University of Cincinnati Student Handbook

- Bachelors of Science in Dietetics
- Didactic Program in Dietetics Certificate
- Coordinated Program in Dietetics
- Supervised Practice in Dietetics Certificate

Department of Rehabilitation, Exercise, and Nutrition Sciences

COLLEGE OF ALLIED HEALTH SCIENCES
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Advising

The college academic advisor assists the student in completing necessary paperwork for such things as declaring a major or transferring into the major, registering for the correct courses, accepting transfer credits from other institutions, registering for graduation, etc. Students should meet with a college academic advisor each semester, preferably before registering for the next semester’s classes. All freshmen must meet with a college academic advisor each semester during their freshmen year, prior to registering for classes for the next semester.

http://www.cahs.uc.edu/academicadvising

Academic Advisor ______________________________________________
Office ________________________________________________
Phone ________________________________________________
E-mail ________________________________________________

The faculty mentor is a faculty member in the Department of Rehabilitation, Exercise, and Nutrition Sciences assigned to the student to assist in course selection, career planning, and progress toward the professional portfolio capstone requirement for graduation. Students should touch base with their faculty mentor each semester to discuss career plans and professional volunteer opportunities.

Faculty Mentor ______________________________________________
Office ________________________________________________
Phone ________________________________________________
E-mail ________________________________________________

If it is believed that the student may benefit from changing educational programs and/or career paths, both the academic advisor and faculty mentor will work with the student to discuss additional career options that may be more appropriate given the student’s interests, goals, and abilities.
Mission, Goals, and Student Outcome Measures

Mission of the Department of Rehabilitation, Exercise, and Nutrition Sciences

The Department of Rehabilitation, Exercise, and Nutrition Sciences prepares students to provide high quality health care within their respective fields. In collaboration with community-based partners, students acquire professional skills together with proficiency in critical thinking, effective communication, teamwork, cultural sensitivity, and service learning. Through their focus on wellness, prevention, injury or illness recovery, functional adaptation, and community participation, our programs share a commitment to improving human performance and well-being across the lifespan. The Department faculty value and engage in innovative teaching, service, scholarly activity, interdisciplinary collaboration, and leadership.

Mission of the Didactic Program in Dietetics (DPD)

The mission of the DPD Program at the University of Cincinnati in the College of Allied Health Sciences is to educate competent, socially responsible professionals and prepare graduates to successfully enter into an accredited dietetic internship program, employment related to food and nutrition, or graduate school. Through innovative teaching, didactic and experiential education, and scholarly work, graduates are prepared to make successful contributions in education, research, their communities, and their chosen profession. The program encourages students to strive for excellence in practice through commitment to those they serve and to lifelong learning.

Program Goals and Student Outcome Measures

DPD Program Goal One

To provide quality didactic instruction and experiential education during the two-year DPD Program to prepare graduates for accredited dietetic internship programs, graduate school, or careers in food, nutrition, or related professions.

DPD Student Outcomes and Measures

1) Eighty percent (80 %) of undergraduate students enrolled in the Bachelor of Science in Dietetics DPD program will earn a bachelor’s degree and verification statement within 3 years of entering junior status (taking Advanced Nutrition I) and 80% of post-graduate students enrolled in the Certificate in DPD will earn a verification statement within 3 years of starting junior level classes.

2) The percent of program graduates who apply for admission to a supervised practice program within 12 months of graduation and are accepted to a supervised practice
program will be higher than the national average placement rate. Over a five year period, average scores on the student exit survey for all DPD student learning outcomes will indicate adequate to excellent ratings.

3) Over a five year period, average scores on the DPD Graduate Survey for Student Learning Outcomes will indicate adequate to excellent ratings.

4) Over a five year period, average scores on the Dietetic Internship Director Survey will indicate average to excellent ratings of program graduates in dietetic competency areas.

5) Fifty percent (50%) of program graduates will apply for admission to a supervised practice program within 12 months of graduation.

DPD Program Goal Two
To prepare graduates during the two-year DPD Program who are accepted into and who complete an accredited dietetic internship to become competent entry-level dietetic practitioners.

DPD Student Outcomes and Measures

1) Over a five year period, 80% or more of program graduates pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.

2) Eighty percent (80%) of program graduates will have obtained employment in dietetics or another health-related field and/or be enrolled in a continuing education program within 2 years of graduation.

3) Eighty percent (80%) of program graduates who complete the DPD Graduate Survey will indicate a good to excellent rating of their perceived quality of education.

Mission of the Coordinated Program
To prepare entry-level registered dietitians who are qualified to successfully practice in diverse settings in an evolving field.

Coordinated Program Goals and Student Outcome Measures

CP Program Goal One
Prepare graduates to be professional, competent, entry-level registered dietitians.

CP Student Outcomes and Measures

1) Over a three-year period, at least 80% of students enrolled in the Coordinated Program will complete the program within 3 years, and at least 80% of students enrolled in the
Supervised Practice Certificate will complete the program within 1.5 years, and receive their verification statement.

2) Over a three-year period, 80% of program graduates (CP and SP) will pass the CDR Exam within one year of the first attempt.

3) Over a three-year period, 100% of employers will rate CP and SP graduates as competent entry-level dietitians by giving a mean score of “satisfactory” or higher on related questions.

4) Over a three-year period, 80% of the program graduates (CP and SP) who complete the graduate survey will indicate a good or excellent rating of their perceived quality of education.

**CP Program Goal Two**

Prepare dietitians who adopt a commitment to excellence in practice and life-long learning.

**CP Student Outcomes and Measures**

1) Over a three-year period, 90% of program graduates will be expected to take the CDR exam within 12 months of program completion.

2) Over a three-year period, 75% or more of graduates seeking employment in dietetics will be employed within 12 months of program completion.

3) Over a three-year period, 40% or more of respondents to the graduate survey will be enrolled in a continuing education program or actively seeking an advanced practice or specialist certification.

Program outcome data is available upon request.
Undergraduate Degree and Certificate Options
The department offers several undergraduate options to accommodate a variety of nutrition and dietetic career paths.

Bachelor of Science in Dietetics
Completion of the Bachelor of Science in Dietetics curriculum meets the academic requirements for the Didactic Program in Dietetics (DPD). The Dietetics major provides students with the coursework requirements necessary to apply for an accredited post-baccalaureate dietetic internship and ultimately become a Registered Dietitian Nutritionist (RDN). These coursework requirements are set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Students can choose either clinical and community or sports nutrition as his or her concentration. This is the traditional route to become a registered dietitian nutritionist where upon graduation the student would apply for an accredited dietetic internship.

http://www.cahs.uc.edu/departments/rens/academic-programs/bs-in-dietetics/overview

Coordinated Program in Dietetics
The Coordinated Program in Dietetics (CPD) is an accelerated route to becoming a registered dietitian nutritionist. Dietetics students apply to the Coordinated Program during their second year of the Dietetics bachelors program. The CPD student will finish his or her third year of rigorous course work then spend one year in a dietetic internship arranged through the University of Cincinnati prior to the completion of their bachelor’s degree.

http://www.cahs.uc.edu/departments/rens/academic-programs/bs-in-dietetics-(coordinated-program)/bachelor-of-science-in-dietetics-(coordinated-program)

Didactic Program in Dietetics (DPD), Certificate
The Didactic Program in Dietetics Certificate (DPD) is designed for students who have completed at least a Master’s degree and are interested in becoming a registered dietitian nutritionist. Upon completion of the DPD Certificate, students earn a verification statement confirming their eligibility to enter a dietetic internship. After completing a dietetic internship, students are required to pass the Commission on Dietetic Registration credentialing exam to become a registered dietitian nutritionist.

http://www.cahs.uc.edu/departments/rens/academic-programs/certificate-of-didactic-program-in-dietetics/overview

Supervised Practice in Dietetics (SPD), Certificate
The Supervised Practice in Dietetics Certificate Program is designed for individuals who want to complete the supervised practice (internship) component of the ACEND requirements to become a registered dietitian nutritionist. Students interested in the SPD Certificate must have earned a verification statement from UC. Students apply to the SPD Certificate using the same
process for the Coordinated Program application. The number of openings in the SPD Certificate positions varies annually, depending on whether all CP seats were filled with students already enrolled in the Dietetics Program at UC.


