

STUDENT HANDBOOK
For the UND
Coordinated Program in Dietetics



Academic Year 2017-2018

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Written complaints should be mailed to: Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

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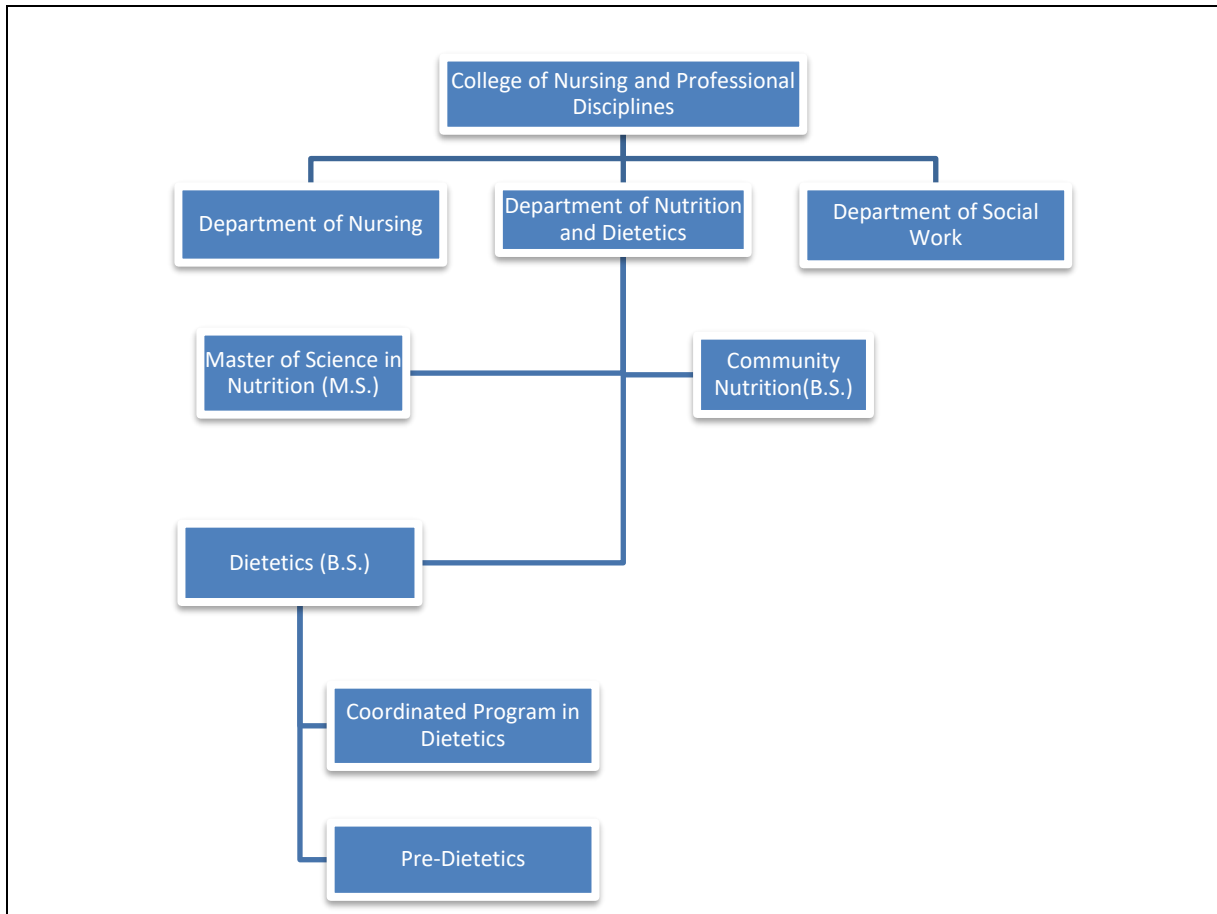
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Introduction

The Coordinated Program in Dietetics (CP) at the University of North Dakota has been producing outstanding dietetics professionals for over 40 years. UND has had an approved dietetics curriculum since the 1930s. The CP received developmental accreditation to accept its first class in fall semester of 1975 and full accreditation status in 1979, which it has consistently maintained ever since. Many CP graduates now work with current students as preceptors and as mentors. The Coordinated Program at UND has full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND); the current accrediting period runs through 2021.

The Department of Nutrition and Dietetics is located within the College of Nursing and Professional Disciplines. Nutrition and Dietetic students may complete curriculum requirements leading to a Master of Science in Nutrition, a Bachelor of Science in Community Nutrition or a Bachelor of Science in Dietetics.

Only students who have completed an ACEND-accredited program such as the Coordinated Program in Dietetics are eligible to take the exam to become a Registered Dietitian Nutritionist, and the only route to registration eligibility currently offered at UND is the B.S. in Dietetics (Coordinated Program).



The dietetics major consists of two phases: pre-professional and professional. Students in the pre-professional phase of the major are assigned a major of pre-dietetics. Once accepted into the program, the Registrar will change the major to dietetics for that individual.

Students in Dietetics (CP) share many classes with students seeking a Community Nutrition (CN) major. CN students and pre-professional dietetic students both complete courses in communication, psychology, the sciences, primarily chemistry, anatomy and physiology, math courses, various nutrition classes, research and professional exploration. CP required courses include didactic courses such as food science, food service systems production and food service systems management, medical nutrition therapy, community nutrition and other professional courses.

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, disability, sexual orientation, gender identity, genetic information, national origin, marital status, veteran's status or political belief or affiliation, and that equal opportunity and access to facilities shall be available to all. Responsibility for coordination of compliance efforts, and receipt of inquiries, including Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination Act of 1975, Sections 503 and 504 of the Rehabilitation Act of 1973, the American Disabilities Act of 1991, and the Genetic Information Nondiscrimination Act of 2008 has been delegated to:

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Job Outlook

The Profession of Dietetics (from www.eatright.org)

Public interest in nutrition and wellness is growing rapidly. Consumers are increasingly seeking guidance in applying basic nutrition principles to their own lifestyle. The Registered Dietitian Nutritionist (RDN) is uniquely qualified to provide such guidance. RDN's are nutrition experts recognized by the medical profession and the public as a credible source of evidence-based nutrition information.

RDN's complete training in nutrition and foodservice operation to maintain, improve, or restore health. Dietitians provide services in a variety of settings including worksite wellness programs, hospitals, nursing homes, schools and community agencies. Opportunities also exist in diverse areas such as research centers, business and industry, private practice, public health, sports medicine, sales, journalism as well as other areas.

The US Bureau of Labor Statistics predicts that the number of jobs for registered dietitians and nutritionists will increase by 9% between 2008 and 2018; however, the Academy believes even more will be needed. Reasons include ongoing developments in the delivery of health care; the nation's obesity epidemic, coupled with increases in avoidable diseases and conditions such as hypertension, cardiovascular disease and diabetes; and consumer's ever-increasing interest in taking charge of their own health (www.eatrightpro.org).

According to the Academy of Nutrition and Dietetics 2013 Dietetics Compensation and Benefits Survey, the median annual income of all RDs or RDNs in the U.S. who have been working in the field for four years or less was about \$54,000. Positions showing the greatest median hourly wage gains in percentage terms from 2011 to 2013 include research dietitians, outpatient dietitians specializing in weight management and WIC nutritionists. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, and supply of RDNs. Salaries increase with years of experience, and many RDNs, particularly those in management, business, education and research earn incomes above \$90,000.

UND Pathway to the RDN Credential

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), which is a branch of the Academy, works in conjunction with another branch of the Academy, the Commission on Dietetic Registration (CDR), to set the guidelines for how one becomes an RDN. Four steps on the path to obtaining and maintaining RDN status include:

1. A student must complete at least a baccalaureate degree at a US regionally accredited university and course work approved by ACEND. Students completing a major in dietetics at UND achieve a Bachelor of Science degree in dietetics that meets this requirement.
2. Students are required to complete a minimum of 1200 hours of supervised practice experience in an ACEND-accredited program, covering medical nutrition therapy, community nutrition, and food service production and management. At UND, supervised practice experience occurs in the professional phase of the major at the same time students are completing requirements for their bachelor's degree. All courses at UND with N&D 498 listed before them are the supervised practice experiences that correlate with related didactic courses.
3. After successful completion of both the academic and supervised practice components, graduates receive a verification statement, making them eligible to sit for the registration examination for dietitian nutritionists. The Commission on Dietetic Registration (CDR) administers this national exam. Successful completion of the registration exam allows the individual to use the credential, RD or RDN, after his/her name, indicating they are a Registered Dietitian Nutritionist.
4. Once registered, the RDN must complete continuing professional education requirements (75 credits every five years) to maintain registration.

