DIDACTIC PROGRAM IN DIETETICS

North Dakota State University
Fargo, ND

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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. **Completed a minimum of a bachelor’s degree** at a U.S. regionally accredited university or college and course work approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

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. Typically, a practice program will run six to twelve months in length.

3. **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR’s Web site 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 ACEND, 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’s 2009 Dietetics Compensation and Benefits survey, half of all RDs in the US who have been working in the field for five years or less earn $51,100 to $62,200 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and RDs, in management and business, earn incomes of $85,000 to $88,000.

According to the US Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of the increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth, however is anticipated in nursing homes, residential care facilities and physician clinics.
Employment Opportunities
Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice. Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD/RDN.

- Hospitals, HMO's or other health-care facilities, educating patients about nutrition and administering medical nutrition therapy as part of the health-care 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, product development or consulting with chefs in restaurants and culinary schools.
- Private practice, working under contract with health-care 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 Bison Connection website: http://www.ndsu.edu/bisonconnection/finaid/application/.

Scholarship are available from the College of Human Development and Education. See http://www.ndsu.edu/hde/hde_scholarships/ 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. Contact the Academy’s Accreditation and Education Programs Team (800/877-1600, ext. 5400 or education@eatright.org) for ADAF scholarship information.

Need More Information?
For other career guidance information, contact Academy’s Accreditation and Education Programs Team: Academy of Nutrition and Dietetics Accreditation and Education Programs Team 120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995 Phone: 800/877-1600, ext. 5400 Fax: 312/899-4817 E-mail: education@eatright.org

DPD Manual 2015
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 1200 supervised practice hours) to then be eligible to take the examination to become a registered dietitian and begin professional practice. 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 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 dietitians (RD) or dietetic technicians, registered (DTR). 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 of 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.

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://bulletin.ndsu.edu/undergraduate/academic-policies/academic-major-degree-information/ A minimum of 122 credit are required.
- Graduate with an overall GPA of 3.0 or higher.
- Earn a grade of “C” or higher in all HNES courses.
• Earn an 80% or higher on the Dietetics Practice Exam and the Post Dietetics Exam. Students will be allowed to retake the tests as often as needed until graduation to earn 80% on these 2 exams.

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 needs an updated mailing address in order to send out completed Verification Statements.

Upon meeting the above requirements, the DPD Director will provide the student with 5 copies 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 submit the Verification Statements online when requested by the applicants.

Declaration of Intent Form
Students who apply to dietetic internships before they complete their DPD requirements may request a Declaration of Intent Form signed by the DPD Director. This form is included with internship applications and lists the coursework the student intends to complete before the start of an internship.

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.

Mission Statement
The mission for the Didactic Program in Dietetics at North Dakota State University is to provide a strong undergraduate program in the areas of food and nutrition that enable students to be accepted into an accredited dietetic internship or graduate program to become Registered Dietitians who are active professionals and engaged in lifelong learning.

Program Goals and Outcomes
Program Goal 1:
The Program will produce entry-level graduates who are competent to enter into a dietetic internship program a pathway offering supervised-practice or a graduate program.

Program Objectives for Goal 1
• Over a five-year period, ≥75% of program juniors will complete the Didactic Program in Dietetics within 3 years.
• Over a five-year period, at least 60% of all students who receive a Verification Statement from the DPD will apply to dietetic internship programs or pathways offering supervised-practice within 12 months of graduation.
• Over a five-year period, at least 60% of all students who apply to dietetic internship programs or pathways offering supervised-practice will be accepted within 12 months of graduation.
• Over a five-year period, ≥30% of DPD graduates who were not enrolled in a supervised-practice will choose to pursue a graduate degree or professional degree within 12 months of graduation.

• Over a five-year period, alumni achieve a pass rate of eighty percent (80%) or above for first-time attempts on the Registration Examination for Dietitians.

• Over a five-year period, ≥80% of the responding interns will rate themselves, in four content areas, with mean of ≥3.0 on a Likert scale of 1-4, (4=well-prepared), when compared to fellow interns from other dietetic programs.

• Over a five-year period, 80% of the responding DI 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 interns from other dietetic programs.

**Program Goal 2:**
The program will produce graduates who are active professionals and engaged in lifelong learning.

**Program Objectives for Goal 2:**

• Over a five year period, at least 50% of the DPD graduates responding to alumni survey will indicate participation in at least one professional activity in the past year.

