

STUDENT HANDBOOK

for the UND

Coordinated Program in Dietetics

*The Coordinated Program in Dietetics
is currently granted accreditation by the
Commission on Accreditation for Dietetics Education
of the American Dietetic Association
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**Department of Nutrition and Dietetics
College of Nursing
University of North Dakota
Grand Forks, North Dakota**

To be successful in the UND Coordinated Program in Dietetics, you need to be familiar with:

Student Handbook for the UND Coordinated Program in Dietetics

This handbook provides information and background about the program and its policies.

UND Code of Student Life

Outlines rights, responsibilities, and expected conduct of all members of the University community.

UND Academic Catalog

Contains information about policies and programs for UND, CON, and N&D.

Code of Ethics for the Profession of Dietetics

Guides the professional conduct and practice of dietetic practitioners.

UND Policy on Equal Opportunity

It is the policy of the University of North Dakota that there shall be no discrimination against persons because of race, religion, age, color, sex, disability, sexual orientation, national origin, marital status, veterans' status, or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all.

COORDINATED PROGRAM IN DIETETICS UNIVERSITY OF NORTH DAKOTA

Introduction

The Coordinated Program in Dietetics (CP) at the University of North Dakota (UND) has had full accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA) since 1979. The current accrediting period runs until 2011. This accreditation assures that the UND program meets the Eligibility Requirements and Accreditation Standards (ERAS) as established by CADE and that its graduates qualify for membership in ADA and for eligibility to write the national examination for registration as a dietitian through the Commission on Dietetic Registration (CDR). In complying with the ERAS, the program must explain how the course content contributes to achieving the competency required for both knowledge and performance for entry-level practice.

The American Dietetic Association is the national professional organization for dietitians. It provides a network for professional contacts and keeps members informed of current professional information through its annual meeting, the ADA Knowledge Center, a 'members-only' section of its website, and a variety of publications, including the *Journal of the American Dietetic Association*. The North Dakota Dietetic Association (NDDA) is an affiliate of and link to ADA. State meetings provide the member with opportunities to network and gain current information. NDDA has district affiliates, locally the Greater Grand Forks Dietetic Association (GGFDA). Dietetic students are eligible for student membership in ADA, NDDA, and GGFDA.

The goal of all students entering a dietetics program is to become a Registered Dietitian (RD). This credential affirms that the individual has completed a prescribed course of study, including completion of a minimum of 900 clock hours of supervised practice experience, and has successfully passed the registration exam.

Each member of ADA is expected to comply with the Code of Ethics for the Profession of Dietetics and the Standards of Professional Performance. These documents and their implications will be addressed throughout the professional curriculum.

Mission

The mission of the Coordinated Program in Dietetics at the University of North Dakota is to prepare entry-level dietetic practitioners, who are committed to lifelong learning. Faculty, students, and graduates serve the public through scholarly and creative endeavors and service activities that advance the profession of dietetics and promote healthy food choices and optimal nutrition.

Goals

The goals of the UND Coordinated Program in Dietetics include:

- ❖ To prepare graduates, through development of knowledge and skills, for entry-level practice as competent generalist dietitians.
- ❖ To provide opportunities in both didactic and supervised practice experiences for students to develop critical-thinking, communication, and self-assessment skills, preparing them for lifelong learning, adaptation to change, and self-direction in the dietetic profession.
- ❖ To foster a climate where students recognize and adopt for themselves the qualities of a professional, including a commitment to ethical practice and service to their profession and their communities.
- ❖ To continue to incorporate a variety of experiences to enhance understanding of cultural diversity and increase sensitivity to cultural issues.
- ❖ To increase the number of minority students, with particular emphasis on American Indians, who graduate in dietetics at UND.

To assure that the CP meets these goals, outcomes have been established to measure progress. The measurable outcomes are identified for each goal in the appendix.

Philosophy

The ultimate goal of the program is to prepare competent entry-level professional dietetic practitioners. Toward this end, as students progress through the curriculum, they build the knowledge and skills necessary to assess an individual's nutrient needs; to plan, implement, and evaluate services; and to be active contributors and leaders within their practice setting and the profession.