Licensure

Forty-six states currently have licensure and/or certification laws for dietitians, (exceptions: Arizona, New Jersey, Colorado and Michigan). Licensing dietitians and nutritionists assures the public that individuals disseminating nutrition advice have the appropriate education and experience. The CP student is encouraged to explore licensure requirements in the state they intend to practice. Click [here](#) for information on licensure requirements for each state. Upon graduation, the dietetic graduate is immediately eligible to apply for a limited license to practice in North Dakota until successful passage of the registration examination. After passing the registration exam, the CP graduate is eligible to apply for full licensure as a Licensed Registered Dietitian (LRD) in North Dakota. Refer to the North Dakota Board of Dietetic Practice [website](#) for more information on North Dakota licensure.

Professional Membership in the Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics is the national professional organization for Registered Dietitian Nutritionists (RDN's) and Dietetic Technicians, Registered (NDTR's). It provides a network for professional contacts and keeps members informed of current professional information through its' annual conference (FNCE), a 'members only' section of its website, and a variety of publications and resources, including the [Journal of the Academy of Nutrition and Dietetics](#) and the Evidence Analysis Library. The North Dakota Academy of Nutrition and Dietetics (NDAND) is an affiliate of and link to the Academy. State meetings provide members with opportunities to network and gain current information. NDAND has district affiliates, locally the Grand Forks District of the NDAND. The Grand Forks District offers free membership to UND students in the professional phase of the coordinated program.

One of the goals of the coordinated program is to help students develop a positive attitude toward lifelong professional development. To introduce this concept, students in the UND program are required to become a student member of the Academy of Nutrition and Dietetics and are encouraged to join other professional organizations such as the North Dakota Nutrition Council. All students are encouraged to attend professional meetings such as the Food and Nutrition Conference and Exhibition (FNCE) of the Academy of Nutrition and Dietetics, the North Dakota Academy of Nutrition and Dietetics annual meeting, the North Dakota Nutrition Council annual meeting, and other organization seminars. Many of these organizations offer a generous student discount to attend their meetings, and attending professional meetings is highly encouraged. Attendance at some professional meetings is required. Students in the program have an assignment to develop a model of a professional development portfolio like RDN's do, and the accumulation of fifteen continuing education units by the completion of the program is required to complete the assignment. Participation in professional organizations such as that described here are prime opportunities for students to gather mock CEU's for their Professional Development Portfolio assignment.

Each member of the Academy, including both student and professional members, must comply with the Code of Ethics for the Profession of Dietetics and the Standards of Practice and Professional Performance. The [Code of Ethics](#) is located on the CDR website and is in this handbook (p 24-26). Faculty will introduce the Code, the SOP and the SOPP upon entering the program and addressed throughout the professional curriculum.

Pre-Dietetics

All dietetics majors complete the required curriculum for a Bachelor of Science degree in dietetics approved by the department and university. To be eligible as a candidate for the professional phase of the program, the student must have already completed, or plan completion through summer school enrollment of all pre-professional courses. An offer of acceptance into the program is contingent on successful completion of all pre-professional science and nutrition courses prior to the first semester of the program.

Students may complete the pre-professional component of the major on a part-time or full-time basis. Once in the program, the professional phase is available only on a full-time basis. While in the professional phase of the CP, students complete over 1200 hours of supervised practice courses. The professional phase of the program covers four semesters and one summer session. Successful completion of the major results in a Bachelor of Science in Dietetics degree from UND and graduates receive a verification statement authorizing them to sit for the registration exam to become a Registered Dietitian Nutritionist.

Students can complete the pre-professional phase of the program in two years (four semesters). However, the amount of time required depends on student choice to add minors, second majors, or engage in other activities that extend time for completion. Students who elect to drop a course or who do not meet the minimum grade required for the course may also run the risk of lengthening the time required to obtain their degree.

BACHELOR OF SCIENCE IN DIETETICS, PRE-DIETETICS CURRICULUM

Course Number	Course Name	Lecture	Lab	Supervised Practice Hours	Total Credit Hours
Year One – First Semester					
Engl 110	College Composition I	X			3
Psyc 111	Introduction to Psychology	X			3
Chem 121	General Chemistry	X			3
Chem 121L	General Chemistry Lab		X		1
Math 103	College Algebra	X			3
N&D 240	Fundamentals of Nutrition	X			3
Total Credits:					16
Year One – Second Semester					
Engl 130	Composition II: Writing for Public Audiences	X			3
Chem 122	General Chemistry II	X			3
Chem 122L	General Chemistry II Lab		X		1
N&D 100	Introduction to Nutrition & Dietetics	X			1
Anat 204	Anatomy for Paramedical Personnel	X			3
Anat 204L	Anatomy for Paramedical Personnel Laboratory		X		2
***	Essential Studies				3
Total Credits					16
Year Two – First Semester					
PPT 301	Human Physiology	X			4
Comm 110	Fundamentals of Public Speaking	X			3
N&D 335	World Food Patterns	X			3
N&D 250	Consumer Food Issues	X	X		3
N&D 245	Nutrition Through the Life Cycle	X			3
Total Credits					16
Year Two – Second Semester					
N&D 260	Principles of Food Science	X	X		3
Chem 340	Survey of Organic Chemistry	X			4
Chem 340L	Survey of Organic Chemistry Lab		X		1
N&D 220	Foodservice Safety and Sanitation	X			1
***	Essential Studies				3
***	Elective	X			3
Total Credits					15

Service Learning

Service learning is required for all students in the Nutrition and Dietetics department. It is the belief of the faculty within the department that service learning provides important opportunities for students to develop many valuable assets, including career exploration, networking opportunities, leadership & organizational skills, and many other soft skills needed to make the student more marketable in a competitive work force. Service learning provides a prime opportunity for each student to pave their own career path with individualized experiences that build on courses required in the CP curriculum in order to help each student to achieve their individual career goals. Fifty hours of service learning is required prior to admission into the coordinated program and ten hours per year while in the program is expected. Find more information about service learning, including criteria and forms, click [here](#).

Academic Advising

Each student receives an academic advisor within the Department of Nutrition and Dietetics, and students are required to meet with their assigned advisor each semester prior to enrollment for assistance with course planning and sequencing. It is the student's responsibility to arrive at their enrollment appointment with plans in mind and specific questions to ask.

It is important for students to be aware that many courses are available only once a year. Because of this, it is important to plan the full academic program with their advisor. Course offerings, semesters offered, and course pre-requisites for each course are included in the university catalog and the course schedule found online in Campus Connection. Students should utilize these resources when completing their academic plan with their advisor.

Pre-requisites are adhered to, and in most cases, this prevents students from registering in a course before they have met the pre-requisite. If a student enrolls in a course without the required pre-requisite, the course instructor reserves the right to remove the student from their course. Under most circumstances concurrent enrollment in a course and its' prerequisites is not allowed; however the student should check with the instructor of record to see what applies to their course.

Transfer Credits

Students, who have started college elsewhere, including earning college credits while in high school, are transfer students. Follow the [guidelines](#) set by the UND Registrar's Office to transfer credit to UND.

Some courses completed by students may not already be in the UND transfer system. The academic advisor and the N&D Department Chair must approve any substitution of courses. Students must provide a course description and a syllabus from the other institution for consideration of course transfer.

The student is responsible for verification that all transcripts of college credit from previous institutions are on file at the Registrar's office by the time they apply for graduation. Failure to request transcripts in a timely manner may delay the student's graduation date. The program director must assure prompt submission of student eligibility to the CDR. Any student with an unaccounted-for gap on their transcript will not receive a verification statement, making them ineligible to take the registration exam for dietitians.

Student Petitions – Essential Studies

Students occasionally have reason to ask for an exception to the University's requirements for Essential Studies, and they may submit a petition to the Essential Studies committee to make their request. Refer to the Essential Studies [website](#) for information on filing a student petition. It is advisable to seek guidance from your academic advisor on how to best prepare this request.

Student Petitions – Last 30 credits

UND's policy is that students must complete their last 30 credits toward their degree at UND. A student must file a [petition](#) for any deviation from that policy, with support from their academic advisor, and signed by the department chair. It is important to work with your academic advisor for proper submission of this request.

Application to the Professional Phase of the Program

The application process to the coordinated program is separate from admission to UND.

Students seeking application to the CP must have completed all pre-professional nutrition and science courses prior to the fall semester they will enter the program.

Application for admission to the coordinated program occurs in spring semester. **February 15** is the application deadline and receipt of all application materials must occur by that date. If February 15 falls on a weekend or a holiday, the deadline for submission will be on the next business day.

The department administrative assistant will contact all applicants to arrange for interview times. Interviews are typically one half hour in length and applicants interview with two professionals in two separate appointments. The purpose of the interviews is to ascertain the applicant's knowledge about and interest in the coordinated program. The interview also helps the interviewers assess communication skills, maturity, poise, human relations skills and understanding of the rigors of the program. The successful student is able to demonstrate flexibility and adaptability and must be able to manage multiple tasks at one time. The process for program admission is similar to application to a professional position.

Applicants must submit the application and reference letters electronically. The electronic submission of the application is what triggers the request for references; therefore, it is important for the applicant to begin the process with adequate lead-time to allow references to submit their letters by the February 15 deadline. It is prudent for the applicant to confirm receipt of reference letters with the N&D administrative assistant.