• Over a five-year period, at least 50% of the DPD graduates responding to alumni survey will report on the alumni survey that they have participated in continuing education activities in the past year.

• Over a five year period, 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 and a grade of C or higher in Chemistry 121, Organic Chemistry, Biochemistry, Anatomy and Physiology I and II, Microbiology, College Algebra, and all HNES classes. These science and math classes must be completed successfully before taking HNES 351.

After admittance to the Professional Dietetics Program (DEP or DPD) at NDSU, all dietetics 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 have a minimum 3.25 cumulative GPA. If the GPA is lower than 3.25, it is unlikely that a student will be accepted into a DI. 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 some leadership positions and be involved in professional activities throughout the college years.

**Curriculum Guide and 4 Year Plan**

[http://www.ndsu.edu/hde/undergraduate/majorsdegrees/health_nutrition_and_exercise_science/](http://www.ndsu.edu/hde/undergraduate/majorsdegrees/health_nutrition_and_exercise_science/)

DPD Manual 2015
How can I improve my chances of getting matched?
For the past three years, 50% of the students who participated in the national computer match received a match for an internship. Internships continue to become more competitive.
In order to increase your chances for an appointment, you should:
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 your DPD and dietetics faculty through office hours
6. Join 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
- _____Join the North Dakota Dietetic Association
- _____Join the Fargo-Moorhead Dietetic Association
- _____Look for volunteer/work opportunities

Junior Year
- _____Become familiar with the Academy website and look at possible internships
- _____Submit application for Certificate in Dietetics Option
- _____Continue to work with DPD director and start a conversation about your desire to apply to an internship
- _____Start to think about who you are going to ask to write letters of recommendations
- _____Get involved with SAND – run for office
- _____GPA

Senior Year
- _____Call, email, or write internships for additional information and application
- _____GPA
- _____SNDA membership/board position
- _____Academy membership
- _____Attend local FMDA meetings
- _____take GRE examination – if needed for the internships/grad schools that you are applying for
- _____sign up for Senior Dietetics Seminar – fall
Fees and Expenses
Students meet fall semester with the DEP & DPD Directors to discuss the annual dietetics budget for the current year.

Program Fees
All students accepted into the DPD are required to pay a program fee of $300.00 per semester. The fee is paid to the Business Office and will appear on the student’s tuition payment statement.

Course Fees
HNES 261 ........................................................................................................... $ 69.00
HNES 261L ......................................................................................................... $230.00
HNES 361L ....................................................................................................... $230.00
HNES 442L ........................................................................................................ $ 25.00
HNES 481 .......................................................................................................... $ 50.00
HNES 491 .......................................................................................................... $ 35.00

Additional Costs (estimated)
In addition to program and class fees, there may be some additional costs associated with the program, which is listed below. We are not able to provide exact amounts for these costs, 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) $50.00
Student Academy of Nutrition and Dietetics Membership (required) $9.00
Transportation varies

Senior Year
Student Membership in the Academy of Nutrition and Dietetics (required) $50.00
Student Academy of Nutrition and Dietetics Membership (required) $9.00
Criminal Background Check $35.00
Online application fee (first site) $40.00
Each additional site $20.00
Digital Matching Fees $50.00
Transcripts from each college/university attended cost varies
1 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 http://www.ndsu.edu/fileadmin/registrar/forms/withdrawal.pdf. The last day to withdraw from classes with a full refund is Wednesday of the second week of classes and can be found http://www.ndsu.edu/registrar/dates/calendar/. After that, refunds are pro-rated. Program Fees will not refunded after the last day to withdraw with full refund.
Post-Graduation Fees
Upon completion of the DPD, internship costs vary. 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 the Program Coordinator and/or website www.eatright.org.

Application fees are required for taking the Registration Examination for Dietetics. Additional fees are required to become active members of the Academy of Nutrition and Dietetics. If you work in North Dakota, individuals should apply for a limited license for dietitians from the North Dakota Board of Dietetic Practice.

Policies and Procedures

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 be impossible to reschedule most 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.

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. Student are also required to have received a B or above in Nutrition 250 and a C or above in General Chem I, Organic Chemistry, Biochemistry, Microbiology, Anatomy and Physiology (Biol 220 and 221).

After admittance to the DPD 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. 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 class room, 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 a 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 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 Dietetics Team (made up of all Dietetics faculty and Department Chair) 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 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 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 registrar’s office. To appeal the committee’s decision, follow the university grievance procedure found in the student handbook.

