



Coordinated Dietetic and Nutrition Major

Student Handbook
2018-2019

Table of Contents

Introduction.....	2
Mission Statement.....	2
Program Goals and Objectives.....	2-3
Program Philosophy and Overview.....	3
BS in Nutrition	
Admission Requirements	
<i>Phase I.....</i>	<i>3</i>
<i>Phase II.....</i>	<i>4</i>
<i>Supervised Practice.....</i>	<i>4</i>
<i>Transfer Students.....</i>	<i>4</i>
<i>Students with Verification Statements.....</i>	<i>4</i>
Course of Study.....	4-5
Maintaining Academic Standing	
<i>Graduation Requirements.....</i>	<i>5</i>
<i>Verification Statement Requirements.....</i>	<i>5</i>
<i>Withdrawal and Refund of Tuition and Fees.....</i>	<i>5</i>
<i>Access to Student File.....</i>	<i>5</i>
<i>Support Services.....</i>	<i>6</i>
<i>Academic Difficulty and Remediation.....</i>	<i>6</i>
<i>Credit for Prior Learning.....</i>	<i>6</i>
<i>Title IX.....</i>	<i>7</i>
Internship	
Hour Requirements and Rotation Schedule.....	7
Supervised Practice Guidelines	
<i>Preceptor Responsibilities</i>	
<i>Employee Replacement.....</i>	<i>8</i>
<i>Formal Assessment & Progress Reports.....</i>	<i>8</i>
<i>Retention & Remediation.....</i>	<i>8</i>
<i>Disciplinary Procedures.....</i>	<i>8</i>
<i>Intern/Preceptor Complaints.....</i>	<i>9</i>
<i>Intern Responsibilities</i>	
<i>Attendance.....</i>	<i>9-10</i>
<i>Injury/Illness.....</i>	<i>10</i>
<i>Documentation of Hours.....</i>	<i>11</i>
<i>Attire/Dress Code.....</i>	<i>11</i>
<i>Professionalism.....</i>	<i>11</i>
<i>Insurance.....</i>	<i>11</i>
<i>Travel.....</i>	<i>11</i>
<i>Drug Testing / Background Check.....</i>	<i>12</i>
<i>Financial Information.....</i>	12

The Coordinated Dietetic and Nutrition Major at Utica College is a comprehensive educational experience in which students learn the fundamentals of science, nutrition, and food studies. It is a four year academic program culminating in a one year supervised practice (internship) experience which, when successfully completed, will qualify the students to complete the registration exam in dietetics. This document will lay out all policies and procedures relating to the coordinated program, including the supervised practice.

Program Mission Statement

Nutrition is an interdisciplinary science that requires understanding of food production, consumption and utilization. The mission of the Coordinated Dietetic and Nutrition Major is to prepare entry-level registered dietitian nutritionists through a curriculum that provides active and experiential learning and culminates with supervised practice. The CDNM provides the necessary knowledge and skills for the CDR credentialing exam. Our diverse approach emphasizes critical thinking, responsible citizenship, and integrating research into dietetics practice.

Program Goals and Objectives

Goals:

1. Upon completion of the Coordinated Dietetic and Nutrition Major, graduates will be prepared to become entry-level registered dietitian nutritionists, able to work competently in a variety of practice settings.
 - 70% of Utica College CDNM graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
 - 80% of Utica College CDNM graduates who take the CDR credentialing exam in a five-year period will pass the exam for dietitian nutritionists within one year following the first attempt.
 - 70% of graduates will receive employment in the nutrition or health fields within 12 months of graduation from the CDNM.
 - 70% of employers who respond to a survey on graduates of the Utica College CDNM in their first year of employment will rate them as average or above average in professional knowledge and problem solving, as compared to other entry level registered dietitian nutritionists.
 - 70% of graduates will demonstrate proficiency in using evidence-based guidelines in entry-level dietetics practice.
2. Graduates will demonstrate lifelong learning and commitment to furthering the nutrition profession.

- 70% of program graduates who respond to a Utica College alumni survey within 3 years of graduation will indicate that they have furthered their education by activities such as enrolling in graduate school, attending a professional conference, or earning a specialty certification.
- 50% of program graduates who respond to a Utica College alumni survey no less than 3 years after graduation will indicate that they are furthering the nutrition profession by engaging in activities such as acting as a preceptor, becoming involved in a professional nutrition association, or participating in an educational program.
- 80% of students in the Utica College CDNM will complete the program within 7.5 years of entering the program.