Application materials are stored in the Department of Nutrition & Dietetics and with the exception of the portfolio, which is returned to the student.

The application form and reference form are available on the Department of Nutrition and Dietetics [website](#).

Criteria for Admission to the Professional Phase of the Program

- Minimum GPA of 2.6 at the end of the fall semester in the year of application; however, it is important to note the average GPA of those accepted is closer to 3.4.
- A 'C' or better in all nutrition, foods, and science courses
- A demonstrated interest in the field of dietetics
- At least 50 hours of documented service learning activity prior to entering the program

The application and selection process consists of:

- Completion of the online CP application
- Two letters of reference; preferably one academic and one employment related, from individuals who can attest to the student's potential for success in the program
- Submission of a portfolio which includes a letter of interest and a resume, and highlights academic work, service learning, and career goals
- Two personal interviews with selection committee members (two individual 1:1 interviews)

* * Although it is not required for students seeking admission into the Coordinated Program, feedback from preceptors and program graduates indicate that those who have worked as a diet aide in a foodservice department are at a strong advantage to be successful in the program. Students are encouraged to consider such employment to strengthen their portfolio and their performance in the program.

After all applicants have completed the steps in the admission process, the selection committee meets with CP program director to recommend individuals into the UND Coordinated Program. In most instances, applicants are notified mail of the results of the selection process. Notification typically occurs shortly after spring break.

Accreditation allows the UND CP program to accept up to 12 students each year; however, the program is not required to fill all slots each year. Acceptance relies on the assessment of student's potential to meet the rigors of the program and to pass the exam to become a registered dietitian. Only students who meet specific qualifications and pass the application process are considered.

Students accepted into the program must abide by the policies and procedures set forth by the program and maintain the minimum GPA of 2.6 for the remainder of the semester prior to and for the duration of the CP program. The inability to maintain a GPA of at least 2.6 will result in placing the student on probation.

Coordinated Program Description

Time Expectations

The CP at UND provides both the academic and supervised practice requirements necessary for graduates to take the CDR registration exam. The condensed nature of coordinated programs is fast-paced and intense, as it combines the internship (minimum 1200 hours of supervised practice) requirements with undergraduate degree requirements. The professional phase of the program at UND is completed in five semesters, (four semesters plus one summer session).

It is important for the CP student to be committed, both in time and effort, to the program. It is critical for the CP student to realize they must tend to supervised practice obligations and maintain their best professional behavior at all times they are representing UND and the Department of Nutrition and Dietetics.

Because the program is a time of intensive, hands-on experience, it is important for students to consider supervised practice and the didactic courses a priority. The program is essentially a full-time job. Students

are encouraged not to work in an outside paying job while school is in session, and in most circumstances, CP program expectations will not vary to accommodate work schedules. If students maintain outside employment, they should plan to schedule work hours in evenings or weekends only. Since supervised practice may entail some evenings and occasionally a weekend, students choosing to hold an outside job need to work closely with their preceptor and faculty members regarding scheduling issues.

Mission Statement

The Coordinated Program in Dietetics will prepare entry-level dietetic practitioners to use evidence-based guidelines to provide food and nutrition programs and services to meet the needs of citizens in North Dakota and beyond. Our mission includes service especially to those living in rural and/or underserved communities.

Program Goals and Outcome Measures

Coordinated program goals and outcomes were revised June 1, 2017 to meet the ACEND 2017 standards. Outcome measures for these goals were revised to correlate with the 2017 ACEND standards as part of the accreditation process.

Program Goal #1: Prepare graduates for entry-level practice as a registered dietitian nutritionist, especially in rural communities.

Outcome measures:

1. At least 80% of students beginning the professional phase of the program (fall semester, junior year) will complete the program within three years (150% of expected CP completion time).
2. At least 80% of graduates over a five-year period will pass the CDR exam for dietitian nutritionists within one year following their first attempt.
3. At least 90% of program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. At least 80% of graduates will be employed in dietetics- or related fields or pursuing advanced education within twelve months of graduation.
5. At least 90% of employed graduates responding to the post-graduation survey will rate themselves as prepared or well prepared for their first position.
6. 100% of employer responses to the employer survey will rate their program graduate as prepared or well prepared for entry-level dietetics practice.

Program Goal #2: Instill graduates with the desire, knowledge and skills for professional growth and success.

1. At least 80% of graduates responding to the post-graduation survey will report membership in at least one professional organization.
2. At least 60% of graduates responding to the post-graduation survey will report service in their community.

CORE COMPETENCIES FOR ENTRY-LEVEL REGISTERED DIETITIANS

The Bachelor of Science in Dietetics, Coordinated Program curriculum is supported by core knowledge and competencies required for dietetic practice established by the Academy's accrediting body, the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The most recent set of [standards](#), effective as of June 1, 2017, include four domains:

1. Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice
2. Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice
3. Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations
4. Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

In addition, each competency area is supported by knowledge requirements, and these three areas of knowledge underlying competency requirements must be evident in the curriculum:

- Food and food systems
- Physical and biological sciences
- Behavioral and social sciences

ACEND's competencies for registered dietitian nutritionists (CRDNs) specify what every dietitian should be able to do at the beginning of his/her professional career. These competencies assume that students have acquired the foundation knowledge requirements (KRDNs). The coordinated program curriculum translates the knowledge requirements and competencies into a sequence of pre-dietetics courses, program didactic (classroom/lecture) courses and supervised practice (hands-on experience) courses occurring through simulation activities and at professional practice sites. The coordinated program incorporates ACEND's CRDNs and KRDNs into all didactic and supervised practice content to ensure that program graduates meet the Academy's requirements for dietetic practice. Below you will find the 2017 ACEND Standards for Coordinated Programs in Dietetics.

The program's curriculum must prepare students with the following core knowledge and competencies:

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1: Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2: Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3: Apply critical thinking skills

Competencies:

Upon completion of the program, graduates are able to:

CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature

CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6: Incorporate critical thinking skills in overall practice.

Domain 2: Professional Practice Expectations: Beliefs, values, attitudes, behaviors for professional dietitian nutritionist level of practice

Knowledge:

Upon completion of the program, graduates are able to:

KRDN 2.1: Demonstrate effective and professional oral and written communication and documentation

KRDN 2.2: Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe inter-professional relationships in various practice settings.

KRDN 2.3: Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4: Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5: Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6: Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7: Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession

KRDN 2.8: Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies:

Upon completion of the program, graduates are able to:

CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3: Demonstrate active participation, teamwork and contributions in group-settings.

CRDN 2.4: Function as a member of inter-professional teams.

CRDN 2.5: Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7: Apply leadership skills to achieve desired outcomes.

CRDN 2.8: Demonstrate negotiation skills.

CRDN 2.9: Participate in professional and community organizations.

CRDN 2.10: Demonstrate professional attributes in all areas of practice.

CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15: Practice and/or role-play mentoring and precepting others.

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

Knowledge:

Upon completion of the program, graduates are able to:

KRDN 3.1: Use the Nutrition Care Process to make decisions, identify nutrition-related problems, and determine and evaluate nutrition interventions.

KRDN 3.2: Develop an educational session or program/educational strategy for a target population.

KRDN 3.3: Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4: Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5: Describe the basic concepts of nutritional genomics.

Competencies:

Upon completion of the program, graduates are able to:

CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2: Conduct nutrition focused physical assessment.

CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4: Design, implement and evaluate presentations to a target audience.

CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.

CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge:

Upon completion of the program, the graduates are able to:

KRDN 4.1: Apply management theories to the development of programs or services.

KRDN 4.2: Evaluate a budget and interpret financial data.

KRDN 4.3: Describe the regulation system related to billing and coding, what services are reimbursable by third-party payers and how reimbursement may be obtained.

KRDN 4.4: Apply the principles of human resource management to different situations.

KRDN 4.5: Describe safety principles related to food, personnel and consumers.

KRDN 4.6: Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Competencies:

Upon completion of the program, graduates are able to:

CRDN 4.1: Participate in management of human resources.

CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3: Conduct clinical and customer service quality management activities.

CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5: Analyze quality, financial and productivity data for use in planning.

CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRD 4.10: Analyze risk in nutrition and dietetics practice.

Concentration Area: Dietetics Practice in Rural Communities

DPRC 1: Perform complex responsibilities of a dietitian working in a rural setting, demonstrating an understanding of federal, state, and non-governmental regulatory agency regulations and rules.

DPRC 2: Demonstrate the ability to coordinate nutrition care and foodservice in small community health care facilities.