Calendar

The calendar for the university is found at http://www.ndsu.edu/registrar/dates/calendar/.

Disciplinary and Grievance Procedures

For the DPD, professional behavior issues are first resolved within the department with the appropriate faculty member and Department Head/Program Coordinator. Minor problems may easily be resolved during a faculty-student conference. Problems that are more chronic will be addressed if the student fails to meet directives. 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 and grievance process is found at: http://www.ndsu.edu/fileadmin/studentlife/StudentCode.pdf. It is hoped that student complaints can be dealt with at the instructor-student level. 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 only then submit a letter of complaint to ACEND for unresolved complaints related to the ACEND accreditation standards.

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 be 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 RD 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 the HNES 491 Seminar class.

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 using the First Report of Injury.

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 the practicum experience.
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 Coordinator’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. More information at http://www.ndsu.edu/bisonconnection/ferpa/

Professional Standards

Professional Responsibility

While enrolled in the DPD, the student shall conform to the Academy of Nutrition and Dietetics Standards of Professional Responsibility and 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 141 - Food Sanitation** (1 Credit)
Principles of safe food handling practices designed for foodservice operators. Includes Food Safety by exam.

**HNES 250 - Nutrition Science** (3 Credits)
Scientific principles of nutrition applied to maintaining humans in optimum health. Prereq: CHEM 117 or Chem 121.

**HNES 251 - Nutrition, Growth, and Development** (3 Credits)
Examination of the course of growth, maintenance, and senescence and nutrient needs throughout 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 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. One 3-hour laboratories. Prereq: CHEM 117 or Chem 121, HNES 141.

**HNES 291 – Seminar/Introduction to Dietetics** (1 Credit)
Introduction to the profession of dietetics. Students will explore the differences between the two dietetics options at NDSU including costs, program fees, practicum and internship sites, and application process.

**HNES 351 - Metabolic Basis of Nutrition** (4 Credits)

**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 351, 250, 251.

**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. Prereq: HNES 261, 261L. Prereq or 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. Prereq: HNES 354. Cross-listed with PNAS.
HNES 442/642 – Community Health and Nutrition Education (3 Credits)
Nutrition education in community setting. Includes behavior change, education and counseling theory; and needs assessment, planning, implementation, and evaluation in a community setting. Prereq: HNES 251.

HNES 442L/642L – Community Health and Nutrition Education Laboratory (2 Credits)
Application of nutrition education and program development in community settings. Pre or co-req: HNES 442/642.

HNES 458 – Advanced Medical Nutrition Therapy (4 credits)
Principles in the nutrition care of patients with conditions requiring nutrition care. Prereq: HNES 351, 354.

HNES 460 - Foodservice Systems Management II (3 credits)
The role of foodservice in today’s society. Application of administration concepts in foodservice operation including equipment, layout, marketing, and budget management. Prereq: HNES 361.

HNES 481 – Capstone Course for DPD (1 credit)
Capstone for Dietetic Majors in the Didactic Program in Dietetics  (Taken the spring before student graduates)

HNES 491 – Seminar: Dietetics Internship Application (1 Credit)
Explores a variety of internships sites. The student will select a minimum of 4 programs of interest, compare programs and complete an application using the DICAS format for application and reference forms. (taken the fall before a student graduates)
PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION
The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of ADA who are Registered Dietitians (RDS) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDS or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDS and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDS and DTRs shall be known as "credentialed practitioners." By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. **The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.**

2. **The dietetics practitioner supports and promotes high standards of professional practice.**

   The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. **The dietetics practitioner considers the health, safety, and welfare of the public at all times.**

   The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. **The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.**

   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.

c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**

   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.

b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.

c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. **The dietetics practitioner does not engage in false or misleading practices or communications.**

   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.

b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.

c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
   b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:
   a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
   b. It shall not be a violation of this principle for a dietetics...
practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

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

a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA’s Code of Ethics, a process has been established for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairperson will rotate among the three (3) committee members. The chairperson will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of
the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made. The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form. The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. Hearings

A. General

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. Conduct of Hearings

The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-
ing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

1) the respondent is acquitted;
2) educational opportunities are pursued;
3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. Request by Complainant for Review of Respondent's Response

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be made available to the complainant.

B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.

C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.

D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.

E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.

F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.

