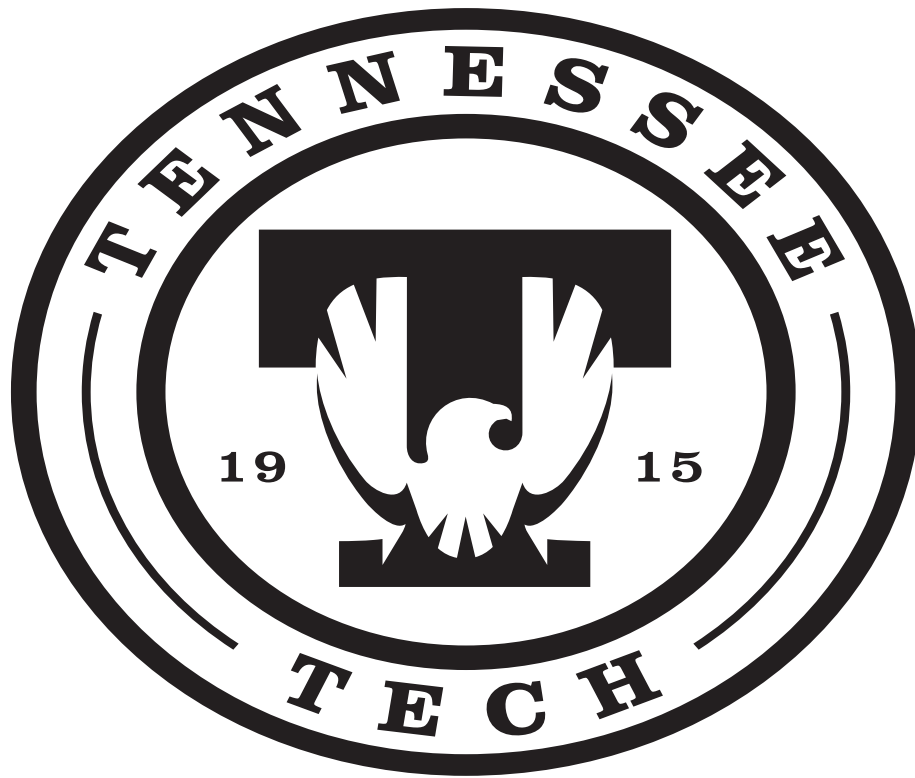




Nutrition and Dietetics Didactic Program (DPD)

Student Handbook

2019-2020

School of Human Ecology
Tennessee Tech University

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Program Overview

The Food, Nutrition and Dietetics (FND) area of study was first identified as a concentration in the Tennessee Technological University (TTU) undergraduate catalog in 1975 as part of the Home Economics major. The Academy of Nutrition and Dietetics (AND) has continuously approved the program since 1975. The name of the school was changed to the School of Human Ecology (SOHE) in 1997. The Didactic Program in Dietetics (DPD) received initial Accreditation in 2003. Dr. Cathy Cunningham served as DPD Director from 1975-1999, and again from 2002-2007. Dr. Melinda Anderson served as DPD Director from 2007-2014, and was re-appointed DPD Director in August 2015. Dr. Anderson continues to serve as DPD Director. Contact information for Dr. Anderson: 931-372-3378 or manderson@tntech.edu

In August 2016, the name of the concentration changed to: Nutrition and Dietetics (HDPD). This change separates the old concentration which had two options, into two separate concentrations. The Dietetics concentration, named Nutrition and Dietetics, and the non-dietetics concentration (not accredited); Food Systems Administration (HFSA).

ACCREDITATION STATUS

The Nutrition and Dietetics Didactic Program (DPD) at Tennessee Tech University is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (Phone: 800-877-1600 ext. 5400) or www.eatright.org/acend ACEND is a specialized accrediting body recognized by the United States Department of Education as a Title IV gatekeeper. The DPD program is scheduled for review of its accreditation in 2020.

PROGRAM MISSION STATEMENT

The Nutrition and Dietetics Didactic Program (DPD) at Tennessee Tech University seeks to provide a high-quality curriculum that prepares students for supervised practice leading to eligibility for the CDR credentialing exam to become a Registered Dietitian Nutritionist.

PROGRAM GOALS

1. Prepare graduates to be qualified and competent to pursue careers in food, nutrition and dietetics using a curriculum that conforms to the ACEND 2017 Accreditation Standards for Nutrition and Dietetics Didactic Programs; and the American Association of Family and Consumer Sciences Body of Knowledge (2010 version).

2. Prepare graduates to improve quality and quantity of food and nutrition for individuals, families and communities through successful completion of the Registration Examination for Dietitian Nutritionists.

PROGRAM OBJECTIVES

Program Goal 1 Objectives

- a. Over a three year period, at least 80% of DPD students will complete program/degree requirements within 3 years (150%) of the program length.
- b. Over a three-year period, 75% of DPD graduates will apply for admission to a supervised practice program prior to or within 12 months of graduation.
- c. Over a three-year period, 60% of DPD graduates are admitted to a supervised practice program within 12 months of graduation.
- d. Over a three-year period, in surveys from internship directors, 80% of respondents will indicate above average (or higher) satisfaction with respect to TTU graduates' preparation for supervised practice.
- e. Annually, TTU DPD students will participate in at least one professional development activity during their senior year.

