



COORDINATED PROGRAM

IN

DIETETICS

STUDENT HANDBOOK

Revised June 2020

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SECTION I

MOUNT MARY UNIVERSITY COORDINATED PROGRAM IN DIETETICS

HISTORY

The Coordinated Program (CP) in Dietetics at Mount Mary University had its origin on the drawing board of the University faculty as early as 1968 when the need to meet the demand for professional health personnel was urgent. The result was changing the undergraduate dietetics program at Mount Mary to a coordinated program with an emphasis in clinical dietetics. The Coordinated Program in Dietetics at Mount Mary was the first program of its kind offered by a private University and affiliated with a private hospital. It was the seventh to open in the nation. The first class to graduate from the CP was in 1975.

In 1981, the CP changed from a clinical specialization to a generalist program. The first class in the generalist program started in January 1982, with the following classes starting each August.

The primary reason for this change was the desire to provide a balanced emphasis in management, community nutrition, and clinical nutrition. This type of program would allow for more individualization of students' interests; for greater diversification in affiliations; and for more career choices to be available to the graduates.

Beginning in fall 1984, Dietetics became a department completely autonomous from the Home Economics Department. In the fall of 1985, The American Dietetic Association's Commission on Evaluation for Dietetic Education reviewed the program's self-study report on curriculum, conducted a site visit, and, as a result, gave accreditation to the CP for five years. The newly formulated department was recognized as a vehicle for the preparation of professionals for the health care system. The CP provides the framework for the student to successfully complete the registration exam and seek employment as an entry level practitioner.

In 1990, the Mount Mary University Coordinated Program in Dietetics went through another on-site evaluation by the American Dietetic Association's Council on Education (COE), now the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which sought compliance with the newly developed STANDARDS OF EDUCATION. The result of the evaluation was continued accreditation of the Coordinated Program in Dietetics through 2000. In 2000 and 2010 the program underwent self-studies and on-site evaluations by the Commission on Accreditation for Dietetics Education (now ACEND). In 2010 and the program emphasis entitled Disease Prevention/Health Promotion was adopted.

The Coordinated Program is currently accredited by ACEND of the Academy of Nutrition and Dietetics (formerly the American Dietetic Association) through 2020. ACEND is a specialized accrediting body recognized by the United States Department of Education. The address and phone number of ACEND are: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600, Ext. 5400. Additional information can be found at www.eatright.org/ACEND .

THE COORDINATED PROGRAM IN DIETETICS

There are two routes to becoming a Registered Dietitian Nutritionist (RDN) available at MMU. Students may complete a 4-year degree (didactic program) in nutrition/dietetics (not available at MMU) and then apply for 1200 hours of supervised practice in a Dietetic Internship. See details of this program at : <https://mtmary.edu/majors-programs/graduate/dietetics/internship/mission.html> Undergraduates and certificate students (students with an degree in a non-dietetics field) may apply for the Coordinated Program (CP) and then simultaneously complete the didactic and supervised practice components.

The DI and CP at MMU are both ACEND-accredited and completion will enable the student to take the registration examination. Exam requirements are set by the Commission on Dietetic Registration (CDR.) See: https://www.cdrnet.org/certifications/registered-dietitian-rd-certification?set_ga_opt_in_cookie=1&set_ga_opt_in=Save+Settings

There are other routes to becoming an RDN. Please refer to the ACEND website: <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>

The CP at MMU equips students for three main areas of dietetics which include clinical nutrition, community dietetics and foodservice management. Students obtain the "hands-on" (supervised practice) experience during the final two years of the degree. Students apply to the program when they have met the eligibility criteria, including prerequisites and GPA requirements. For students who declare the dietetics major early in their University career, application to the program typically occurs during the sophomore year, enabling them to graduate in four years. Students who have already earned a bachelor's degree from another accredited University or university may apply once the eligibility criteria have been met. Students with a previous bachelor's degree earn a Certificate in Dietetics when they complete the requirements of the CP.

Opportunities for Men

The opportunity for men to become registry eligible dietitians exists even though Mount Mary University (MMC) is a women's University. Men who have a bachelor's degree from an accredited University or university who meet the eligibility requirements may enroll in the University and apply to the Coordinated Program in Dietetics and receive a Certificate in Dietetics upon completion.

Dietetics Curriculum

The CP's two-year long curriculum prepares students for the variety of career options in dietetics. The curriculum meets the Accreditation Standards for foundation Knowledge and Competencies for Registered Dietitians established by the Accreditation Council for Education in Nutrition and Dietetics in 2017. See Appendix A for the complete list of Accreditation Standards.

Verification statements and credentialing

Upon successful completion of the CP, graduates will be issued a verification statement and copies of the verification statements will be kept indefinitely in the students' permanent file in the Dietetics Department. The graduates' names will be submitted to the Commission on Dietetic Registration indicating that they are eligible for the registration exam.

Successfully passing the registration exam earns the credentials RD or RDN. When graduates achieve the RD designation, they may then apply to the credentialing board for certification or licensure in the state in which they intend to practice.

Mission and Goals of the Program

The mission of the Coordinated Program in Dietetics at Mount Mary University is to equip students with the knowledge, skills, and experience to successfully pass the Registration Exam for Dietitians and practice entry level dietetics in a variety of settings. Through excellence in teaching with an emphasis on critical thinking, leadership, integrity, creativity, and social justice, the program provides the foundation to build an outstanding career.

The goals and objectives of the program are:

Goal 1: The program will graduate competent, entry level practitioners.

Objective 1.1: 100% of students will complete the dietetic major curriculum and meet the minimum requirements of a B/C in dietetic courses following program admission.

Objective 1.2: 100% of students will complete the program within 150% of the planned time, which is equivalent to three years.

Objective 1.3: Over a 5 year period, the pass rate for program graduates taking the registration exam for the first time will be at least 80%.

Objective 1.4: 100% of students will receive a “successful completed rotation” from each site/preceptor during DTS 475 Supervised Practice in Dietetics.

Objective 1.5: Over a 5 year period, 70% of program graduates who sought employment in dietetics will be employed within 12 months of program completion.

Objective 1.6: Ninety percent of employers rank the program at a minimum or satisfactory for all areas surveyed.

Objective 1.7 One year post graduation, 80% of graduates who are employed will indicate a minimum of “satisfactory” how prepared they felt for their first job.

Goal 2: The program will stimulate graduates to continue their professional growth through graduate study, by seeking specialty certifications in dietetics, or other professional activities.

Objective 2.1: In the three years following program completion, 50% of students will initiate graduate education or seek certification in specialty areas. Students will be surveyed at the end of year one and year three.