Compatible with the mission of the University of North Dakota, the CP promotes the belief that an education at UND aids the student in developing:

- ◆ the ability to make informed choices
- ◆ the ability to communicate effectively
- ◆ intellectual curiosity and creativity
- ◆ a continuing commitment to learning
- ◆ a capacity and interest in serving others
- ◆ a sense of responsibility both to specific communities and to a culturally pluralistic world
- ◆ greater personal satisfaction through access to the larger social, political, economic, scientific, and aesthetic culture

In such an environment, the dietetics curriculum provides for general and specialized professional education. The curriculum is based on the following beliefs:

- ◆students need to be educated to be alert and sensitive to an individual's needs - physical, intellectual, emotional, and social - in order to provide nutritional services
- ◆the best education provides an integration of theory, knowledge, and an opportunity to acquire skills through supervised practice
- ◆professional dietetic education must include foodservice systems management, medical nutrition therapy, and community dietetics
- ◆professional development is a lifelong process

Admission to the professional phase of the program

Application for admission to the professional component of the program occurs in spring semester. To be considered a qualified candidate, the student must have already completed, be currently enrolled in, or plan completion through summer school enrollment of all preprofessional courses; refer to a dietetics sequence sheet for current requirements.

Criteria for admission to the professional phase include:

- minimum GPA of 2.6 at the end of the fall semester in the year of application
- a 'C' or better in all nutrition, foods, and science courses
- a demonstrated interest in the field of dietetics

The selection process consists of:

1. completion of the CP application for admission form
2. references from two individuals
3. personal letter expressing your reasons for seeking admission to the program
4. a personal interview with each admission committee member

The selection committee consists of a registered dietitian who is a graduate of UND, a psychologist from the UND Counseling Center, and the Manager of Nutrition Services at Altru Health System. After all applicants have completed the steps in the admission procedure, the selection committee determines the members of the class entering in the fall. Each applicant will be notified by their academic advisor of the results of the selection process.

Graduation requirements

To graduate from the Coordinated Program in Dietetics and receive an ADA verification statement, a student must:

- maintain a GPA of at least 2.6
- earn a 'C' or better in all professional component courses

Students must apply for their degree within the first four weeks of the semester in which the student expects to receive the degree. Blank application forms are available at the Office of the Registrar or online at the Registrar's website.

Financial Considerations

Employment during the professional phase of the program is difficult because of the time required for classes, homework, and supervised practice experiences. The schedule of classes and supervised practice experiences must have precedence in planning other time commitments. Definite plans to finance the educational cost of the two years of the professional phase of the program should be arranged prior to enrollment.

The professional phase has additional expenses due to travel and professional activities. The UND Financial Aid Office can be helpful in locating funds for students. Scholarships from the American Dietetic Association and the North Dakota Nutrition Council are available for seniors. Other scholarships and financial aid are available from various sources.

Estimated costs include:

JUNIOR YEAR

UND tuition (\$5792/year for 2006-2007), housing (\$5085 for 2006-2007 room and board), and other living expenses	
Textbooks and supplies	\$500-700
Physical exam	30-75
Insurance*	
Health	400-600
Automobile	200-500
Identification pin	10
Professional clothes	200
Transportation/other costs for supervised practice experiences	75-150
Membership fees	
ADA	43
North Dakota Nutrition Council (optional)	10
Professional meeting attendance expenses (varies annually with location of meetings)	75-600

SENIOR YEAR

UND tuition (\$5792/year for 2006-2007)), housing (\$5085 for 2006-2007 room and board), and other living expenses	
Textbooks and supplies	\$500-700
Physical exam	30-75
Insurance*	
Health	400-600
Automobile	200-500
Professional clothes	200
Transportation to supervised practice experiences**	100-500

SENIOR YEAR (continued)	
Living expenses for supervised practice experiences**	100-750
Membership fees	
ADA	43
North Dakota Nutrition Council (optional)	10
Professional meeting attendance expenses (varies annually with location of meetings)	75-600
GRADUATE EXPENSES	
First year in active ADA membership category (transfer from student)	\$100
CDR (registration) exam application fee	175

*Professional liability insurance and travel/accident are covered by the UND policy.

