

2020-2021

STUDENT HANDBOOK POLICIES & PROCEDURES

RIT



WSHN
Wegmans School of
Health and Nutrition



Dietetics and Nutrition Program

ROCHESTER INSTITUTE OF TECHNOLOGY
Rochester, New York
www.rit.edu/dieteticsnutrition

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I. THE ACADEMY OF NUTRITION AND DIETETICS EDUCATIONAL AND PROFESSIONAL REQUIREMENTS AND PATHWAYS

Registered Dietitians (RDs*) are Food and Nutrition experts who have met the following criteria to earn the RD credential:

** Effective 2013, the credential of RDN (Registered Dietitian Nutritionist) may also be used.*

- Complete a minimum of a bachelor's degree at a US regionally accredited university or college and course work accredited or approved by the *Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND)* - see contact page- Appendix F.
- Complete a ACEND-accredited supervised practice program via a *Dietetic Internship (DI) or Coordinated Program in Dietetics (CPD)* - see Appendix C for clarification.
- Pass a national exam administered by *Commission on Dietetic Registration (CDR)*
Complete continuing professional educational requirements to maintain registration.
- Effective 2024, an MS degree in any discipline will be required for entry level practice as a Registered Dietitian. Students completing BS degree programs prior to that date will be grandfathered.
- In addition to the professional credential of the RD, forty-six states currently have statutory provisions (licensure/certification) regarding professional regulation of dietitians and/or nutritionists. Information regarding status of individual States can be found at the following:
<http://www.eatright.org/members/content.aspx?id=11008>

II. PROGRAM DESCRIPTION

Didactic Program in Dietetics:

The curriculum of the Didactic Program in Dietetics (DPD) Dietetics and Nutrition leads to a baccalaureate degree at Rochester Institute of Technology and meets the educational requirements of the Academy of Nutrition and Dietetics. The courses included focus on the areas of physical, biological and social sciences; food principles and management; nutrition health and disease; accounting and marketing; research and technology. The objective of the DPD curriculum is to meet the Core Knowledge for Didactic Curriculum Content (Appendix A). The program is accredited by the *Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics* (Appendix F).

Supervised Practice s:

In addition to completing this academic program, persons seeking registration as a Registered Dietitian (RD) need to complete an accredited supervised practice program (Dietetic Internship, Coordinated Program or Future Graduate Program) and pass the National Registration Examination for Dietitians of the Commission on Dietetic Registration (CDR). There are currently three major pathways to completion of supervised practice (See Appendix C). These include:

1. Accredited Dietetic Internship Program

Students must apply to an ACEND accredited program. These programs provide for the achievement of the performance requirements for entry-level dietitians through a minimum of 1200 hours of supervised practice. The program follows completion of an accredited DPD program and Baccalaureate degree, at a minimum.

NOTE: The Dietetic Internship Program is separate from the undergraduate work at RIT. Steps to complete this application process is accomplished through RIT's curriculum during the senior year.

2. Accredited Coordinated Program in Dietetics

Another pathway to becoming a Registered Dietitian is through an Accredited Coordinated Program (CP) in Dietetics. Currently all the CPs must provide the required dietetics coursework and at least 1200 hours of supervised practice within an academic program leading to a bachelor's or graduate degree. Graduates of Coordinated Programs who are verified by the program director are eligible to write the CDR registration examination for dietitians.

3. Accredited Future Graduate Programs

Student must apply to an ACEND accredited Future Graduate (FG) Programs. All FG programs are offered at the graduate level and provide the required nutrition and dietetics coursework and supervised experiential learning to meet ACEND's competency requirements to be eligible to become a Registered Dietitian Nutritionist (RDN). A verification statement is issued to individuals who successfully complete the program in order to be eligible to take the CDR RDN credentialing examination.

Please note that all supervised practice options require a separate application process. Acceptance into Supervised Practice Programs is timely and highly competitive. Acceptance into a supervised practice program is not guaranteed. It is the student's responsibility to initiate this process with the Program Director by the spring semester of the junior year. Guidance will be provided by program faculty.

III. MISSION STATEMENT OF THE RIT DIETETICS AND NUTRITION PROGRAM

The Mission of the Dietetics and Nutrition Program at the Rochester Institute of Technology is based on the philosophy that a college graduate should have a broad-based education. This encompasses meeting the current and future needs of students including preparation for registration eligibility and successful supervised practice as well as careers in the changing food and nutrition environment to better serve society.

IV. GOALS OF THE RIT PROGRAM

The Goals of the Dietetics and Nutrition Program

1. Prepare graduates for successful application to accredited supervised practice programs and to become competent, entry-level Registered Dietitian Nutritionists
2. Prepare graduates to continually participate in professional development.