Objective 2.2: In the three years following program completion, 75% of graduates will be members of AND or other professional organizations. Students will be surveyed at the end of year one and year three.

In order to monitor program effectiveness and implement continuous program improvement the following graduate outcomes will be monitored: graduate GPAs, practicum evaluations, time taken to complete the program, pass rate for the registration exam, employment rate, employer assessments of the program, graduate membership in professional organizations including Academy of Nutrition and Dietetics and continuing education of graduates.

Future Changes in the Profession of Dietetics and Education Requirements

On January 1, 2024, all entry-level RD/RDNs will be required to hold an advanced degree (minimum of a Master's Degree) in addition to completion of an accredited education program that provides for 1200 hours of supervised practice. This will have significant impact on the training programs for RD/RDNs.

At Mount Mary University, the intent is to end the current undergraduate program in May, 2022. All students entering or intending to apply to the Coordinated Program (CP) must work closely with their advisor and/or admissions officer to be certain they can complete the curriculum by this date. Our last cohort in the coordinated program will be Spring, 2020. Applications are due April 6, 2020.

Transfer students and certificate students will need individualized assessments of their course needs and yearly plans to assure program completion by May 2022.

The current intention is to initiate an Integrated Master's Program by Fall, 2021. These dates are offered in the hope of transparency and are best estimates. The dates may need to change due to circumstances. Students should work closely with their faculty advisors and/or admissions officers.

SECTION II

COURSE REQUIREMENTS

The Mount Mary University Undergraduate Bulletin provides detailed information on core requirements, course descriptions, and sequence of courses for the major, and academic policies. The Undergraduate Bulletin can be found at <http://mtmary.edu/campuslife/resources/registrar.html>

MOUNT MARY UNIVERSITY CORE COURSES

A minimum of 120 credits is required for graduation from MMU of which 48 credits must be CORE courses. CORE courses in liberal arts combine studies in five realms. The list below shows the minimum number of credits and type of course needed in each realm. Courses marked with an * are CP prerequisites that fulfill CORE requirements in a specific realm.

PHILOSOPHY/THEOLOGY: 10-12 credits required

Search for Meaning	4 credits
Philosophy elective	3 - 4 credits
Theology elective	3 - 4 credits

COMMUNICATIONS/MATH: 6 – 8 credits

College Research Writing *	3 credits
Statistical Literacy*	3 credits

LITERATURE/FINE ARTS: 9 – 12 credits

Fine Arts elective	3 credits
Literature elective	3 credits
Literature/Fine Arts option	3 credits

HUMANISTICS: 9 – 12 credits

History elective	3 credits
Sociology *	3 credits
Psychology *	3 credits

SCIENCES: 3 credits

	3 credits
(Any of the science prerequisites for the CP fulfill this requirement.)	

Foreign Language and Public Speaking requirement 0-6 credits

TOTAL CORE REQUIREMENTS 48 credits

NOTE: Students who have the minimum number of credits in each realm need to meet the 48 credit minimum by taking additional CORE credits.

INTERDISCIPLINARY COURSE REQUIREMENT

Mount Mary Leadership for Social Justice Seminar (SYM 110) is a 3 credit course that is required of new freshmen and transfer students with less than 15 credits. It is encouraged for all students.

COORDINATED PROGRAM COURSE REQUIREMENTS

Along with meeting CORE requirements, the courses listed below are required for the major.

PSY 103	Introductory Psychology*	4 credits
SOC 101	Introductory Sociology*	3 credits
BIO 100	Introductory to Cell and Molecular Biology*	4 credits
BIO 212	Human Physiology*	4 credits
BIO 325	Microbiology	4 credits
BUS 301	Economics	4 credits
BUS 362	Principles of Management*	3 credits
CHE 113	General Chemistry 1*	4 credits
CHE 206	Organic and Biochemistry*	4 credits
ENG 120	College Research Writing	3 credits
PSY 310	Behavioral Science Statistics	4 credits
MAT 111	College Algebra	4 credits

NOTE: If the student tests at or above the MAT 111 based on MMU evaluation methods, no further algebra course is required. If the student tests at the MAT 105 level or below, the student will have to complete any needed prerequisites to MAT 105 and complete MAT 105 with a “C” or better.

DTS 152	The Profession of Dietetics	1 credit
DTS 190	Culinary Skills for Healthy Living *	3 credits
DTS 201	Food Science *	3 credits
DTS 202	Foodservice Safety and Sanitation *	1 credit
DTS 250	Nutrition Principles *	4 credits
DTS 340	Dietetic Education and Counseling Strategies	3 credits
DTS 354	Applied Nutrition	3 credits
DTS 362	Quantity Food Procurement and Production	4 credits
DTS 364	Medical Nutrition Therapy I	4 credits
DTS 463	Food and Nutrition Systems Management	4 credits
DTS 464	Medical Nutrition Therapy II	5 credits
DTS 465	Community Nutrition	4 credits
DTS 469	Seminar in Dietetic Practice	1 credits
DTS 470	Community Nutrition Research	3 credits
DTS 475	Supervised Practice in Dietetics	12 credits

*These courses must be taken prior to acceptance in the CP.

CALENDAR NOTES

1. The school year consists of two semesters of approximately sixteen weeks each and the CP follows the Mount Mary University academic calendar with the exception of the second semester senior year. The academic calendar can be accessed at <http://www.mtmary.edu/campuslife/resources/academic-calendar.html>
2. The final semester of the program does not follow the Mount Mary University academic calendar. Students begin their rotation for DTS 475 the first Monday after New Year's Day and continue throughout the next 20 weeks. There are no days off for snow, study days, spring break, Easter break or other religious holidays. Students missing time due to illness must reschedule. Students have little time for taking additional coursework during this final semester of the CP. Therefore the department faculty advisors guide students so that CORE courses are complete before the beginning of the final semester.
3. Students need to be flexible with their personal and work schedules to incorporate the experiences planned by the faculty outside of regularly scheduled class hours.

PRACTICUM INFORMATION

In the first three semesters of the CP students participate in approximately 400 hours of supervised practice. In DTS 475 Supervised Practice in Dietetics students complete the remaining 800 of supervised practice over 20 weeks. The 20 weeks are distributed between three Practicum rotations as follows:

MNT	8-10 weeks
Community	4-5 weeks
Management	6-8 weeks

The Practicum sites are typically located within 60 miles of Mount Mary University. A student placement may be made at a site outside of this radius if an experience is of special interest to the student and is an experience that is not available within the radius. Student dietitians are required to have private transportation for the Practicums.

Practicum placements are assigned by the practicum supervisor of the Coordinated Program in Dietetics of the Dietetics Department. The following considerations, in order of priority, are taken into account when placing students at facilities that will provide the best possible experiences for each individual.