Program Philosophy and Overview

The Coordinated Dietetic and Nutrition Major (CDNM) is designed to provide students with a liberal education as well as a professional foundation that integrates nutrition theory with skills required for dietetics practice. The program leads to a bachelors of science (BS) in nutrition as well as completion of an ACEND-accredited 1200 hour dietetic internship. Graduates who wish to become a Registered Dietitian Nutritionist (RDN) will be eligible to take the registration examination administered by the Commission on Dietetic Registration (CDR).

During the first two years of the curriculum, students will complete all prerequisite courses as well as be introduced to the field of nutrition. Once courses related to the major are completed, students will continue into the more nutrition intensive courses culminating in the internship. We train liberally educated future dietetic professionals who have the ability to function as primary providers of nutrition services to individuals, families, groups, and communities by working independently or collaboratively with nurses, physicians, social workers, therapists, and other health professionals.

Course of Study - BS in Nutrition

Admission Requirements

Phase I - Utica College Guidelines

Students wishing to enter the Nutrition program as freshmen will be evaluated for admission based on the current Utica College standards. Phase I of the Nutrition degree programs encompass the first two years and includes prerequisite courses for the Nutrition degree program as well as advancing in the Core Program at Utica College to junior standing.

Phase II - Nutrition Department Guidelines

At the end of the student's sophomore year, academic standing will be assessed to determine continuation into Phase II of the Nutrition program, in which students enter either the BS in Nutrition track or the CDNM track. Phase II begins in the junior year and includes didactic courses specific to the BS in Nutrition. In order to move into the CDNM track, students must maintain a cumulative grade point average (GPA) of a minimum of 3.0 and maintain a "C" or higher in all major and major-related courses. At any point that the GPA drops below 3.0, you may be dismissed from the program and/or moved into the BS in Nutrition track.

Supervised Practice

Students in the CDNM will be evaluated in the spring of the junior year and senior year to monitor satisfactory progress toward the requirements for the BS in Dietetics and Nutrition. If it is determined in the spring of the senior year that the student has maintained a 3.0 GPA and earned no less than a "C" in all major and major-related classes, the student will be eligible to complete the supervised practice portion of the CDNM.

Transfer Students

Transfer student applicants' transcripts will be assessed on a case by case basis to determine compliance with Utica College's academic standards as well as how well they meet the requirements of the CDNM. Admission to the CDNM will be granted to eligible applicants only when space is available.

Students with Verification Statements

Any student applicant holding an ACEND Verification Statement from another college or university will be treated as a transfer student and evaluated according to the standards above.

Course of Study

<i>Semester 1</i> ENG 101: Written Communication 3 PSY 101: Introduction to Psychology 3 BIO 211: General Biology 4 CHE 211: General Chemistry 4	<i>Semester 2</i> ENG 102: Written Communication 3 SOC 151: Introduction to Sociology 3 BIO 203: Medical Microbiology 4 BIO 231: Research Methods I 3
<i>Semester 3</i> BIO 101: Anatomy & Physiology 4 SPA 101: Spanish I 3 MAT 107: Excursions in Math 3 BIO 205: Human Nutrition 3 BIO 232: Research Methods II 3	<i>Semester 4</i> BIO 102: Anatomy & Physiology II 4 SPA 102: Spanish II 3 BIO 208: Pharmacology 3 SOC/PSY 211: Statistics in the Behavioral Sciences 3

Semester 5 NTR 303: Food Service and Nutrition Service Management 3 NTR 304: Lifespan Nutrition and Diet Therapy 3 NTR 403: Nutritional Biochemistry 3	Semester 6 CMM 103: Introduction to Public Speaking 3 NTR 307: Healthcare Systems and Counseling in Dietetics 3 NTR 324: Medical Nutrition Therapy and Counseling 3 NTR 434: Food Production and Human Health 3
Semester 7 PHI 107: Professional Ethics 3 ANT 367: Anthropology of Food 3 NTR 404: Advanced Medical Nutrition Therapy 3	Semester 8 CBE 403: Chemistry of Cooking 3 Capstone Experience NTR 450, NTR 453, or NTR 495 3
Semester 9 NTR 491: Professional Experience: Internship I 12	Semester 10 NTR 491: Professional Experience: Internship II 12

Maintaining Academic Standing

Graduation requirements

The Coordinated Dietetic and Nutrition Major at Utica College is a 5 year program. The first 4 years are dedicated to completing Utica College's core curriculum (31-56 credits), and didactic course work (68-71 credits). Students who earn at least a 3.0 GPA and no less than a "C" in any one course for the didactic course work will be eligible to complete the dietetic supervised practice (24 credits). Successful completion of all aspects of the CDNM (academic and supervised practice) will enable the student intern to be eligible to take the registration exam to become a Registered Dietitian. In extreme circumstances, students are allowed to take up to 7.5 years to complete the program. Eligibility for this expanded time frame will be decided on a case by case basis.