Objectives/Outcomes of the Dietetics and Nutrition Program

Objective: The 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%.

Outcome: 90% one-year pass rate for exam administered from January-December 2019

Objective: 80% of program graduates are admitted to a supervised practice program within 12 months of graduation.

Outcome: 100% acceptance into a supervised practice program within 12 months of graduation.

Objective: 85% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Outcome: 90% applied to supervised practice program prior to or within 12 months of graduation.

Objective: At least 80% of program students complete program/degree requirements within 6 years (150% of program length).

Outcome: 100% of students complete the program within 6 years (150% of program length).

Objective: At least 90% of supervised practice directors who answer a survey will agree or strongly agree with the statement: "This RIT graduate was adequately prepared for supervised practice."

Outcome: Data under collection, outcome forthcoming.

Objective: 95% of graduates who responded to a survey and have completed or are completing supervised practice will verify that they were prepared.

Outcome: 100% of graduate survey responders felt they were prepared for supervised practice.

Objective: 100% of students in the third and fourth year of the program will be members of the Academy of Nutrition and Dietetics (AND).

Outcome: 100% of third- and fourth-year students are AND members.

Objective: 100% of all graduates who become RDNs will participate in professional development activities required for maintenance of RDN status

Outcome: 100% of graduates who become RDNs participated in professional development activities required for maintenance of RDN status.

V. ADMISSION POLICY

RIT does not discriminate. RIT promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability. <http://www.rit.edu/nondiscrimination.html>

Transfer students must have a minimum GPA of 3.2. Due to course sequencing and prerequisites as well as Dietetic Internship preparation, transfer students will likely require a minimum of four semesters of course work at RIT. RIT makes every effort to grant credit for academic coursework completed at other colleges/universities. Coursework is evaluated on an individual basis and applied to program requirements as appropriate. A grade of "C" or better is required for transfer credit. Additional assessment of prior learning may be available on an individual basis.

VI. GRADUATION REQUIREMENTS

Didactic Program in Dietetics (DPD):

1. Completion of 123 credit hours - see approved graduation requirements (Appendix E).

2. All students must maintain a 3.2 GPA.

- All science and nutrition (NUTR) courses required in the DPD Program must be completed with a grade of "C" or better. NUTR and Science courses with a grade of "C-" or lower must be retaken in order to earn a Verification Statement. Students earning C/C+ grades are not required to re-take the course, but should discuss the potential pros/ cons of a retake with their faculty advisor.
- Students must maintain a 3.2 average while following a full time course load (12 credits).
- Students who's GPA falls below a 3.2 at any point will be required to sign a contract which states that they will have one academic year to regain the 3.2 status, otherwise they will be required to change their program. This process will be initiated by the Program Directors/Advisors. This contract is available one time only.
- See Policy Statement for Verification Statement - Appendix D for specific information on requirements for awarding of AND Verification Statement

3. Completion of three cooperative work experience ("co-op"). RIT defines cooperative work experience as full time (equivalent to 400 hours), paid work experience in an industry related to the student's major. At least one co-op must be completed in a health care food and nutrition setting. Co-op's may not be completed part time during the academic year. Students who have not completed a Health Care Food and Nutrition Co-op will not be permitted to apply to a Dietetic Internship. No more than one co-op will be waived for transfer students possessing an Associate's degree and beyond. It is the student's responsibility to ensure that they secure the required cooperative work experiences and register appropriately.

4. Completion of Dietetics and Nutrition program evaluation.

VII. YEARLY EXPENSES AND FINANCIAL AID

A. Expenses: (Based on two semesters)

Tuition	see current catalog
Books	standard
Supplies & Uniforms	
Knife kit for labs	Approx. \$115
Lab coat & white pants for labs & field experiences	Approx. \$50
Room & board (campus)	See current catalog
Transportation	Student responsible for own transportation
Parking	See RIT parking website
AND & GDA memberships (by Junior year)	Approx. \$50
Other (may include attendance at national, state and local dietetics association meetings)	Varies
Dietetics internship application process	Varies

B. Financial Aid:

Student financial aid is available. Inquiries for all types of financial assistance can be found at: www.rit.edu/emcs/financialaid

Scholarships from The Academy of Nutrition and Dietetics and its affiliate organizations, as well as other industry groups are available. RIT Dietetics and Nutrition students with financial need demonstrated on the FAFSA (<https://studentaid.ed.gov/sa/fafsa>) and a strong academic record may be eligible for the Bernice Skinner Morecock Endowed scholarship. Students are notified of scholarship opportunities as they become available.