**This will vary with the selection of sites since some students may stay in Grand Forks, others may stay at home or with relatives/friends in out-of-town sites.

Insurance

Liability/malpractice

The University of North Dakota provides a professional liability policy that covers dietetic students when enrolled in courses within the professional phase of the program. Each student is covered up to \$1,000,000 for any one incident, and up to \$1,000,000 as a total of all claims within one calendar year period. Students are not covered by this policy when working for pay or engaging in personal volunteer work. Reasonably priced policies are available and students should consider whether an additional individual policy is needed for their situation.

Travel/accident

This protection is covered by UND when on field trips or traveling to and from supervised practice experiences.

Health

Students are required to carry their own health insurance and are responsible for any medical expenses incurred while enrolled in the program. Proof of current health insurance coverage must be on file at all times.

Automobile

The student must have valid automobile insurance, with proof also on file.

Curriculum

The four semesters of the professional phase of the program must be done in sequence and the following paired courses must be taken together. A brief description of the didactic/supervised practice courses unique to the CP follows:

N&D 220/340/498-I - Foodservice Systems Production

These are the first three classes in the area of foodservice systems management. Their purpose is to introduce students to this career path and to provide them with opportunities to learn and develop professional skills in this area. These courses are designed to introduce students to the many facets of a 'quality' quantity foodservice department. The supervised practice experiences take place in university foodservice facilities.

N&D 350/498-II - Medical Nutrition Therapy I

These courses provide the opportunity for the students to begin to build their medical nutrition therapy knowledge base and skills. Utilizing knowledge of nutrition, physiology, and other natural and social sciences, the students assess the nutritional status of individuals with common medical conditions and study and apply appropriate medical nutrition therapy interventions in caring for these individuals. A long-term care facility is the setting for the supervised practice experience.

N&D 342/498-III - Community Nutrition

These courses provide real life experiences to synergize knowledge of nutrition and the behavioral sciences and the role of the community nutritionist. The supervised practice experiences take place in elementary schools, community health agencies, and selected community nutrition education facilities.

N&D 440/498-IV - Foodservice Systems Management

The foodservice systems management course and its clinical component are designed to give the student a thorough understanding of the principles of foodservice systems management. This includes quantity food purchasing and preparation, equipment specification and use, personnel issues, and financial and budget considerations. The supervised practice experiences take place in healthcare settings.

N&D 450/498-V - Medical Nutrition Therapy II

Building on the knowledge and skills gained as juniors in N&D 350/498-II, these senior level courses allow students to broaden their study and application of nutrition intervention principles and medical nutrition therapy to complex medical conditions. The supervised practice experiences are in acute and long-term care medical facilities.

N&D 498-VI - Supervised Practice Experience in Dietetics

This course integrates dietetic knowledge and performance skills, providing an opportunity for the student to participate in 'real world' dietetics. Functioning as an 'almost' entry-level dietitian, the student will be able to fine-tune the skills necessary for entry into the job market. These experiences occur in a variety of sites within North Dakota and northwest Minnesota.

N&D 494 - Research in Nutrition and Dietetics

This course provides the opportunity to develop research writing and reporting skills through the completion of a research project. A unique opportunity is available to UND dietetic students because of the location of a USDA Human Nutrition Research Center (HNRC) in Grand Forks.

The student receives an orientation to the activities of HNRC and spends a short time observing/participating in its activities.

Course syllabi provide details about expected levels of performance and evaluation methods and frequency.

Professional Program Policies

Attendance

Attendance at all professional courses is mandatory to meet UND program requirements. Missed supervised practice experiences must be made up at the convenience of the clinical instructor and the facility.

Absence/Illness/Injury

If you must be absent due to illness, the course instructor and/or the facility must be notified immediately. If you become ill or are injured while at a supervised practice experience site in Grand Forks or the immediate area, you may utilize University Student Health Services. If at a remote site, the facility's emergency department may be utilized. In either instance, the student is responsible for all expenses incurred.