1. Student abilities and areas in need of strengthening as observed and quantified by the dietetics faculty during the Program (grade point is considered).
2. Available practicum sites. This may vary from year to year.
3. Relevant work experience.
4. Strengths and areas for growth as identified by the student.
5. Student preferences based on set guidelines presented in the fall semester of the senior year.

Students must successfully complete a rotation before continuing on to the next rotation.

The rotation sequence varies between students. Students are usually scheduled for 40-hour work weeks and are typically on-site the same hours as their site supervisors or his/her representative. Additional hours on site may be needed as in any other career field. These are generally considered a professional responsibility of the student, just as it is to the staff member. The hours generally are between 8:00 a.m. and 7:00 p.m., but may be as early as 5:30 a.m. and as late as 11:00 p.m. Students are usually scheduled for weekends as well as weekdays. Although students may not have homework in the traditional sense, they should expect to study, prepare, and self-organize for each upcoming day on their own time.

Students are at the practicum sites full time for education purposes but may not be used to replace employees.

Because students are completing a full-time work schedule in the Practicum course, outside employment is discouraged. If students maintain part-time jobs in the community, their work hours are not to be imposed on the Practicum schedule. Financial plans for the senior semester should be addressed early by the student seeking admission to the Coordinated Program in Dietetics.

Student dietitians are evaluated at the midpoint and end of the management and MNT rotations, and at the end of the community rotation. The evaluations are finalized during conferences with the student dietitian, his/her site preceptor and Mount Mary University faculty overseeing the Practicums. Preceptors and students discuss their ratings with Mount Mary University faculty. The Practicums are pass/fail, but students must reach a pre-established level of competence for each practicum.

ASSESSMENT OF PRIOR LEARNING FOR TRANSFER CREDIT

Students who transfer from other academic institutions to MMU will have their transcripts assessed on an individual basis by a Mount Mary University admission counselor and a dietetics faculty advisor. Equivalent courses from local colleges and universities have been evaluated and approved for many of the courses required prior to admission to the program and will be accepted as transfer credits.

Courses in the CP that include supervised practice hours are rarely substituted for by a dietetics course from another University or university. An evaluation of the course syllabus, course textbook and documentation of comparable length and scope of the supervised practice experience will be done by the program director on an individual basis.

Supervised practice experience in programs for diet technicians is generally not substituted for supervised practice in the CP.

SECTION III

STUDENT REQUIREMENTS

THE DIETETICS FACULTY REVIEW BOARD

The Dietetics Faculty Review Board consists of all full-time faculty members in the Dietetics Department. The purpose of the Board is to evaluate the performance of students in the Coordinated Program in Dietetics and to approve their continuation in the Program. In addition, faculty and/or student concerns may be brought to the attention of the Board through an individual Board member. The members of the Board are concerned about the general well-being of all student dietitians in the Coordinated Program. Because of this, consultation over student matters may be carried out with other members of the Mount Mary community such as the Vice President for Academic and Student Affairs, or the Dean of the School of Natural and Health Sciences and Education.

ELIGIBILITY FOR ADMISSION TO THE COORDINATED PROGRAM

The CP is accredited for 19 students per year. To be admitted to the program students must meet all eligibility criteria and apply for admission. To be eligible for admission the following are required:

1. Students must have a minimum overall grade point average of 2.85 on a 4 point scale.
2. A minimum of a “BC” is required in all classes with a DTS course code and a “C” is required in all other courses required for the major.

PSY 103	Introductory Psychology*
SOC 101	Introductory Sociology*
BIO 103	Introductory Biology*
BIO 212	Human Physiology*
CHE 113	Chemical Principles I *
CHE 206	Essentials of Organic & Biological Chemistry*
SYM 102	Composition 2*
DTS 152	The Profession of Dietetics
DTS 190	Food Preparation and Management*
DTS 201	Food Science*
DTS 202	Foodservice Safety and Sanitation *
DTS 250	Nutrition Principles*
BUS 301	Microeconomics
BUS 362	Principles of Management
MAT 111	College Algebra*
PSY 310	Statistics for Behavioral Science Research (or MAT 216)

- a. A student who receives less than a “C” in a course required for the major may repeat the course *once* in an effort to earn a grade of “C” or better and remain eligible to apply to the CP except for DTS courses in which case a “BC” or better must be earned. Only two courses may be repeated to raise grades from the original grade.
- b. A student may only repeat two courses required for the major for which a grade of less than a “C” (or less than a “BC” for DTS courses) was earned to remain eligible to apply to the CP.

- c. A student may repeat courses for which a grade of “C” or better (or a “BC” or better for DTS courses) was earned as often as desired in an effort to improve understanding of course material and the course grade and remain eligible to apply to the CP.
3. Students must have a minimum grade point average of 3.0 for all courses required for the major prior to admission to the CP.
 4. It is recommended that all of the above courses be completed before admission to the CP. The courses marked with an asterisk must be completed by the end of the spring semester during which the application to the CP was submitted.

ADMISSION PROCEDURES

All students who are eligible to apply for the CP will be notified of a meeting in the fall semester with the Program Director. At this meeting the application procedures and the educational and financial commitments are outlined along with general information about the Program.

Students apply to the CP by April 1st in the spring semester of their sophomore standing in the dietetics major. Applications include a completed application form, a cover letter and three letters of recommendation.

After Spring semester grades are available the Faculty Review Board will then decide whether or not admission is granted based on the following:

- grade point in courses required for the major
- grade in DTS 201 Food Science
- grade in DTS 250 Nutrition Principles
- score on the Serv Safe exam
- attendance/involvement in the Mount Mary University Nutrition and Dietetics Club
- work experience in food service or healthcare
- other service or leadership experiences
- cover letter to the application form
- reference letters
- attendance and tardies in all courses

Written notification of acceptance will be mailed by June 10. Those who are admitted to the program will be invited to an orientation meeting to be held in June. Students will not be admitted on probation or waitlisted for admission the following year. Students who are not admitted may reapply the following year. These students may only apply twice: the original attempt and one re-attempt. Students who apply in 2020, but are not admitted, may reapply to the Integrated Master’s Program.

MEDICAL TERMINOLOGY EXAM

All student dietitians must pass a medical terminology exam prior to January 15th of their junior year in the Coordinated Program. A medical terminology textbook with ancillaries will be available in the Mount Mary University Bookstore during the second semester of the sophomore year to allow for adequate preparation.