It should be noted that in the field of nutrition, jobs that involve individual nutrition counseling, assessing nutritional status, calculating nutrient needs, and developing and managing certain types of nutrition programs, require the credentials of a registered dietitian nutritionist (RDN).

The University of Cincinnati’s Didactic Program in Dietetics and Coordinated Program in Dietetics are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877/1600 ext. 5400. http://www.eatright.org/ACEND

Curriculum Requirements

Foundation Knowledge, Skills, and Competencies

In order to receive accreditation, the DPD must provide a curriculum that covers the Foundation Knowledge and Skills identified by the ACEND. Taking the required courses within each major ensures that students meet all the requirements. Graduates must have attained knowledge and skills in areas such as nutrition, physical and biological sciences, social sciences, foods and food science, management, research, and communications. Accredited supervised practice experiences such as the Coordinated Program in Dietetics and the Supervised Practice in Dietetics require that students master core competencies during the supervised practice experiences. A list of the Foundation Knowledge and Skills and Competencies for Dietitians can be found on the Academy of Nutrition and Dietetics website.

http://www.eatrightacend.org/ACEND/

Undergraduate Sample Schedules

It is highly recommended that students in the undergraduate programs follow the suggested curriculum schedules provided by the program director and/or academic advisor to ensure completion of required course pre-requisites and completion of all program requirements. The curriculum guides can be found in Appendix A of the handbook.
Admission Requirements

Bachelors of Science in Dietetics

Initial admission to the BS in Dietetics is open to all students who meet the admission requirements for the College of Allied Health Sciences listed below.

The University of Cincinnati has established academic success criteria for first-year applicants to bachelor's degree programs. UC admits students based on academic and non-academic factors and all students are encouraged to apply. For more information about first-year student admission requirements visit UC Admission Requirements at http://admissions.uc.edu/information/high-school.html.

Students transferring from another college or university must meet the above requirements and must have a GPA of at least of 3.0 in all previous college work and have completed a one semester general chemistry course with lab. Students must have earned a C- or higher in all college level science courses.

A baccalaureate degree with a minimum GPA of 3.0 is needed for students to be eligible for admission into the DPD Certificate Program. Students must also hold a master’s degree from an accredited university or be enrolled in the MS in Nutrition at the University of Cincinnati. Students in the MS in Nutrition must work with their graduate advisor to determine appropriate timing of entry into the DPD Certificate.

Bachelor of Science in Dietetics, Coordinated Program

Admission to the CPD is restricted to UC Dietetics majors. Dietetics majors may apply to the CPD when they have no more than 36 didactic course hours remaining and all 36 credit hours can be completed within the following academic year. CPD applications are accepted by January 25th each year. A minimum overall cumulative GPA of 3.0 is required to apply.

Students will be advised of the decision of the CPD Admissions Committee by mid-February.

Didactic Program in Dietetics Certificate

Prospective students must have:

- A baccalaureate with a minimum GPA of 3.0 to be eligible for admission into the DPD Certificate Program. Students who have a GPA lower than 3.0 cannot use additional courses taken after completion of a baccalaureate degree to increase their GPA to meet the admissions requirements, and
Prospective DPD Certificate students must submit the following materials to be considered for admission:

- Completed DPD Certificate Application,
- Official copies of transcripts from all undergraduate and graduate colleges/universities attended. Transcripts from foreign institutions must include a credential evaluation from an organization approved by the Academy of Nutrition and Dietetics. Information about approved credentialing organizations can be obtained by going to the Academy of Nutrition and Dietetics website, and
- Additional materials, including course catalogs, descriptions, or syllabi, may be requested during the application review process to assist in determining which courses can be transferred into the DPD Certificate Program from undergraduate and graduate degrees.

Supervised Practice in Dietetics Certificate

SPD Certificate Program applications are accepted only as positions are available. There is no set number of positions available to fill annually. The Coordinated Program in Dietetics attempts to fill its class with students who will participate in both years of the CPD. Should the CPD not fill all spots, then Year 2 (supervised practice experience) becomes available for positions in the Certificate of Supervised Practice in Dietetics program.

Prospective SPD students must have, or expect to have earned by the end of the current academic year:

- A minimum overall cumulative GPA of 3.0
- No less than a B- in the following nutrition courses:
  - Nutrition Care Planning
  - Medical Nutrition Therapy I
  - Medical Nutrition Therapy II
- A verification statement signed by UC’s DPD (Didactic Program in Dietetics) Director

SPD applications are accepted by November 15th each year. Students will be advised of the decision of the Admissions Committee prior to the start of the spring semester. SPD Certificate students will receive from the CPD Director the admission paperwork to complete in spring semester.
Program Requirements
Bachelors of Science in Dietetics and Didactic Program in Dietetics Certificate

To remain in the program, students must:

- Maintain a 2.5 GPA with no less than C- in any Nutrition course,
- Adhere to policies and procedures, and
- Conduct themselves in a professional manner, adhering to the Student Code of Conduct found at http://www.uc.edu/conduct/Code_of_Conduct.html.

To complete an undergraduate program, students must:

- Complete all didactic course requirements (as above),
- Complete all general education and elective requirements pertaining to the major or certificate program in which the student is enrolled,
- Maintain a 2.5 GPA in the Dietetics major or 3.0 GPA in the DPD Certificate Program,
- Complete a Professional Portfolio, and
- No outstanding financial or other program obligations.

The criteria above hold true for graduate students completing DPD coursework. In addition, the Graduate student must maintain satisfactory progress in the Graduate Program in Nutrition.

Information related to program completion requirements for the Certificate programs can be found at http://www.cahs.uc.edu/departments/rens/academic-programs/certificate-of-didactic-program-in-dietetics/overview.

Coordinated Program in Dietetics

In order to earn a degree in dietetics and receive a verification statement from the University of Cincinnati that signifies completion, a student/intern must:

- Submit, with his/her CP application, a list of courses remaining in order to complete the CP and the year and semester in which those courses are scheduled to be taken
- Complete all didactic course requirements (earn a C- or above in all Nutritional Sciences Department courses; Exceptions: B- or better in Nutrition Care Planning, Medical Nutrition Therapy I, and Medical Nutrition Therapy II)
- Complete all general education and elective requirements pertaining to the major,
- Maintain a 3.0 overall cumulative GPA,
- Successfully pass all three sections of supervised practice,
- Complete a capstone project, and
• Not have outstanding financial or other program obligations.

Supervised Practice in Dietetics Certificate

In order to receive a verification statement from the University of Cincinnati that signifies completion of the Supervised Practice in Dietetics Certificate, and indication on the transcript of completion of the Certificate Program, an intern must:

• Successfully pass all three sections of supervised practice, and
• Not have outstanding financial or other program obligations.

Prior Learning and Course Credit toward Program Requirements

This includes transfer credits, assessment of life experience, and articulation agreements.

Information regarding the transfer of course credits that match to equivalent classes at UC may be found at (http://www.admissions.uc.edu/transfer/transfer_autoequiv.html).

Occasionally, equivalency for course content can be granted for life experience (this does not necessarily replace credit hours needed toward a degree or certificate). This may be accomplished by visiting the University’s Testing Services website at https://www.uc.edu/testingservices/pla.html. You will follow the links to find out your specific PLA procedure.

An Articulation Agreement for the transfer of courses is in place for students transferring from Cincinnati State Technical and Community College and Sinclair Community College. Course equivalency, which has previously been determined through articulation agreements with other programs, does not require additional verification assuming that the content for the course being substituted and the substituting course has not changed.
## Program Costs

<table>
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<tr>
<th>Estimated Program Costs</th>
<th>Tuition and Fees (yearly)</th>
<th>Estimated Program Length</th>
<th>Estimated program cost at current rates</th>
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<td>In State</td>
<td>Out of State</td>
<td>Years</td>
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<td>$11,000.00</td>
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</tr>
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<td>$11,000.00</td>
<td>$26,334.00</td>
<td>1.3</td>
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</tbody>
</table>

Total cost for tuition and fees will vary depending on the length of time required for you to complete the program.