Verification Statement requirements

Students who have completed the prescribed courses in the major, fulfilled the College's graduation requirements, and have successfully finished the 1200 hour Supervised Practice will be awarded a Verification Letter, allowing them to sit for the Registered Dietitian examination.

Withdrawal & refund of tuition and fees

Withdrawal from the CDNM and refund of tuition and fees will follow the policy enforced by Utica College's Office of Student Financial Services. Information on this policy can be found on the Financial Services website: <http://www.utica.edu/finance/sfs/accounts.cfm#refund>

Student access to student file

Students will be granted access to their personal educational file following written request to the appropriate official (dean, program chairperson, etc.). Utica College's policy on confidentiality of student records can be accessed on the College website:

<http://www.utica.edu/academic/registrar/ferpa.cfm>

Access to support services

Health

All Utica College students are encouraged to utilize the Student Health Center for medical care. Most services are free to registered students. Detailed information can be found here: <http://www.utica.edu/student/health/>

In addition, the Counseling Center is a resource available for students dealing with mental health issues, with on-campus services also being free to registered students. Detailed information can be found here: <http://www.utica.edu/student/development/counseling/>

Academic Support

While the primary source of information about the CDNM will come from each student's advisor, there are times when students need axillary support to be successful students. Utica College students have access to a variety of academic support services. Tutorial services can be arranged through the Office of Opportunity Programs:

<http://www.utica.edu/student/development/tutoring/>

In addition, further academic guidance, tutoring, and advising services can be accessed through the Office of Student Success:

<http://www.utica.edu/student/development/success/>

Academic Difficulty and Remediation

Academic success of CDNM students through all phases of the program is crucial and necessary for movement to the supervised practice and ultimately, successful completion of the registration exam for dietitians. For this reason, student academic progress is monitored consistently, and on multiple levels. As companion to the College's procedures for identifying those in academic distress, all CDNM students will be evaluated by their departmental academic advisors at the end of the second year in the program to determine the future course of study. As long as the CDNM academic standard requirements have been met (See "Admission Requirements" above), students will move into the final two years of major coursework. If, at the end of the sophomore year, a student has not met the prescribed academic standards, they will be moved into the unaccredited Nutrition BS degree program. Those who show improvement in meeting academic standards in the Nutrition BS degree program will be eligible to apply to the CDNM as transfer students and will be evaluated as such. (See "Transfer Students" above.)

Process for evaluating & awarding credit for prior learning

The Utica College CDNM does not award credit or supervised practice time forgiveness for prior learning experiences or work experiences.

Title IX

All students in the CDNM will be supported by the College's Title IX policy and should not be discriminated against in any way during their time in the CDNM. Description of the Title IX law can be found on the Utica College website: <http://www.utica.edu/college/tix/what.cfm>

Any violation of Title IX experienced by a CDNM student should be reported to the Title IX Coordinator:

Lisa Green

Vice President for Human Resources
and Personnel Development
315-792-3276 or lcgreen@utica.edu

Supervised Practice

Hour Requirements and Rotation Schedule

The UC Dietetic Supervised Practice, as the culminating year of the CDNM, is a 39 week program that surpasses the ACEND- required 1200 hours of supervised practice. 36 weeks are dedicated to completing the supervised practice and 3 weeks are allowed for student vacation. Graduation will take place at the end of the 38th week, with the 39th week reserved for registration exam preparation and project completion. Rotation breakdown with required hours (for both on-site and alternative learning experiences) is as follows:

<i>Program Orientation</i>	40 hours
<i>Clinical</i>	472 hours
<i>Community</i>	380 hours
<i>Food Service Management</i>	340 hours
<i>Specialty</i>	<u>117 hours</u>
Total	1349 hours

Successful completion of the supervised practice component of the CDNM allows the students to be eligible to take the registration exam for dietitians.