Coordinated Program Curriculum

Bachelor of Science in Dietetics – Coordinated Program Curriculum

Course Number	Course Name	Lecture	Lab	Supervised Practice Hours	Total Credit Hours
Year Three – First Semester					
SOC 326 (3) or PSYC 241 (4)	Statistics	X			3
N&D 340	Foodservice Systems Production	X			2
N&D 498-FSP	Supervised Practice in Foodservice Production			90	2
N&D 350	Medical Nutrition Therapy I	X			2
N&D 498-MNT1	Supervised Practice in MNT			90	2
Mgmt 300	Principles of Management	X			3
Total Credits					14
Year Three – Second Semester					
N&D 441	Advanced Nutrition	X			4
N&D 345	Community Nutrition	X			3
N&D 498-CN	Supervised Practice in Community Nutrition			180	4
N&D 440	Food Service Management	X			2
Total Credits					13
Summer Session					
N&D 498A-FSM	Supervised Practice in FSM			225	5
***	Essential Studies	X			6
Total Credits					11
Year Four – First Semester					
N&D 480	Inter-professional Health Care	X			1
N&D 450	Medical Nutrition Therapy II	X			3
N&D 498A-MNT II	Supervised Practice in MNT II			270	6
N&D 494	Research in Nutrition & Dietetics	X			2
Total Credits					12
Year Four – Second Semester					
N&D 498A	Senior Practicum (12 weeks on rotation + on-campus preparation for graduation)			480	12
Total Credits					12

In both the pre-dietetics and dietetics phases of the curriculum, learning activities move from more simple to complex, and it is important for students to retain information from prior classes to build on throughout their student career. For this reason, students take a comprehensive exam within the first two weeks of the junior semester covering the content of all required courses taken thus far in the curriculum. This exam gives the student a clearer picture of the expectations for what they should already know in order to do well in upcoming classes. The exam is administered through Blackboard, and the format is modeled after the RD credentialing exam (one question at a time with no backtracking). A minimum score of 70% is required on this exam in order to proceed to supervised practice. Students may repeat the exam until they achieve the minimum score.

The N&D classes in the five semesters of the professional phase of the program (includes four semesters plus a summer session between the junior and senior years) must be done in sequence and the paired courses described within this section, below, should optimally be taken together.

First Semester (fall semester, junior year):

The first semester of the program provides supervised practice experience in two areas: Food Systems Production and Medical Nutrition Therapy (MNT-I). Supervised practice days are on Tuesdays and Thursdays, and students attend didactic classes on campus on Monday, Wednesday and Friday. Some preliminary work such as participation in role-plays or completion of case studies occurs on campus prior to placement at the supervised practice sites.

N&D 340/498-FSP – Foodservice Systems Production

Food Systems Production supervised practice (N&D 498-FSP) is intended to correlate with N&D 340 and occurs at UND Dining Services. N&D 340 is open to any UND student who has completed prerequisite courses; N&D 498-FSP is open to only CP students.

These are the first two classes in the area of foodservice systems production. The purpose is to introduce students to the foodservice career path and to provide them with opportunities to learn and to develop technical skills in this area. These courses introduce students to the many facets of a 'quality' quantity foodservice department.

Students work various shifts ranging from approximately 6:00 a.m. – 7:30 p.m. with the exception of one night shift where students spend time at the campus bakery. Students must wear a foodservice uniform on food production supervised practice days, and they spend a total of 9 days in food production rotations.

N&D350/498 – MNT 1 – Medical Nutrition Therapy 1

The MNT introductory courses provide the opportunity for students to begin building their medical nutrition therapy knowledge base and skills. Through utilizing knowledge of nutrition, physiology, and other natural and social sciences, the students assess the nutritional status of individuals with common medical conditions and apply appropriate medical nutrition therapy interventions in caring for these individuals.

N&D 498-MNT I supervised practice site is at a long-term care facility in Grand Forks. Students work there during daytime business hours, and the dress code is business casual. Students spend a total of nine days at the health care facility, with several additional hours spent on-campus completing learning activities in preparation for supervised practice at the facility.

Second Semester (spring semester, junior year):

In this semester, time management becomes critically important as the student learns increased self-management skills necessary for balancing classroom expectations with supervised practice activities.

N&D 440 – Food Service Systems Management

The foodservice systems management course is a continuation of Foodservice Systems Production and gives the student an understanding of the principles of foodservice systems management. This includes quality management principles, marketing, human resources, and financial and budget considerations.

N&D 345/498-CN Community Nutrition

N&D 345 is required for all students majoring in Community Nutrition and Dietetics. This course fulfills the UND Essential Studies requirement for Advanced Communication. The goal of Community Nutrition is to integrate knowledge of nutrition and the social sciences in order to help define the role of the community nutritionist.

In supervised practice, students gain experience in various community programs and health promotion activities within the university and the greater Grand Forks community. Emphasis is placed on initiating the development of interviewing, counseling, and education skills through supervised practice along with service learning experiences at the university and in local schools, community health agencies, selected community nutrition education facilities, and with simulation.

With a couple of exceptions, Tuesdays and Thursdays are devoted to supervised practice activities; Monday, Wednesday and Friday are class days on campus.

Summer Session

N&D 498-FSM – Supervised Practice in Foodservice Systems Management

The foodservice systems management experiential component gives the student hands-on experience in foodservice systems management. Students apply the concepts of quality management principles, marketing, human resources, and financial and budget considerations covered in Food Service Systems Management and in Principles of Management. This supervised practice occurs over a five-week period in the summer.

From this point and going forward, students complete supervised practice opportunities at several sites outside of the Grand Forks area. Efforts are made to accommodate students' preferences based on living arrangements, **however students should anticipate being away from Grand Forks for at least part of their supervised practice from this point forward and plan accordingly.** The first consideration in placing students at sites will be to determine which experience is most compatible with the individual's academic and experiential needs.

In most cases, students go to a practice site where the department already has an affiliation agreement established. However if a student is able to provide a professional contact from a facility where they would like to work, the program director will evaluate the site for appropriateness related to meeting learning needs. She will communicate with the contact person to assess their willingness to precept the student and, if found appropriate, will pursue an affiliation agreement with that facility. Substantial lead-time is required to pursue these requests, and supervised practice cannot occur at a facility where no affiliation agreement is in place or no qualified professional is available and willing to serve as a preceptor.

Third Semester (fall semester, senior year):

The third semester covers advanced MNT, research class and an inter-professional class that occurs on Tuesday evening for half of the semester. Students complete a second comprehensive exam to evaluate their knowledge thus far; similar to the exam administered in the first semester of the professional program. This exam occurs sometime in the first couple of weeks of the semester. A minimum score of 70% is required to begin supervised practice for the semester and students will continue to attempt the exam until they reach the minimum score.

N&D 450/498A – MNT 2 – Medical Nutrition Therapy 2

Building on the knowledge and skills gained as juniors in N&D 350/498 1, these senior level courses allow students to broaden their study and application of nutrition intervention principles and medical nutrition therapy to complex medical conditions. Supervised practice sites are located at Altru Health Systems in Grand Forks in addition to several other acute and long-term health care facilities throughout North Dakota and Minnesota.

Students should expect to be out of town overnight on several occasions in the third semester. Students move rather quickly through numerous MNT-II rotations, and it is important that the student be able to adapt to new environments frequently.

Some out-of-town practice sites offer free or very-reduced cost housing for students. These options generally offer very basic accommodations, and it is not mandatory for students to take advantage of these amenities if they have other accommodations they would rather use. It is important, however, for the student to let the faculty coordinator know whether they plan to use the accommodations provided by the facility.

N&D 494 – Research in Nutrition and Dietetics

Research in N&D provides the opportunity to develop research writing and reporting skills through research methodology, interpretation of research literature and integration of research principles into evidence based practice.

Fourth Semester (spring semester, senior year):

The final semester provides opportunity for a 12-week in-depth supervised practice experience, in most cases, at one facility. These supervised experience sites have occurred primarily throughout Minnesota and North Dakota but may extend to sites throughout the United States, based on the affiliation agreements and professional contacts. Students spend the remaining portion of the semester in career-preparation activity.

This final semester culminates with a mock-RD exam in preparation for the student's success on the upcoming CDR registration exam. The mock-RD exam resembles the Essential Knowledge exams that occurred throughout the program. The test is designed to be as close of a replication to taking the RD exam as it can be using the resources available on campus. Students study on their own throughout the semester in preparation for the exam. Students take this exam one time, and the score becomes part of the senior practicum final grade.

CODE OF STUDENT LIFE, PROFESSIONALISM AND ETHICS

As a student in the UND Coordinated Program, students must exhibit professional behavior as well as be familiar with and abide by all University, Program, and ACEND policies. In general, students in the professional program should conduct themselves with behavior expected of a professional registered dietitian.