Program Goal 2 Objectives

- a. Over a three-year period, in surveys from field experience preceptors- 80% of respondents will indicate above average (or higher) satisfaction with respect to TTU senior dietetic students preparation in understanding and demonstrating ways to improve quality and quantity of food and nutrition for individuals, families and communities.
- b. The TTU DPD Program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%

INFORMATION TO PUBLIC

Program outcomes data are available on request. Please send a written request to Dr. Melinda Anderson, DPD Director, at manderson@tntech.edu or School of Human Ecology, 715 Quadrangle Drive, Cookeville, TN 38505.

Policy and Procedures Standard 10

Required Element 10.1

- a. Admission assessment: Programs must establish criteria to assess student potential for success in the program.

ADMISSION TO THE DPD PROGRAM

The School of Human Ecology at TTU uses a self-managed application process for admission to its undergraduate didactic program (DPD) in Nutrition and Dietetics. It is the student's responsibility to collect and prepare all forms, applications, and credentials; and to submit them at one time to the DPD Director. Fulfillment of specific requirements does not ensure admission into the program. Effective fall 2014 ACEND is requiring an enrollment management process to limit the number of student entering undergraduate program: TTU can accept 20 juniors and 20 senior students each academic year.

Eligibility:

Effective Fall Semester, 2009, students interested in pursuing an ACEND Verification statement from the TTU DPD program will be required to complete an application process. Students must have completed ALL of the following requirements in order to be eligible to submit an admission application:

1. Must have completed at least 11 hours in HEC including: HEC 1005 (Intro to the Profession), HEC 1010 (Life Span Development), HEC 2020 (Nutrition for Health Sciences), and HEC 2240 (Food Preparation & Management). A grade of "B" or higher is required in HEC 2020 and HEC 2240.
2. Must have completed and received a grade of "C" or higher in: CHEM 1010, 1020 (General Chemistry I & II); and BIOL 2350 (Intro Anatomy & Physiology).
3. Must have a minimum cumulative GPA of 3.0 at the time of admission to the DPD program.
4. Students who wish to transfer to the DPD program in the School of Human Ecology at TTU must have their transcripts evaluated by the DPD Director (at least two weeks prior to application deadlines) in order to determine DPD course equivalency. Other university courses will be evaluated for equivalency by the TTU Transcript Analyst.

ADMISSION PROCESS

Submit complete application packets only; incomplete or late packets will not be considered for admission. The student is responsible for ensuring receipt of application packets.

The deadline for completed packets is:

The Monday of the official **advising week** each semester. Students should make an advising appointment with DPD Director Anderson for that week, and bring the completed application packet. Students will be advised at that time if they meet minimum requirements to be admitted into upper division and the number of upper division slots available for that academic year.

A statement of professional goals should be attached to the application. This should be typed and include: your professional goals and why you have selected nutrition as your program of study. This document should be limited to no more than 2 double-spaced pages, and be free of grammatical errors.

Two recommendation forms from two different academic faculty members (from any discipline) in a sealed envelope should be submitted with your completed application packet. The recommender should sign his or her name across the sealed portion of the envelope. If you wish to have access to this recommendation, arrange for the recommender to provide you with a copy. The TTU DPD Director and other FND Faculty are not eligible to complete the recommendation form.

ADMISSION PROCESS CHECKLIST FOR DPD

____ active Tennessee Tech student: number of hours completed: _____
____ completed HEC 1005, 1010, 2020, 2240 (minimum B in 2020 & 2240); or transfer equivalents as determined by DPD Director
____ completed CHEM 1010, 1020; BIOL 2350 (min grade: C); or transfer equivalents
____ cumulative GPA of at least 3.0
____ completed application form
____ typed professional goals/narrative document
____ 2 sealed recommendation forms
____ official transcripts must be received by the TTU Records office prior to admission to the program

Required Element 10.1

- b. Student Performance Monitoring: the Program's system of monitoring student performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behaviors and academic integrity of the student.

Student Performance Monitoring

Evaluation of learning occurs throughout the academic program at predetermined times in courses as established by the syllabi for those courses. It is the student's responsibility to be familiar with the various evaluation methods so that they are well prepared for each evaluation, each semester.

In an effort to increase student success, TTU utilizes an early notification system in which advisors are notified by the Instructor if one of their students is struggling in a class or at risk to fail a class. The DPD Director is the academic advisor for all DPD students from 45 credits to graduation. The College of Agriculture and Human Ecology Student Success Director is the Academic Advisor for all DPD students from zero to 29 credits. The DPD Director (and Student Success Director) schedules regular advising appointments with each DPD student, each semester to advise for next semester courses and to check on overall progress in current classes. Student concerns are directed toward the appropriate university resource for

resolution. Any issues with professional behavior, ethical behaviors, and/or academic integrity are taken very seriously. The TTU Plagiarism and Code of Conduct policy will be followed, as well as the Academy of Nutrition and Dietetics Code of Ethics.

At the end of each semester, the DPD Director checks final course grades and cumulative GPA of all DPD students. If a student falls below the required 3.0 GPA or receives a course grade lower than required for continuation in the program; the student receives an email reminder of the program retention requirements. Students are advised to meet with the DPD Director in person to discuss options when grades/GPA fall below expectations. If at any time, student coursework or conduct is at an unsatisfactory level of performance or the student's health status is a detriment to the student's successful completion of the DPD program, a meeting will be held with the DPD Director to resolve the concerns and determine a course of action.

Required Element 10.1

- c. Student Retention: Students with minimal chances of success in the program must be counseled into career paths that are appropriate to their ability.