Being familiar with medical terminology will prepare students entering the Medical Nutrition Therapy coursework. The exam will be given on a pre-determined date during the fall semester. Two scheduled retakes will be allowed if the student dietitian does not pass initially. Passage is required in order to enter DTS 364 Medical Nutrition Therapy 1. Students who take a Medical Terminology course and earn a C or better are exempt from taking the exam.

SERVICE LEARNING

Ten hours of service learning are required for completion of the CP. This may be fulfilled at one or more organizations that serve the public in the areas of food, nutrition or health promotion.

RETENTION IN THE COORDINATED PROGRAM

The Dietetics Faculty Review Board will review a student's progress at the end of each semester while in the program to determine retention in the program. Students in the CP must maintain an overall GPA and a GPA for courses required for the major at a minimum of 2.85, earn a "BC" or better in all DTS courses, and earn a "BC" or better in all other dietetic major courses. A student may be placed on probation for the next semester for the following reasons:

1. the overall GPA falls below 2.85
2. the GPA for courses required for the major falls below 2.85
3. unprofessional behavior as determined by the Professional Development Assessment (Appendix F)

Students who are placed on probation will be referred to Academic Counseling for assistance. If the student earns a grade of less than "BC" the student must retake the course, in order to progress. If the student improves to the minimum standard for GPA and/or Professional Development at the end of the probationary semester she/he may continue in the CP. Students are allowed to be on probation for only one semester.

RETENTION IN PRACTICUMS

Students are assessed by preceptors at the midpoint and at the end of each practicum. If the preceptor has concerns about the student's ability to successfully complete the rotation, the preceptor will contact the faculty practicum representative. The preceptor's summary evaluation of "successfully completed" is necessary for the student to progress on to the next practicum.

If a student does not satisfactorily meet the competencies or the preceptor assesses the student as "unsuccessfully" completing the practicum, then the practicum must be repeated. This will prevent graduation on the anticipated date.

DISCIPLINARY/TERMINATION PROCEDURES

The student will be terminated from the program for the following reasons:

1. the overall GPA is not improved to a minimum of 2.85 at the end of the probationary semester.
2. the GPA for all courses required for the major is not improved to a minimum of 2.85 at the end of the probationary semester.
3. there is not improvement in professionalism to the acceptable level by the end of the probationary semester. (See Appendix F Professional Development Assessment)

4. the student repeats a course required for the major and earns a grade of less than “C” the second time or repeats a DTS course and earns a grade of less than a “BC” the second time.
5. in three courses a student earns a grade of less than “C” in a course required for the major, or a grade of less than “BC” in a dietetics course
6. the student “unsuccessfully” completes a repeated practicum rotation.
7. the student “unsuccessfully” completes two practicum rotations.

ADDENDUM FOR SPRING 2020: RETENTION IN THE COORDINATED PROGRAM

The Dietetics Faculty has decided to temporarily suspend the program criteria for academic warning and dismissals for the Spring 2020 semester, if a student's grade appears to have been negatively impacted by the COVID-19 event and/or the move to remote instruction. This includes any cases of performance issues that occurred between March 13, 2020-May 15, 2020.

TIME LIMIT FOR PROGRAM COMPLETION

Once admitted to the Coordinated Program, students are expected to complete the degree within two years. This policy will help to assure recency of knowledge that is needed in order to successfully pass the registration examination. **A maximum of 3 years** is allowed in extenuating circumstances such as severe illness.

GRADUATION REQUIREMENTS

A student is eligible to graduate when the following requirements have been met:

1. an overall GPA of 2.85 or above is earned and at least 120 total credits including 48 credits of CORE requirements are completed. Typically, 128 credits are earned.
2. a GPA for courses required for the major of 2.85 or above is earned
3. a grade of “BC” or above is earned in all DTS courses and a “C” or better is earned in earned in all other courses required for the major
4. 1200 hours of supervised practice are completed and all three practicum rotations are “successfully” completed with all accompanying evaluations
5. service hours for community and professional organizations are completed and documented

CERTIFICATION

Following satisfactory completion of the Program and a passing score on the Registration exam, graduates who desire to work in the State of Wisconsin should apply for certification. This is a completely separate procedure from becoming registered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics. Please visit the web site:

<https://www.cdrnet.org>.

ATTENDANCE POLICIES

Student attendance records are maintained for all courses. For some dietetics courses attendance is a component of the participation portion of the grade. For grading purposes, all absences will be considered unexcused unless a physician’s note or proof of hospitalization, legal proceedings or funeral attendance is provided. Three tardies will be considered an unexcused absence.

Emergency Absence Policy: This policy applies to all Program courses. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. The following reasons for absence will be considered as excused:

1. Major illness or death in a student's immediate family (includes grandparents and immediate family of spouse).
2. Illness of a dependent family member with doctor's excuse.
3. Participation in legal proceedings that require a student's presence.
4. Religious holy day.
5. Illness that is too severe or contagious for the student to attend class with doctor's excuse.

Students must contact their faculty member regarding an absence prior to the class. Generally, email is the preferred method of informing the faculty of an absence. The student should check syllabi of particular classes for specific information.

Non-emergency Absence Policy-Supervised Practice: Many of the supervised practice experiences are difficult or impossible to replicate. This makes attendance a priority. For this reason, all non-emergency absences must be reported to the faculty member at least one week prior to the absence. This must be reported in writing with two suggestions for alternatives to the missed supervised practice hours. The faculty member will advise the student as to the acceptable alternative for meeting the supervised practice requirements. The absences will be noted in the student's Program file. Abuse of this policy and failure to meet supervised practice requirements will be called to the attention of the Faculty Review Board.

Practicum Rotation Absences: Students must report absences to both their Preceptor (using the proper procedures as directed on-Site) and to the student's faculty contact at 414-930-3167 prior to the absence. Time missed must be made up in order to meet the required supervised practice hours. Plans for make-up time must be pre-approved by the Preceptor and communicated to the faculty member as soon as possible.

ASSIGNMENT POLICIES

Assignments are designed to prepare the students for entry-level practice and meet the Accreditation Standards for Coordinated Programs. Therefore it is essential that all assignments be completed.

EXAM POLICY

Final exams will be comprehensive. Exams will constitute 50% of the course grade. Students who have a known conflict may arrange to take an exam early. Such special arrangements must be discussed with your instructor at least one week prior to the scheduled exam date.

APPROPRIATE ATTIRE

Professional attire is required for field trips as well as for guest speakers. Professional attire includes skirts, dresses, or dress slacks. Short dresses/skirts, tight-fitting clothing, leggings, capris and low-cut clothing

should not be worn. Shoes should be comfortable and hose/stockings must be worn, no flip flops. Sweatpants, t-shirts, shorts, and blue, white or corduroy jeans are not considered professional dress. **Remember-you are dressing as a professional.**

Dietetics faculty has the right to decide whether a student is dressed suitably for a class and supervised practice experiences. Students who do not meet requirements may not be allowed to participate in the day's activities.

