitation principles related to food, personnel, and consumers.	HNES 261L HNES 361L
KRDN 4.6	Explain the processes involved in delivering quality food and nutrition services.	HNES 361, HNES 361L
KRDN 4.7	Evaluate data to be used in decision-making for continuous quality improvement.	HNES 361L

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Knowledge: Upon completion of the program, graduates are able to:		
KRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	HNES 442, HNES 468
KRDN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	HNES 442, HNES 468
KRDN 5.3	Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).	HNES 468
KRDN 5.4	Practice resolving differences or dealing with conflict.	HNES 468
KRDN 5.5	Promote team involvement and recognize the skills of each member.	HNES 468
KRDN 5.6	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	HNES 468 HNES 481

Appendix B

Evaluation of Professional Characteristics

Read each column, place an X in the box which best describes the dietetic student's performance. Circle specific items which apply. Under "Comments", describe specific incidents for any rating which deviates above or below "Meets Expectations". If a characteristic was not observed, write NA under "comments".

<i>Dependability</i>	<input type="checkbox"/> <i>Exceeds expectations</i>	<input type="checkbox"/> <i>Meets expectations</i>	<input type="checkbox"/> <i>Does not meet expectations</i>	<i>Comments</i>
	Follows all policies/procedures Always follows through on assigned responsibilities Needs no supervision. Meets/exceeds deadlines Accountable for own actions	Usually follows polices /procedures. Usually follows through on assigned responsibilities Needs some supervision. Meets deadlines Usually accountable for own actions	Fails to follow policies/ procedures Fails to follow through on assigned responsibilities Needs constant supervision. Fails to meet deadlines Puts responsibility for own actions on others	
<i>Organizational skills</i>	<input type="checkbox"/> <i>Exceeds expectations</i>	<input type="checkbox"/> <i>Meets expectations</i>	<input type="checkbox"/> <i>Does not meet expectations</i>	<i>Comments</i>
	Finishes work before deadlines Independently sets priorities Concentrates work on priority items first Manages multiple simultaneous responsibilities with ease. Requires no follow up	Meets deadlines Sets priorities with assistance Usually works on high priority items first. Manages multiple simultaneous responsibilities Requires some follow-up	Misses deadlines, asks for extensions Unable to set priorities Fails to concentrate on high priorities first. Wastes times. Unable to manages multiple simultaneous responsibilities Requires constant follow-up.	
<i>Flexibility</i>	<input type="checkbox"/> <i>Exceeds expectations</i>	<input type="checkbox"/> <i>Meets expectations</i>	<input type="checkbox"/> <i>Does not meet expectations</i>	<i>Comments</i>
	Welcomes change Adapts smoothly Eagerly cooperates when asked to make changes	Accepts change without complaint Adapts with few problems Usually cooperates when asked to make changes	Resist changes Unable/ unwilling to adapt Uncooperative when asked to make changes	
<i>Communication skills</i>	<input type="checkbox"/> <i>Exceeds expectations</i>	<input type="checkbox"/> <i>Meets expectations</i>	<input type="checkbox"/> <i>Does not meet expectations</i>	<i>Comments</i>
	Constantly organizes/ delivers clear messages (oral/written) Keeps others informed at all times Practices active listening Confidently makes quality presentations Always uses correct grammar/ spelling	Usually able to organize/ deliver clear messages (oral/written) Usually keeps others informed Usually listens attentively Makes acceptable presentations Uses correct spelling and grammar most of the time	Unable to organize or deliver clear messages (oral/written) Fails to keep others informed Fails to listen Unable to make acceptable presentations Uses incorrect spelling and grammar most of the time	
<i>Interpersonal skills</i>	<input type="checkbox"/> <i>Exceeds expectations</i>	<input type="checkbox"/> <i>Meets expectations</i>	<input type="checkbox"/> <i>Does not meet expectations</i>	<i>Comments</i>
	Always friendly to others	Usually friendly to others	Often unfriendly or insincerely friendly to others	

	Consistently treats others with respect/courtesy Displays empathy for others' feelings Works effectively with people. Negotiates so everybody wins.	Usually treats others with respect/courtesy Usually shows empathy for others' feelings Usually able to work well with others Usually willing/able to negotiate	Often treats others with disrespect, lack of courtesy or uses excessively flattery Fails to show empathy for others' feelings Unable to work well with people. Unwilling to negotiate.
Initiative	<input type="checkbox"/> Exceeds expectations Independently identifies and solves problems Generates ideas, puts ideas into action Takes responsibility for own learning Identifies, uses resources. Probes for depth of knowledge.	<input type="checkbox"/> Meets expectations solves problems identified by others Acts on ideas generated by others Manages own learning with some direction Uses suggested resources. Shows interest in subject matter.	<input type="checkbox"/> Does not meet expectations Fails to identify or solve problems Fails to act on assigned tasks. Waits for info to be given. Fails to use resources. Shows little interest in learning. Lacks motivation.
Response to constructive criticism	<input type="checkbox"/> Exceeds expectations Seeks critiques. Identifies own shortcomings Consistently uses suggestions for self-improvement.	<input type="checkbox"/> Meets expectations Accepts critique without hurt or anger. Admits own shortcomings when others identify them Usually uses suggestions for self-improvement.	<input type="checkbox"/> Does not meet expectations Becomes angry or defensive when criticized. Denies own shortcomings. Does not use suggestions for self-improvement. Does not see the need to improve self

Dietetics faculty comments including student's strengths and suggestions for improvement:

Evaluators Signature:

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Student's comments:

NOTE: Student will receive the original evaluation form and a copy will be placed in their student file in the department.