DPD Retention Policy

Students who have been admitted to upper division dietetics must maintain a cumulative GPA of 3.0 or better EACH semester. A grade of "C" in any DPD or Science course is grounds for immediate dismissal from the DPD Program. Students may choose to re-apply another semester when grades have improved, courses retaken, and if an upper division slot is available.

Students will be **retained** in the TTU DPD program provided the following retention criteria are met EACH semester:

1. Completion of all required courses as outlined on the 120-hour B.S. Degree Curriculum for Human Ecology: Nutrition and Dietetics Concentration
2. Maintenance of a cumulative grade point average of 3.0 GPA each semester, and an overall cumulative GPA of 3.0 (minimum) in 3000 and 4000 level DPD courses.
3. Once admitted to upper division, a letter grade of A or B is required in all 3000 and 4000 level DPD courses and a letter grade of C or higher in Science courses each semester.

The DPD Director monitors all DPD student grades at the end of each semester to verify adherence to retention requirements. Any student failing to meet retention requirements will be notified by email within ten days of final grade postings. Students are allowed to retake courses as needed to meet retention criteria.

Students with minimal chances of success in the program will be counseled into career paths that are appropriate for their ability. In cases where a student has the potential to be successful in the program, a remediation plan will be developed and the DPD Director will work with the student on a timeline for success. If the student does not complete the remediation plan during the agreed upon timeframe, the student will be dismissed from the DPD program.

Required Element 10.2

- a. Insurance Requirements, including professional liability

Insurance Requirements, including those for professional liability

Students enrolled in the HEC 4994 Field Experience class are required to carry professional liability insurance. This insurance is available through a contract the university has with American Casualty Company, and students are billed for the insurance (approximately \$12.00) the semester they enroll in the class.

- b. Liability for safety in travel to and from assigned areas

Liability for Safety in Travel to and from assigned areas

During all occasions that students take their own vehicle for experiences related to the DPD program, students will be required to have automobile insurance that follows Tennessee law.

- c. Injury or illness while in a facility for experiential learning

Injury or Illness

Students that are injured or become ill while at a health care facility or other experiential learning site as part of the field experience class (or other DPD Class as assigned by Instructor) should notify their preceptor immediately and receive appropriate care as established by the guidelines at each specific practice facility (Emergency Room, Urgent Care, private physician, etc). In the event of a major injury, the DPD Director should be notified. All costs associated with injuries or illnesses that occur while completing field experiences (or other off campus field trips as assigned by DPD Instructor) are the responsibility of the student. Students are required to show proof of health insurance prior to beginning the field experience class to ensure they will have medical coverage. TTU is not liable for injuries or health incidents that arise from the student spending time at experiential learning sites as assigned by DPD Instructor.

- d. Drug testing and criminal background checks, if required by the experiential learning sites

Drug Testing and Criminal Background Checks

Several of the health care facilities utilized as field experience sites require drug testing. TTU DPD students are required to comply with any drug testing required at field experience location and are responsible for cost of drug testing; if not covered by facility.

All DPD students enrolled in HEC 4994 Field Experience must complete and pass a criminal background check prior to starting their field experience in order to follow clinical contracts in place at field experience locations. Background checks are completed through TrueScreen, and the cost is the responsibility of the DPD student.

- e. Requirement that students doing experiential learning, if required, must not be used to replace employees

Educational Purpose of Field Experience/Students not to replace employees

The course objectives of HEC 4994 Field Experience are to provide experiential learning opportunities under the supervision of a registered dietitian/nutritionist or other professional staff. Under no circumstances are students allowed to replace employees.

- f. When students are paid compensation as part of the program, policies must be in place to define compensation practices

Field Experience Class – Unpaid experiential learning

The HEC 4994 Field Experience class and all off campus experiential learning placements are UNPAID experiences; therefore, no policies are in place.

- g. The process for filing and handling complaints about the program from students and practitioners providing experiential learning, if used that includes recourse to an administrator other than the program director and prevents retaliation. The program must maintain a record of student complaints for a period of seven years, including the resolution of complaints.

Process for Filing and Handling Complaints

The TTU Student Complaint policy is found at:
[Student Complaint Policy](#)

Students who have a grievance with the DPD program are encouraged to meet with the DPD Director in an attempt to resolve the issue. If the issue is not resolved, the student may present the grievance to the Director of the School of Human Ecology and/or the Dean of the College

without fear of retaliation. A student may initially present his/her grievance to the Director of the School and/or Dean if preferred. Some grievances may be under the jurisdiction of the College and/or University and university policies for student complaints/grievances will be followed as specified in the Student Handbook. The office of Student Affairs may facilitate the processing of student grievances as appropriate [Student Affairs](#)

There will be no retaliation toward any student who has filed a complaint. If a student suspects that retaliation has occurred, the same procedure for filing a complaint may be followed and/or the student may contact the office of Student Affairs directly at

- h. Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted

If a student has followed the proper procedure, as outlined above, and still believes that the matter has not been properly handled, the student has the right to file a complaint with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Written complaints may be sent to: ACEND, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606. The phone number is: ACEND: 800-877-1600, ext 5400. Website: [ACEND](#)
Email: ACEND@eatright.org

ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individual students or act as a court of appeal for individual students in matters of admission, appointment, promotion or dismissal of faculty, staff or students. The procedure for submitting complaints to ACEND may be obtained by contacting ACEND staff by phone or email as listed above.

