

North Dakota State University

Coordinated Program in Dietetics Student Handbook

Introduction

North Dakota State University (NDSU) is pleased to welcome new students in the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics.

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

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

The Department of Health, Nutrition and Exercise Sciences adheres to the College of Health and Human Sciences and 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 BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics at NDSU is accredited by the Academy of Nutrition and Dietetics Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; phone – 1-800-877-1600 ex. 5400; acend@eatright.org. ACEND was established in 1994 to create an independent administrative body of the association responsible for accreditation and approval. ACEND is recognized by two agencies as an accrediting body of the Academy of Nutrition and Dietetics. The Council on Higher Education Accreditation has assumed the role as the nongovernmental body and the United States Department of Education is the governmental body that recognizes authority of ACEND as the accrediting body for dietetics education programs.

Mission Statement

The mission for the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics at North Dakota State University is to prepare competent professionals who will contribute to the profession and community as entry-level Registered Dietitian Nutritionists (RDNs) in clinical, foodservice or community nutrition.

Program Goals and Measurable Outcomes

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

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

- At least 80% of students complete program requirements within 4.5 years (150% of planned program length).
- Of graduates who seek employment, at least 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

- 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%.
- Based on surveys at 1-year post-graduation, 80% or more of graduates' employers will state that they are satisfied or extremely satisfied with graduate's preparation for entry-level practice.
- Based on graduation surveys, 80% of program graduates will be satisfied with the training they received in the program.

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

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

Program Requirements

GPA Requirements

In order to enter the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics (CPD), students must meet several requirements.

1. In order to apply to the program, 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 grade of B or higher in Nutrition Science (HNES 250 or equivalent) and a grade of C or higher in the following courses or equivalent courses: Chemical Concepts and Applications (CHEM 117), Biochemistry (BIOC 260), Anatomy and Physiology I and II and the labs (BIOL 220/L and 221/L), and Microbiology (MICR 202 and 202L) to be admitted to the CPD.
2. After admittance to the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics, students must make a petition to the graduate school to apply for the accelerated program.
3. In the fall of year 3, students will apply for the accelerated program by applying to the graduate school for admittance. Students do not need to take the GRE to apply for the accelerated option.
4. Once admitted to the accelerated program, nutrition science students are required to continue to maintain a minimum institutional grade point average of 3.0, and earn no less than a C in all HNES classes (including HNES 251, 261/261L, 351, 354/354L, 361/361L, 442, 658/458L, 668/468L, 480). If a student fails to maintain the minimum GPA or does not earn at least a C in all HNES classes, the student will forfeit their place in the program.

Students are encouraged to monitor their grades and seek help at the first sign of academic difficulties. Students are encouraged to speak with the instructor of the course in which they are struggling and then with the program coordinator if they are unable to resolve the issue with the instructor. All students are required to submit a midterm grade report each semester. Students will document their percentage grade in the class and have the course instructor sign next to it. Any student whose current course grade is 75% or less is required to meet with the instructor of the course and develop a plan for improving their grade. Students are to submit completed midterm grade sheets to the program coordinator. The form for midterm grade reports is updated every semester and shared with the students. If a student would like to view the form, it can be requested by contacting the program coordinator.

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

All incoming BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics students are required to be a member of the Student Association of Nutrition and Dietetics and student members of the Academy of Nutrition and Dietetics. To join the Academy of Nutrition and Dietetics, complete the [Student Application](#) or join online at eatrightpro.org. Follow the instructions for joining. All students should provide a copy of their membership card or print off a verification of membership from the eatrightpro.org website and provide this to the program coordinator no later than October 1 after admission to the program.

Five-Year Plan of Study and Curriculum

The most recent plan of study and curriculum guide can be downloaded from <https://catalog.ndsu.edu/programs-study/undergraduate/nutrition-science/#sampleprogramguidedepoptiontext>

Fees and Expenses

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

Junior Year

Item	Cost
Name Tag	\$5
Scrubs	\$20-\$30
Student Membership in the Academy of Nutrition and Dietetics	\$58
Membership in the Student Association of Nutrition and Dietetics	\$10
Criminal Background Check	\$60
Flu Vaccine	\$20
Varicella Titer	\$75
Mantoux Test	\$20
Hepatitis A and/or B Vaccine	Varies
Lab coat or other uniform	Varies
Transportation	Varies
Total	\$268-\$278 plus variable costs