G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified period with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Expulsion: Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-
requirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals
   A. General
      Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

      The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

   B. Recourse to the Appeals Committee
      To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee’s decision.

   C. Contents
      The appeal must be in writing and contain, at a minimum, the following information:
      1. The decision being appealed.
      2. The date of the decision.
      3. Why the individual feels the decision is wrong or was improperly rendered (See E, “Scope of Review”).
      4. The redress sought by the individual.
      5. The appeal will be signed and sworn to.

      If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.

   D. Procedures
      Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

      The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

      1. Location and participants
         a. All appeals hearings will be held in Chicago, IL.
         b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
         c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.

      d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

      2. Conduct of the hearing
         The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

   E. Scope of Review
      The Appeals Committee will only determine whether the Ethics Committee committed a procedural error that affected its decision, whether the Ethics Committee’s decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee’s decision that was unavailable to the parties at the time of the Ethics Committee’s hearing for reasons beyond their control.

      In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

   F. Record of Hearing
      A transcript will be prepared and will be maintained in the case file.

   G. Decision of Appeals Committee
      1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.

      2. Decisions of the Appeals Committee will be final.

   H. Costs
      ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night’s hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

      The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

   10. Notification of Adverse Action
      If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

      In the event the respondent ap-
peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping
A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.
B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. Confidentiality Procedures
The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:
A. The need for confidentiality will be stressed in initial communications with all parties.
B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
F. The Committee chair will stress the importance of confidentiality at the time of the hearing.
G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions: Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Pringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.
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<tr>
<th>Class</th>
<th>Course Description</th>
<th>Pre/Co-Requisite</th>
<th>Competency</th>
<th>Supervised Practice Hours</th>
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<td><strong>First Semester</strong></td>
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<tr>
<td>ANTH 111</td>
<td><em>Anthropology:</em> Introductory overview of the major divisions of anthropology; cultural and physical anthropology, archaeology, and linguistics.</td>
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<td>KRD 5.3</td>
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<td>CHEM 121/ CHEM 121L</td>
<td><em>General Chemistry I, Lab:</em> Matter, measurement, atoms, ions, molecules, reactions, chemical calculations, thermo chemistry, bonding, molecular geometry, periodicity, and gases.</td>
<td>Math 103</td>
<td>KRD 5.2</td>
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<td><strong>Second Semester</strong></td>
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<td>HNES 141</td>
<td><em>Food Sanitation:</em> Principles of safe food handling practices designed for foodservice operators, CD-Rom format. Includes Food Safety Managers’ Certification.</td>
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<td>CRD 4.2</td>
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<tr>
<td>ECON 105</td>
<td><em>Elements of Economics:</em> Study of demand and supply, competitive and noncompetitive markets, concepts of national income, unemployment, inflation, money, and fiscal and monetary policies.</td>
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<td>KRD 4.1</td>
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<tr>
<td>ENGL 120</td>
<td><em>College Composition II:</em> Advanced practice in college-level writing from sources and in applying rhetorical strategies. Requires library research and use of summaries, paraphrases, and quotations from relevant sources in analysis and persuasion essays.</td>
<td>Eng 110</td>
<td>KRD 2.1</td>
<td></td>
</tr>
<tr>
<td>Psyc 111</td>
<td><em>Introduction to Psychology:</em> Survey of the scientific study of behavior and mental processes.</td>
<td></td>
<td>KRD 3.3, KRD 5.3</td>
<td></td>
</tr>
<tr>
<td>MICRO 202/ MICRO 202L</td>
<td><em>Introductory Microbiology, Lab:</em> Study of the characteristics and importance of microorganisms with emphasis on their identification, control, and relationships to health and disease.</td>
<td></td>
<td>KRD 5.2</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Description</td>