- UND students must adhere to the [Code of Student Life](#), which outlines the rights and responsibilities of students, faculty and staff who make up our University community. The purpose of the information contained in the Code is to promote and maintain a learning environment appropriate for an institution of higher education and to serve as a basic guide to help prevent abuse of the rights of others.
- Students in the Coordinated Program must follow regulations set forth in the Health Insurance Portability and Accountability Act of 1996 ([HIPAA](#)) Privacy Rule. Protected health information and clinical activities **must** remain **confidential**. Students must discuss patient information only with members of the healthcare team for treatment, follow-up and continuing services. It is unlawful to discuss patient information for any other reasons. Discussion of patients between a student and preceptor must occur only in private areas, and never in elevators, dining areas, hallways or other public areas. Discussions and counseling must occur in a low voice, unless otherwise required by the patient's hearing limitations. Patient information and documentation must never leave the healthcare facility where students are practicing. Rotation sites may ask students to sign a confidentiality agreement to assure that they are aware of these requirements. Students must show the utmost respect for their preceptors. It is inappropriate to disagree with them or interrupt them while they are counseling a patient or conversing with other healthcare professionals.
- Students who encounter issues with site preceptors, physicians, other health professionals or any other staff should discuss these issues with the program director immediately. If issues arise, discussions should take place as privately as possible. Discussing classmates, dietitians, employees, patients, doctors and others in a derogatory manner is unprofessional and may lead to disciplinary action.

ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

Preamble: The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a [Code of Ethics](#) in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitians (RDNs) or Dietetic Technicians, Registered (DTRs). Except for aspects solely dealing with membership, the Code applies to all RDNs and DTRs who are not members of the Academy of Nutrition and Dietetics. The Code refers to the aforementioned as "dietetics practitioners." By accepting membership in the Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on

Dietetic Registration credentials, members of the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles:

1. The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals when appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetic practitioner provides full disclosure when a real or potential conflict of interest exists.

13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a). The dietetics practitioner uses Commission on Dietetic Registration awarded credentials. (RD or RDN/Registered Dietitian or Registered Dietitian Nutritionist; NDTR or Dietetic Technician, Registered; CSP or Certified Specialist in Pediatric Nutrition; CSR or Certified Specialist in Renal Nutrition, and FAND or Fellow of the Academy of Nutrition and Dietetics) only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
 - b). The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
17. The dietetics practitioner withdraws from professional practice under the following circumstances:
 - a). The dietetics practitioner has engaged in any substance abuse that could affect his/her practice.
 - b). The dietetics practitioner has been adjudicated by a court to be mentally incompetent.
 - c). The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
 - a. The dietetics practitioner has been convicted of a crime under the laws of the United States, which is a felony or misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
 - b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
 - c. The dietetics practitioner has committed an act of misfeasance or malfeasance, which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of the Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

Financial Considerations

JUNIOR YEAR (including summer session)

UND tuition and fees: (in-state tuition, based on 2017-2018 Academic Year; Minnesota: \$9,282; non-resident: \$20,047) For more information on tuition rates, click here .	\$8,447/academic year
Room & Board: (residence halls, based on double room, both semesters; prorated for summer, based on 2017-2018 costs) For more information on housing rates, click here .	\$8,456/academic year, (Unlimited Access Plus plan), variable according to contract chosen
Program Fee:	\$500/semester or \$45/credit
Other living expenses	
Textbooks and supplies	\$1000-1500
Physical exam	50-100
Insurance*	
Health	400-600
Automobile	200-500
Professional clothes	200
Living expenses for supervised practice experiences (summer)**	0-1000
Membership fees	
AND student member (required)	50
North Dakota Nutrition Council (optional but highly encouraged)	10
Professional meeting attendance expenses (varies annually)	100-1000
Legislative Day (occurs once, either in junior or senior year)	100

*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, while others may stay at home or with relatives/friends in out-of-town sites. Others may stay in hotels.

Online courses are assessed resident tuition, regardless of state of residence. **Tuition for online courses is not capped at 12 credits.**

SENIOR YEAR

UND tuition and fees (based on 2017-2018 Academic Year)	\$8,447/academic year, ND resident
Room and Board based on 2017-2018/Academic year	\$8,456/academic year, (Unlimited Access Plus plan), variable according to contract chosen
Program Fee	\$500/semester or \$45/credit
Other living expenses	
Textbooks and supplies	\$500-700
Physical exam	50-100
Insurance*	
Health	400-600
Automobile	200-500
Professional clothes	200-500
Transportation to supervised practice experiences**	250-500
Living expenses for supervised practice experiences**	500- 3000
Membership fees	
AND student member (required)	50
North Dakota Nutrition Council (optional)	10
Professional meeting attendance (varies annually with location of meetings)	100-1000

*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, while others may stay at home or with relatives/friends in out-of-town sites. Others may stay in hotels.

UND's cap for full time students does **not** include online course tuition. Regardless of how many credits you take per term, you will **pay tuition for each online course credit**.

Find more information on financial aid [here](#). You may wish to contact the Admissions Office to verify the latest figures at 701-777-3121 or email: SFA@UND.edu.

Selection of Preceptors, Sites, and Affiliation Agreements

Students frequently inquire regarding supervised practice opportunities in geographic areas of personal interest to them. Although the program maintains adequate numbers of sites to accommodate students enrolled in the program, the program director will work with the student to explore a new site. If a student is able to provide a professional contact from a facility where they would like to work, the program director will evaluate the site for appropriateness related to meeting learning needs, visit with the contact person to assess their willingness to precept the student and, if found appropriate, will pursue an affiliation agreement with that facility. Students must inform the program director of their intention to request a new site and provide the contact information at least one semester before the supervised practice is scheduled. Once the contact is identified, the program director will follow-up with communication to the facility to determine the ability to accommodate required student learning.

Faculty, students, advisory board members and other stakeholders may identify preceptors and sites for supervised practice opportunities. The program director will then contact the preceptor to discuss program goals, learning objectives and competencies related to the needs of the specific rotation.

If feasible, the program director will visit facilities to determine whether it is able to accommodate educational needs. Other methods used to assess appropriateness of a site is through communication with the prospective preceptor, recommendation of trusted professional colleagues, and evaluation of information provided on the establishment's website.

If the site is appropriate, the program director will inform the departmental administrative assistant to initiate either a master or a department affiliation agreement that is part of the UND system. No student may begin their supervised practice experience until all designated parties have signed their approval of the affiliation agreement and there is a qualified professional available and willing to serve as the preceptor.

Exceptions to this process include when the supervised practice occurs on the university's campus.

Continuous evaluation of the practice site occurs to assess compatibility between the program and supervised practice site. Formal avenues for assessment may include a combination of

- Facility site visits by the program director or other faculty member
- Student reflections and end-of-rotation evaluation
- Preceptor evaluation of the program

Professional Program Policies and Procedures

Email Accounts

Students are required to have a UND email account, and it is the primary means used by the program to communicate announcements relating to class, course and program information. If you rely on your personal email account for communication, it is recommended that you forward your UND account to your personal account so that you will receive all messages sent to students.

Withdrawal and refund of tuition and fees

Information pertaining to withdrawal from the University is located in the UND Academic Catalog. The tuition refund policy is also located in the UND Academic Catalog. Refer [here](#) to access detailed information on refund of tuition and fees.

Refunds of program fees occurs on the same schedule as tuition. Contact Student Account Services at 701-777-3911 or UND.studentaccounts@und.edu with any questions about dates and deadlines.

Vacation, Holiday, and Attendance Policies

Students must attend class and supervised practice on the first day of the semester. Each day, students must:

- Be in the classroom or work area on time
- Be prepared to begin class or work
- Be wearing the appropriate attire

Any student absence due to unexpected situations require prompt communication to the appropriate instructor or preceptor to explain the situation.

Attendance at all supervised practice is mandatory. Rotations and schedules vary for each student, depending on the schedules of each site. Students work with a designated preceptor at their assigned site to plan their work to meet competencies. Although preceptors should be aware what students must accomplish, it is the student's responsibility to monitor their own progress toward completion of all required activities.

In general, excused absence occurs only in case of emergency or illness, and students must reschedule all missed supervised practice hours at the convenience and discretion of the preceptor and course instructor. With rare exception, scheduling personal vacation time within supervised practice periods does not occur.

North Dakota winters are unpredictable at best. Students are encouraged to monitor weather forecasts when scheduled to be travelling. Students are to use their own judgement regarding the advisability of travelling during adverse weather conditions. Students must make up all missed hours.

In case of absence, the student must communicate first with his/her preceptor, preferably before their expected start time for the day, then follow up with communication to the course instructor. If the student is absent due to illness, he/she must consider the nature of the illness prior to returning to work. If the nature of the illness is one that endangers either the student or clients, physician's documentation may be required to verify that the student is able to return to the clinical practice area.

Campus holidays and vacation breaks are published in the academic catalog and in the academic calendar (click [here](#)). In the first two semesters, students follow the UND academic calendar for scheduled holiday breaks. Beginning with summer session the student follows the holiday arrangement of their facility. Students and preceptors should work together to ascertain the best schedule for that facility while keeping in mind that hours missed due to a holiday must be made up.

Excessive absences, whether for illness, family emergency, or other reasons must be discussed with the program director and all faculty and preceptors involved during that semester. All parties will work together to determine if, when and how time missed will be made up.