Senior Year

Item	Cost
Student Membership in the Academy of Nutrition and Dietetics	\$58
Membership in the Student Association of Nutrition and Dietetics	\$10
Criminal Background Check	\$60
Flu Vaccine	\$20
Transcripts	\$15
Lab coat or other uniform	Varies
Transportation	Varies
Total	\$163 plus variable costs

During years 4 and 5 students will also be required to pay graduate tuition for any graduate level courses they take. This may be in addition to undergraduate tuition paid during year 4 for required undergraduate courses. Graduate and undergraduate tuition may be found at: [Tuition and Student Fees | North Dakota State University](#)

Post-Graduation Fees

Upon completion of the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics students will need to order an official transcript with the degree posting date and have this sent to the program coordinator. The cost is approximately \$15. Application fees are required for taking the Registration Examination for Dietetics. Additional fees are required to become active members of the Academy of Nutrition & Dietetics. If you work in North Dakota, a limited license for dietitians must be applied for from the North Dakota Board of Dietetic Practice.

Tuition Refunds: Tuition refunds are based on university policy. This can be assessed at [Effects of Dropping or Withdrawing | North Dakota State University](#)

Reference Materials

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

Support Services for Students On-Campus

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

<u>Service</u>	<u>Location</u>	<u>Phone</u>
ACE – Tutoring Services	West Dining Center, lower level	231-8379
One Stop – information about student accounts, financial aid, scholarships, tuition, bill payments, class registration, student records, etc.	NDSU Memorial Union – Main Level	231-6200
Career and Advising Center – assistance with resume, job applications, interviewing	Ceres Hall 306	231-7111
Center for Writers – assistance for students struggling with writing	Library 16	231-7927
Childcare for students with children	Wallman Wellness Center 420	231-5219 231-5200
Counseling Center – emotional support for students	Ceres Hall 212	231-7671
Center for Accessibility and Disability Resources – for students who may need academic accommodations	Lower Level of Main Library Suite 17	231-8463
Student Health Services – clinic, pharmacy, vaccinations, blood tests, etc.	Wallman Wellness Center 102	231-7331
IT Help Desk	Quentin Burdick Building 150	231-8685 (option 1)

Graduation Requirements

Students should refer to the university catalog for university requirements for graduation ([Undergraduate Degree and Graduation Information](#)). Graduates of the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics receive a Bachelor of Science in Nutrition Science upon completion of 120 undergraduate credits (5 of which are from dual credit courses) which meet university and program requirements. This occurs at the end of year 4. Additionally, students also receive a MS in Exercise/Nutrition Science upon completion of 30 graduate credits (5 of which are from dual credit courses), which meet the graduate program's requirements. This occurs at the end of year 5. Students will receive a verification statement at the end of year 5 from the program certifying the completion of the supervised practice and didactic components of the program. Per the [NDSU Graduate School policies](#), coursework more than 7 years old cannot be used to satisfy the requirements of any master's degree. Thus, the maximum amount of time for completing program requirements is 7 years.

A diploma is not issued to a BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics student until all requirements of the program have been successfully completed. This includes meeting all competencies/ learning outcomes set forth by ACEND, the agency that accredits the CPD. Failure to meet a requirement in a course or the program may result in grades of incomplete or preclude graduation in the program.

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

Issuing Verification Statements

Verification statements are required by the Commission on Dietetic Registration (CDR) to prove eligibility for the Registration Exam for Dietitians. When a student has satisfactorily completed all didactic coursework, supervised practice experiences totaling the planned 1066 hours (1000 minimum hours required by ACEND), graduate degree,

met all the competencies set by ACEND, and met the expectations of preceptors on evaluations, they will receive a verification statement. At the end of the final year of the program, graduating students will be asked to request a copy of their final transcripts with the degree posting date be sent to the program coordinator. Upon receipt of the transcript, and given that the aforementioned requirements were met, the student will receive a digital copy and/or 5 hard copies of the verification statement. The program coordinator will then submit the required class submission paperwork to CDR. Within 6-8 weeks of this submission, students should receive an email from CDR and Pearson VUE indicating they are eligible to sit for the Registration Exam.

Policies and Procedures

Criminal Background Checks/ Immunizations/ Drug Tests

All must be passed satisfactorily to remain in BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics. All students will be required to complete a criminal background check and submit copies of required immunizations in the fall of year 3 prior to starting clinical rotations. Drug tests are not required by the program but may be required by individual facilities. Students are expected to pass drug tests even though they are not required by the program.