<td>Prerequisites</td>
<td>Code</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>HNES 250</td>
<td>Nutrition Science</td>
<td>Scientific principles of nutrition based on chemical structure and function of the nutrients.</td>
<td>Chem 117, or 121</td>
<td>KRD 5.2</td>
</tr>
<tr>
<td>CHEM 240</td>
<td>Survey of Organic Chemistry</td>
<td>Structure and bonding, nomenclature; hydrocarbons: alkanes, alkenes, alkenes, aromatics; substituted hydrocarbons; alkyl halides, stereochemistry, alcohols, phenols, ethers, amines; carbonyls: aldehydes, ketones; carboxylic acids, esters, amides.</td>
<td>Chem 121</td>
<td>KRD 5.2</td>
</tr>
<tr>
<td>HNES 291</td>
<td>Introduction to Dietetics</td>
<td>Introduction to the profession of dietetics in health care delivery systems. Students will explore the differences between the two dietetics options at NDSU including costs, program fees, practicum and internship sites, and application process.</td>
<td></td>
<td>KRD 2.3, CRD 2.1</td>
</tr>
<tr>
<td>COMM 110</td>
<td>Fundamentals of Public Speaking</td>
<td>Theory and practice of public speaking with emphasis on content, organization, language, delivery, and critical evaluation of messages.</td>
<td></td>
<td>KRD 2.1</td>
</tr>
<tr>
<td>BIOL 220</td>
<td>Human Anatomy and Physiology I</td>
<td>An in-depth introduction to structure and function of human organ systems.</td>
<td></td>
<td>KRD 5.2</td>
</tr>
<tr>
<td></td>
<td><strong>Fourth Semester</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>HNES 251</td>
<td>Nutrition, Growth, &amp; Development</td>
<td>Examination of growth and nutrient needs through the lifecycle.</td>
<td>HNES 200 or HNES 250</td>
<td>KRD 5.2</td>
</tr>
<tr>
<td>BIOL 221</td>
<td>Human Anatomy and Physiology II</td>
<td>The endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems and development.</td>
<td></td>
<td>KRD 5.2</td>
</tr>
<tr>
<td>CHEM 260</td>
<td>Elements of Biochemistry</td>
<td>Protein structure, function conformation, and dynamics; enzymes, DNA-RNA: structure and flow of genetic information; biological membranes; metabolism</td>
<td>Chem 117 or Chem 140 or Chem 240 recommended.</td>
<td>KRD 5.2</td>
</tr>
<tr>
<td>STATS 330</td>
<td>Introductory Statistics</td>
<td>Frequency tables, histograms, probability, well-known probability distributions, one and two sample tests of hypotheses, confidence intervals, and contingency tables.</td>
<td>Math 103 or 104</td>
<td>KRD 5.2</td>
</tr>
<tr>
<td>Counseling</td>
<td>Students choose one of the following: PSYC 211: Introduction</td>
<td>PSYC 111</td>
<td></td>
<td>KRD 2.2, KRD 5.3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Co-Reqs</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>HNES 351</td>
<td><em>Metabolic Basis of Nutrition:</em></td>
<td>Biochemical and physiological principles of human nutrition. Nutrients in relation to metabolic regulation.</td>
<td>CHEM 260</td>
<td>KRD 2.1, KRD 5.2</td>
</tr>
<tr>
<td>HNES 442</td>
<td><em>Community Nutrition:</em></td>
<td>Nutrition education in community settings. Topics included are behavior change, education and counseling theory; and needs assessment, planning, implementation, and evaluation in a community setting.</td>
<td>HNES 251</td>
<td>KRD 2.1, KRD 2.2, KRD 3.2, KRD 3.3, KRD 4.3, KDR 4.4, KRD 4.5</td>
</tr>
<tr>
<td>HNES 442L</td>
<td><em>Community Nutrition Lab:</em></td>
<td></td>
<td>Co-Req. HNES 442</td>
<td></td>
</tr>
<tr>
<td>HNES 261</td>
<td><em>Food Selection and preparation principles:</em></td>
<td>Scientific principles underlying food selection, preparation, and preservation; integration of nutrition principles, food standards, cost comparisons, and new food developments.</td>
<td>Chem 121</td>
<td>KRD 2.1, KRD 5.1, CRD 2.5</td>
</tr>
<tr>
<td>HNES 261L</td>
<td><em>Food Selection and preparation principles Lab:</em></td>
<td>Illustrates and extends lecture topics and stresses practical application of scientific food preparation principles.</td>
<td>HNES 141</td>
<td>KRD 2.1, KRD 5.1, CRD 2.5</td>
</tr>
<tr>
<td>Gerontology</td>
<td><em>Gerontology:</em></td>
<td></td>
<td></td>
<td>For Gerontology Emphasis</td>
</tr>
<tr>
<td>HNES 452</td>
<td>HNES 452 - Nutrition, Health and Aging</td>
<td></td>
<td></td>
<td>KRD 3.3</td>
</tr>
<tr>
<td>Sixth Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HNES 354</td>
<td><em>Introduction to Medical Nutrition Therapy:</em></td>
<td>Introduction to the role and skills in nutritional care and application of skills necessary for beginning competency as a clinical dietitian.</td>
<td>HNES 351</td>
<td>KRD 1.1, KRD 2.1, KRD 2.3, KRD 3.1, KRD 3.2, KRD 5.2</td>
</tr>
<tr>
<td>HNES 361</td>
<td><em>Food Production Management:</em></td>
<td>Principles and methods of purchasing, production, and management for quality foodservice operations.</td>
<td>HNES 261</td>
<td>KRD 2.1, KRD 4.1, KRD 4.2, KRD 4.4, KRD 5.1, CRD 4.7</td>
</tr>
<tr>
<td>HNES 361L</td>
<td><em>Food Production Management Lab:</em></td>
<td>Principles and methods of</td>
<td>HNES 261L</td>
<td>KRD 2.1, KRD 3.2, KRD 4.1, KRD, 4.2, KRD 5.1</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Co-Req.</td>
<td>KRD</td>
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<td>------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>HNES 260</td>
<td>Athletic Training Medical Terminology</td>
<td>Medical terminology related to athletic training and other allied health professions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HNES 400</td>
<td>Inter-professional Health Care Practice</td>
<td>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 healthcare team.</td>
<td>Co-req: HNES 354</td>
<td>KRD 2.1, KRD 2.2, KRD 2.3</td>
</tr>
</tbody>
</table>