Name tags: Name tags are provided by the dietetics department and must be worn during supervised practice. Report lost name tags to the Program Director for replacement.

MNT supervised practice experiences: The following guidelines are to be followed:

- Clean, white and pressed lab coats are to be worn during all MNT supervised practice experiences. It is advisable to have two or more lab coats.
- Skirts and dresses must be at least knee length.
- Pants should be dress slacks only. No jeans, capris, or cargo pants.
- Earrings and jewelry may be worn. Piercings other than earrings are to be removed. Cosmetics should be used sparingly.
- Colognes, perfumes and other body scent products are inadvisable. Hosiery must always be worn.
- Natural hair color
- Conservative make up
- Simply jewelry- no long necklaces
- One pair of earring in lower lobes. Not hanging earrings.
- Shoes must be closed toe, soft sole, no heels, no tennis shoes or other street type shoes.

Supervised Practice in the Foodservice Department

Clean shirts, slacks, and socks are required. No shorts, jeans, leggings, skirts, dresses or sleeveless tops are allowed while participating in the supervised practice. Excessive jewelry should not be worn – absolutely no dangling earrings. Closed-toe shoes are required, preferably leather, and skid-resistant. A Wizard glove, mandatory for cutting foods, worn on the non-cutting hand, when using a knife or the Hobart slicer. White lab coats are to be worn to protect clothing. (White lab coats will be needed for future dietetics courses as well). Cardigan and/or bulky sweaters are not appropriate for work in foodservice. A hair net that covers a minimum of $\frac{3}{4}$ of the hair will be needed, as well as an appropriate foodservice thermometer. These requirements will be further clarified in class. Students who chew gum in MMU foodservice, do not have hair adequately restrained, and/or are not in compliance with clothing, jewelry and footwear guidelines as stated above may be asked to leave the supervised practice in the Foodservice Department. This will result in an Incomplete for that day's lab experience.

STUDENT SERVICES

Students have a variety of support services available to them including:

Academic Counseling

Student Success Center

Advising and Career Development Center

Counseling Services

Financial Aid

Details about these services are provided in the Undergraduate Bulletin:
<http://www.mtmary.edu/campuslife/resources/registrar.html>

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

Dietetics practitioners have voluntarily developed a Code of Ethics to reflect the ethical principles guiding the profession. This Code is found on the Academy of Nutrition and Dietetics website www.eatright.org.

Students are expected to conduct themselves in a manner consistent with the Code of Ethics.

TUITION AND FEES

For current tuition and fee information refer to the following website:

<http://www.mtmary.edu/costs-aid/cost-of-attendance/index.html>

COORDINATED PROGRAM FEE

Students will be assessed \$200.00 (subject to change) each semester to help defray some of the additional expense of operating this form of dietetic education. This fee will appear on the student's tuition bill beginning with the second semester of the sophomore year.

AFFILIATE MEMBERSHIPS

The Academy of Nutrition and Dietetics: Student membership is required. Any student who is enrolled in a dietetics program in an accredited University/university who does not meet the requirements for active membership is eligible. Members receive a subscription to The Journal of the Academy of Nutrition and Dietetics.

Annual dues are \$58.00 and the student category carries a six year limit. A portion of the dues are rebated to the Wisconsin Academy of Nutrition and Dietetics. Students are considered affiliate members of both the Academy of Nutrition and Dietetics and Wisconsin Academy of Nutrition and Dietetics.

The Academy of Nutrition and Dietetics and the Wisconsin Academy of Nutrition and Dietetics offer a number of student scholarships. For information about state scholarships, access <http://www.eatingright.wisc.org>.

DEPARTMENT RESOURCES: LOSS AND BREAKAGE

The Dietetics Department has many resources available to students. These include professional journals, nutrition education books and plans, food models, puppets, equipment catalogs and more. Students are responsible for damage to or loss of these items including equipment in the Foods Lab. All borrowed items are to be signed out and returned through the department administrative assistant.

STUDENT INSURANCE REQUIREMENTS

Liability Insurance: In an effort to protect the actions of all students in the Coordinated Program in Dietetics, the University requires that all student dietitians be covered under an insurance policy. This professional liability insurance is provided through the University. Practicum sites will not allow uninsured students to participate at their institutions.

Health Insurance: All students in the CP are required to have health insurance. A health

insurance package is available to students through Mount Mary University.

CAREGIVER BACKGROUND CHECKS

A Caregiver Background Check is required before students can begin supervised practice components of most CP courses. The dietetics department requests the information from the State of Wisconsin Department of Health and Family Services. The Caregiver Background Check is completed before the second semester of the junior year at no charge to the student. You will be asked to sign a release form for both the junior and senior year.

DRUG TESTING

The CP requires drug testing at application. Many supervised practice sites request this testing which must be completed by the student at his/her expense.

ANNUAL PHYSICAL EXAMINATIONS

An annual physical exam is required of all students and a physical exam report must be on file in the Dietetics Department. Most supervised practice sites require immunizations and TB tests. Students who wish to file for a medical exemption for immunizations, etc. should be prepared to provide documentation with details on that need. Every effort will be made to find a site that will work with the student without immunizations. However, it is possible it will take additional time to achieve these placements.

OTHER EXPECTED EXPENSES (also see Appendix C)

1. Texts and Reference Books for Program Courses

The texts and references will serve as part of the student's professional reference library. The cost of books varies per semester and tends to decrease with progression in the Program. Text costs for Fall and Spring will be approximately \$1,200.

2. Classroom Presentation and Project Costs

Generally, these costs are absorbed by the student as part of the educational process. At times, funds for projects may be available from the department or the agency seeking assistance.

3. Meeting Fees (non-dues)

A number of professional conferences, meetings and trade shows are incorporated into the curriculum. Generally, student rates are available. Meals are included with some fees. Transportation and hotel accommodations are privately arranged. Plan for a yearly investment of approximately \$250-\$300.

4. Transportation

All of the supervised practice courses require off-campus experiences. In addition, several of the didactic courses require off-campus experiences. Private transportation is the norm. The driver of the car is liable. Faculty do not arrange for car pools. Faculty do not provide rides for students nor do faculty ride with students. A field trip form is completed for each class. Carpooling is encouraged from the junior year through December of the senior year after which student dietitians will have individualized schedules at their Practicum sites and will need their own personal transportation. Students should plan for travel and

parking. Most courses require travel to a facility in the Greater Milwaukee Area. Mileage is estimated between 100-400 miles per pre-Practicum semester, not including special meetings.