Students will need proof of having immunizations required by the clinical facilities which may include but is not limited to: 2 doses of measles/ mumps/rubella vaccine, 2 doses of varicella vaccine (or titer indicating immunity), at least one dose of Tdap, 3 doses of hepatitis B vaccine (optional at some facilities), 1 yearly influenza vaccine, a 2 step Mantoux test (tuberculosis), and COVID-19 vaccine. These guidelines may vary depending on the facility.

Students should be aware of and understand the requirements for vaccinations, background checks, and tuberculosis testing. A condition for being accepted into the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics is meeting these requirements and if the requirements are not met, students' placements may not be possible without the required vaccinations, background check, or tuberculosis testing resulting in forfeiture of the student's placement in the program.

Absences and Attendance

It is the responsibility of the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics students to attend all classes. You should arrive promptly for scheduled supervised practices. If students will be late or absent to a supervised practice, they are expected to call the designated individual for that facility prior to the scheduled start time.

- **Emergencies**
In case of an emergency, notify both the course faculty person and designated individual at the clinical facility.
- **Injury or Illness**
Students are encouraged to accept responsibility for personal health, especially during this time of intense professional preparation. Illness that interferes with performance should be reported as soon as possible to both the supervised practice contact person and the instructor for the course, particularly if it endangers the health of clients or customers. If at all possible, this contact should be in advance of scheduled responsibilities or class time. Missed supervised practice hours from illness will have to be made up at the convenience of the instructor or preceptor. In the event of injury students are to follow facility guidelines and seek medical treatment per the student's medical insurance policy. NDSU does not offer worker's compensation to students.
- **Call to Active Military Duty**
In the event that a student is involved with any branch of the Armed Forces or National Guard and gets called to active duty, the student should notify both the course faculty person and designated individual at the clinical facility as soon as possible and before leaving for duty. Faculty and instructors will attempt to reschedule missed work so that the student can successfully complete the course. It should be noted however, that this may not be possible in all situations, and repeating a course or delaying graduation may be necessary.
- **Rescheduling Excused Absences**
In the event of illness, injury or extenuating circumstances, students should contact their instructor or clinical supervisor. Rescheduling of excused supervised practice absences is at the discretion of the instructor or clinical supervisor. Rescheduling may require weekends or vacations. Students should be aware that it may be impossible to reschedule all supervised practice. In the event that a missed supervised practice cannot be rescheduled, the student may not be able to graduate. Any potential schedule conflict should be discussed with the instructor or clinical supervisor in advance.

- **Unexcused Absences**
Students should be aware that excused absences are usually granted only in the case of illness. Examples of unexcused absences include: going home early for a university break, weddings, etc. Supervised practice hours missed because of an unexcused absence may not be rescheduled which will prevent graduation from the program.
- **Extracurricular Activities**
The faculty supports extracurricular activities, but the course and assignments take priority over employment, athletic participation, club meetings, or other such events. To avoid conflict with outside activities, consult the course instructor at the beginning of the semester in writing and/or email to try to work around known schedule conflicts.
- **Vacation and Holidays**
For all supervised practice experiences, except HNES 480, students follow the university's [academic calendar](#). The schedules may include some legal holidays. This does not apply to students taking HNES 480. For these students, the facility calendar will be followed. Students may be expected to work evenings, weekends, and/or holidays. Spring break for students in HNES 480 will happen between each 8-week practicum experience. This may not follow the university's spring break schedule.
- **Weather Problems**
If NDSU cancels classes due to the weather, students should not report to the supervised practice settings. Students are responsible for notifying the site contact person that they will not be in attendance due to the cancellation of classes. This **does not apply** to students taking HNES 480. For these students, the policies of the facility will be followed.
- **Work**
It is understood that students may need to work while completing the dietetics program. However, work is not to interfere with class or supervised practice. Work is not considered an excused absence. Students are encouraged to keep their work schedules to 20 hours a week or less if possible. When work schedules exceed 20 hours per week, it becomes increasingly difficult for students to maintain academic performance.
- **Transportation Problems**
Students are responsible for transportation to and from supervised practice sites. If students have "car problems", they are expected to make other arrangements for getting to the supervised practice facility on time. All costs for transportation and liability for safety to and from supervised practice facilities are borne by the student.

Academic and Supervised Practice Performance

The BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics is designed as sequential learning. Skills and knowledge obtained in one experience are further developed in future experiences.