Preceptors of TTU DPD students who have concerns or complaints against TTU DPD students may contact the Program Director, Dr. Melinda Anderson to discuss those concerns. As an alternative, preceptors may contact the Dean of the College of Agriculture and Human Ecology, Dr. Darron Smith at 931-372-3149.

- i. If the program grants credit, experiential learning hours or direct assessment for students' prior learning, it must define procedures for evaluating equivalence of prior education or experience.

ASSESSMENT OF PRIOR LEARNING

Students with coursework from another institution who wish to have that coursework considered for substitution of TTU coursework must submit official transcripts from all institutions attended. In addition, students should be prepared to provide copies of syllabi, assignments and/or exams to provide documentation of course content. The DPD Director will

review transcripts and determine course equivalency for HEC DPD courses. If the DPD Director is unable to determine course equivalency from the materials provided, the student will be required to pass a comprehensive examination of the course content in order to justify course equivalency. The TTU DPD program does not give academic credit for previous work or volunteer experience toward meeting course completion requirements.

- j. Formal assessment of student learning and regular reports of performance and progress at specified intervals throughout the program, such as written and at the conclusion of any given course, unit, segment or rotation of a planned learning experience.

Formal Assessment of Student Learning and Progress

Assessment of student learning and progress occurs via course assignments, exams, projects, course grades, and other measures of student ability and learning. Students in the TTU DPD program receive verbal and written feedback during each DPD course in order to provide opportunities for improvement as needed. DPD students are required to meet face to face with the DPD Director once per semester for academic advising, to discuss progress toward graduation requirements, and to provide counsel for dietetic internship applications.

DPD students whose GPA falls below a 3.0 or who have a grade lower than a “B” in any HEC DPD Class, or “C” in any Science class in any given semester will be sent an email notification about their at-risk status. Students are encouraged to meet with the DPD Director in order to develop a plan of correction which may include tutoring and other forms of remediation. If it is determined that a student does not have the ability or GPA to be successful in the DPD Program, guidance will be provided toward a different major or career pathway.

- k. Program retention and remediation procedures; students must have access to remedial instruction such as tutorial support

Program Retention Procedures

Any student denied admission or retention to the TTU DPD program will be notified in writing by the DPD Director. Students are given the opportunity to discuss the rationale of the decision with the DPD Director. If a student is not satisfied with the explanation, he/she may request a review of the decision by the Dean of the College of Agriculture and Human Ecology. An official request for review must be received by the Dean in writing within 10 business days from the mailing date of the denial letter. Requests for review received later than 10 days after receipt of the denial letter will be reviewed at the discretion of the Dean.

Remediation Procedures and Access to Remedial Instruction

Students with minimal chances of success in the program will be counseled into career paths that are appropriate for their ability. In cases where a student has the potential to be successful in the program, a remediation plan will be developed and the DPD Director will work with the

student on a timeline for success. If the student does not complete the remediation plan during the agreed upon timeframe, the student will be dismissed from the DPD program.

DPD students are advised each semester by the DPD Director. Students are encouraged to meet with the DPD Director each semester to review academic progress, goals and course selection. DPD Students who fail to meet for academic advising are sent email notifications and phone calls until a face to face meeting can be scheduled. TTU has a vested interest in the success of each student and provides the resources students need to do well academically. Resources include tutoring and learning support services:

[Learning Support](#)

I. Disciplinary/termination procedures

Disciplinary/Termination Procedures

Students falling below the 3.0 cumulative GPA or receiving a grade of “C” or lower in any Science course, or lower than a “B” in any HEC DPD Course in any semester, will be sent an email indicating their GPA or course grade is below the minimum requirement for retention. Students in this circumstance will be placed on probation for one semester. If by the end of the semester, their GPA is not 3.0 or above (or course grade improved); they will be dismissed from the DPD program and placed in another program of study. Students may re-apply to the DPD program one time following a dismissal.

- m. Graduation and/or program completion requirements for all tracks and pathways including maximum amount of time allowed for completing program requirements in place at time student enrolls

DPD Completion Requirements

Students have completed the TTU DPD program when:

1. They have completed the 120-hour BS Degree Curriculum in Human Ecology – Nutrition and Dietetics concentration.
2. Students have maintained a cumulative GPA of 3.0 or above, with no grade lower than a B in all HEC DPD required courses, and no grade lower than a C in all required Science courses (See Appendix A for required DPD courses)
3. Students should plan to complete the DPD requirements within 5 years of admission to the DPD program, or plan to retake upper division food and nutrition courses if more than five years passes between admission to the DPD program and completion of requirements.

- n. Verification statement requirements and procedures ensuring that all students completing requirements established by the program receive Verification statements

Verification Statement Requirements & Procedures

In addition to earning the BS degree, students who satisfactorily complete all DPD program requirements receive an ACEND Verification Statement from the DPD Director signifying the completion of the academic qualifications required by ACEND to be eligible to apply for a ACEND-accredited dietetic internship.

In order to receive a verification statement, students enrolled in the DPD program at TTU must:

1. Achieve and maintain a cumulative GPA of 3.0 or above, with no grade lower than a B in all HEC DPD required courses, and no grade lower than a C in all required Science Courses. A list of DPD required courses is found in Appendix A.
2. Complete a minimum of 21 hours of upper division food and nutrition courses from TTU, to specifically include: HEC 3240 Quantity Food Production, HEC 4271 Medical Nutrition Therapy, and HEC 4994 Field Experience – Health Care.