5. Alternate Housing

Alternate housing is the responsibility of the student dietitian during the final semester of the Program. Housing may be desired for 17-20 weeks in lieu of lengthy commutes.

6. Required Annual Physical Exam and Reports

Costs for the exam, chest x-ray, vaccinations, flu shots, immunizations, TB tests and lab reports are the responsibility of the student.

PREGNANCY

A student who is or may be pregnant should inform her supervised practice faculty and the Program Director. Her supervised practice assignments can then be pre-selected in an attempt to avoid any exposure to infectious diseases. Seniors should meet with the Practicum Supervisor who plans Practicum placements.

SOCIAL MEDIA

Instructors will not accept invitations to connect on social media sites until after completion of the program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Mount Mary University is in compliance with this act. The purpose of this act is to protect the rights of students to know what educational records are kept by the school; to inspect such records and, if necessary, to ask for the correction of such records; and to control the release of such information to those who are not involved in the educational process.

Detailed information about FERPA and students' access to their personal files can be found in the Mount Mary University Student Handbook and accessed at:

https://my.mtmary.edu/ICS/Campus_Life/General_Information.jnz?portlet=Student_Handbook

NOTICE OF OPPORTUNITY AND PROCEDURE TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with The Standards of Education or with published accreditation guidelines. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Accreditation Council's policy and procedure for submission of complaints may be obtained by contacting the Education and

Accreditation staff at 1-800-877-1600 or at:
The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606

Written complaints should be mailed to ACEND at the above address.

Grade and Other Academic Appeals

Students and faculty should make every effort to resolve questions about academic decisions without seeking a formal appeal. The appeal process should be characterized by the Mount Mary leadership model values—competence, compassion, commitment, and community—to ensure that both students and faculty have access to procedures that ensure respectful and due process. Accordingly, the principles guiding this process are:

- Informal appeal occurs at the source of the academic decision.
- Formal appeal occurs at levels above the source of decision.
- Panel appeal occurs outside the source of decision.

At any step in the process, if the person to whom the student is appealing is unavailable during the time period specified, the student should proceed to the next step.

Valid grounds for an academic appeal is an academic decision that reflects a significant departure from the instructor's published or announced standards for evaluating student work.

Step One: Informal Negotiation Appeal (within 10 business days)

The student must first attempt to resolve the matter directly with the instructor within the first 10 business days of the academic term immediately following the term in which the course was taken (includes summer). If the matter is not resolved within the next 10 business days, the student may proceed to Step Two.

Step Two: Formal Written Appeal to Faculty Member (within 5 business days of Step One decision)

The student submits:

- A clear and succinct statement identifying the basis (see valid grounds above) for the appeal and
- Copies of all relevant documentation that supports that appeal (copies of the syllabus and all assignments, assessments, instructor feedback related to the decision in question).

The faculty member shall provide the student with a written statement of the reason for her or his decision, returning the appeal packet with the written statement to the student, within 5 business days.

Step Three: Formal Written Appeal to Chair of the Department (within 5 business days of Step Two)

If the student is not satisfied with the result of Step Two, the student forwards

- The original written appeal with all of its original supporting documentation. The faculty member, at the Chair's request, will provide
- The faculty member's written statement and
- The faculty member's supporting documentation

All documentation is due to the Chair of the Department responsible for the academic matter within 5 business days of the Step Two decision. The Chair shall provide the student and faculty

member with a written statement of the reason for her or his decision within 5 business days of receiving the appeal. If the action which prompted the appeal involves the Chair of the Department, then the student proceeds to Step Four.

Step Four: Formal Written Appeal to School Dean (within 5 business days of Step Three)

If either the student or the faculty member is not satisfied with the result of Step Three, the student or faculty member appeals in writing to the School Dean. Such an appeal must be received by the School Dean within 5 business days of the Step Three decision.

The School Dean appoints a panel consisting of two faculty members from outside the involved department and one faculty member from the involved department. The panel shall conduct a hearing in which the student and faculty member present information. This hearing shall occur within 10 business days of receiving the appeal.

Within 5 business days after the hearing, the panel makes a written recommendation to the School Dean who shall make a decision which is final and binding.

The Dean's written decision shall be sent to the student, faculty member, Chair of the Department, panel members, and the Vice President for Academic Affairs within 5 business days from the recommendation of the panel.

SECTION IV

SUPERVISED PRACTICE SITES

Hands-on experience is essential to professional training. Equally valuable is the teaching by professionals in the field who share their specialized expertise with students.

The supervised practice sites listed below have participated in providing learning experiences, either on site or in our classrooms, with sites being subject to change from year to year. This list is provided to give the student attending Mount Mary University a sense of the degree of involvement with the dietetics community in the Greater Milwaukee Area.

Acute and Critical Care

Advocate - Aurora Advanced Healthcare, Greater Milwaukee Area

Advocate - Aurora Sinai Medical Center

Advocate - Aurora Sheboygan Memorial Medical Center

Ascension - All Saint's Healthcare System, Racine

Children's Hospital of Wisconsin, Milwaukee

Ascension - Columbia-St. Mary's Hospital, Milwaukee

Ascension - Columbia-St. Mary's Hospital, Ozaukee County

Froedtert Community Memorial Hospital, Menomonee Falls

Ascension - Elmbrook Hospital

Froedtert Memorial Lutheran Hospital, Milwaukee

Advocate - Kenosha Medical Center

Medical University of Wisconsin, General Clinical Research Center, Wauwatosa

Rogers Behavioral Health

Advocate Aurora Sheboygan Memorial Medical Center

Watertown Hospital, Watertown

Advocate Aurora West Allis Memorial Hospital

Ascension – All Saints

Ascension - St. Joseph's Hospital

Ascension - St. Francis Hospital

Outpatient and Home Health care settings

Community Care Organization

Lakeshore Medical Clinic, St. Francis

Long term Care settings

Ascension Franciscan Woods, Brookfield

Luther Manor, Milwaukee

Lutheran Home and Harwood Place, Milwaukee

Marian Franciscan Center

Mitchell Manor, West Allis

The Village at Manor Park

Public Health/Community settings

Aging & Disability Resource Center of Washington County

Aging & Disability Resource Center of Waukesha County

Advocate Aurora Health Care WIC

City of Milwaukee Health Department, Milwaukee

Cudahy Health Dept. WIC Program

Fondy Food Center

Franklin School District Grafton

School District Hartford Union

High School

Public Health/Community Settings continued

Milwaukee Center for Independence – (MCFI)