**Seventh Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Co-Req.</th>
<th>KRD</th>
</tr>
</thead>
<tbody>
<tr>
<td>HNES 458</td>
<td>Advanced Medical Nutrition Therapy</td>
<td>Principles in the nutrition care of patients with conditions requiring nutrition care.</td>
<td>HNES 354</td>
<td>KRD 1.1, KRD 2.1, KRD 2.3, KRD 3.1, KRD 3.2, KRD 5.2</td>
</tr>
<tr>
<td>HNES 460</td>
<td>Foodservice Systems</td>
<td>Role of foodservice in today's society. Application of administration concepts in foodservice operation including equipment, layout, marketing, and budget management.</td>
<td>HNES 361</td>
<td>KRD 2.3, KRD 3.3, KRD 4.1, KRD 4.2, KRD 4.4, KRD 5.1,</td>
</tr>
</tbody>
</table>

**Upper Level English**

Students choose one of the following: Eng 320-Business/Professional Writing; Eng 321-Writing/Technical Professions; Eng 324-Writing/Sciences; Eng 325-Writing in Health professions; Eng 358-Writing/Humanities/Soc Sci; Eng 459-Research/Writing Grants/Proposals.

<table>
<thead>
<tr>
<th>Co-Req.</th>
<th>KRD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng, 120</td>
<td>KRD 2.1</td>
</tr>
</tbody>
</table>

**Eighth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>KRD</th>
</tr>
</thead>
<tbody>
<tr>
<td>HNES 481</td>
<td>Dietetics: Capstone course/DPD</td>
<td>Casestudy with an individual who would be a client for the entry level RD.</td>
<td>KRD 3.1</td>
</tr>
</tbody>
</table>

**TOTAL**
Appendix B

HNES 491 – Seminar/Dietetics Internship Application

**Instructions:** The Dietetics faculty will complete the evaluation tool for each didactic student enrolled in the seminar. The Program Coordinator will review the evaluation with each student by the end of the semester. **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”.