The Verification Statement is a VERY IMPORTANT document and should be kept with the graduate's permanent records. Graduates who need additional copies of the form should contact the DPD Director.

Students not awarded the ACEND verification statement are NOT eligible to apply for any ACEND accredited dietetic internships, and thus, will NOT be able to take the examination to become a registered dietitian.

Students who have previously earned a Bachelor's degree may choose to enroll in the DPD program at TTU in order to receive an ACEND verification statement. These students may be awarded a verification statement from TTU if they complete all of the DPD required courses (Appendix A) with a grade of B or better in required HEC DPD Courses, a C or better in all required Science courses, and earn a cumulative GPA of at least 3.0. Transcripts from previous degrees will be reviewed by the DPD Director to determine whether previous coursework satisfies any of the DPD program requirements.

Transfer students (without a BS degree) must complete at least 21 hours of upper division food and nutrition courses at Tennessee Tech University (to specifically include: HEC 3240 Quantity Food Production, HEC 4271 Medical Nutrition Therapy, and HEC 4994 Field Experience – Health Care) in order to be eligible to receive the verification statement. Transcripts from universities/colleges will be reviewed by the DPD Director to determine whether previous

coursework satisfies any of the DPD program requirements; a grade of C or better is required for coursework to be considered from other universities to apply towards a verification statement.

All coursework meeting upper division (3000 and 4000 level) food and nutrition course requirements must be completed within five years of receiving the verification statement. Students who completed upper division food and nutrition courses five or more years ago will be required to retake all of the 3000 and 4000 level food and nutrition courses, in addition to satisfying all of the requirements listed above.

- o. Programs using distance instruction and/or online testing must employ strategies to verify identity of students.

No distance instruction or online testing is used by the TTU DPD Program

p. Withdrawal and refund of tuition and fees, if applicable

The TTU policy for withdrawal and refund of tuition and fees can be found at the following link: [Withdrawal and refund of tuition and fees.](#)

q. Program schedule, vacations, holidays and leaves of absence

The TTU academic calendar can be found at: [Academic Calendar](#)

The TTU DPD program schedule follows the university calendar with classes offered in fall, spring and summer sessions. Holidays are determined by the university. The DPD Director is available to students and individuals interested in applying to the program year-round and is available by phone and email during holiday breaks. In the event the DPD Director were to take a temporary leave of absence, an appropriately qualified member of the Human Ecology faculty would be appointed to cover the duties of the DPD Director during that absence.

r. Protection of privacy of student information, including information used for identifying students in distance learning

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student information. TTU takes the privacy of student information very seriously. The complete policy statement of “Privacy Rights of Students” is available online in the Student Handbook and can be viewed at: [Student Handbook](#)

s. Student access to their own file

DPD student files are maintained by the DPD Director and stored in a locked and secured location. Access to the DPD student files is limited to only the DPD Director. Information contained within each student file includes but is not limited to academic advising notes, program of study progress, and Verification statement (following graduation). DPD students may view their files upon request.

t. Access to student support services, including health services, counseling and testing and financial aid services

Campus Health Services provides medical care through an outpatient facility staffed by licensed physicians and nurse practitioners. Services include a general medical clinic, allergy and immunizations, preventative care, and referrals as needed. More details are found at: [Health Services](#)

The TTU Counseling Center offers services such as personal counseling, academic counseling, career counseling, testing, campus outreach and consultation services free of charge to enrolled students. More information is found at [Counseling Center](#)

The office of Financial Aid website provides information for students related to financial aid: [Financial Aid](#)

DIETETIC STUDENT RESPONSIBILITIES AND ETHICS

Students enrolled in the TTU DPD program must follow appropriate student conduct as outlined in the TTU Student Handbook:

[Student Handbook](#)

Additionally, dietetic students should conduct themselves in a professional manner while on or off campus in the course of attending classes or completing coursework. The Academy of Nutrition and Dietetics Code of Ethics is the reference document for professional conduct of dietetics students and practitioners

[Nutrition & Dietetics Code of Ethics](#)

Professional Dress Code

Students are expected to be clean, neat, and dressed in a professional manner when representing the TTU DPD Program. Students are expected to follow the dress code of the facility hosting their field experience. Policies for jewelry, tattoos, piercings, fingernails, and hair

restraints (when in kitchen) must be followed at each field experience site in order to successfully complete the field experience course. Failing to adhere to any portion of the facility's dress code policy will result in dismissal from the field experience location.

FEES AND EXPENSES

Fees and expenses related to tuition and other costs can be found at:

[Fees](#)

ADDITIONAL DPD EXPENSES

Transportation expenses may be incurred as part of the following courses:

HEC 3201 Community Nutrition

HEC 3270 Nutrition and Disease

HEC 4271 Medical Nutrition Therapy

HEC 4242 Foodsystems Administration

HEC 4994 Field Experience – Health Care

Membership Fees **REQUIRED** for the program include:

The Academy of Nutrition and Dietetics - approximately \$60.00 per year

Recommended:

Food, Nutrition and Dietetics Club (TTU) - \$10.00 per year

Equipment/lab apparel costs may be incurred in HEC 2240, or HEC 3240 approximately \$15 per class

Field Experience Class (HEC 4994) Requirements and Costs:

Background Check through True Screen: \$25.00

Student Liability Insurance – included as part of registration fees during the semester this course is taken (approximately \$12.00)

Proof of Health Insurance – varies

Current Immunizations and proof of TB test – varies

Drug testing – may be required at some facilities – varies

The HEC 4994 Field Experience in Health Care course is a requirement of the TTU DPD program and students are placed in a variety of health care facilities within the upper Cumberland region of Tennessee. Each health care facility has its own requirements for student volunteers. Some facilities require drug testing prior to beginning the field experience, and students should be prepared to submit to this drug testing and pay the testing costs. Criminal background checks are required of each student enrolled in HEC 4994 Health Care Field Experience and are administered through True Screen. Each student will be given the log in information for the True Screen website during Field Experience orientation.