Milwaukee Public Schools

Mukwonago School District,

New Berlin School District

School District of Elmbrook

Seeds of Health - WIC

Shorewood School District

Sixteenth Street Community Health Center WIC Project

Waukesha County WIC

WEE Care WIC, Milwaukee

West Allis Health Department

Other and Worksite-wellness settings

Northwestern Mutual Life Insurance Company

Quad-Med Clinic

APPENDIX A

The 2017 Accreditation Standards, which describe competencies and knowledge components of a coordinated program can be found at:

<https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/2017-standards>

APPENDIX B

Code of Ethics for the Profession of Dietetics

The Code of Ethics can be accessed at this site:

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

APPENDIX C

ESTIMATED COSTS FOR THE COORDINATED PROGRAM IN DIETETICS

Full time tuition for two years	\$ ~61,000.00
Coordinated Program Fee (\$200/semester x 3 semesters)	\$600.00
Books (total depending on student's resources and individual needs)	\$1,200 - \$1,800.00
Lab Coats (two recommended)	\$40.00 - \$80.00
Student AND membership (required)	\$50.00
General Fee (covers parking, computer services, library, etc.) \$200/per semester	\$800.00
Housing: Room and Board in the residence hall is available at a cost of approximately \$6,800-\$8,120 per year.	Variable
Transportation to Experience Sites	Variable
A private vehicle is necessary as sites are from 4- 60 miles from campus and public transportation is not feasible. Affiliates may require proof of auto liability insurance and/or assess parking fees.	
Physical Exam	Variable
Documentation of current inoculations, titers and TB testing required. Medical insurance is required by the program.	
Caregiver Background Check is required by supervised practice sites	Paid by CP
Professional Liability Insurance (annual Mount Mary University group student rate)	Paid by CP
Drug testing at application	Variable

APPENDIX D

ACADEMIC HONESTY AND INTEGRITY AND AMERICAN DISABILITIES ACTS STATEMENTS

Mount Mary University is an academic community dedicated to the intellectual and social and ethical development of each of its members. As members of this community we all are responsible for maintaining an atmosphere of mutual respect and honesty.

Standards for academic integrity provide a structure for the creation of an academic environment consistent with the values of the School Sisters of Notre Dame and the mission of the University. In keeping with these goals, all students are expected to strive for integrity, in academic and non-academic pursuits. Acts that involve any attempt to deceive, to present another's ideas as one's own, or to enhance one's grade through dishonest means violate the integrity of both the student and University. Academic dishonesty in any form has a negative impact on the essential principles of the Mount Mary University Community. Therefore, such acts are treated as a serious breach of trust.

A faculty member has the right and authority to deal with academic dishonesty in his or her classroom; however, a student who commits multiple violations against academic integrity shall be subject to administrative disciplinary action as described in the Academic Honesty and Integrity

Policy and Procedures.

Copies of the full Academic Honesty and Integrity Policy and Procedures are available through the office of the Associate Dean for Academic Affairs. The policy and procedures are included in the Mount Mary University Student Handbook, the Undergraduate Bulletin and online at mtmary.edu/handbook.htm and my.mtmary.edu .

Accessibility Services Statement

Mount Mary University complies with Section 504 of the Rehabilitation Act of 1973 which stipulates that the university will make reasonable accommodations for persons with documented disabilities. If you have a disability that may have some impact on your work in this class and for which you may require accommodations; please see your instructor or the Director of Accessibility Services, so that such accommodations may be arranged. The Accessibility Services Coordinator's office is located in the Student Success Center on the first floor of Haggerty Library, room 124. *The policy and procedures are included in the Mount Mary College Student Handbook, the Undergraduate Bulletin and online at mtmary.edu/handbook.htm and my.mtmary.edu.*

Faculty, staff and administrators are reminded that Mount Mary's policy regarding students with disabilities can be found in the Undergraduate Bulletin, Student Handbook, Graduate Handbook, and on the Mount Mary College website: www.mtmary.edu.

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Dietetics Four-Year Plan

Rev. 5-14-19

FRESHMAN YEAR

Credits	FALL	
4	BIO 100 Intro to Cell & Molecular Biology	
4	MAT 111 **	
4	PSY 103 Introductory Psychology	
3	ENG 110 Composition I **	
3	SYM 110 MMU Leadership Seminar	

Credits	SPRING	
4	CHE 113 General Chemistry I	
4	SEA 101 Search for Meaning	
3	SOC 101 Introductory Sociology	
3	ENG 120 College Writing & Research	
2-3	*	

SOPHOMORE YEAR

4	BIO 212 Human Physiology	
4	BUS 301 Microeconomics	
4	CHE 206 Organic & Biochemistry	
1	DTS 152 The Profession of Dietetics	
3	DTS 190 Culinary Skills for Healthy Living	
2	COM 104 Public Speaking	

3	BUS 362 Principles of Management	
3	DTS 201 Food Science	
1	DTS 202 Foodservice Sanitation & Safety	
4	DTS 250 Nutrition Principles	
3	MAT 216 Elementary Statistics OR PSY 310 Behavioral Science Statistics	
1	Med. Terminology – optional (class or test)	
1-3	*	

JUNIOR YEAR

4	BIO 325 Microbiology	
3	DTS 340 DTS Education & Counseling Strategies	
3	DTS 354 Applied Nutrition	
4	DTS 362 Quantity Food Procurement & Production	
2-4	*	

4	DTS 364 Medical Nutrition Therapy I	
4	DTS 465 Community Nutrition	
2	DTS 463 Food & Nutrition Systems Mgmt.	
4-6	*	

SENIOR YEAR

2	DTS 463 Food & Nutrition Systems Management	
5	DTS 464 Medical Nutrition Therapy II	
3	DTS 470 Community Nutrition Research	
3	Foreign Language	
2-3	*	

1	DTS 469 Seminar in Dietetic Practice	
12	DTS 475 Supervised Practice in Dietetics	

Core Courses Required:

3	Communications/Math (Composition II)	
0-4	Math (equivalent to MAT 111)	
3	MAT 216 Elementary Statistics OR PSY 310 Behavioral Science Statistics	
0-3	Foreign Language Requirement	
3+	Humanistics – History *	
4	Humanistics – (Psychology)	
4	Humanistics – (Sociology)	
3+	Literature/Fine Arts – (Music, Art, Drama, Dance)*	
3+	Literature/Fine Arts – Fine Arts *	
3+	Literature/Fine Arts – Literature *	
4	Philosophy/Theology 101 (Search....)	
3+	Philosophy/Theology – Philosophy *	
3+	Philosophy/Theology – Theology *	
4	Sciences (CHE 113)	
2	Public Speaking (COM 104, BUS 205, or BUS 210)	