Housing and meal plan (room and board) rates are not included in tuition and fees and vary depending on accommodations and level of meal plan. The maximum annual academic year costs for room and board is $12,570. The estimated cost for books and supplies required average $1,500 per year. Total cost for books and supplies in the program vary. A white coat is required for food lab courses which costs approximately $50.

Go to http://financialaid.uc.edu/ for additional information on tuition and fees.

**Additional Expenses during Supervised Practice experience:**

- RD credentialing exam review course (required), $499
- Car Insurance, varies
- Background Check, $66
- Physical, immunizations, flu shot, and drug testing, varies
- Badging deposit for CCHMC, if applicable

**Financial aid and grants** are available for all programs. For more information about your specific financial aid needs, visit [http://financialaid.uc.edu/aid/scholarships.html](http://financialaid.uc.edu/aid/scholarships.html). **Nutrition scholarship** opportunities are also available for current undergraduate and graduate students on the department website. [http://www.cahs.uc.edu/departments/rens/academic-programs](http://www.cahs.uc.edu/departments/rens/academic-programs)
Registered Dietitian Nutritionist Requirements

To become a Registered Dietitian Nutritionist (RDN), you must:

1) Complete academic requirements through an educational program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND); this is accomplished by completing a Didactic Program in Dietetics (DPD) or a Coordinated Program in Dietetics (CP);
2) Have a minimum of a baccalaureate degree from an accredited college or university;
3) Complete an ACEND-accredited supervised practice program (minimum of 1200 hours);
4) Pass the Commission on Dietetic Registration credentialing exam for dietitians

Traditionally, students complete their academic requirements while receiving their baccalaureate degree and then apply for a dietetic internship through a competitive national computer matching process. The internship provides the supervised practice experience. Some internship programs combine the supervised practice with a graduate degree. After completing the internship, students are eligible to take the national registration exam.

Supervised Practice Experience and Dietetic Internships

Completion of Supervised Practice is the second step in the three-step process to become a registered dietitian nutritionist. Supervised Practice can be obtained through a coordinated program in dietetics (CP) or through a post-baccalaureate Dietetic Internship (DI).

For students completing the Didactic Program in Dietetics who plan to apply for a dietetic internship, a national application process is made available through the Academy of Nutrition and Dietetics. This application is due in February each year. For most dietetic internships, offers are extended in mid-April for programs that begin in July through September. Internships accept applications through the online Dietetic Internship Centralized Application System (DICAS). This system can be accessed at https://portal.dicas.org.

There are hundreds of dietetic internship programs available in the United States and Puerto Rico. All programs are based on the same dietetic standards of education and meet the same core competencies; however, each program is unique. The specific experiences provided, length of supervised practice, and criteria for admission vary among programs. Applicants should explore a variety of programs, then apply to those which best meet their interests, needs, and qualifications. The average national placement rate for students applying to dietetic internships in the last five years was approximately 50%. The placement rate for DPD program students who applied for dietetic internships in the last five years was 71%. It is essential that students have a strong GPA, relevant work experiences, and professional relationships that will support a successful application.
Areas of focus

Students should start early to position themselves for the application process.

Cumulative grade point average
Most programs require a minimum Grade Point Average (GPA) of 3.0 or higher for application. Because acceptance to Supervised Practice/Internship Programs is very competitive, it is recommended that students earn a GPA well above the minimum for application (generally above 3.4). While all university grades are reviewed, emphasis is placed on the DPD GPA, Science GPA, and GPA from Nutrition and Foods courses.

Relevant work experience
Evidence that you are a productive, reliable, and competent worker is critical. Accumulating volunteer and work experience in nutrition and/or food service is very helpful. Some internships look for health care work experience. Length of employment in one position or in one organization is valued.

Activities
Supervised Practice/Internship Programs look for students who are committed to becoming registered dietitian nutritionists and contributing to the profession of dietetics. Involvement in student organizations, such as the Student Dietetic Association, is suggested. Students are also encouraged to become members of professional organizations. Membership in the Academy of Nutrition and Dietetics (AND) includes membership in the Ohio Dietetic Association (ODA). Members of the AND are also eligible to join the Greater Cincinnati Dietetic Association (GCDA). Student membership in these and other nutrition and food service professional organizations provide benefits including networking opportunities, eligibility for scholarships, and additional educational experiences beyond the classroom. Information about these organizations can be obtained from www.eatright.org, http://www.eatrightohio.org, the student association bulletin board located on the first floor of the French East Building, or department faculty advisors.

Leadership
Most supervised practice programs give preference during the application process to students with leadership experiences. Volunteer or paid positions that require leadership skills are beneficial. Opportunities to develop or enhance leadership skills are also available with the Student Dietetic Association.

References
References are part of the application process for jobs or supervised practice experiences. Usually supervised practice programs require references from one or more employers and two or more professors (frequently it is specified that at least one professor be from a nutrition course). It is important to develop relationships over time with people who may serve as references.
Choosing an internship

Students should begin to research information about Supervised Practice/Dietetic Internship Programs during their sophomore or junior year.

1) It is highly recommended that students planning to apply to dietetic internships enroll in the course, Professional Seminar (35-NUTR-5010), during fall semester of their senior year.

2) Students can obtain a current list of supervised practice programs on the Academy of Nutrition and Dietetics (AND) website at http://www.eatright.org.

3) After selecting programs of interest, students should obtain additional information about these programs from the program website or through the e-mail address of the Program Director as listed on the AND website.

4) Students should review the information, and develop a sense of which programs best suit their individual needs and qualifications.

5) It is advisable that students who are able to relocate, explore supervised practice programs outside of the Greater Cincinnati area. Placement in local internship programs in the tristate area is extremely competitive.

6) Follow good business etiquette when seeking information, whether calling or writing e-mails. You cannot predict when a program director or potential employer will form an opinion about you based on your communication with them. All e-mail communications should be professionally written, free from errors, grammatically correct, and well organized.

National Registration Examination

After successful completion of an accredited supervised practice experience (CP or DI), students must pass the national registration examination in order to become a registered dietitian nutritionist. Most employment opportunities will require the RD credential prior to applying for positions. Therefore, studying adequately and passing the registration exam on the first attempt is crucial. Registration examination information is available from the Academy of Nutrition and Dietetics Commission on Dietetic Registration (CDR) and from individual directors of dietetic internships and coordinated programs. The examination is computerized and is taken at an approved computer testing facility. Currently, the registration exam content comes from the following domains:

25% Principles of Dietetics

40% Nutrition Care for Individuals and Groups

21% Management of Food and Nutrition Programs and Services

14% Foodservice Systems
Most states require certification or licensure in order for a registered dietitian to practice dietetics. Access http://www.eatright.org/HealthProfessionals/content.aspx?id=7093 for the list of licensure or certification requirements for each state.
Policies and Procedures

Following are policies and general information for students in the undergraduate and Certificate programs.

Non-discrimination and Equal Opportunity

The Dietetics programs protect student civil rights and comply with the University of Cincinnati equal opportunity policies that are administered through the University of Cincinnati Office Of Equal Opportunity. Policies are available at http://www.uc.edu/hr/oeea.html.

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The university does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The university responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

Protecting the Rights of Students

All nutrition programs in the College of Allied Health Sciences (CAHS) have written policies and procedures that protect the rights of enrolled students and are consistent with current institutional practice. Policies and procedures are provided to students and interns.
Protection of Privacy of Information

The Family Educational Rights and Privacy Act of 1974 (34 C.F.R. Part 99 - commonly known as FERPA), is the federal law that governs the release of and access to student education records. FERPA affords students certain rights with respect to their education records. These rights include:

The right to inspect and review your education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Copies of any portion of the record will be provided at a cost currently established at ten cents ($0.10) per page, excluding the official transcript of the student's permanent academic record for which the University's transcript policy and fee will apply.