The **purpose** of the HEC 4994 Field Experience in Health Care is to allow TTU DPD students the opportunity to observe and practice, with direct supervision, clinical nutrition food service activities as agreed upon with the Student, Instructor and Preceptor. TTU DPD students should *never* be used to replace regular health care or food service employees at the host facility. Each host facility signs a clinical contract with Tennessee Tech University which states that DPD students require direct supervision for all clinical and foodservice activities performed at the host facility. Students who feel this policy is being ignored should immediately contact DPD Program Director, Dr. Melinda Anderson.

PROCESS TO BECOME A REGISTERED DIETITIAN

In order to become a registered dietitian/nutritionist (RDN), individuals must **1)** complete a BS degree from an accredited program, **2)** complete an accredited dietetic internship (DI) and **3)** successfully pass the national examination for registered dietitians. The Commission on Dietetic Registration (CDR) of the Academy of Nutrition and Dietetics administers the examination, and also establishes the criteria for eligibility of applicants to take the exam. Eligibility criteria include both knowledge and performance standards. The knowledge requirements are stated at the end of this Handbook and provide the core knowledge base for entry-level dietitians. The performance requirements involve completion of an Academy of Nutrition and Dietetics accredited post-baccalaureate dietetic internship program designed to provide students with practice experience and opportunity to master specific performance skills necessary for entry-level dietitians. The DPD Program at TTU fulfills the first requirement to becoming an RDN – the completion of a Bachelor of Science degree from an ACEND accredited undergraduate program. TTU DPD students who wish to complete the second part of the process, a dietetic internship, must apply – be accepted – and successfully complete a post-baccalaureate supervised practice program at another institution or facility, in order to be eligible to sit for the RD exam.

Tennessee Tech University DOES NOT OFFER a dietetic internship program.

Current National Shortage

According to data from the ACEND website, during the April 2018 DI Match Process, a total of 4,043 applications were submitted, and only 3,248 matches occurred. This match rate is currently 61%. The April 2018 Match rate was 11% higher than the April 2017 Match Rate (55%). It is important for all students who desire to pursue a career as a Registered Dietitian/Nutritionist to be informed of this shortage of internship positions, and that graduation from an accredited BS program does NOT guarantee acceptance into an internship program. Application to any dietetic internship program is extremely competitive, and students should realize that GPA is very important along with work and volunteer experiences as measures of student success.

APPLICATION TO A DIETETIC INTERNSHIP PROGRAM

Supervised practice in an accredited dietetic internship (DI) program is required, along with academic coursework to become a registered dietitian/nutritionist (RDN). There is a national application process that is made available through the Academy of Nutrition and Dietetics. For most programs, applications must be postmarked in early February and notification of acceptance is received in late April for programs with a summer or fall admission.

Currently there are more applicants than slots available and nationally only 61% of the applicants are placed. It is essential that, beginning early in their coursework, students plan for developing a strong record of academic progress, experiences, and relationships that will support a successful DI application.

Additional guidance on applying to dietetic internships can be found in the Student Guidance Document in Appendix B.

ONLINE INTERNSHIP APPLICATION PROCESS

Beginning August 2, 2010 a new online Internship Application process is available: the Dietetic Internship Centralized Application System (DICAS). Students should check the website of each Dietetic Internship to confirm if that internship is using the DICAS system. The fee to use DICAS is \$45.00 for the first application submitted, and \$20.00 for each additional application. Students can set up accounts at: [DICAS](#)

TIPS FOR APPLYING TO A DIETETIC INTERNSHIP

Each fall semester, the DPD Director will host a DI orientation meeting. All Nutrition and Dietetic students are encouraged to attend this meeting.

1. Build a professional portfolio. Begin EARLY to establish relationships, experiences and an information base needed to successfully apply for the DI. Directors of the DI program consider these attributes:
 - a. Cumulative grade point average – Many programs require a GPA of 3.0 or higher for admission to the DI. Other programs may not specify a certain GPA, but national competition and experience strongly suggests that a GPA of 3.0 or higher is needed for acceptance. Grade points are viewed as cumulative. Particular consideration is given to all DPD courses, with special emphasis on science courses and upper division nutrition and food service courses.
 - b. Relevant work experience. Evidence that you are a productive, reliable and competent worker is critical. Volunteer and paid work experience in areas of nutrition and foodservice is helpful.
 - c. Activities. DI program directors look for students whose activities suggest they are committed to becoming a registered dietitian and contributing to the profession.
 - d. Leadership. Demonstrated leadership skills. What future expectation do you have for yourself? What evidence can you provide to the DI selection committee that you are a good investment for their program?
 - e. References. Dietetic programs often require references in the following categories: DPD Director, professors, academic advisors, employer and personal. Obtaining good references should not be the sole basis for decisions, but it is important to develop relationships over time with people who may serve as references in the future. This may include a variety of interactions so that the persons from whom you request recommendations have an adequate basis for providing a strong reference when needed.
2. Collect information about dietetic internships The *Directory of Dietetic Programs* is available on the Academy of Nutrition and Dietetics website www.eatright.org.