Advanced Placement

Graduates of accredited didactic programs in dietetics or accredited dietetic technician programs may petition for advanced placement in the professional phase of the program. Any didactic class at the junior level may be waived if the dietetic student takes a comprehensive final or other representative exam and earns a 'C' or better; this exam needs to be completed prior to the semester that the didactic course is scheduled. Senior level didactic courses will normally not be waived; however, if a student believes they have already successfully completed an equivalent course (such as N&D 440 or N&D 450), they need to present substantial documentation about their completed transfer course, pass a comprehensive final or other representative exam from the UND course with a grade of 'B' or better, and audit the UND course. For N&D 400, N&D 494, or N&D 498 (I-IV) to be waived or altered in course credit hours, the student needs to submit a portfolio of work representing the experiences covered in that experience, based on criteria provided from the faculty teaching the course.

Assignments

Assignments must be written in correct grammatical form and according to the format outlined in the course syllabus or supplemental course material. Computers are available in the N&D computer lab and in many locations on campus.

Background Study

Minnesota requires clearance through a background study prior to placement in healthcare facilities. Prior to beginning placements in Minnesota facilities, N&D faculty will provide background study application forms for dietetic students to complete. These forms will be submitted through the College of Nursing and the resulting clearances are valid for one year. If other facilities request clearances, N&D faculty will work with dietetic students to acquire the necessary clearance.

Confidentiality

As a member of a management or health care team, the student will have access to confidential information about patients/residents/clients, employees, and facilities. It is a breach of professional ethics to reveal any such information, except in the performance of professional duties. **Infringement of confidentiality may result in immediate suspension from the program pending resolution of the issue following appropriate University procedures.**

Counseling and Guidance

The program faculty and preceptors are available for academic and professional advising. The UND Counseling Center offers both counseling and career advising services without fee to students.

Evaluations

Evaluations of your supervised practice experiences are completed at intervals as designated in course syllabi/supplemental course materials.

Grievances

If any problem or complaint arises in either didactic or supervised practice experience courses, you should first consult the course instructor. If the problem is not resolved, the program director should then be consulted. If the solution is not satisfactory to you, the complaint should be submitted in writing to the department chair and the University grievance procedure will be followed. Refer to Section 3-2 of the *Code of Student Life* for more information.

HIPAA

Dietetic students are required to complete Health Insurance Portability and Accountability Act (HIPAA) training early in fall semester of their junior year.

Identification

You are required to purchase and wear an identification badge for supervised practice experiences. These will be ordered in the first week of the fall semester in the junior year.

Interruption of Professional Education

If your program of study is interrupted for any reason (probation, maternity leave, health/personal reasons, etc.), you must apply for readmission at least one semester before you plan to return. This is to assure available space and to ascertain if you have maintained the appropriate level of professional competency. Additional preparation prior to reentry may be required.

Probation

You will be placed on probation for the following reasons:

1. Unsatisfactory performance evaluations
2. Grade point average below 2.6
3. Grade of less than 'C' in any of the courses in the professional phase of the program

You will be advised of your probation status as soon as the semester grades are available. Dietetic program faculty will meet with you to discuss the probationary status and develop plans to correct the deficiency. All deficiencies must be removed before advancing in the program.

The procedure for reinstatement following the probationary status is:

1. Present evidence of satisfactory completion of course or supervised practice experience, and/or
2. Complete an admission application for reacceptance to the program if more than one year has elapsed. Reacceptance into the program will be contingent on space available.

Professional Commitment

One of the goals of the CP is to help you develop a positive attitude toward lifelong professional development. To introduce you to this concept, you may be required to attend professional meetings. You will be required to become a student member of the American Dietetic Association and encouraged to join other professional organizations.

Professional Dress

You are expected to maintain a clean, well-groomed appearance. During supervised practice experiences, you are to follow the dress code of the facility to which you are assigned. Lab coats with identification badge over appropriate street clothes or uniforms are typical for most affiliations.