The right to request an amendment of the student's education record if the student believes it is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should submit a written request to the University office responsible for the record, clearly identifying the part of the record the student wants changed and specifying why it should be changed. That office will notify the student of its decision. Contact the Office of the Ombuds at 513-556-5956 should you encounter difficulty in obtaining the requested record review. If the University office decides not to amend the record as requested, the student may request a hearing before the University’s Family Educational Rights & Privacy Act Committee. To request this hearing, contact the Office of the Registrar at 513-556-9900.

The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with “legitimate educational interest.” A school official is an employee, agent or other person acting on behalf of the University, to include: a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University
has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, or enrollment/degree certification service facilitator); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University also may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

At its discretion, University of Cincinnati may provide “directory information” in accordance with FERPA provisions. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at University of Cincinnati includes the following:

Category I: student’s name, dates of attendance, enrollment status, degrees conferred and dates, honors and awards, college, class, and major field of study

Category II: student identifier (non-Social Security Number), address, e-mail address, and telephone number

Students may block the public disclosure of directory information (all or by category) by submitting a completed "Directory Information Hold-Release Authorization Form" to the One Stop Student Service Center (University Pavilion, 2nd floor) or the Office of the Registrar (University Pavilion, 5th floor). This can be found at http://onestop.uc.edu/resources/forms.html.

Please consider carefully the consequences of a decision to withhold directory information. A non-disclosure block with call for University of Cincinnati not to release any or all of your “directory information”. Thus, University of Cincinnati will deny any future requests for such information submitted by non-institutional third persons or organizations. University of Cincinnati will honor your request to withhold directory information but cannot assume
responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon you, the University assumes no liability as a result of honoring your instructions that such information be withheld. University of Cincinnati will honor requests for the non-disclosure of directory information until the student rescinds the request in writing (or by the form) to the UC Registrar’s Office.

Access to Personal Files
The student may review any material within his or her file under the supervision of a college academic advisor. The student does not have access to review any material received by the program that has been labeled as confidential from the source received, such as references to which the student has waived his or her access. Student files are confidential and are available only to the student and the program faculty.

Access to Student Support Services
A list of student support services including, but not limited to, health services, counseling and testing, and financial aid resources can be found at http://www.caahs.uc.edu/departments/rens/student-resources.

Scheduling and Program Calendar including Vacations and Holidays
The Office of the Registrar website www.uc.edu/registrar includes a detailed University Calendar listing dates such as beginning and ending dates of each semester, key registration dates, deadline dates, payment dates, exam dates, holidays, etc.

The following is a “Statement of Principle” regarding “Religious Holidays and Class Attendance” from the Office of the Registrar:

University of Cincinnati holds to the principle that an institutional climate of respect for cultural and ideological diversity extends to the variety of religious practices in our community. Religious practice is for many individuals an important element of personal identity, intellectual development and psychological well-being, and is in many cases inseparable from cultural identity. UC considers each individual’s decision to either engage in or refrain from religious worship to be worthy of respect and consideration. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a Just Community that is respectful of and welcoming to persons of differing backgrounds, University of Cincinnati believes that every reasonable effort should be made to allow members of the UC community to observe their holidays without jeopardizing the fulfillment of their academic obligations.

Any UC student who is unable to attend classes or participate in any examination, study or work requirement on some particular day(s) because of his or her religious belief should be given the opportunity either to make up
the work that was missed or to do alternative work that is intrinsically no more difficult than the original exam or assignment — provided that the makeup work does not create an unreasonable burden upon University of Cincinnati and its faculty. Upon request and timely notice, students should be provided reasonable accommodation.

For interns in Supervised Practice:

Recognized holidays include New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Several of these holidays fall during the University’s scheduled breaks between semesters.

Per University policy, interns will not be placed in supervised practice during the official breaks between semesters.

Interns will have the opportunity to meet with their program director prior to the start of supervised practice to review the next year’s calendar and may request days off (i.e. vacation time, other) at that time. They may also request time off once rotations have begun. Those requests may require the approval of the intern’s preceptor as well as the program director, for example if an activity or experience is scheduled at the rotation site that cannot be made up on another day.

Inclement Weather

CAHS Weather Related Protocol

When inclement weather threatens the safety of the University of Cincinnati community, the Senior Vice President for Administration and Finance may invoke University Rule 3361: 10-55-01 and declare an emergency closing.

The College of Allied Health Sciences will observe emergency closing protocol for all on-campus classes. During a university emergency weather closing, all college offices will be closed. CAHS CETIS will be available online 8:30 am – 5:00 pm to monitor the CETIS Help Desk email account as well as the online ticketing system. If you need assistance from CETIS during the closure, please send an email to cetishelp@uc.edu.

Students should clarify with their course instructors how the closure will affect assignments and deadlines, and whether class information from the missed session(s) will be posted on Blackboard, and/or if the class will meet virtually during the closure. For Supervised Practice Preparation, please refer to Blackboard for additional information.

As weather patterns and road conditions vary, each intern must use his own discretion when determining his own safety driving to his site.

Inclement weather policy during supervised practice experience

It is recommended that, if inclement weather is in the forecast, the intern discusses this possibility with the preceptor before the weather occurs.
Some preceptors will indicate that the intern is considered “non-essential personnel” and may assign projects that the intern can complete off-site, or indicate that the intern can make up the hours by reporting on the weekend or extending his hours during the weekday schedule.

Other preceptors will remind the intern that the facility is open 24/7 and that he is expected to report. An intern in this situation may decide to request a personal day based on his decision in #1 above.

Should the rotation site be closed due to inclement weather, interns have the option of taking the day off as a personal day, making the time up at the preceptor’s discretion, or contacting the program director for direction. Again, some proactive action before the inclement weather should alleviate this issue. Both the Director of the Coordinated Program and the preceptor at the rotation site must be notified of the intern’s absence and/or tardiness. The preceptor must be notified prior to the start of the shift if possible (please don’t text and drive!) and the CP Director must be notified that same day.

Withdrawal and Refund of Tuition Fees
The complete withdrawal process, individual class withdrawals process and information about refund of tuition fees is available from the Office of the Registrar website. http://www.uc.edu/registrar/methods_of_reg.html

An intern in the supervised practice may withdraw from the program at any time and for any reason by submitting written notification to the CP Director and by completing the University’s class withdrawal process.

Insurance Requirements
All students who register for six (6) or more credit hours are automatically assessed health insurance coverage unless they previously have waived coverage during the then current academic year.

Interns enrolled in the CP and SP have coverage under the University of Cincinnati’s Medical Professional Insurance Program for professional (patient care) liability, while engaged in clinical activities and rotations at the request or direction of the University of Cincinnati through a healthcare education program.

There is no geographical limitation and coverage would thus be available as long as the activity is within the scope of the curriculum at the University of Cincinnati. The Office of Risk Management and Insurance is responsible for maintaining this insurance program, as well as adjusting any claims that may arise.
Liability for Safety in Travel While in a Facility for Supervised Practice/Experiential Learning

The University of Cincinnati does not cover students/interns while in route to their destination due to the fact that the University does not cover personal vehicles of students/interns. Normally, coverage (professional liability) begins upon arrival to the destination. Students/interns are required to show proof of auto liability coverage according to the statutory laws to their practicum instructor. Additionally, CP interns are required to show proof of auto liability coverage according to the statutory laws to the CP Director.

Injury or illness While in a Facility for Supervised Practice/Experiential Learning

Procedure:
The student/intern will notify the facilitator/preceptor immediately if injured or if becoming ill while at the supervised practice/experiential learning site.

If injured or ill due to an occurrence on-site, the student/intern will:
- complete paperwork as requested by the site as soon as possible,
- seek medical attention, and
- notify the Undergraduate and/or CP Director as soon as possible.

Per the university’s affiliation agreement with the supervised practice/experiential learning site, the site “will provide emergency care to students or faculty for any accident, injury, or illness. The intern’s or faculty member’s health insurance shall be billed for any Emergency Department service, and the balance billed to the intern or faculty member. Responsibility for follow up care remains the responsibility of the intern or faculty member.”

Should the intern become ill due to a non-work related reason and needs to return home, the intern will:
- notify the supervised practice preceptor,
- seek medical attention, if necessary, and
- notify the CP Director as soon as possible.