Information about dietetic internships should be sought during the sophomore and junior years. Once the directory has been reviewed, a student should select programs of interest, request information on the programs, review the information, and develop a sense of which program(s) best suits his or her needs.

3. Follow good business etiquette in writing, e-mailing, and calling for information and in all professionally-related activities. You cannot predict when a program director or potential employer will form an opinion about you. Good business practices suggest that all written communications be on plain, good quality paper, typed, error-free, grammatically correct, well-organized, and the request clearly stated. All correspondence (including e-mails) should be dated, include name and correct titles of person to whom you are writing, and include your complete name and contact information.
4. Applications to Dietetic internships are a national application process. The application timetable is available at www.eatright.org and the DPD director. Most DI programs follow

the February application process with a start date in summer or fall. Some programs have a November application process with a start date in spring.

- a. Each DI will have its own application requirements – pay close attention to what is required for submission – each DI will have a separate application fee. Make a grid of what is required for each program.
 - b. Applications for graduate school are completed in separate packets according to each school's guidelines – these often require separate recommendation letters and separate mailing addresses.
 - c. Request letters of recommendation from appropriate individuals, and allow enough time for completion. One letter of recommendation must come from the DPD Director – Dr. Anderson.
 - d. The DPD Director will complete "Intent to Complete Form" online prior to completing application packets.
5. Take the GRE if needed: www.gre.org

DECLARATION OF INTENT

This form is required as part of the application packet to a DI. This form is completed online by the DPD Director and states the courses to be completed and the date the B.S. degree will be complete. Students who have already completed B.S. degree requirements would submit a Verification Statement instead of the Intent to complete form.

COMPUTER MATCHING

DI programs used a standardized computer matching process to match applicants with slots. Students are responsible for registering with D& D Digital in order to be part of the computerized matching process. Information can be found by contacting D& D Digital: www.dnndigital.com (\$55.00 fee)

ACEND ACCREDITATION STANDARDS 2017

REQUIRED ELEMENTS:

5.1 A curriculum map must be developed that:

- a. Identifies didactic courses and experiential learning experiences, if used, which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge
- and

b. Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

5.2 The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.

a. The program's curriculum must include the following required components, including prerequisites:

1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
2. Communication skills sufficient for entry into professional practice
3. Principles and techniques of effective education, counseling and behavior change theories and techniques
4. 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 interprofessional relationships in various practice settings
5. Principles of medical nutrition therapy and the Nutrition Care Process
6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
7. Management theories and business principles required to deliver programs and services
8. Continuous quality management of food and nutrition services
9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)
11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service and value-based payment systems
12. Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus and food products acceptable to diverse populations
13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition and nutrition across the lifespan
14. Cultural competence and human diversity; human behavior, psychology, sociology or anthropology

Standard 5: Curriculum and Learning Activities

The Core Knowledge must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program.

b. The program's curriculum must prepare students with the following core knowledge:

1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of 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.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the 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 interprofessional 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 interprofessional 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.

3. Domain 3. Clinical and Customer Services: Development and delivery of information, products and 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 basic concepts of nutritional genomics

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.

Knowledge

Upon completion of the program, 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.

5.3 The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.

b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.

c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

APPENDIX A – Revised August 2018
Required DPD Courses at TTU

HEC 1005 Intro to Human Ecology

HEC 1010 Life Span Development

AGHE 2022 Professionalism in Agriculture and Human Ecology

HEC 2020 Nutrition for Health Sciences

HEC 2065 Families in Society

HEC 3011 Consumer Economics

AGHE 4500 Senior Seminar in Agriculture and Human Ecology

***all Dietetic courses**

HEC 2240 Food Preparation & Management

HEC 3201 Community Nutrition

HEC 3240 Quantity Food Production

HEC 3270 Nutrition in Disease

HEC 3290 Nutrition through the Life Cycle

HEC 4200 Advanced Nutrition

HEC 2220 Medical Terminology for the Human Sciences

HEC 4940 Nutrition, Fitness and Wellness

HEC 4242 Foodsystems Administration

HEC 4994 Field Experience – Health Care

HEC 4271 Medical Nutrition Therapy

HEC 4272 Clinical Dietetics

HEC 4925 Nutrition Counseling and Education

HEC 3565 Loss and Bereavement for Children and Families

***all Biology Courses**

BIOL 2350 Intro Anatomy & Physiology

BIOL 3230 Health Science Microbiology

***all Chemistry Courses**

CHEM 1010, CHEM 1020 General Chemistry

CHEM 3005 Elementary Organic Chemistry

CHEM 4500 Nutritional Biochemistry

***all Mathematics Courses**

MATH 1530 Introductory Statistics

***all Communications Courses**

ENG 1010, ENG 1020 Writing I & II

COMM 2025 Fundamentals of Communication

***all Social/Behavioral Science Courses**

PSY 1030 Introduction to Psychology

SOC 1010 Introduction to Sociology

***all Business Courses**

BGMT 3510 Mgmt./Organizational Behavior

The following courses are needed to graduate with a BS degree in HEC from TTU, but ARE NOT part of the DPD curriculum:

***HIST 2010 and HIST 2020 American History**

***Humanities/Fine Arts (9 hours)**

Appendix B

Student Guidance Information

[Student Guidance](#)

See link above for information on improving chances of matching to a dietetic internship program.