Program Calendar - 2018-2019 academic year

Monday, August 20, 2018	Student interns begin 5 day orientation
Monday, August 27, 2018	Student interns begin first rotation
November 19-24, 2018	Thanksgiving week vacation
December 24, 2018 - January 4, 2019	Winter vacation
Friday, May 10, 2019	Final day of rotations
Sunday, May 13, 2019	Graduation

Supervised Practice Guidelines

Preceptor Responsibilities

Each facility will enter into a legal agreement with Utica College to provide supervised practice experiences congruent with the required competencies set forth by ACEND. The facility will designate a Preceptor to be in charge of student supervision, although students may spend time under the supervision of other dietitians at the facility.

Preceptors are expected to be current in their knowledge of dietetics and model professionalism, integrity, and relation of education to practice of dietetics.

Students not used to replace employees

The purpose of the Dietetic Supervised Practice is to educate and train students to become, over time, competent entry-level dietitian nutritionists. The 1200 hours of supervised practice will not create seasoned, experienced dietitians who can perform the professional duties of one who has been in practice for a time. Because of the educational nature of the supervised practice, students should not be used within any rotation facility to replace current employees. The exception to this rule is during the last two weeks of the clinical rotations, when the student may be used for employee relief if they have demonstrated adequate skill development in that area.

Formal assessment & progress reports

Preceptors are required to assess each student supervisee in two key areas: mastery of competencies and professionalism. A written assessment will be completed at the end of each rotation and provided to the student and Program Director. In addition, a meeting will be held at the end of each rotation whereby the preceptor, student, and Program Director will be able to openly speak about the assessment and debrief the rotation. For rotations 8 weeks or longer, preceptors will be asked to complete a written progress report at the midpoint detailing the student's progress toward meeting the requirements of the rotation. It is expected that the preceptor provide regular feedback to the student for the duration of the rotation so the final evaluation is not a surprise.

Retention & Remediation

If it is determined that a student has not demonstrated satisfactory performance for any competency in the supervised practice rotation, the student is required to consult with the Program Director to schedule time in addition to normal supervised practice hours to repeat the task(s) required to demonstrate competence. This time is scheduled in conjunction with the preceptor of the rotation in question.

Disciplinary procedures

Should a student fail to demonstrate performance for competencies, even after attempts at remediation, that student will be required to withdraw from the CDNM supervised practice. In

addition, actions that violate the CDNM Code of Conduct will be regarded as cause for immediate dismissal from the program.

Process for handling preceptor, student complaints

Any problem with the supervised practice facility should first be brought to the preceptor's attention by the student in a professional and thoughtful manner. If the student feels that the problem with the facility is not being resolved, the problem should be brought to the Program Director.

Any problem with the student's performance should be brought to the student's attention by the preceptor in a professional and thoughtful manner, as well as discussed with the Program Director.

After all other steps in the appeals process have been exhausted, if the student or preceptor remains dissatisfied with the outcome, s/he may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is concerned about the quality and continued improvement of the dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal.

ACEND@eatright.org

800/877-1600, ext. 5400

120 South Riverside Plaza

Suite 2190

Chicago, IL 60606-6995

www.eatrightacend.org

Student Responsibilities

Attendance

Daily Attendance

Students must be present for each day at each rotation. If it is necessary for the student to be absent for any reason (including illness, family emergency, or other circumstances) from his/her supervised practice setting, the Program Director and the rotation preceptor **MUST** be notified within two hours of the scheduled arrival time or as soon as possible. Personal business is not an acceptable reason for an absence. Doctors' appointments are not acceptable reasons for an absence and must be made on off-duty time. If this is not possible a student must request permission from his/her preceptor to reschedule rotation time so no rotation time is lost. Students should not schedule appointments before receiving approval from his/her preceptor and the program director.

A student may have up to 2 personal/sick days to use during the clinical portion of the supervised practice (1 day during the Acute Care rotation, 1 day during the Long Term Care rotation). These must be scheduled as far in advance as possible with the Program Director and site preceptor, and

no sooner than 2 hours prior to the start of any workday. In addition, students will be allowed 2 “work from home” days - 1 during the Community Nutrition rotation and 1 during the Food Service Management rotation. These days should be scheduled in advance with the site preceptor and work to be done at home should be agreed upon by the preceptor and student.

If the student is absent from a site without prior notification and permission, the site preceptor will notify the Program Director. Documentation will be made in the student’s file and the director will meet with the student within 1 week to discuss the reason for the absenteeism. If a student is absent for more than 3 unexcused days throughout the year, the program director will determine whether the student will be dismissed from the program or whether other consequences will apply.