The missed supervised practice time will need to be made up.

Grievance Procedures

A grievance process exists for the objective review of students’ concerns. Students are encouraged to voice concerns about problems encountered with the program. The resolution of these concerns will be consistent with the University’s established policies and procedures as contained in the Student Grievances Procedures handbook, available from the office of the Ombudsman (http://www.uc.edu/ombuds/).

Students are encouraged to discuss complaints and questions with their course instructor first. If the issue is not resolved satisfactorily they are advised to contact their departmental advisor/mentor. If the issue is still in need of resolution, students should contact the UG
Director or CP Director. The director will work with the student and other personnel to resolve the issue.

Grievance procedure during the Supervised Practice Experience
During the supervised practice, if problems arise that are impeding an intern’s progress, the first step is to discuss the situation directly with the individual(s) involved. This can be a situation in which the intern approaches the preceptor, or vice-versa. If a satisfactory resolution is not reached, the CP Director must be notified. If the CP Director, preceptor, or intern believes it is necessary, a conference to resolve the problem will be held with the previously identified individuals. A plan of action will be formulated and implemented. The plan of action may include remediation (see “POLICY: REMEDIATION IN SUPERVISED PRACTICE”).

The CP preceptors may contact the Department of Department of Rehabilitation, Exercise, and Nutrition Science Unit Head should they feel the need to by-pass the CP Director with an issue of concern.

Procedures for complaints about the Accreditation Council for Education in Nutrition and Dietetics (ACEND) can be found in Appendix B. Procedures for complaints to ACEND against accredited programs may also be found in Appendix B.

Disciplinary and Termination Procedures
Students who fail to meet expectations and standards, due to misconduct or deficiencies in fulfilling required learning or supervised practice experiences, are subject to termination from the program.

Students whose cumulative grade point average drops below the 2.5 minimum will be placed on academic warning or probation by the Office of Student Affairs and will be advised to meet with their college academic advisor prior to enrolling in courses for the next semester. These students are also expected to meet with their departmental faculty advisor. Recommendations for tutoring and other assistance can be made during meetings with either the college academic advisor or departmental faculty advisor. It is extremely important that students with cumulative grade point averages below 2.5 seek assistance immediately to ensure that they are eligible to graduate as planned.

Disciplinary Action in Supervised Practice including Dismissal
Positive results from any drug screen required during supervised practice experiences will be grounds for disqualification from entering or continuing in the program.

Reasons for an intern’s disciplinary action and possible dismissal from the program include, but are not limited to:

- Failure to meet defined standards of ethics, practice and professional performance;
• Violation of the University’s Student Code of Conduct (SCOC);
• Disciplinary action for, and a description of both academic and nonacademic misconduct, is described in the SCOC [http://www.uc.edu/righttoknow/resources/code_of_conduct.html](http://www.uc.edu/righttoknow/resources/code_of_conduct.html)
• Inadequate progress in meeting CP competencies and/or student learning outcomes;
• Inability to meet the essential program-related functions (below);
• Failure to comply with policies and procedures of the program and/or those of the rotation (affiliation) sites;
• Failure to complete or submit required assignments and projects;
• Being asked to leave a rotation site and not return due to the intern’s misconduct; and
• After completing remediation *that was not self-requested*, being identified by a preceptor or the program director as needing *additional* remediation in one of the major rotation categories of clinical (acute care, long-term care, pediatrics), food service management, and community. *Note that the need for remediation as determined by a preceptor or the program director is limited to one occurrence in total; not once per rotation category.*

Should the intern refuse to engage in remediation as recommended by the Preceptor or Program Director, the intern can appeal the remediation decision to the Department of Rehabilitation, Exercise, and Nutrition Science’s Admission, Progression, and Dismissal Committee and Department Head, as indicated in the process outlined in 2 below.

If the decision for remediation is upheld and the intern still refuses remediation, he/she would not successfully complete the rotation, and would fail that section of supervised practice. The intern would then have the option to:

• Reenroll in and pay tuition for that section of supervised practice, and do the particular rotation over again, or
• Meet with his/her assigned advisor from the Department of Academic Affairs to discuss switching from the Coordinated Program into either the Dietetics or Food and Nutrition major depending on the intern’s current academic progress.

Procedure to determine disciplinary action:

1. Violations of the SCOC will be adjudicated through the process outlined in the SCOC;
2. All other disciplinary matters will be addressed through the following process:
3. The intern and program director will discuss preferably in person (or by phone or other real-time telecommunications services (i.e. WebEx, Facetime, etc.) in order to accommodate those interns who are not local) the occurrence; the program director will document the conversation in writing and share the documentation with the intern within 3 business days;
4. Within 3 business days, the intern may submit to the program director a written response to the occurrence;
5. The intern’s case documentation (program director’s written documentation and the intern’s rebuttal if submitted) will be referred to the Department of Rehabilitation, Exercise, and
Nutrition Science’s Admission, Progression, and Dismissal Committee for consideration and response 4 business days after sharing the documentation with the intern; and

6. The intern will be notified in writing of the Committee’s decision within 5 business days.

Should the intern wish to appeal the decision of the Committee, the intern shall notify both the Program Director and the Department Head within 5 business days and provide his/her rationale for appeal.

The Program Director will forward the intern’s case documentation (program director’s written documentation, the intern’s rebuttal if submitted, and the written decision of the Committee) to the Department Head for review.

The Department Head will notify the intern and the Program Director of his/her decision in writing within 5 business days from time of receipt of appeal notice from the intern.

The disciplinary action taken may place the intern outside of the benchmark window (150% of the time planned from normal start to finish of the program) by extending the supervised practice past the anticipated date of graduation.

Formal Assessment of Learning
Students are awarded grades at the end of didactic courses as an indication of their performance in the course, and they are generally the culmination of assessment done throughout the semester. Assessment is normally in the form of written exams and assignments but may take other forms as well. Syllabi indicate the basis by which grades are derived.

Preceptors at supervised practice sites evaluate the interns in writing at pre-determined intervals for lengthy rotations (7 weeks or more) or, for shorter rotations, at the end of the rotation. Evaluations are reviewed with the interns and placed in the intern’s electronic file. At a few of the one-day observational sites, preceptors have requested that they not fill out evaluations on the interns. The preceptor and CP Director have agreed that at these few sites, a “need-to-know basis” is the rule. Should the intern exhibit non-professional or non-ethical behaviors the preceptor will advise the CP Director after speaking with the intern.

Recency of Coursework for CP and SPD
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) does not dictate rules about recency of education; rather it prefers that each program determine its own rules.

UC’s CP and SPD will not grant equivalency for biochemistry unless it was taken within the last 7 years and for Medical Nutrition Therapy (MNT), Nutrition Assessment Methods, or Nutrition Care Planning unless the course was taken within the last 5 years.

This rule applies to students intending to apply to the CP and SPD, as well as to CP students and/or interns who wish to return to the CP following a personal, medical, or other approved leave of absence.
Information regarding the transfer of course credits that match to equivalent classes at UC may be found at (http://www.admissions.uc.edu/transfer/transfer_autoequiv.html).

An Articulation Agreement for the transfer of courses is in place for students transferring from Cincinnati State Technical and Community College and Sinclair Community College. Course equivalency, which has previously been determined through articulation agreements with other programs, does not require additional verification assuming that the content for the course being substituted and the substituting course has not changed.

While the Commission on Accreditation for Dietetics Education does not have rules about recency of education, the UC CP and SPD Programs will not grant equivalency for biochemistry unless it was taken within the last 7 years and for medical nutrition therapy unless it was taken within the last 5 years.

Students applying to Dietetic Internships outside of UC must check the recency requirements for each individual program.

**Performance Monitoring and Retention**

Student progress is reviewed at the end of each term by the Office of Student Affairs. Students who are in academic difficulty will be notified via email by the Office of Student Affairs. Academic Alert is notification that a student’s academic performance, after the most recent semester or whose UC GPA is below 2.5 (2.25 for Distance Learning students) regardless of credit hours attempted. Students in this circumstance will receive an Academic Alert email. This email is intended to serve as a reminder that continued below-average academic performance may result in Academic Probation, and possible Academic Suspension. An Academic Alert is not the same as being placed on Academic Probation; it is simply a way to alert the student that academic improvement is necessary.