Students must abide by the schedule assigned by the faculty and preceptors. They should arrive early to be prepared to begin on time, and they should not ask to leave early. If they complete their own work ahead of schedule, students should ask to assist others or prepare for the next day. The use of a planner, either electronic or paper, is highly encouraged to stay organized.

The repeated inability to report to supervised practice on time without a valid explanation will have a cumulative effect across semesters that will follow program disciplinary and termination procedures:

- The student receives a verbal warning for the first offense. A written record of the warning is filed in the student's program file.
- The second offense will result in the drop of one letter grade in the supervised practice rotation of the semester the student is enrolled in at the time of the offense.
- Any further offense will result in the failure of the supervised practice experience and program probation. This will delay the student's progress in the program and they must apply for re-admission on a space-available basis only if the program director determines that they have met the requirements to do so.

Protection of privacy of student information

The [University Catalog](#) contains information pertaining to student records and additionally, information is found in Section 8 of the UND Code of Student Life.

The University abides by FERPA laws pertaining to maintaining the confidentiality of student records. All information, with the exception of that designated as public directory information, is confidential and will not be released without written consent of the student to any individual (including parents), agency or organization other than authorized personnel.

Within the Nutrition and Dietetics department, the program director maintains information on each CP student that includes the application to the program, recommendation letters, required entrance documents and evaluations of student performance in supervised practice rotations. Program files are stored in the department for five years after the date of graduation or for the duration of the accreditation period, whichever is longer; verification statements are kept indefinitely. Each student has the right to inspect their own records under the provision of the Federal Educational Rights and Privacy Act (FERPA).

Proof of health insurance

Students must show evidence of medical insurance coverage, through either a family medical plan or an individual medical insurance plan. Students may purchase student health insurance if their family's insurance plan does not include them.

The College currently holds an agreement with [Verified Credentials](#); it is the student's responsibility to keep their records up to date in this system and to provide access to this record as requested by supervised practice sites. Program fees cover the cost to establish CP student records in Verified Credential's system. Some facilities in Minnesota require a separate background check; students who require this will pay for the check but may submit the cost to the department for reimbursement.

The program may submit any discrepancies found in the background check to supervised practice sites. Students are responsible for any medical expenses incurred while in the program.

Professional and general liability insurance

The University of North Dakota provides a professional liability policy that covers dietetic students when enrolled in supervised practice courses within the professional phase of the program. The policy covers each student 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 do not qualify under this policy when working for pay or engaging in personal volunteer work. Reasonably priced professional liability policies are available and students should consider whether to buy an additional individual policy for their situation. The company recommended by the Academy is the Marsh Affinity Group Services, a service a Seabury and Smith. This company also provides professional liability insurance for practicing credentialed Registered Dietitian Nutritionists. The Academy's website provides Information on professional liability insurance at www.eatrightpro.org/.

Liability for safety in travel to or from assigned areas

UND insurance covers travel and accidents when students are on course-mandated field trips or in traveling to and from required supervised practice experiences. Students must have reliable transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings, as reliable public transportation is not readily available in most instances. Proof of valid automobile insurance must be on file in verifiedcredentials.com

Injury or illness while in a facility for supervised practice

If a student must be absent due to illness during a supervised practice day, it is their responsibility to notify their preceptor immediately and follow up with their faculty instructor at UND. If they are absent during days they are expected to be on campus, the course instructor must be notified.

Students may seek treatment at the University Student Health Services for any illness or injury incurred while at a supervised practice site in the Grand Forks area. If at a remote site, students may use the local community's health services. In either instance, the student is responsible for all expenses incurred.

In the event of a student health or family emergency, the student is encouraged to seek support from the UND Counseling Center (UCC). Walk-ins to the UCC are welcome. Faculty members are also willing to accompany a student to the Counseling Center, communicate to the UCC on behalf of the student if requested to do so, or provide other support as needed during and after the emergency.

Information regarding contact at the [Counseling Center](#) is found at: McCannel Hall Room 200; 777-2127.

Students with long-term chronic health concerns that worsen during supervised practice must contact their campus instructor or preceptor, who will communicate the circumstance to the program director. The program director will coordinate with the preceptor to determine the course of action needed to protect the student's health and well-being. Students who provide written documentation from their healthcare provider that they are unable to complete the supervised practice can request an incomplete for the semester from the program director. If it is in the student's best interest, a referral to Student Health Services, Student Counseling Services or the student's personal health care provider may occur. The student's health care provider must provide written approval for the student to return to the coordinated program and finish the incomplete coursework. The program director will coordinate with available supervised practice sites to facilitate completion of the supervised practice experience.

Students suffering a personal crisis needing immediate attention are encouraged to call 777-3491. This number leads to the UND Police Dispatch, and they will notify the Office of Student Rights and Responsibilities (formerly known as the Dean of Students). A crisis team member will respond to the student's needs and will notify instructors of student's absence from class or supervised practice. Information on the [Office of Student Rights and Responsibilities](#) is located at Memorial Union Room 300; 777-2664.

Drug testing and criminal background checks

Many healthcare organizations require students be cleared through a background study prior to placement in their facilities. The Coordinated Program requires all students to submit to a criminal background check. The program will provide each CP student with instructions on purchasing services from [verifiedcredentials.com](#). The resulting clearances are for one year and students must submit a background study again prior to beginning the second year of the program. Students must be willing to undergo a drug test at a facility's request. Some facilities may pay the cost of a drug test; if the facility does not cover the cost, the student must pay for drug testing.

Educational purpose of supervised practice

During the final senior practicum, students will provide staff relief as outlined in the curriculum; however, students are not to replace staff on a regular basis as this violates minimum wage laws. If students believe they are regularly spending supervised practice time covering staff vacancies, they should contact the program director or their course instructor who will discuss the issue with the supervised practice site preceptor.

Stipends

The program does not provide paid compensation for any part of the program. Some practice sites provide optional housing at a free or reduced cost, and others may offer free meals for students while they are on rotation. Free parking is available at most sites. On rare occasion, a facility may offer a monetary stipend. Students may accept any stipend offered, following the individual facility's policy and protocol.

Filing and handling complaints from students and preceptors

In keeping with the University's policies, the coordinated programs "commitment to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade, and review student work in a manner that is fair and reasonable, and students must maintain scholastic honesty beyond reproach."

www.und.edu/code-of-student-life/index.cfm/ Appendix B-2

In addition, the coordinated program must maintain a positive working relationship with the preceptors and their staff at each practicum site. Students must give their utmost respect to preceptors and abide by the policies and protocols of the facility. It is important to remember that rotation sites operate for the purpose of their primary work and not to accommodate dietetic programs. Preceptors have volunteered to work with our program, and students must be professional and considerate in working with them.

If a student feels they have been treated unjustly by a preceptor or practice site, they may file a complaint regarding their preceptor or the supervised practice site to which they were assigned with the program director. The student must initiate this action within 120 calendar days from the recording of the final grade in that supervised practice experience.

- a. After notification of this action by the student, the program director will communicate directly with the student, either by email, phone or in a face-to-face meeting.
- b. After gathering information from the student, the program director will arrange a meeting, by either phone or a face-to-face meeting between the student, the preceptor, the course faculty member if applicable, and the program director, to resolve any misunderstanding or miscommunication.
- c. The program director will summarize the meeting content in a written document. Copies are provided to the preceptor and the student, and a third copy is filed in the student's program file housed in the Nutrition & Dietetics department.
- d. If the student does not feel their concern is adequately addressed, the student may file a grievance with the University following the steps outlined in the Code of Student Life.

A preceptor may also hold a meeting directly with a student regarding performance or regarding concerns related to conduct outlined in the practice site's affiliation agreement. The preceptor must provide a written summary of that meeting to the program director, which will be filed in the student's program file.

A preceptor or administrator may contact the program director or course faculty member directly to file a complaint regarding student performance or conduct. Preceptors are encouraged to contact the program director or course instructor before the problem(s) reaches the level of a grievance. The program director or instructor will gather pertinent information from the preceptor then communicate appropriately with all parties to resolve the issue. A written summary of the communication and plan for resolution will be provided to the student and the preceptor with a third copy retained in the student's program file housed in the Nutrition & Dietetics department. If the preceptor or administrator does not feel that their concern was adequately addressed by the program director, s/he may file a complaint with the department chair or the dean's office at the University.

The program director and/or the course instructor working with the preceptor will make every attempt to work with the preceptor to resolve any concern arising that might prevent the student from completing

a successful supervised practice experience. All student matters will be handled in a private manner without fear of retaliation.

Complaints relating to ACEND required expectations are stored in a separate file for seven years. The documentation of each complaint will include a description of the complaint and resolution.

Credits based on assessment of prior learning

Students in the coordinated program may receive undergraduate credit for prior learning based on previous education and/or professional work experience.