VIII. STUDENT INSURANCE: MEDICAL AND LIABILITY

A. Medical Report:

All students are required to submit a confidential health history form electronically to the RIT student Health Center which includes documentation of required immunization. Please refer to <http://www.rit.edu/studentaffairs/studenthealth/immunizations.php>. Students who are not compliant by day 30 of classes, will be disenrolled by RIT.

B. Health Insurance:

Accident and sickness insurance is required for all students. Insurance may be provided through the Institute, or by family or personal policies. This coverage is needed for health care services provided by non-RIT health care professional.

[A Student Accident and Sickness Insurance Program](#) is available through the Institute for an additional cost. The plan provides coverage (within the limits specified by the policy) for hospitalization due to sickness or injury, emergency care, psychiatric care, out-patient services such as laboratory and X-ray procedures, prescription medications and referral to specialty providers.

C. Professional Liability Insurance:

Students are not required to purchase liability insurance for purposes of practicing in affiliations for course work required by RIT Dietetics and Nutrition curriculum. However, students should carry their own liability insurance if involved in practice not related to RIT course work. This can be discussed with the Program Director.

D. Drug/Background Testing:

Drug/Background Testing may be required by some dietetic internship and some RIT practicum sites. Students may be responsible for the cost of such testing.

IX. TRANSPORTATION

Students are responsible for arranging their own transportation and housing accommodations while enrolled in the program. They are also encouraged to share rides when possible. Students are responsible for their own insurance and liability when traveling to and from off campus affiliations. Lack of a car and the necessity to use public transportation do not constitute valid excuses for being late to a field experience.

X. DRESS CODE

The student is required to adhere to the dress code for the Dietetics and Nutrition Program. Faculty members will enforce the dress code in the laboratory and during practice experiences.

Field Experience Attire and Lab Attire:

- A. Unless otherwise stated, professional dress is required for field visits and other situations such as presentations, conferences, and other industry interfaces. Professional dress generally constitutes no jeans, yoga/leggings casual pants or flip flops.
- B. Some field experiences may require a white lab coat that the student is responsible for obtaining. White lab coats must be kept clean, free of wrinkles and presentable. Insignia/labels other than professional are unacceptable.
- C. Students should conform to the dress code of each supervised facility.
- D. Non-skid shoes are to be worn when assigned to a kitchen, or other appropriate footwear as dictated by the facility.
- E. Food Lab Requirements:
 - 1. Good personal hygiene
 - 2. Hair style- hair should be kept neat and in moderation at all times. If hair length should exceed shoulder length, it must be confined while in the lab area to prevent contamination and to promote safety. Hair covering must be worn in the kitchen or during food service labs.
 - 3. Hands and fingernails should be kept clean at all times. Fingernails should be trimmed to a moderate length. No nail polish is allowed.
 - 4. Males must be clean shaven. If beard or mustache is desired, they must be kept groomed.
 - 5. The only jewelry which may be worn includes wedding bands, watches, and posts for pierced ears.

XI. ATTENDANCE AND PROFESSIONAL BEHAVIOR *(see Student Responsibilities document in Appendix G)*

- 1. 100% attendance in all professional lecture classes and in all field experiences is key to being successful in the program. Review class syllabi for individual class attendance policies.
- 2. Professional behavior is expected and will be monitored to include, but not be limited to:
 - a. Acceptance of constructive critique from instructors and preceptors.
 - b. Timeliness to all classes and external meetings, visits, conferences, etc.
 - c. No texting or cell phone use during above mentioned activities.
 - d. Upholding AND Standards of Professional Performance, Professional Framework and Code of Ethics.
- 3. Any student unable to attend class or perform in the field experience area due to illness should report to the instructor before class begins. The student should also follow the facility policy regarding notification of supervisor and/or preceptor.

4. If any illness or injury occurs while the student is in a field experience facility, they should notify the preceptor/facility immediately.

XII. STUDENT ADVISING AND COUNSELING

- A. Individual student advisement with Program faculty is available for student guidance. **Students are required to make an appointment to discuss scheduling and progress on a semester basis with their faculty advisor as well as academic advisor (Chelsea Church). Failure to do so may result in an inability to complete program requirements.**
- B. The Academic Support Center, Office of Disability Services and Counseling Center, all located on RIT's campus, are available to all students.

XIII. EVALUATIONS

A. Student Evaluations:

1. Grades will be based on progress towards course objectives and the AND Core Knowledge (Appendix A).
2. Grades will be assigned, at a minimum, on a semester basis.
3. Some of the evaluation instruments and procedures to be used by instructors as well as students are as follows:
 - a. Tests and final examinations
 - b. Field experience and preceptor evaluations
 - c. Completion and quality of assigned projects and studies
 - d. Student's interest, participation, and attitudes in classes.
 - e. Student's motivation to complete the Dietetics and Nutrition Program satisfactorily
 - f. Attendance in classes and field experiences
 - g. All written assignments must be well-written, proofread, spell-checked, grammatically correct, and properly referenced.