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

Students failing to demonstrate an overall satisfactory performance in the supervised practice, as determined by the faculty, are placed on departmental probation during the following term. If sufficient improvement is not observed during the following term the student may be dismissed from the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics.

The BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics is designed to help students meet the skills and knowledge requirements to practice as an entry level dietitian. The development of these abilities is assessed, in part, through the attainment of specified competencies. If a student would like access to the documents listing the competencies, they can be requested by contacting the program coordinator. Students meet the required competencies by practicing skills and using nutritional knowledge both in the classroom and the clinical setting. Evaluations by faculty and staff and student self-evaluations are used to chart the progress toward meeting competencies. During the final spring practicum experiences (HNES 480) students are expected to be able to demonstrate the ability to perform each competency listed.

Retention and Remediation

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

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

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

Disciplinary Procedures

University

Students who violate university policy are subject to disciplinary action by the university. Appeals to disciplinary action may be made through the appeals system. The student code which includes information about the appeals system is found at [Code of Student Conduct](#) | [Dean of Students](#) | [NDSU](#)

Professionalism

For the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics, issues are first addressed within the department with the appropriate faculty member and Department Chair/Program Coordinator. Minor problems may easily be resolved during a faculty-student conference. More chronic problems will be addressed if the student fails to meet directives.

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

Dress Code

Students in the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics represent North Dakota State University and are expected to abide by professional dress guidelines. Appearance should be neat, well-groomed and professional. Dress in supervised practice and practicum settings will be in accordance with the regulations at the facility. Where dress codes are not specified, the student will adhere to the following:

- An identification badge will be worn at all times and be visible (See Identification).
- Shoes will be in good repair with heel of comfortable height (1½ inches or lower).
- Attire should always be neat and clean. Clothing should not be ripped, torn, or frayed.
- Jewelry, when worn, must not pose a safety risk.
- Tattoos that may be offensive to patients/clients or employees should not be visible.
- Clothing should not be transparent, revealing, tight fitting, must cover the midriff area and not interfere with performing job function.
- No perfumes.
- Blue jeans, sweats, and other similar outfits are not acceptable.

Additional requirements for the Foodservice Administration Setting:

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

The NDSU Career and Advising Center does offer a [Career Closet](#) for students. The Career Closet offers business professional clothing items for students free of charge. Students are able to keep four free items per year.

Evaluation Procedures

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

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

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

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

Gifts and Gratuities

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

Grievance Procedures

NDSU is committed to seriously considering student complaints and handling complaints fairly. Grievance procedures are located at [Reporting Grievances & Complaints < North Dakota State University](#). It is hoped that student complaints can be dealt with at the instructor-student level before involving the program coordinator, department head or dean of the college. However sometimes this is not possible. After exhausting the university's written complaint policy, students may then submit a letter of complaint to ACEND for unresolved complaints related to the ACNED accreditation standards. The address and phone number for ACEND are found on the first page of this manual and on the NDSU CPD website at [Coordinated Program in Dietetics](#)

Health Status and Insurance

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

Identification

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

Distance Education

Strategies are in place to ensure the identity of individual students in distance education components of the program. NDSU assigns each student a unique username and password. NDSU also uses multifactor authentication, requiring two steps to ensure the identity of users logging in. All distance education components require students to use their NDSU log-in information, thus also using multifactor identification.

Protection of Privacy

NDSU complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). All personally identifiable information and educational records, including in distance education, are subject to [FERPA](#).

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 the clinical site, at the work site, or during supervised practice experiences are the responsibility of the student.

Leave of Absence

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

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

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

Liability Insurance

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

Meals

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

Performance Appraisal

Performance appraisal of students is an integral part of the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics. Students are regularly evaluated by both the course instructor in didactic and supervised practice experiences, and by facility staff and preceptors during supervised practice.

Supervised Practice Courses

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

- Nutrition Therapy (HNES 354, HNES 354L, HNES 458L, and HNES 658)
Students are evaluated at the end of each term by the university instructor. Instructors also track the student's progress on an ongoing basis throughout the semester.
- Foodservice Management (HNES 261L, HNES 361, HNES 361L, HNES 668 and HNES 468L)
Final evaluations are completed by the university instructor using a form specific to food science, leadership, and/or the systematic operation of food and nutrition services.
- Community Nutrition (HNES 442)
The course instructor provides an evaluation of each component of the supervised practice experience.
- Dietetics Practicum (HNES 480)
Provides practical experience with the responsibility equal to that of an entry-level dietitian on the job. It includes two eight-week practicums of 40 hours per week. Final evaluations are completed by the facility preceptors. Students will complete a Professional Self Reflection and Student Feedback Evaluation.