Appendix C

Student Code of Conduct and Signature Page

Code of Conduct and Professional Ethics – TTU DPD Program

Self Presentation: I will present myself in a manner that demonstrates self respect as well as respect for my peers, professors, and others.

Your attire and behavior can convey a professional attitude. Unique dress is not discouraged, although **unprofessional dress** (e.g. exposed body parts etc.) can be distracting to others and send unintended messages. Consider presenting yourself in a way that *communicates*:

- I am a mature person
- I respect myself
- I respect my audience, peers, professors, students etc.
- I am serious about conveying professional or academic messages

Original Work I will submit or present work that is my own, or cite my sources appropriately. Refer to the TTU Student Conduct Code and Academic Integrity Guidelines: [Student Handbook](#)

Developing original ideas or ways of describing them in words is a critical part of success in higher education. Homework assignments, papers, presentations, and exams are all opportunities to practice and hone these skills. Using others' work is crucial in certain situations (e.g., reviewing literature or writing a research paper). Doing so effectively requires use of an accepted citation format. Copying and pasting information from Web sites into a paper is plagiarism, unless the text is in quotes and cited. In summary, give credit where credit is due, do not present someone else's work as your own, and when giving credit to a source, do so in an appropriate way.

Attendance and Class Conduct I will be present in class both physically and mentally. I will make contributions to class that are respectful and relevant to my own learning process and the learning processes of others. My behavior will be professional and appropriate, and not disruptive to class. Each class period is an irreplaceable, interactive learning opportunity. Listening attentively, taking notes, and actively participating in discussions or other activities accelerate learning and also convey interest and respect in others, including professors and classmates. Conversely, arriving late, leaving the room in the middle of class, walking out early, studying for other classes, using a cell phone or text messaging, sleeping, etc. is disruptive, distracting, and can hinder others' ability to teach or learn. Habitual inappropriate conduct can damage class moral. In summary, manage your time and plan other commitments so that you attend your classes faithfully. Come to class with a focused mind so that you can think clearly, focus on understanding what is being communicated, and contribute effectively.

Time Management

I will respect others' time and will follow through on all scheduled time commitments.

Time is valuable to both professors and students. Program participants are responsible for being on time for class meetings, group meetings, and other scheduled appointments. In the unfortunate event of being late or missing a meeting or appointment, one can restore integrity by acknowledging the breach and apologizing to others affected. Program participants are also responsible for maintaining an adequate level of availability for communication outside of class. This includes maintaining or using office hours, and checking voice mail and email messages regularly, and responding promptly or within a reasonable time frame.

Emergencies

I will fulfill my academic obligations to the best of my ability. If a personal emergency is preventing me from fulfilling my academic obligations, I will take appropriate action.

In some cases, personal emergencies may jeopardize a participant's ability to fulfill academic commitments successfully by preventing class attendance, causing one to miss due dates for assignments, meetings for group projects, exams etc. Such cases call for clear and early communication with the program director to determine the best course of action. While special consideration and accommodation can be made for students who have temporary unfortunate circumstances, longer term or habitual emergencies may require requesting a leave of absence from the program.

Recommendations

For Students: If applicable, I will be recommendable for an Dietetic Internship, employment, graduate school, or other opportunity. I will seek recommendations with respect and humility.

For Faculty: I will write honest and objective recommendations for deserving students with appropriate attention to deadlines.

Becoming a student worthy of a professor's recommendation requires time and effort. Writing effective recommendations similarly requires time and effort, as well as genuine interest in supporting specific students. Professors are not required to endorse students, and in doing so risk their own professional integrity. However, a successful recommendation process can be mutually beneficial, by assisting deserving and competent graduates in gaining appointments in competitive internships, acceptance into academic programs, or obtaining professional positions.

To facilitate success in the recommendation process, students are advised to do the following:

- Justify a professor's recommendation with the quality of your work, professionalism, and character.
- Choose individuals to be references who are well acquainted with you and your abilities.
- Request a recommendation in a timely fashion, respectfully, and without presumption.
- Assume that the recommendation will be confidential.
- Acknowledge the time and energy taken to write and submit a recommendation letter with a written thank you to your references.
- Keep in touch with your references and inform them about your progress and whereabouts (you may need additional letters in the future).

Feedback/Evaluation I will actively engage in the program's evaluation processes, to promote its continued improvement and success for present and future participants. For faculty, examples to provide feedback include a professor's comments on student assignments, and faculty-student communications. For students, examples to provide feedback include mid-semester surveys, end of semester teacher or advisor evaluations, one on one meetings, exit interviews for seniors, and follow up surveys for alumni. Students can help professors continuously improve the overall program content and the teaching and management of specific courses. Professors can help students improve writing, speaking, understanding, or other academic or professional skills. In summary, providing constructive and relevant feedback is a professional responsibility.

I have received a copy of the TTU DPD Student Handbook, read and understand its contents. I have read, understand, and will abide by this code of conduct and professional ethics while enrolled in the DPD Program at TTU:

Student Name: _____ Date: _____

Student Signature: _____

Faculty Advisor Signature:

_____ Date: _____

(content adapted from Montana State University, DPD Student Handbook)