B. Program Evaluation:

Several tools are used to evaluate the program's effectiveness including, but not limited to, the following:

1. Students will have an opportunity to evaluate courses, programs, instructors and preceptors on a regular basis.
2. Students are required to complete a total program evaluation prior to graduation.
3. Graduates are surveyed in order to gain feedback on program preparation.
4. Supervised Practice/Internship Directors are surveyed to gain feedback on program preparation of students.

XIV. DIETETIC ASSOCIATION MEETINGS AND MEMBERSHIP

- A. Students are required to join the [Genesee Dietetic Association \(GDA\)](#) as student members. They are also encouraged to plan their schedules so they can attend the meetings. Approximate cost = \$10.00 annually.
- B. Students in the Dietetics and Nutrition Program are eligible for [Associate Membership in the Academy of Nutrition and Dietetics \(AND\)](#). This entitles students to subscriptions of the AND Journal. All students are encouraged to become Associate members of the AND and are required to do so by the third year. Approximate cost = \$50.00 annually.
- C. All students are strongly encouraged to participate in the Student Dietetics and Nutrition Association (sDNA) governance, functions and meetings.

XV. OUTSIDE EMPLOYMENT

The faculty realizes that it may be necessary for some students to work part-time while attending school. This should not be done at the expense of the course work, field experience or co-operative work experience required in the Dietetics and Nutrition Program. It is the student's responsibility to fulfill all school obligations.

XVI. PROTECTION OF PRIVACY OF STUDENT INFORMATION AND ACCESS TO PERSONAL FILES

Please refer to the current RIT Student Rights and Responsibilities Handbook:

<http://www.rit.edu/studentaffairs/studentconduct/rr.php>

XVII. COMPLAINT POLICY

Students enrolled in the Dietetics and Nutrition Program who may have a complaint related to ACEND accreditation standards, student rights to due process, and appeal mechanisms should follow the following procedure:

1. Student should follow RIT's policies on such matters found in the Student Rights and Responsibilities Handbook: <http://www.rit.edu/studentaffairs/studentconduct/rr.php>
2. As per the above reference, if a student believes a faculty member's treatment in a course has been unfair, it is the student's responsibility to meet with the faculty member to discuss the matter.
3. Likewise, if a student has a complaint related to ACEND accreditation standards; it is the student's responsibility to meet with the program director to discuss the matter.
4. Should the student feel that a complaint related to the ACEND accreditation standards remains unresolved after following the program and RIT policies listed above, the student should follow the procedure found at the following site: The correct link is: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

XVIII. DISCIPLINARY/TERMINATION PROCEDURES

Please refer to the current RIT Student Rights and Responsibilities Handbook:

<http://www.rit.edu/studentaffairs/studentconduct/rr.php>

XIX. WITHDRAWAL AND REFUND OF TUITION AND FEES

Please refer to: <https://www.rit.edu/fa/sfs/refund>

XX. SCHEDULING AND PROGRAM CALENDAR

Please refer to: <https://www.rit.edu/calendar>

XXI. ACCESS TO STUDENT SUPPORT SERVICES, INCLUDING HEALTH SERVICES, COUNSELING AND TESTING

Please refer to: <http://www.rit.edu/studentaffairs/studentconduct/rr.php>

APPENDIX A

Core Knowledge for RDN

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

Knowledge

- 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. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice

Knowledge

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

Knowledge

- 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. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations

Knowledge

- 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.

APPENDIX B

The Academy of Nutrition and Dietetics: February 2018 <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to

avoid bias in the professional evaluation of others.

h. Communicate at an appropriate level to promote health literacy.

i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

a. Collaborate with others to reduce health disparities and protect human rights.

b. Promote fairness and objectivity with fair and equitable treatment.

c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.

d. Promote the unique role of nutrition and dietetics practitioners.

e. Engage in service that benefits the community and to enhance the public's trust in the profession.

f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

APPENDIX C

Definitions:

- 1. Didactic Program in Dietetics:** An education program (bachelors and/or graduate level) that provides the required dietitian coursework to meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) core knowledge requirements to prepare graduates for an Internship Program in Nutrition and Dietetics. Graduates of ACEND- accredited didactic programs who are verified by the program director may apply for supervised practice experiences to establish eligibility to sit for the registration examination for dietitians.
- 2. Dietetic Internships:** An education program that provides at least 1200 hours of supervised practice experiences to meet ACEND's competency requirements to become a Registered Dietitian. A verification statement is issued to individuals who successfully complete the program as evidence of eligibility to sit for credentialing exam.
- 3. Coordinated Program in Dietetics:** An education program (bachelors and/or graduate level) that provides the required dietitian coursework and at least 1200 hours of required supervised practice experiences to meet ACEND's core knowledge and competency requirements to become Registered Dietitians. A verification statement is issued to individuals who successfully complete the program as evidence of eligibility to sit for credentialing exam.
- 4. Future Graduate Programs (FG):** An education program offered at the graduate level and provide the required nutrition and dietetics coursework and supervised experiential learning to meet ACEND's competency requirements to be eligible to become a Registered Dietitian Nutritionist (RDN). A verification statement is issued to individuals who successfully complete the program in order to be eligible to take the CDR RDN credentialing examination.
- 5. RD/RDN-Registered Dietitian/Registered Dietitian Nutritionist:** A dietitian who has completed the registration eligibility requirements established by ACEND, successfully passed the Registration Examination for Dietitians, and meets continuing education requirements.
- 6. Dietetic Technician Program:** An education program (Associates Degree) that provides the required dietetic technician coursework and at least 450 hours of required supervised practice experiences to meet ACEND's core knowledge and competency requirements to become Dietetic Technician, Registered. A verification statement is issued to individuals who successfully complete the program as evidence of eligibility to sit for credentialing exam.
- 7. DTR-Dietetic Technician, Registered:** A technician who has completed registration eligibility requirement established by ACEND, successfully passed the Registration Examination for Dietetic Technicians, and meets continuing education requirements.

APPENDIX D

Policy Statement for Didactic Program Dietetics/Dietetics and Nutrition Program Verification Statement

The Dietetics and Nutrition program (Didactic Program in Dietetics -DPD), of the Rochester Institute of Technology (RIT) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Completion of the DPD, culminating in a minimum of a baccalaureate degree, qualifies the students to apply for a Dietetic internship, the supervised practice requirement, also necessary for registration eligibility.

Upon successful completion of the required courses in the DPD curriculum the student will receive an ACEND Verification Statement issued by the DPD Director. In addition, a BS degree will be awarded. Students are then eligible to apply for the next phase of dietetic education, i.e. supervised practice.

DPD Verification Statement Criteria

The following information applies to students who wish to complete the Didactic Program in Dietetics (DPD) curriculum and receive the ACEND Verification Statement.

1. Students must be enrolled in the degree program at RIT.
2. Some courses required to complete the DPD may be taken at other accredited colleges or universities with the
3. DPD Director's prior approval. Only courses in which the student earned a grade of "C" or better will be considered for credit toward the DPD Verification Statements cannot be issued until students complete all BS degree requirements including the completion of three cooperative work experiences, one of which must be in the healthcare food/nutrition industry.
4. Program Director retains the right to refuse to issue a Verification Statement in the event that the student does not meet the Professional Behavior standards outlined on page 16 of this document.
5. Students must complete program requirements within six years of entering the program or the Verification Statement will not be issued.

Qualified students who currently hold a BS or graduate degree from an accredited college or university must be enrolled in the Dietetics and Nutrition degree program at RIT and take courses toward verification/certification of completion of the DPD as established by RIT. A minimum of 30 credit hours must be completed at RIT to gain a BS degree as well as a verification statement.

Additionally, any student not completing an introductory food preparation course and a beginning nutrition course in a college or university in the United States or Canada must take these courses at RIT. Knowledge of food consumed by the North American population, its nutrient composition and preparation methods is needed to successfully complete upper level courses in nutrition, food science, and food systems management, and to be prepared to practice dietetics in the United States.

RIT alumni requesting replacement Verification Statements must fulfill current curriculum requirements.

Please see the following for more detailed information: <http://www.eatright.org/ACEND>

Table A: Dietetics and Nutrition (NUTR-BS)