Please see the Academic Progression section of the College of Allied Health Sciences Undergraduate handbook on the CAHS Academic Advising webpage.

http://www.cahs.uc.edu/advising/current-students

**Remediation/Grade Replacement for Undergraduate Coursework**

Students/ Interns with minimal chances of success in the program must be counseled into career paths that are appropriate to their ability.

The College of Allied Health Sciences’ Satisfactory Academic Progress Policy in the CAHS undergraduate handbook is intended to simplify and explain the rules and guidelines of good academic standings, academic alert, academic probation, academic suspension, and program dismissal. Please review the CAHS student handbook for details on the CAHS remediation process.

http://www.cahs.uc.edu/advising/current-students
The UC grade replacement policy allows a student to repeat University of Cincinnati coursework, with the final grade awarded for the most recent class enrollment calculated into the cumulative grade point average rather than the final grade awarded for the original class enrollment. The total number of replaced University of Cincinnati credit hours may not exceed twelve (12) undergraduate semester hours. Students may repeat up to a maximum of four (4) undergraduate semester courses. Please visit the Registrars’ grade replacement webpage for more detailed instructions on the grade replacement procedure.

http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html

Remediation for Supervised Practice

“Remediation” is an academic intervention with the goal of assisting interns who are underperforming to meet the competencies set forth by the Academy of Nutrition and Dietetics’ accreditation body ACEND (Accreditation Council for Education in Nutrition and Dietetics).

Who identifies the need for remediation?

*Intern.* An intern may request additional interactions with patients, clients, or residents if the intern feels his/her competence in a certain area is not meeting the required benchmark. This is dependent on whether a rotation site can be secured for the intern- requested remediation.

*Preceptor.* A preceptor may indicate the need for remediation by comments on evaluation(s) or by scores on those evaluations that are below the required benchmark indicators.

*Program Director.* The CP director may decide that remediation is necessary following the review of a preceptor or instructor’s evaluation(s) of a student. Generally, this would be done if concerns were raised by the preceptor or instructor if the student’s performance was subpar. However, the Program Director may independently decide that remediation is necessary.

Regardless of who identifies the need for remediation, these steps must be taken:

- A learning contract focused on the specific area(s) to be remediated will be discussed, written, signed, and dated, and each party will retain a copy of the contract,
- The intern may choose to remediate in lieu of part, or all (unless a one-week long-term care rotation is required) of his/her specialty rotation hours, and
- The intern understands that the need for remediation may alter the intern’s intended graduation date from the program.

**Types of remediation during Supervised Practice**

Remediation preceding return to supervised practice following medical or personal leave:

- Depending on the length of leave and circumstances pertaining to the leave, an intern may be required to show that he/she has maintained the foundation knowledge and skills from the Didactic Program in Dietetics (DPD) at a level of a grade of “B” or better, in keeping with the
minimum overall GPA required of 3.0 for admission to the Coordinated Program and Supervised Practice.
• The intern will be tested on DPD coursework. If the intern does not successfully score at a minimum of 80% on each module or test, the exam will help identify those areas in which he/she need to focus his/her studies. Once the intern feels prepared, he/she will have a final opportunity to test.

Remediation during supervised practice

• Remediation steps may include, but are not limited to, lengthening the amount of time that an intern spends in a particular rotation (i.e. clinical), moving an intern from one affiliation site to another (for additional time in a specific rotation and dependent on whether or not an additional rotation site can be secured), assigning the intern to a different preceptor (provided that a different preceptor is available), and/or requiring the intern to redo an assignment/project or complete additional assignments/projects.
• The need for remediation as identified by a preceptor or by the program director is limited to one occurrence during supervised practice in ONLY one of the major rotation categories of clinical (acute care, long-term care, pediatrics), food service management, and community.

Failure in either type of remediation will be addressed through the following process:

• The intern and program director will discuss preferably in person (or by phone or other real-time telecommunications services (i.e. WebEx, Facetime, etc.) in order to accommodate those interns who are not local) the failed remediation; the program director will suggest that the intern meet with his/her assigned advisor from the Department of Academic Affairs to discuss switching from the Coordinated Program into the Dietetics major depending on the intern’s current academic progress; and the program director will document the conversation in writing and share the documentation with the intern within 3 business days;
• Within 3 business days, the intern may submit to the program director a written response to the failed remediation;
• The intern’s case documentation (program director’s written documentation and the intern’s rebuttal if submitted) will be referred to the Department of Rehabilitation, Exercise, and Nutrition Science’s Admission, Progression, and Dismissal Committee for consideration and response 4 business days after sharing the documentation with the intern; and
• The intern will be notified in writing of the Committee’s decision within 5 business days.
• Should the intern wish to appeal the decision of the Committee, the intern shall notify both the Program Director and the Department Head within 5 business days and provide his/her rationale for appeal.
• The Program Director will forward the intern’s case documentation (program director’s written documentation, the intern’s rebuttal if submitted, and the written decision of the Committee) to the Department Head for review.
• The Department Head will notify the intern and the Program Director of his/her decision in writing within 5 business days from time of receipt of appeal notice from the intern.
• Should the intern refuse to engage in remediation as recommended by the Preceptor or Program Director, the intern can appeal the remediation decision to the Department of Rehabilitation, Exercise, and Nutrition Science’s Admission, Progression, and Dismissal Committee and Department Head, as indicated in the process outlined in 4 above.

If the decision for remediation is upheld and the intern still refuses remediation, he/she would not successfully complete the rotation, and would fail that section of supervised practice. The intern would then have the option to:

• Reenroll in and pay tuition for that section of supervised practice, and do the particular rotation over again, or
• Meet with his/her assigned advisor from the Department of Academic Affairs to discuss switching from the Coordinated Program into either the Dietetics or Food and Nutrition major depending on the intern’s current academic progress.

Verification Statements
Once a student has completed the DPD Certificate Program or Dietetics Undergraduate Program according to the program completion requirements, the student will earn a verification statement, making them eligible to enter an accredited dietetic internship. The DPD Program Director will prepare the verification statement following the university’s commencement. The DPD Director mails five signed copies of the verification statement to each DPD graduate at his or her permanent address.

Once a student has completed the CP or SPD Certificate Program according to the program completion requirements, the student will earn a verification statement, making them eligible to write the RD credentialing exam. The CP Program Director will prepare the verification statement following the university’s commencement. The CP Director mails five signed copies of the verification statement to each CP and SPD graduate at his or her permanent address.

Drug Testing and Background Checks
Should a supervised practice/experiential learning site require drug testing, the Program Director will work in conjunction with the site’s preceptor/facilitator to find out where these tests/checks are offered and at what cost to the student/intern. Currently, drug testing and background checks are not required for DPD students.

**CP and SPD interns:**

All interns report to UC’s Office of Public Safety, 3 Edwards Center, 51 West Corry Blvd on the main campus during the summer SPE I course to obtain their background checks.

http://www.uc.edu/publicsafety/services/background-checks.html

State Background Check (Ohio Bureau of Identification) - $32.00
National Background Check (FBI) - $34.00
The total of $66 (as of May 2017) may be paid by cash, check (payable to UC Public Safety) or credit card. Interns must have their driver’s license or other state ID with picture or a passport.

Once your background checks are received, they will be scanned and emailed to the CP Director for placement in the interns’ secure electronic document file. The original documents and an email containing the documents will be returned to the intern. Interns should not give any rotation site the original background checks. Instead they may allow the preceptor to make a copy of the original document.

Note that some sites may want to conduct their own background check on the intern and may pass the charge along to the intern.

EXAMPLES OF CRIMINAL CONVICTIONS THAT MAY PREVENT STUDENTS FROM PLACEMENT IN SUPERVISED PRACTICE SITES. These may vary from site-to-site. The examples below are from an area healthcare system and is not meant to be an exhaustive list.