1. The student will declare their interest for seeking credit for prior learning at least one semester prior to the course or rotation scheduled. The program director and student will establish a strategy and timeline for submission of work to demonstrate prior learning.
2. The program director provides a matrix for the course or supervised practice, which lists the core knowledge and competencies met with this course or rotation. The matrix also lists key learning activities typically used to identify the means used to meet the knowledge and competencies of the course.
3. The student will provide evidence of past work to demonstrate the knowledge and skill the course or rotation teaches.
 - a. A Serv Safe[®] certificate may replace N&D 220. Certification must be current through the graduation date of the student. A copy of the certificate is filed in the student's program file in the Department of Nutrition and Dietetics.

Other options used to demonstrate competence include but are not limited to

- Transcript evaluation
 - Portfolio containing examples of work
 - Work performance evaluations
 - Job descriptions
 - Professional letters of recommendation
 - Challenge exams
4. The program director, with assistance from course faculty as applicable, will assess to determine whether the student met the criteria and will write a conclusion. For supervised practice waivers, the conclusion will include the rotation and the number of hours toward supervised practice granted.
 5. The student may choose to waive the credits granted through the credit for prior learning process or may choose to register for the credits in order for them to be included in their academic transcript.

Formal assessment of student learning

Regular meetings between the student and preceptor, and the student and faculty member are important to identify student strengths and areas for improvement. Formal evaluations of supervised practice occur at minimum at the end of supervised practice each semester. The instructor of record determines final grades based upon preceptor evaluations in supervised practice experiences and assignment/project scores. Course syllabi provide details about expected levels of performance, evaluation methods and frequency of evaluation for each supervised practice.

Students in the program must demonstrate competence in both knowledge and performance criterion. Preceptors and instructors will make every effort to provide guidance and assistance to students with

problems in any area. However, if improvement is not evident and the student continues to show a lack of commitment or ability, s/he will be encouraged to seek other career options.

Distance instruction and online testing

Online exams are administered in the Blackboard learning platform through the university's technical support department. Faculty may proctor their own exams in an onsite classroom setting, or they may be password-protected for use with off-site proctors.

- For off-site proctors, students must designate a proctor at least one week in advance of their first exam. Students must provide a valid company/organization email address, mailing address, and telephone number for their proctor.
- Instructors add exams to the UND Proctoring site in Blackboard, access by using the instructor's identifier login and password. The proctor receives information supplied by the instructor, including the exam duration, allowable materials, instructions and password, through the secure proctoring site.
- If a student is unable to identify a proctor, they may pay to use an online proctoring service (ProctorU) if the instructor agrees to do so.

Program retention and remediation procedures

Students are placed on probation for the following reasons:

1. Unsatisfactory performance evaluations
2. Cumulative grade point average below 2.6
3. Grade of less than "C" in any nutrition or science course.

The program director will advise students of their probationary status as soon as the semester grades are available. Dietetic program faculty will meet with the student to discuss the probationary status and develop an individualized plan to correct the deficiency.

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.

Students who encounter challenges to their success in the classroom or in other areas of university life are encouraged to seek guidance from the [Student Success Center](#) to support their ability to reach their academic and personal goals.

Disciplinary/termination procedures

When an action by a student violates program policy or protocol, a conference will occur between the student and the program director to seek corrective action; other faculty members will attend if applicable. If the offense is minor and adequate evidence of a violation is present, a verbal warning may result, with documentation placed in the student's program file to reflect the discussion. A second offense will result in a written warning. A third offense will result in program probation. This will delay the student's progress in the program and continuation in the program will occur on a space-available basis, only if the program director determines that the student has met the requirements to do so.

The following are examples of major offenses that will result in immediate dismissal from the program with no opportunity to re-enter, including, but not limited to

- Theft or embezzlement of or destruction of property to anything belonging to the University
- Faculty or preceptors, or supervised practice sites
- Civil offense
- Illegal possession of firearms
- Verbal or physical abuse of vulnerable populations served by supervised practice sites
- Showing up for work under the influence of illegal drugs and/or alcohol.

Graduation and program completion requirements

To graduate from the UND Coordinated Program in Dietetics and receive a verification statement, students must:

- Complete all coursework required for a Bachelor's degree in dietetics
- Complete a minimum of 1200 hours of supervised practice experience
- Maintain a cumulative GPA of at least 2.6 on a 4.0 scale
- Earn a 'C' or better in all nutrition and science courses

The curriculum is designed for completion in four semesters plus one summer session. A maximum of four years is allowed to complete the program requirements (professional phase) to receive a verification statement. Failure to do so within this specified period results in the need to repeat the application process for re-acceptance to the program.

Students must apply for graduation within the first four weeks of the semester in which they expect to receive the degree. Blank application forms are available at the Office of the Registrar or online at the Registrar's website. It is the student's responsibility to make sure all transfer credits from other institutions are on the UND transcript by the time of application for graduation. Failure to do this delays processing of graduation as well as delayed authorization to take the registration exam.

Verification statements

Upon completion of graduation and program requirements, each graduate receives five copies of a dated verification statement with an original program director signature or electronic signature. Graduates will need verification statements for various purposes such as taking their registration exam, applying for state licensure, etc. The original signed and dated verification statement remains on file in the Nutrition and Dietetics department indefinitely.

Interruption of Professional Education

If a student's program of study is interrupted for any reason (probation, maternity leave, health/personal reasons, etc.) they must send a letter of intent for readmission to the program director by the application deadline of February 15 to assure space is available and to ascertain whether they have maintained the appropriate level of competency. More than one leave of absence will result in the need to repeat the application process for re-acceptance into the program.

Student Support Services

Dietetic students have access to and are encouraged to utilize the various support services available on campus. A brief synopsis, taken from the UND Academic Catalog, of ones most common to students, is listed below. More detailed information is provided in the [Catalog](#) under the heading, “Student Services, Support Programs, and Activities.”

Equal Employment Opportunity/Affirmative Action Twamley Hall Room 401 701-777-4171

Inquiries as to the equal opportunity, affirmative action, or diversity policies for UND may be directed to the affirmative action officer. See [here](#) for information pertaining to affirmative action.

American Indian Student Services 315 Princeton Street 701-777-4291

The office of American Indian Student Services ([AISS](#)) provides culturally appropriate student support services designed to enhance the academic and personal success of American Indian students attending UND. Services include transitional support, a highly successful retention program, tutoring, study skills, ongoing encouragement, and advisement: academic, financial aid, personal, social, and cultural. See

Career Services 280 McCannel Hall 701-777-3904

Career Services offer individual and/or group assistance in job search techniques, resume/cover letter writing, and interviewing skills. Students are encouraged to register with Career Services online via the Career Services homepage: www.career.und.edu/. Once registered, students will have access to job openings, become available to employers searching the database, and be able to sign up for on-campus interviews.

Children’s Learning Center 525 Stanford Road 701-777-3947

The Center serves children of UND students and employees as well as the greater Grand Forks community. Children between ages 18 months – 12 years may enroll. See: www.und.edu/uclc/

Counseling Center 200 McCannel Hall 701-777-2127

Students may request [UCC](#) services by calling or visiting. The UCC offers a variety of services to students, faculty and staff including short-term counseling such as group, individual or couples counseling; alcohol and other drug counseling and career counseling.

Disability Services for Students 190 McCannel Hall 701-777-3425

Students planning to use [DSS](#) accommodations must complete a DSS application and submit current documentation of disability.

Registrar’s Office 201 Twamley Hall 701-777-2711

The [Registrar](#) is responsible for monitoring all academic policies and procedures relative to curriculum, registration, and grade processing.

Dining Services 3625 Campus Road 701-777-3823

A variety of meal plans is available for students, staff and faculty. Students with special dietary needs or food allergies need to self-report those needs to Dining Services staff. See [here](#) for more information on dining services.

Housing Office 525 Stanford Road 701-777-4251

Student living facilities at UND include residence halls, apartment style housing, and apartments for single students and families. Applications are available from the Enrollment Services office, the Housing office, or [online](#).

Student Financial Aid Office 216 Twamley Hall 701-777-1234

Students are offered financial assistance in various forms, including scholarships, grants, employment, and loan programs. See www.und.edu/admissions/financial-aid/

Student Health Services 100 McCannel Hall 701-777-4500

Student Health Services is a full service medical clinic designed to meet the health needs of all enrolled students. To make an appointment call 777-2605 or 777-4500. Check their [website](#) for more information on student health services.

Student Rights and Responsibilities Memorial Union Room 300 701-777-2664

The [Office of Student Rights and Responsibilities](#) provides the following services:

- General advisement and campus consultation
- Student disciplinary services
- Coordination of referrals and services for students in crisis or in need
- Assistance in problem solving or identifying appropriate and available services
- Special Circumstance Late Drop/Withdrawal from UND

Student Success Center McCannel Hall Room 180 701-777-2117

The [Student Success Center](#) focuses on three areas: advising for the undeclared student population; learning services such as tutoring, study skills assistance and support and study skills courses; and programming such as Getting Started, Staying on Track and adult re-entry programs and services.