Calendar Type: Semester

Term: Fall 1						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
HSPT-215 Principles of Food Production and Service	3		3			
General Education - Elective	3	3				
General Education – Natural Science Inquiry Perspective: CHMG-131 General Chemistry for Engineers	3	3				
General Education – Natural Science Inquiry Perspective: CHMG-145 General & Analytical Chemistry I Lab	1	1				Co-requisite: CHMG-141 or CHMG-131
General Education – Mathematical Perspective A: MATH-101 College Algebra	3	3				Students may not take and receive credit for MATH-101 and MATH-111. See the Math department with any questions.
PSYC-101 Introduction to Psychology	3	3				
YOPS-10 RIT 365: RIT Connections	0					
Term Credit Total:	16	13	3	0		
Term: Spring 1						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
General Education – First-Year Writing (WI)	3	3				
NUTR-215 Contemporary Nutrition	3		3			
CHMO-231 Organic Chemistry I	3	3				CHMG 142 or CHMG 131 Co-requisite: CHMO-235
CHMO-235 Organic Chemistry Lab I	1	1				Co-requisite: CHMO 231
General Education – Scientific Principles Perspective: MEDG-106 Microbiology of Health and Disease	3	3				
ECON-101 Principles of Microeconomics	3	3				
Term Credit Total:	16	13	3	0		
Term: Summer 1						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
NUTR-499 Co-operative Work Experience	0		0			
Term Credit Total:	0	0	0	0		
Term: Fall 2						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
MEDS-250 Human Anatomy and Physiology I & lab	4	4				(BIOL-101 and BIOL-102) or (BIOL-121 and BIOL-122) or MEDG-102 or NUTR-BS
Open Elective	4			4		
ACCT-110 Financial Accounting	3		3			
CHMB-402 Biochemistry I	3	3				CHMO-231 or CHMO-331

Term Credit Total:						
	14	7	3	4		
Term: Spring 2						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
MEDS-251 Human Anatomy and Physiology II & lab	4	4				(BIOL-101 and BIOL-102) or (BIOL-121 and BIOL-122) or MEDG-102 or NUTR-BS
HSPT-335 Food and Beverage Management	3		3			HSPT 215 and HSPT-225
NUTR-223 Food & Beverage Management Lab	1		1			Co-requisite: HSPT-335
General Education – Mathematical Perspective B: STAT-145 Introduction to Statistics I	3	3				MATH-101 or MATH-111 or NMTH-260 or NMTH-272 or NMTH-275 or a math placement exam score of at least 35.
General Education – Immersion	3	3				
General Education – Ethical Perspective	3	3				
Term Credit Total:	17	13	4	0		

Term: Summer 2						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
NUTR-499 Co-operative Work Experience	0		0			
Term Credit Total:	0	0	0	0		

Term: Fall 3						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
HSPT-375 Customer Experience Management	3		3			HSPT-315 and HSPT-335
NUTR-402 Dietetic Environment	3		3			NUTR-215, 2 co-ops (NUTR-499), CHMB-402, MEDS-250, MEDS-251, AND MEDG-106
NUTR-333 Techniques of Dietetics Education	3		3			NUTR-215, MEDS-250, MEDS-251, CHMB-402 and student standing in NUTR-BS, NUTRSC-BS, or NUTRSC-MN
MGMT-215 Organizational Behavior	3		3			
General Education – Immersion	3	3				
Term Credit Total:	15	3	12	0		

Term: Spring 3						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
NUTR-554 Life Cycle Nutrition	4		4			NUTR-215; CHMB-402; MEDS-250; MEDS 251 and student standing in NUTR-BS, NUTRSC-BS or NUTRSC-MN
HSPT-325 Food Innovation and Development	3		3			HSPT-121 and 3 rd year standing.
HRDE-386 Human Resources Development	3		3			
General Education – Immersion	3	3				
General Education – Global Perspective	3	3				
Term Credit Total:	16	6	10	0		

Term: Summer 3						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
NUTR 499 Co-operative Work Experience	0		0			
Term Credit Total:	0	0	0	0		

Term: Fall 4						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
NUTR-525 Medical Nutrition Therapy I	3		3			NUTR-215; CHMB- 402; MEDS-250; MEDS 251 and student standing in NUTR-BS, NUTRSC-BS or NUTRSC-MN
NUTR-497 Dietetic Internship Seminar	1		1			Co-requisite: NUTR-525
NUTR-560 Health and Nutrition Research Foundations (WI)	3		3			STAT-145
NUTR-510 Nutrition & Integrative Medicine	1		1			NUTR-215; CHMB-402; MEDS-250; MEDS 251 and student standing in NUTR-BS, NUTRSC-BS or NUTRSC-MN
General Education – Social Perspective	3	3				
General Education – Artistic Perspective	3	3				
Term Credit Total:	14	6	8	0		

Term: Spring 4						
Course Number & Title	CR	LAS	MAJ	FREE	NEW	Prerequisite(s)
NUTR-526 Medical Nutrition Therapy II	3		3			NUTR-525
NUTR-550 Community Nutrition	3		3			NUTR-525
Open elective	9			9		
Term Credit Total:	15	0	6	9		

	Total Credits (CR)	Liberal Arts & Science/General Education (LAS)	Major (MAJ)	Electives & Other (FREE)
Program Totals	123	61	49	13