<table>
<thead>
<tr>
<th>Dependability</th>
<th>☐ Exceeds expectations</th>
<th>☐ Meets expectations</th>
<th>☐ Does not meet expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Follows all policies/procedures</td>
<td>Usually follows policies /procedures.</td>
<td>Fails to follow policies/ procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Always follows through on assigned responsibilities</td>
<td>Usually follows through on assigned responsibilities</td>
<td>Fails to follow through on assigned responsibilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meets/exceeds deadlines</td>
<td>Meets deadlines</td>
<td>Meets deadlines</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accountable for own actions</td>
<td>Usually accountable for own actions</td>
<td>Puts responsibility for own actions on others</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requires no follow up</td>
<td>Requires some follow-up</td>
<td>Requires constant follow-up</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational skills</th>
<th>☐ Exceeds expectations</th>
<th>☐ Meets expectations</th>
<th>☐ Does not meet expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Finishes work before deadlines</td>
<td>Meets deadlines</td>
<td>Fails to concentrate on high priorities first. Wastes times.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Independently sets priorities</td>
<td>Sets priorities with assistance</td>
<td>Unable to set priorities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concentrates work on priority items first</td>
<td>Usually works on high priority items first.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manages multiple simultaneous responsibilities with ease.</td>
<td>Manages multiple simultaneous responsibilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Requires no follow up</td>
<td>Requires some follow-up</td>
<td>Requires constant follow-up</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flexibility</th>
<th>☐ Exceeds expectations</th>
<th>☐ Meets expectations</th>
<th>☐ Does not meet expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Welcomes change</td>
<td>Accepts change without complaint</td>
<td>Misses deadlines, asks for extensions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adapts smoothly</td>
<td>Adapts with few problems</td>
<td>Unable to set priorities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Eagerly cooperates when asked to make changes</td>
<td>Usually cooperates when asked to make changes</td>
<td>Fails to concentrate on high priorities first. Wastes times.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Requires constant follow-up</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication skills</th>
<th>☐ Exceeds expectations</th>
<th>☐ Meets expectations</th>
<th>☐ Does not meet expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Constantly organizes/ delivers clear messages (oral/written)</td>
<td>Usually able to organize/ deliver clear messages (oral/written)</td>
<td>Unable to organize or deliver clear messages (oral/written)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keeps others informed at all times</td>
<td>Usually keeps others informed</td>
<td>Fails to keep others informed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practices active listening</td>
<td>Usually listens attentively</td>
<td>Fails to listen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confidently makes quality presentations</td>
<td>Makes acceptable presentations</td>
<td>Unable to make acceptable presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Uses correct grammar/ spelling at all times</td>
<td>Uses correct spelling and grammar most of the time</td>
<td>Uses incorrect spelling and grammar most of the time</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interpersonal skills</th>
<th>☐ Exceeds expectations</th>
<th>☐ Meets expectations</th>
<th>☐ Does not meet expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Always friendly to others</td>
<td>Usually friendly to others</td>
<td>Often unfriendly or insincerely friendly to others</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consistently treats others with respect/courtesy</td>
<td>Usually treats others with respect/courtesy</td>
<td>Often treats others with disrespect, lack of courtesy or uses excessively flattery</td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td>Exceeds expectations</td>
<td>Meets expectations</td>
<td>Does not meet expectations</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>Displays empathy for others' feelings</td>
<td>Usually shows empathy for others' feelings</td>
<td>Fails to show empathy for others' feelings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Works effectively with people.</td>
<td>Usually able to work well with others</td>
<td>Unable to work well with people.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiates so everybody wins.</td>
<td>Usually willing/able to negotiate</td>
<td>Unwilling to negotiate.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Exceeds expectations</th>
<th>Meets expectations</th>
<th>Does not meet expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independently identifies and solves problems</td>
<td>Solves problems identified by others</td>
<td>Fails to identify or solve problems</td>
<td></td>
</tr>
<tr>
<td>Generates ideas, puts ideas into action</td>
<td>Acts on ideas generated by others</td>
<td>Fails to act on assigned tasks.</td>
<td></td>
</tr>
<tr>
<td>Takes responsibility for own learning</td>
<td>Manages own learning with some direction</td>
<td>Waits for info to be given.</td>
<td></td>
</tr>
<tr>
<td>Identifies, uses resources.</td>
<td>Uses suggested resources.</td>
<td>Fails to use resources.</td>
<td></td>
</tr>
<tr>
<td>Probes for depth of knowledge.</td>
<td>Shows interest in subject matter.</td>
<td>Shows little interest in learning.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Response to constructive criticism</th>
<th>Exceeds expectations</th>
<th>Meets expectations</th>
<th>Does not meet expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeks critiques.</td>
<td>Accepts critique without hurt or anger.</td>
<td>Becomes angry or defensive when criticized.</td>
<td></td>
</tr>
<tr>
<td>Identifies own shortcomings</td>
<td>Admits own shortcomings when others identify them</td>
<td>Denies own shortcomings.</td>
<td></td>
</tr>
<tr>
<td>Consistently uses suggestions for self-improvement</td>
<td>Usually uses suggestions for self-improvement.</td>
<td>Does not use suggestions for self-improvement.</td>
<td></td>
</tr>
</tbody>
</table>

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.