- Any violent felony convictions of homicide
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.)
- Any offense involving unlawful sexual behavior
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence
- Any crime of child abuse
- Any crime related to the sale, possession, distribution or transfer of narcotics
- Any felony theft crimes
- Any misdemeanor theft crimes
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc)
- Registered Sex Offenders
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

Preventing the Use of Interns to Replace Employees during Supervised Practice
To avoid any suggestion that students/interns are used in lieu of employees, the old terminology “staff relief” has been replaced with “staffing experience.”

The following is from the programs’ standard site affiliation agreement.

*Students shall not be considered employees of the Agency for any purpose and shall have no claim against the Agency under this Agreement for wages, vacation pay, workers’ compensation, disability benefits, unemployment benefits, social security, or other employee benefits of any kind.*
Policies and Procedures specific to Supervised Practice Experience

Documentation Procedure
Individual student intern supervised practice hours in the professional work setting, during simulation, case studies, and role playing is tracked using the Typhon group AHST Tracking System software. The Typhon system functions as a complete and secure electronic tracking system with an evaluation component, student scheduling, student electronic portfolios, student and preceptor databases, clinical site database and secure document management.

Assessment of Prior Learning for Supervised Practice Experience
Assessment of Prior Learning is designed to grant varying degrees of supervised practice credit in rotations of the Coordinated Program in Dietetics on the qualified applicant’s learning, as demonstrated through paid work or volunteer experiences. The credit is not for the experience, but is given when an applicant demonstrates an increase in knowledge and learning. Experiences considered must meet competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Submission of a request for prior learning credit does not guarantee that such credit will be awarded, in full or in part as requested. The Program Director has the authority to grant credit towards supervised practice hours from prior learning and/or work experience for those individuals with extensive learning and professional competency acquired outside the academic setting. The Program Director will seek a decision from the members of the Department of Rehabilitation, Exercise, and Nutrition Science’s Admissions, Progression, and Dismissal Committee prior to denying an intern prior learning credit. Decisions by the Admissions, Progression, and Dismissal Committee are final.

Interns cannot apply for credit towards supervised practice hours for any of the general orientation, Supervised Practice Experience I course, case study presentation, or lunch & learn project. Only individuals who have prior experience and increased knowledge and learning in medical nutrition therapy, i.e. Dietetic Technicians, Registered, may seek prior learning credit for a portion of the clinical rotations (acute care, pediatrics, and/or long-term care), although full completion is highly recommended.

If prior learning credit is granted, interns will not be required to make up hours; the prior learning credit hours will count toward the minimum 1200 hours of supervised practice required according to ACEND program standards. However, if the intern wishes to complete those hours in another area of interest, and preceptors and sites can be acquired, then the intern may do so.

The tuition and fees for the SPD and CPD will remain the same, regardless of the amount of prior learning granted.
Applicants are encouraged to discuss potential experiences with the CPD Director prior to preparing and submitting the application materials. Prior learning is only assessed AFTER interns are accepted to the program. The documented learning must be clearly and directly related to the competency statements required by ACEND for completion of the CPD.

Guidelines for awarding credit:

It is up to the intern to indicate how his/her prior learning activities are comparable to the competencies and/or experiences required for that supervised practice component. Full (in non-clinical rotations) or partial credit (in any rotation) may be given.

Reporting Absences and Tardiness during Supervised Practice Experience
Both the Director of the Coordinated Program and the preceptor at the supervised practice site must be notified of the intern’s absence and/or tardiness. The preceptor must be notified prior to the start of the shift and the CP Director must be notified that same day. The CP Director should never learn of the absence or tardiness from the preceptor.

All absences related to supervised practice experiences must be rescheduled at a time that is mutually acceptable and agreed upon by the site preceptor and the intern. Possible solutions may include extension of a scheduled workday(s) or working on an unscheduled day (i.e. Weekend day).

Absence and tardiness reflect poorly on the intern’s professionalism and work ethic and may result in disciplinary action.

Intern Compensation Practices
At this time, the University of Cincinnati CP and SPD do not provide compensation for interns.

Leaves of Absence during Supervised Practice Experience
Procedure:

1. A student/intern must request a leave of absence (illness, pregnancy, medical, etc.) in writing that includes the length of the leave and submit the request to the CP Director.
2. The CP Director will follow all university rules regarding leave of absence when considering the request. The CP Director will consult the University’s Human Resources Department and the College’s Director of Student Affairs for guidance.
3. The CP Director will inform the student/intern of the outcome of the request.

Students who find it necessary to temporarily withdraw from the program or any course(s) in the program must request a leave of absence if they intend to return to the program. The request must be submitted to the program director in writing, within one week of the withdrawal and cannot exceed one calendar year. Program faculty will review the request and
have the discretion, but are not required, to grant such leaves. In addition, the faculty may recommend that the student complete specified activities while on leave that will allow the student to be better prepared to resume full-time studies upon their return. This may include, but is not limited to, additional coursework, tutoring, meeting with faculty, etc. Prior to their return, the student’s academic record will be reviewed and, if courses which have already been completed are considered out of date, or if new requirements/competencies have been added to such courses, the faculty may stipulate that certain courses be taken or retaken to meet requirements.

A student, who is in good academic standing and requests a leave of absence, can be reinstated at the same course level if the leave is approved by the faculty and the student is reinstated within one year. Students who request a leave of absence because they are academically ineligible to continue in the program due to a grade of “C” in one or two courses in a semester, will be required to repeat the course(s) the next time the course is offered.

Before returning to the Program, the student must complete all additional requirements. Proof of compliance with these additional requirements must be submitted prior to resuming courses. The student must notify the CP Program Director in writing of his/her continued intention to return to the program by March 1 of the academic year prior to the year in which the student is scheduled to return. In addition, the student is required to pay all fees required of incoming students by the stated deadline. A student who withdraws from any required CP course without requesting and/or receiving a leave of absence from the program will be dismissed from the program.

Students with financial aid or student loans should confer with the Office of Financial Aid (556-6982, www.financialaid.uc.edu) prior to requesting a leave of absence to ascertain the consequences of such action on their loan status.

Professional and Ethical Behavior during Supervised Practice Experience

Students will follow the Code of Ethics for the Dietetic Practitioner, the Scope of Practice, the Standards of Practice (SOP) and the Standards of Professional Performance (SOPP), which can be accessed from www.eatrightpro.org. These will be reviewed during Supervised Practice Experience I.

Interns will be evaluated on the following professional and ethical attributes and behaviors during rotations:

- Honesty
- Integrity
- Fairness
- Communication skills, including “People First” language
- Negotiation skills when differences with clients/patients are present
- Skillful negotiation of family differences with patient/client
- Respectful, ethical, compassionate, sensitive care to a diverse patient/client population
• Advocacy for patients in the healthcare system
• Referral to appropriate interdisciplinary team members

Computers at the rotation site are to be used for work purposes only. Personal work must be done on your own computer and on your own time.

Students/interns enrolled in the UC Coordinated Program must also adhere to the University Of Cincinnati Student Code Of Conduct.

Dress Code during Supervised Practice Experience

If an intern’s attire is unacceptable, he or she may be dismissed for the day and will need to make up his or her practice day at a later time that is acceptable to the supervising preceptor.