Notes:

- (1) All students pursuing a bachelor's degree are also required to complete two different Wellness courses.
- (2) Co-Curricular – ServSafe Certification

APPENDIX F

CONTACTS FOR THE DIETETICS AND NUTRITION PROGRAM:

Elizabeth Kmiecinski, MS, RD, CDN

Associate Professor
Dietetics and Nutrition
Wegmans School of Health and Nutrition
Rochester Institute of Technology
SLA (Bldg. 78)-1604
Office: (585) 475-2357 Fax: (585)-475-5099
eakism@rit.edu

Barbara, Lohse, PhD, RD, LDN

Professor and Head
Wegmans School of Health and Nutrition
Rochester Institute of Technology
SLA (Bldg. 78)-A622
Office: (585) 475-4208 Fax: (585) 475-5099
balihst@rit.edu

Liz Ruder, PhD, MPH, RD

Program Director,
Assistant Professor
Dietetics and Nutrition
Wegmans School of Health and Nutrition
Rochester Institute of Technology
SLA (Bldg. 78)- 1693
Office: (585) 475-2402 Fax: (585) 475-5099
ehrihst@rit.edu

Brenda A.Z. Abu, PhD, RD

Assistant Professor
Wegmans School of Health and Nutrition
Rochester Institute of Technology
SLA (Bldg. 78)-A624
Office: (585) 475-4516 Fax: (585) 475-5099
baaihst@rit.edu

Kathryn Faulring, MPH, CHES

Project and Development Coordinator
Wegmans School of Health and Nutrition
Rochester Institute of Technology
SLA (Bldg. 78)-A620
Office: (585) 475-6117 Fax: (585) 475-5099
kzfihst@rit.edu

Chelsea Church

Academic Advisor – Dietetics and Nutrition
College of Health Sciences and Technology
Rochester Institute of Technology
CBET (Bldg. 75)-1109
(585) 475-6223 Fax: (585)475-5809
ckciao@rit.edu

Kris Stehler

Career Services and Co-op Coordinator
Rochester Institute of Technology
BLC (Bldg. 77) 1st Floor
(585) 475-5468 Fax: (585) 475-5476
kwsoc@rit.edu

Dietetics and Nutrition Mailing Address

Rochester Institute of Technology
180 Lomb Memorial Drive
SLA (Bldg. 78)-A620
Dietetics and Nutrition Program
Rochester, New York 14623-5604

**Accreditation Council for Education in
Nutrition and Dietetics**

Contact: AND Accreditation Staff
Phone 312-899-0040 ext. 5400
EMAIL: education@eatright.org
www.eatright.org/ACEND

The Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2000
IL.60606-6995
Phone: 312/899-0040
(312) 899-0040
Fax: 312/899-4817
www.eatright.org

APPENDIX G

Student Responsibilities

It is the student's responsibility to be on time, be prepared, and participate fully in all classes (entire curriculum, not just those classes with a NUTR prefix), co-ops and events.

- The student should have a positive attitude, that is, be prepared and eager to learn what the curriculum prescribes – even when the value of the experiences may not be immediately evident to the student, consider how they fit into the big picture. There is always something to learn.
- The student should be internally motivated, that is, be interested in learning because they want to become excellent practitioners, team members, and professional leaders. Grades and other extrinsic reward are less important than what the student learns.
- Always be on time to ALL, classes' field trips and with meeting deadlines set for assignments.
- Get started on assignments early.
- Take advantage of opportunities offered inside and outside of RIT.

It is the student's responsibility to communicate regularly and appropriately with all instructors, preceptors, and others so that expectations, arrangements, responsibilities etc. are understood and agreed upon.

- The student must schedule an appointment with his/her faculty advisor at minimum once per semester for the purpose of course scheduling and career advisement.
- The student must schedule an appointment with the academic advisor, Gary Cole, for the purpose of scheduling, prior to meeting with their faculty advisor each semester.
- Students must not deviate from the agreed upon academic plan unless approved by the faculty advisor.
- The student should be open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities – even when these seem to be or are in conflict with the student's personal beliefs and prior experiences.
- You are not expected to know all the answers but need to know where to find accurate and timely information. Remember, you are in this program to learn so ask lots of questions to enhance your knowledge.
- Practice good listening skills and avoid gossiping. Display positive body language, such as good eye contact, firm hand shakes, greeting people with a smile and avoid distracting non-verbals.

It is the student's responsibility to plan carefully and thoroughly. It is also the student's responsibility to follow through with all assignments and to prepare for the unexpected.