Tardiness

Students are expected to be at each rotation at the required time. Upon arrival at the site, the student is to report to the site director or assigned personnel. At the discretion of the site supervisor, any degree of lateness will result with the site supervisor notifying the Program Director. After 5 incidents of tardiness the student will be required to work a free weekend at a site assigned by the Program Director. Regular tardiness is unacceptable behavior. Depending on the number and severity of cases, tardiness will result in the student receiving a written notice and possibly being dismissed from the program.

Injury/Illness

In Facility

Any injury or illness that occurs within a supervised practice facility as a result of the work done there should be reported immediately to the preceptor and the Program Director. Facility procedures should be followed for immediate treatment and follow up with the Program Director and Campus Health Services should occur in a timely manner.

Outside Facility

Illness or injury that occurs outside the supervised practice facility but interferes with the student’s ability to perform their duties should be reported to the preceptor as soon as possible prior to the start of the workday. Students in the clinical rotations will be allowed one 8-hour sick day per rotation (clinical and long term care). Students in the community and food service rotation will be allowed one 8-hour “work from home day”, which can be used in the event of illness. Activities to be completed at home on this day should be arranged with the site preceptor as far in advance as possible. Serious illnesses requiring more than one absence need to be discussed with both the site supervisor and Program Director and time missed will need to be rescheduled.

Family Crisis/Death

In the event of a serious family crisis or death, students need to contact the Program Director and Rotation Supervisor immediately. Students will be given flexibility to resolve family problems, and will be required to work with both the Program Director and Rotation Supervisor to arrange make-up time for missed rotation activities. Large amounts of missed hours may need to be

completed during evenings, weekends, vacations, or beyond the official end date of supervised practice.

Documentation of hours - on site, in class (alternate learning experiences)

Students and preceptors will be provided with access to an online system which will be used to track supervised practice hours and experiences and share evaluation and feedback. This program will be linked through the BannerWeb platform on the Utica College website. Students will be responsible for recording their supervised hours and experiences and submitting them electronically each Sunday. Preceptors will sign off on the students' time sheets weekly as well.

Even if all time commitments have been met, failure of the student to document hours and work experience will result in the student having to schedule make up hours for that rotation.

Alternate learning experiences will be documented and tracked via the online system by the Program Director.

Attire / Dress Code

Students must conform to the dress code of the agencies in which they have supervised practice rotations. Some agencies require professional dress/business clothes; others require white lab coats with professional dress/ business clothes. The dress code of each agency should be explained to the student by the preceptor during the agency orientation.

Professionalism

Dietetic Students are expected to conduct themselves as professionals. This includes behaviors such as timeliness, willingness to learn, acceptance of responsibilities, and respect of patient personal information.

Dietetic Students are expected to adhere to the Academy of Nutrition and Dietetic's Standards of Professional Performance, Standards of Practice for the Profession of Dietetics, and the Code of Ethics. <http://www.eatrightpro.org/resources/practice>

Insurance (Health, malpractice)

All students are required to follow the Utica College policy requiring health insurance coverage. Students may show proof of insurance or purchase insurance through the UC plan. In addition, students will be covered by the liability policy purchased by the college for all health professions students when in supervised practice. Proof of liability insurance must be provided to the Internship Director or Preceptor upon request.

Liability for Safety in Travel

Students will be required to travel within a 50-mile radius of the greater Utica-Rome area. This will encompass travel to various rotation sites, travel within a rotation for specific experiences, and travel to outside locations for external supervised experiences (ie tour of a facility). Students are expected to have their own transportation and up-to-date vehicle insurance and registration. Utica College holds no liability for student travel safety.

Drug testing/background checks

The Utica College CDNМ does not require drug testing or criminal background checks as prerequisite to supervised practice. However, students will need to follow the policies of each individual site as these activities may be required. Ample notice and guidance will be given to those students who need to have these services completed.

Financial Information

Information for general student tuition and fees, as well as financial aid, can be found on the Utica College website. During the supervised practice, additional financial liabilities may be incurred, all of which are the responsibility of the student.

Item	Cost estimate
Tuition (per semester)	\$10,063
Student Activity Fee	\$75
Technology Fee	\$100
Health & Safety Fee	\$100
Health Insurance (if not held individually by student)	\$700
Books, other learning materials	Varies
Transportation (including parking fees)	Varies
Rent, living expenses	Varies
Professional liability insurance	Included in student fees
AND Student Membership	\$50
Technology (phone, computer, etc.)	Varies
Physical exam, other required medical procedures	Varies