Supervised Practice Hour Site Affiliation Agreement

All supervised practice hour sites are required to maintain an affiliation agreement between NDSU and the external entity. Agreements are filed in the Nutrition Science office or with the program coordinator digitally. The term of these agreements has an agreed upon begin date and either continue thereafter indicating they are an evergreen contract or list a renewal date. The affiliation agreements remain active unless otherwise terminated.

Personal Files

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

- Academic Advising Files
- Progress Evaluation Files

Students do not have access to the CPD Selection Files.

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

Probationary Status

See Policies and Procedures for a discussion of performance expectations and departmental probation and/or the university catalog for university probation. [University Academic Alert and Suspension Information](#)

Work Assignments

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

Assessment of Prior Learning

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

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

The Core Knowledge and Competencies for the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics, 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 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 their advisor to complete the appropriate substitution/waiver request for the Office of Registration and Records.

To appeal the Committee's decision, follow the university grievance procedure found at [Reporting Grievances & Complaints < North Dakota State University](#).

HNES 480 Practicum – Specific Information

HNES 480 Placement

The HNES 480 Fourth-Year Practicum experiences are designed for students to gain experience in two settings and are part of the academic requirement of the program. Placement in the HNES 480 Practicum is based on a variety of criteria. The practicum placements are chosen by the Program Coordinator with input from the Nutrition Science Curriculum Team. The program strives to provide all students with the most meaningful HNES 480 Practicum based on students' needs and individual interests.

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

Clay County WIC Program, Moorhead MN	Ecumen, Shoreview MN
Bethany Homes, Fargo ND	International Diabetes Center, Wayzata MN
Prairie St. John's, Fargo ND	VA Hospital, St Cloud MN
Essentia Health Dakota Clinic, Fargo ND	St. Alexius Medical Center, Bismarck ND
Essentia Health Hospital, Fargo ND	Burleigh Public Health, Bismarck, ND
Eventide Senior Living, Fargo ND	Sanford Health Plan, Bismarck, ND
Fargo Cass Public Health, Fargo ND	Heart of America Medical Center, Rugby ND
Sanford Health, Fargo ND	Spirit Lake Special Diabetes Program, Michael ND
Sanford Health Dialysis, Fargo ND	Fort Berthold Reservation, New Town ND
North Dakota Autism Center, Fargo ND	Rasa Nutrition (Sports), Minneapolis MN
West Fargo Public Schools, West Fargo ND	Fargo Elim
Sheyenne Crossing, West Fargo ND	
NDSU Sports Nutrition, Fargo ND	
NDSU Extension, Fargo ND	
NDSU Dining Services, Fargo ND	
NDSU Center for Child Development, Fargo ND	

Housing and transportation are the responsibility of the student.

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

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

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

GUIDELINES FOR PROPOSALS FOR A NEW HNES 480 SITE

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

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

Criteria for site consideration:

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

The facility must have an individual who:

1. is willing to assume responsibility for supervision
2. has appropriate credentials
3. can provide an appropriate level of supervision
4. will complete evaluations and give feedback to the student
5. will find appropriate experiences to challenge the student, develop entry level RDN skills, and meet the required competencies

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

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

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

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

Living Arrangements, Board, and Travel

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

Meetings

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

Contact with NDSU Practicum Faculty

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

Pay

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

Worker's Compensation

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

Responsibilities of the Preceptor

The preceptor has certain responsibilities related to acceptance of a BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics student for a practicum. The practicum is part of the student's education process and as such requires some guidance and supervision.

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

Responsibilities of the Faculty

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

Evaluation

See HNES 480 syllabus for more information.

Professional Standards

Professional Responsibility

While enrolled in the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics, the student shall conform to the Academy of Nutrition and Dietetics/ Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics ([Code of Ethics for the Nutrition and Dietetics Profession](#)). The BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics student must represent the program in a professional manner.

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

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

The CPD student adheres to the policies and procedures of each facility which sponsors practicum experiences. The student is responsible for reviewing the policy and procedure manual in each facility to which they have been assigned.

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

Client Confidentiality

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

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

Professional Conduct

Faculty of the BS/MS Accelerated Coordinated Program in Nutrition Science and Dietetics require the following professional behaviors in the classroom and/or supervised practice:

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

Professional Responsibilities

Students will:

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