- The student should be organized and assume responsibility for their own learning. Excuses for disorganization and forgetfulness are not acceptable.
- Students should be flexible and willing and able to adapt appropriately as situations change and circumstances warrant. Expect and accept that problems and frustrations will occur periodically, but learning to deal with problems will allow you to grow as a professional.
- Cope with problems with a positive attitude.

It is the student's responsibility to learn when to ask for guidance and when to be appropriately self-directed.

- Students should learn when to ask others questions and when to search for the answers themselves. Clarify tasks given to you so you don't waste time. If expectations are not clear to you, ask the instructor/supervisor/preceptor to clarify.
- Be flexible; respond positively to changes in schedules or assignments.
- Students should be able and willing to build upon their prior learning.
- Students should be able to integrate new information and concepts with those that they learned previously.

It is the student's responsibility to maintain an appropriate perspective and stay focused on learning and the tasks at hand.

- Students should manage their personal lives so that they can take full advantage of the experiences the program is providing for them.
- Students should expect that completing this program will be time-consuming and challenging. Without challenge and stretching, there will not be growth.

It is the student's responsibility to look for connections as follows:

- between theory and practice**
- to what is already known and understood**
- between and among the new things being learned**
- between the training environment and future roles**

- Students should expect to spend time in reflection and self-assessment.
- Students should be patient – with patients, clients, employees, preceptors, and themselves. Learning and the development of professional skills takes time, effort, practice, and patience.
- Students should understand that not everyone is 'great' at everything. They should expect their assessments from Instructors/supervisors/preceptors will generally reflect the fact that there is room to improve.
- Students should understand that they are expected to develop and demonstrate entry-level competence for all of the ACEND Core Knowledge Statements. If they are not able to so in the time allotted, they should be prepared to devote additional time and energy in these areas.

It is the student's responsibility to take care of him or herself.

They should:

- Eat well
- Exercise
- Get enough rest
- Manage their stress

It is the student's responsibility to be organized, respectful, and appreciative.

- Student behaviors should reflect their recognition that many are doing extra tasks and giving generously of the time, energy, and talents so that students can have these learning experiences.
- Always treat others with respect, even when you don't share the same values or opinions. Be courteous to all.
- Understand that constructive criticism is given to improve you skills and is not to be taken personally.
- Read e-mails daily and respond (if needed) promptly.
- Check your mailbox daily and empty it regularly. Do not use your mailbox as a file.
- Practice good organizational skills and pay attention to details.

The above statements are representative of conduct and qualities desired by Dietetic Internship programs as well as compliance to the *Code of Ethics for the Profession of Dietetics* - see Appendix B. These and other qualities will be addressed by those who write letters of reference for your Internship application.

APPENDIX H

AGREEMENT OF UNDERSTANDING Regarding Requirements and Policies of the Dietetics and Nutrition Program

I have read thoroughly this manual and am in complete understanding of the contents. Any points requiring clarification have been answered satisfactorily by the Program Director(s) of the Dietetics and Nutrition Program at Rochester Institute of Technology.

Please visit website below to complete Agreement of Understanding:

<http://tiny.cc/DNAgreement>

To be documented in student academic file

APPENDIX I

Photo Release

I, _____, for consideration received, do hereby grant to Rochester Institute of Technology ("RIT"), and its respective individual employees, directors, officers, agents, representatives, successors and assigns, the absolute and irrevocable right and unrestricted permission, for any purpose whatsoever and without further notice to me or any other or further consent or authorization from me to use, reproduce, broadcast, telecast, announce, publish, present and display my name, likeness, features, voice, manual language expressions, identity, resemblance, quotations or photographs, whether alone or in combination, and whether contained or depicted in any photographs, pictures, video, television, digital motion and other electronic media images or other recorded materials of me or in which I may be included with others, either still or moving, live or delayed, or otherwise including any written quotes of information that I readily shared with interviewers; and to copyright same and use individually or in any and all media now and in the future for illustration, promotion, art, editorial, advertising and trade or any other purpose and to use my name in conjunction with the above.

I agree that I am entitled to no compensation for any such use of my name, likeness, features, voice, identity, resemblance, quotations or photographs other than what may have already been given to me.

I assign to RIT all rights, title and interest that I may have in the above referenced materials and waive all claim and title thereto and therefore I do hereby release RIT, its individual employees, directors, officers, agents, representatives, successors and assigns, including the person who took or produced the above referenced materials, now and forever, from any actions, suits, claims, covenants, damages, executions, demands and liabilities which I or my heirs, representatives, successors and assigns ever had, now have or may have arising out of the aforesaid authorization and consent, without limitation, including any claims for libel or alleged misrepresentation of me by virtue of alterations or faulty mechanical reproduction.

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