Dietetics Major Courses Required

1	DTS 152 The Profession of Dietetics	
3	DTS 190 Culinary Skills for Healthy Living	
3	DTS 201 Food Science	
1	DTS 202 Foodservice Sanitation & Safety	
4	DTS 250 Nutrition Principles	
3	DTS 340 Dietetics Ed. & Counseling Strategies	
3	DTS 354 Applied Nutrition	
4	DTS 362 Quantity Food Procurement/Prod.	
4	DTS 364 Medical Nutrition Therapy I	
4	DTS 463 Food & Nutrition Systems Mgmt	
5	DTS 464 Medical Nutrition Therapy II	
4	DTS 465 Community Nutrition	
1	DTS 469 Seminar in Dietetic Practice	
3	DTS 470 Community Nutrition Research	
12	DTS 475 Supervised Practice in Dietetics	

Expected pre-college competencies include high school biology, high school chemistry, basic computer usage skills, MAT 105 Intro. Algebra or equivalent (3 units of high school college prep math including algebra and plane geometry) and 2 years of the same foreign language.

Key:

3+ Means that three or more credits are required in this area

* Indicates a Core course is required that is not listed above by name

** If this course or equivalent has been taken, DTS 152 should be taken in its place. A Core course may also be added.

Other Major Courses Required

3	ENG 120 College Writing & Research	
4	BIO 100 Intro to Cell & Molecular Biology	
4	BIO 212 Human Physiology	
4	BIO 325 Microbiology	
3	BUS 301 Microeconomics	
4	BUS 362 Principles of Management	
4	CHE 113 General Chemistry I	
3	CHE 206 Organic & Biochemistry	
4	MAT 216 or PSY 310	
4	PSY 103 Introductory Psychology	
3	SOC 101 Introductory Sociology	

APPENDIX F

Professional Development Evaluation Form

Student: _____ Semester: _____

The purpose of the evaluation is to provide feedback to students regarding their professional development toward becoming a dietitian. The following rating scale will be used by faculty to evaluate student performance every semester or when professional development issues arise.

- 1 = Needs Improvement The student does not demonstrate the required level of professional skill.
- 2 = Developing Skill The student, while beginning to demonstrate the required level of professional skill, needs continued development in either quality or quantity.
- 3 = Professional Skill The student demonstrates the required level of professional skill.

A student may be requested to withdraw from the program if they receive a score of 1 in any professional development skill for two consecutive semesters.

	PROFESSIONAL DEVELOPMENT SKILL	RATING	COMMENTS
1.	Arrives punctually to class, other academic events, and clinic appointments	1 2 3	
2.	Promptly notifies faculty if circumstances prevent attendance and assumes initiative to make up missed assignments	1 2 3	
3.	Manages and prioritizes use of time	1 2 3	
4.	Demonstrates the ability to problem solve	1 2 3	
5.	Demonstrates the ability to be flexible with unexpected situations	1 2 3	
6.	Asks relevant questions when in doubt, and seeks new knowledge	1 2 3	
7.	Communicates professionally and effectively, both in writing and orally	1 2 3	
8.	Demonstrates functional level of confidence, self-assurance, and assertiveness	1 2 3	
9.	Demonstrates the ability to work productively and cooperatively with authority figures, classmates, clinicians, and clients	1 2 3	
10.	Assumes responsibility for own actions	1 2 3	
11.	Demonstrates the ability to modify behavior in response to feedback and demonstrates the ability to give constructive feedback.	1 2 3	
12.	Dresses appropriately to the setting	1 2 3	
13.	Displays honesty and integrity in academic and professional matters	1 2 3	

Additional faculty comments:

Student comments on evaluation:

Plan of action to improve any areas of concern:

Above plan of action to be achieved by: _____

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

**Professional Development Evaluation Form
Interpretive Guide**

Arrives punctually to class, other academic events, and clinic appointments.

Examples: Shows respect for faculties, guest lecturers' and classmates' time.
Enters without disrupting.

Promptly notifies faculty if circumstances prevent attendance and assumes initiative to make up missed assignments.

Examples: Seeks out classmates for missed notes and handouts.
Makes arrangements to make up missed work with faculty.

Manages and prioritizes use of time.

Examples: Comes to class prepared.
Plans ahead for completion of assignments.
Balances time for school, family, and work.

Demonstrates the ability to problem solve.

Examples: Recognizes and defines problems.
Develops and implements solutions, and evaluates outcomes.
Thinks critically, questions logically, recognizes and differentiates facts and assumptions.
Distinguishes the relevant from the irrelevant.
Analyzes options prior to making a judgment.

Demonstrates the ability to be flexible with unexpected situations.

Examples: Exhibits professional behaviors during difficult situations.
Explores multiple solutions with others to seek resolution.

Asks relevant questions when in doubt, and seeks new knowledge.

Examples: Independently seeks out learning experiences.
Seeks new knowledge and understanding.
Uses resources from books, class materials, internet, library, clinicians, etc. to formulate questions and seek clarification.

Communicates professionally and effectively, both in writing and orally.

Examples: Varies speech and body language for different audiences and purposes.
Uses correct spelling, grammar, and sentence structure.
Communicates ideas and options clearly and concisely.

Demonstrates functional level of confidence, self-assurance, and assertiveness.

Examples: Takes initiative outside comfort zone.

Demonstrates the ability to work productively and cooperatively with authority figures, classmates, clinicians, and clients.

Examples: Participates collaboratively in class and clinic activities, and discussions.
Acknowledges and adjusts for learning styles, ethnic, and cultural differences.
Fulfills commitments.
Remains open minded.
Allows others to express their opinions.
Respects decisions of authority figures.

Assumes responsibility for own actions.

Examples: Acknowledges mistakes and plans for change.
Respects and returns borrowed materials.

Demonstrates the ability to modify behavior in response to feedback and the ability to give constructive feedback.

Examples: Effectively asks for and uses feedback from identified sources.
Provides feedback to facilitate classmates' professional development.

Complies with dress appropriate to the school or clinic.

Examples: Chooses clothing and accessories that fit in with other professionals and reflects a professional attitude.

Displays honesty and integrity in academic and professional matters.

Examples: Does own work.
Acts ethically and encourages ethical behavior in others.
Maintains confidentiality.

DIETETICS DEPARTMENT FACULTY

Patricia Kempen, MS, RDN, CD

B.S. – Mount Mary University, Milwaukee, WI
M.S. – Rush University, Chicago, IL
Instructor, Director Coordinated Program
Department Chair

Linda Gleason, MS, RD, CD

B.S. – University of Illinois-Chicago
M.S. – University of Illinois-Chicago
Instructor - Dietetics

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