Schedule/Program Calendar

With the exception of N&D 498-VI, the student follows the UND academic calendar. This may be found in the UND Academic Catalog or on the Registrar's website. During the two 5-week rotations in N&D 498-VI, the student follows the holiday arrangement of the facility, not the UND holiday schedule.

Student Records

A CP student file will be kept for you that includes all reports and evaluations. You have the right to inspect these records under the provision of the Federal Educational Rights and Privacy Act (FERPA). For more information in regards to student records, refer to the UND Academic Catalog and Section 8 of the UND *Code of Student Life*.

Student Support Services

Dietetic students have access to and are encouraged to utilize the various support services available on campus. Refer to the section of the UND Academic Catalog on the Division of Student and Outreach Services for information, including services provided, locations, and phone numbers.

Withdrawal and Refund of Tuition/Fees

Students withdrawing from the University need to follow the procedure outlined in the UND Academic Catalog. Fee refund policy is also stated in the UND Academic Catalog.

APPENDIX

Program Goals and Outcome Measures

Program Goal 1: To prepare graduates, through development of knowledge and skills, for entry-level practice as competent generalist dietitians.

Outcome Measures for Goal 1:

- Eighty percent of CP graduates will pass the Registration Examination for Dietitians on the first try.
- Ninety-five percent of dietetic students will pass the ServSafe® exam on the first try.
- Ninety-five percent of graduating dietetic students will rate themselves as ready for practice.
- Within six months of graduation, 80% of CP graduates will be employed in dietetics-related jobs or pursuing advanced education.
- Ninety-five percent of employed CP graduates will rate themselves as prepared or well prepared for their first position.
- Ninety-five percent of employers of CP graduates will rate the graduates as prepared or well prepared for their first position.

Program Goal 2: To provide opportunities in both didactic and supervised practice experiences for students to develop critical-thinking, communication, and self-assessment skills, preparing them for lifelong learning, adaptation to change, and self-direction in the dietetic profession.

Outcome Measures for Goal 2:

- The mean scores for identified critical thinking skills categories on the N&D 441 controversy paper will be at the very good or excellent level.
- The mean scores for identified critical thinking skills categories on the evaluations of the N&D 498-V case study presentations will be at the very good or excellent level.
- The mean scores for identified written communication skills categories on the N&D 441 controversy paper will be at the very good or excellent level.
- The mean scores for identified oral communication skills categories on the evaluation of the N&D 498-V case study presentations will be at the very good or excellent level.
- There will not be more than a one category deviation between the way a student assesses themselves and the way the course instructor(s) assesses the student's performance in the N&D 498-V supervised practice experience.

Program Goal 3: To foster a climate where students recognize and adopt for themselves the qualities of a professional, including a commitment to ethical practice and service to their profession and their communities.

Outcome Measures for Goal 3:

- Following training, 100% of CP students will pass the IRB exams.
- Following training, 100% of CP students will pass the HIPAA exam.
- One hundred percent of responses to *performs in accordance with the Code of Ethics for the Profession of Dietetics* will be in the affirmative on CP student self-evaluations, preceptor evaluations, and faculty evaluations in N&D 494 and all N&D 498 courses.
- Ninety percent of students beginning the professional phase of the program (fall semester, junior year) will complete the CP in four semesters.
- One hundred percent of senior CP students will report membership in at least two professional organizations on their resumes.
- Eighty percent of senior CP students will report service to professional organizations or to the community (outside of coursework but during college) on their resumes.

Program Goal 4: To continue to incorporate a variety of experiences to enhance understanding of cultural diversity and increase sensitivity to cultural issues.

Outcome Measures for Goal 4:

- Ninety percent of CP students will be able to articulate and apply concepts from World Food Patterns (N&D 335) to their personal and professional life.
- A minimum of 20% of the clock hours in N&D 498-II, N&D 498-V, and N&D 498-VI will involve working with culturally diverse populations.

Program Goal 5: To increase the number of minority students, with particular emphasis on American Indians, who graduate in dietetics at UND.

Outcome Measures for Goal 5:

- At least 75% of the MSDP scholars who begin the professional phase of the CP graduate.
- At least 10% of the CP students should be minority students.