U Card Room UND One-Stop Student Services, Memorial Union Room 136 701-777-1234

The [U Card](#) is the official University ID card used at any campus service requiring identification. The U Card allows access to, or services from, the bookstore, library, complex service centers, dining centers and athletic events.

Wellness Center 801 Princeton Street 701-777-9355

Students pay for their membership in their student fees. Faculty and staff are able to purchase a membership. Refer to their [website](#) for more information on the UND Wellness Center.

Writing Center 12 Merrifield Hall 701-777-2795

Writing consultants are available to offer constructive, positive responses to work at any stage of the writing process. To work with a consultant, schedule an appointment [online](#).

Senior Exit

Students will receive a link to a brief online exit survey in their UND email within the last two weeks of their final semester. The anonymous survey gives the program director important feedback to use for program improvement. A group discussion with graduating seniors and the program director will be scheduled at the end of the program, and each graduating student is also welcome to make an individual appointment with the program director to offer more in-depth feedback if they wish. The online survey and group meeting are mandatory; the individual appointment is optional.

The Registration Exam

The registration exam to become a Registered Dietitian Nutritionist is administered at designated Pearson VUE testing sites throughout the US. There is a cost charged for the exam. The program uses the following process to establish eligibility:

- The Department Chair audits all graduates' UND transcripts to verify they are eligible to graduate. The Program Director confirms all program requirements are met.
- The Program Director gathers appropriate forms from the graduates and sends the required information to the Commission on Dietetic Registration (CDR) for graduates who have met both the academic and supervised practice requirements.
- The CDR will then verify that the students are eligible to take the exam and will forward their names to Pearson VUE.
- Pearson VUE will contact each student by email with specific information about how to find a testing site and what steps to take to register for the exam.

Graduates have one year to take the exam from the date CDR authorizes them to do so. Failure to do so within that time will require them to re-apply.

According to the CDR, each exam consists of at least 125 questions but no more than 145; 25 pre-test questions are not scored. The RD exam is a computerized exam. Test-takers are unable to skip questions or go back to review or change answers.

For further information on the registration process, refer to the Commission on Dietetics Registration website: www.cdrnet.org/.

RD Exam Study Resources

This is only a partial list for your reference. The program does not endorse one resource over another.

Jean Inman RD exam review course

This 2-day course is offered in May at NDSU, and any student is welcome to pay the fee and attend. It is not mandatory, but faculty members at UND make these dates available to allow anyone who wants to enroll to do so. Students may also opt to purchase the learning DVDs (at their own expense) to study on their own instead of participating in the onsite course. For more information, refer to <http://www.inmanassoc.com/review.htm>. The department owns a set of the DVDs that may be used within the department.

Christine Carlson's DietitianExam.com

This online review course offers numerous quizzes that simulate a computerized exam environment. One thing students can do even without purchasing the course is sign up to receive a question of the week delivered to their email. The weekly multiple-choice question includes explanations of the reason why the answer given was the best choice. Find more information at: www.DietitianExam.com

RD In A Flash

This study aid provides over 600 flash cards to prepare individuals for the RD exam. Visit www.rdinaflash.com for more information and for ordering information. The department owns a set of the flash cards that may be checked out for practice.

9th Edition Study Guide for the Registration Examination for Dietitians

This study guide is available through the Commission on Dietetic Registration. The N&D department has one copy of the guide, and it is stored in the program director's office. Each purchase of a study guide comes with three online codes to allow the user three practice-exams. Study guides are available through www.cdrnet.org.

Membership in Professional Organizations

Academy of Nutrition & Dietetics

Student membership in the Academy is required for all UND students in the coordinated program. Graduates are encouraged to maintain active membership as a professional. To apply online go to www.eatrightpro.org → Join the Academy

North Dakota Nutrition Council

Student membership in other professional organizations is optional. Membership in the NDNC is highly encouraged for students and for graduates who remain in North Dakota after completing their degree. Student membership provides opportunities to apply for the NDNC student scholarship, gives access to job postings and social networking, and provides reduced conference rates and leadership opportunities. Find their online application at www.ag.ndsu.edu/ndnc/students → become a member.

The Job Hunt

It is important throughout your student career to begin building your professional network. The pay-off comes when it is time begin your job hunt. The program director will share any job leads she receives with you as well. Here are several food contract company contacts and some websites that may lead you to employment:

A'viands, Roseville, MN	651-631-0940	www.aviands.com
ARAMARK Healthcare Management Services Philadelphia, PA	215-238-5943	www.aramark.com
Genesis HealthCare Corp. Kennett Square, PA	636-527-4461	www.geneshcc.com
Morrison Management Specialists Loxahatchee, FL	314-694-1000	www.iammorrison.com
Sodexo USA Gaithersburg, MD	1-800-sodexo	www.sodexousa.com

www.jobsindietetics.com

www.ADAcareerLink.org

www.healthcareers.com

www.nutritionjobs.com

www.harperjobs.com

www.AllHealthJobs.com

www.monster.com

National Center for Health Fitness

www.american.edu/academic.depts/cas/health/nchf/index.html

Dress Requirements for Student Dietitian Supervised Practice

N&D 498 FSP - Food Service Production

Dress requirements are required for safety and sanitation reasons and to promote customer satisfaction. Your appearance affects how others perceive you, as a professional.

Uniform	Black cotton slacks – some students like scrubs. White plain shirt – no logos (cotton T-shirt is fine)	Favorite local Walmart, Target, or other clothing store. You may want to check with the students in the year ahead of you; you may find someone willing to sell or to loan you their uniform.
	Leather, non-skid soled shoes (no open toe, heels, tennis shoes in poor condition)	Local clothing or sporting goods store
	White chef coat, apron	Provided by Dining Services
	Uniforms shall be clean and pressed at the beginning of each shift.	
	An identification badge (name tag) must be worn while on duty.	
Fingernail Maintenance	Fingernails shall be trimmed, filed, free of nail polish, and maintained so the edges and surfaces are cleanable and not rough	
Jewelry	Follow Serv Safe guidelines: While working in food production areas, students shall not wear jewelry on the arms and hands except for a wedding band or plain ring. For safety reasons, no chain type jewelry or dangling earrings are to be worn.	
Hair Restraints	Students must tie their hair back and keep it above the collar of the uniform. Hairnets covering all the hair (including bangs) is required when in food preparation and service areas. UND Dining Services will allow workers to tuck their hair under a cap (baseball type cap).	
Facial Hair	Facial hair must be well trimmed; beard nets must be worn if you have a beard.	
Eating, Drinking, or using Tobacco	Student dietitians shall eat, drink, or use tobacco only in designated areas as permitted by the site managers.	
Use of cell phones	Cell phones must be stored away from the work areas while on duty, with the exception of extenuating circumstance. In this case, the student must discuss the need to have their phone in their possession with their preceptor.	
Personal Hygiene, Makeup, Perfume	Student dietitians must come to the facility dressed in the manner befitting of a professional. Personal hygiene will be beyond reproach; excess makeup shall not be worn, and no perfumes or scent lotions will be used that may adversely affect patients or co-workers.	

You will need this uniform when rotations begin around the end of September, so you will have time to buy any needed items upon arrival back to campus.

Professionalism Defined

Think of supervised practice as career training, much like holding an actual job. This means students must be able to demonstrate professional behavior throughout their experience. Students must:

- Dress, behave, and present themselves as if they were an employee at that practice site. Students should not use cell phones/smart phones for personal use while on duty at a supervised practice site.
- Purchase and wear an identification badge at supervised practice sites. Students receive their name badge the first week of fall semester of the junior year. Program fees cover the cost of the first badge. It is the student's responsibility to order and pay for any replacement identification badge; they should ask the administrative assistant for help in ordering one if needed.
- Know and abide by the policies and protocols of the assigned supervised practice site.
- Function as part of a multi-disciplinary team of professionals
- Provide appropriate nutritional care to patients/clients in a manner always respectful of the client's needs and right to privacy. Sharing information must be limited to those persons who have a professional need to know. Evidence of professional/ethical violation of confidentiality will result in instant dismissal from the supervised practice.
- Obtain advice and direction from supervising preceptors and other professionals when unsure of the correct or most appropriate nutrition care to provide a patient or the most appropriate interaction with an employee at the supervised practice site
- Respect the wants and needs of customers and clients in the supervised practice facility.
- Be able to communicate within the organization, including speaking, writing, and active listening.
- Accept constructive criticism and be able to provide constructive criticism.
- Demonstrate sensitivity to differences between themselves and others.
- Demonstrate appropriate work habits such as punctuality, efficient use of time, ability to plan and organize work, ability to set priorities and meet deadlines.
- Recognize the importance of keeping scheduled appointments and give proper notice of need to re-schedule. Demonstrate flexibility in work situations and adapt successfully when new situations arise.
- Display a positive attitude. Exhibit enthusiasm and optimism with staff and the public.
- Be able to express educational needs to their preceptor and know when to act independently.
- Remember to say, "thank you". The program director has a supply of thank you note cards if you would like to use them to send a note of thanks to your preceptor.