• All interns are required to be properly attired in accordance with site dress code standards while on duty, and in professional attire when attending professional meetings. Students are expected to present a clean, neat, well-groomed, well-pressed appearance at all times. Attire must be appropriate for the supervised practice site and consistent with safety and sanitation standards.
• Shoes should be sturdy and slip resistant. Shoes should be appropriate for the site. In a kitchen, clean leather gym shoes may be appropriate to wear while any type of shoe that is open in the front and/or heel would be inappropriate.
• A white lab coat will be required at some affiliations. Students are expected to purchase the lab coat and to make sure that it is clean and wrinkle-free each day. Length of coat and coat sleeves is at the discretion of the intern.
• Some supervised practice experiences will require use of an impervious lab coat or protective gloves or goggles; these must be worn when required and will be provided by the affiliation site.
• Hair nets or barrier caps are required at food service sites. If not provided by the practicum site, interns will be expected to provide their own.
• Affiliations may have rules regarding ornamental jewelry. Coordinated Program interns may not wear facial jewelry or tongue jewelry. For safety reasons, while working in food service areas, interns may not wear necklaces, bracelets or earrings that dangle.
• Fingernails must be kept clean, at a moderate length and neatly manicured. No artificial or acrylic nails or nail polish may be worn while working in food service areas.
• Hair must be neat, clean and well groomed. Long hair should be worn away from the face and must be pulled back in food service rotations. Men should be clean-shaven (daily); if permitted by the practicum site, beards and/or mustaches should be neatly trimmed.
• Makeup and fragrance, if used, should be applied in moderation.
• An ID badge must be worn at all times unless otherwise specified.
• Tattoos shall be covered.
## Appendix A: Curriculum Grid

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<th>Junior</th>
<th>Senior</th>
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**Total Credits Required:** 122 semester credits

The IPE Elective can be any HPE course not already designated in the curriculum. "The Professional Elective is a guided elective and should be taken in one of the following areas: NASCC, SACE, AHEC. NC. Curriculum includes all Dietetic Program in Dietetics requirements."
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Total Credits Required: 123 semester credits
Curriculum includes all Didactic Program in Dietetics (DPD) requirements

Effective Fall 2017
Version 4-25-2016
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<td>Nutrition Counseling &amp; Communication Skills</td>
</tr>
<tr>
<td>HLTH-3098</td>
<td>Research Methods in Health Sciences</td>
<td>3</td>
<td>BIOL-2031C</td>
<td>Microbiology for Health Professionals **</td>
</tr>
<tr>
<td>NUTR-5019</td>
<td>Supervised Practice Preparation</td>
<td>2</td>
<td>** BIOL-2031C also offered in summer semester **</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>18</td>
<td>TOTAL</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade/ Credits</th>
<th>** BIOL-2031C also offered in summer semester **</th>
<th>Total Credits Required: 134 semester credits (102 didactic semester credits + 32 supervised practice semester credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR-5020 Supervised Practice Experience I</td>
<td>4</td>
<td>10/20/2015</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>4</td>
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</tbody>
</table>

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade/ Credits</th>
<th>Spring Semester</th>
<th>Grade/ Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR-5021 Supervised Practice Experience II</td>
<td>14</td>
<td>NUTR-5022 Supervised Practice Experience III</td>
<td>14</td>
</tr>
<tr>
<td>TOTAL</td>
<td>14</td>
<td>TOTAL</td>
<td>14</td>
</tr>
</tbody>
</table>

**The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities. The complete Notice of Non-discrimination can be found at [http://www.uc.edu/about/policies/non-discrimination.html](http://www.uc.edu/about/policies/non-discrimination.html).**
CERTIFICATE OF DIDACTIC PROGRAM IN DIETETICS
SEMESTER COURSES
(Maximum Total Semester Credits: 91)

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Equivalent Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to English Composition (3)</td>
<td>ENGL 1001</td>
</tr>
<tr>
<td>Intermediate Composition (3)</td>
<td>ENGL 2089*</td>
</tr>
<tr>
<td>Intro to Psychology (3)</td>
<td>PSYC 1001</td>
</tr>
<tr>
<td>Food and Culture (3)</td>
<td>NUTR 1040**</td>
</tr>
<tr>
<td>Intro to Biology (3)</td>
<td>BIOL 1021</td>
</tr>
<tr>
<td>Microbiology for Health Professionals (3)</td>
<td>BIOL 2031C</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I, II (6)</td>
<td>BIOL 2001C &amp; 2002C</td>
</tr>
<tr>
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<td>CHEM 1030 &amp; 1031</td>
</tr>
<tr>
<td>GOB Chemistry Lab I, II (2)</td>
<td>CHEM 1030L &amp; 1031L</td>
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<tr>
<td>Survey of Biochemistry I, II (8)</td>
<td>CHEM 2030 &amp; 2031</td>
</tr>
<tr>
<td>Intro to Statistics (3)</td>
<td>STAT 1031</td>
</tr>
<tr>
<td>College Algebra (3)</td>
<td>MATH 1021</td>
</tr>
<tr>
<td>Research Methods in Health Sciences (3)</td>
<td>HLTH 3098</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nutrition Courses</th>
<th>Equivalent Courses</th>
</tr>
</thead>
<tbody>
<tr>
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<td>NUTR 1030</td>
</tr>
<tr>
<td>Lifecycle Nutrition (3)</td>
<td>NUTR 2020</td>
</tr>
<tr>
<td>Food Science I (3)</td>
<td>NUTR 2030C</td>
</tr>
<tr>
<td>Food Science II (3)</td>
<td>NUTR 2031C</td>
</tr>
<tr>
<td>ServSafe® (1)</td>
<td>NUTR 2040</td>
</tr>
<tr>
<td>Cooking for Disease Prevention &amp; Treatment (3)</td>
<td>NUTR 3030C</td>
</tr>
<tr>
<td>Advanced Nutrition I, II (6)</td>
<td>NUTR 3020 &amp; 3021</td>
</tr>
<tr>
<td>Institutional Management (3)</td>
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<td>Community Nutrition (3)</td>
<td>NUTR 4020</td>
</tr>
<tr>
<td>Nutrition Care Planning (3)</td>
<td>NUTR 4040</td>
</tr>
<tr>
<td>Medical Nutrition Therapy I, II (6)</td>
<td>NUTR 4050 &amp; 4051</td>
</tr>
<tr>
<td>Nutrition Counseling &amp; Communication Skills (3)</td>
<td>NUTR 4060</td>
</tr>
</tbody>
</table>

* A second semester of English Composition can be used in place of Intermediate Composition.
** Sociology can be substituted for Food and Culture for DPD Certificate students only.
Appendix B: Procedures for Complaints

Procedure for Complaints about ACEND

Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public, may submit a complaint about standards, policies, procedures, or conduct of ACEND. The complaint must be signed by the complainant. Anonymous complaints will not be considered. The following procedures will be used in the investigation of a complaint.

1) AND Accreditation staff will forward all written complaints to the ACEND Chair and a public member within three weeks of receipt of the complaint.

2) If the ACEND Chair and the public member determine that the complaint does not relate to the standards, policies, procedures, or conduct of ACEND, the complainant will be notified within two weeks of their review that no further action will be taken.

3) If the ACEND Chair and the public member determine that the complaint does relate to the standards, policies, procedures, or conduct of ACEND, the complaint will be acknowledged in writing within two weeks of their review and the complainant will be provided a copy of the process for handling the complaint.

4) The ACEND Chair will appoint a review committee that will consider the complaint, along with all relevant information, and recommend appropriate action to ACEND.

5) ACEND or the ACEND chair may determine that legal counsel is needed to address the complaint. The AND staff will work with ACEND and legal counsel to identify a plan to address the complaint.

6) ACEND will consider the review committee’s recommendation at its next scheduled meeting. If the complaint is determined to be unsubstantiated or not related to the standards, policies, procedures, or conduct of ACEND, no action will be taken. If the complaint is substantiated, appropriate action will be taken.

7) The complainant will be notified of ACEND’s decision and action in writing within two weeks of the decision.

Procedure for Complaints to ACEND against Programs

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint against any accredited or approved program to
ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. The following procedures will be used in the investigation of a complaint against an accredited or approved program.

1) AND Accreditation staff will forward all written complaints to the ACEND Chair within three weeks of receipt of the complaint.
2) If the ACEND Chair determines that the complaint does not relate to the accreditation standards or policies, the complainant will be notified in writing within two weeks of the Chair's review that no further action will be taken.
3) If the ACEND Chair determines that the complaint may relate to the accreditation standards or policies, the complaint will be acknowledged in writing within two weeks of the Chair's review and the complainant will be provided a copy of the process for handling the complaint.
4) At the same time as the complainant is notified, the complaint will be forwarded to the program by certified mail. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, will receive copies of the correspondence by first class mail. At the request of the complainant, the name of the complainant will be "blocked out" within the body of the written complaint that is sent to the program.
5) The ACEND Chair will request the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by return receipt of certified mail.
6) The ACEND Chair may also request further information or materials relating to the complaint from the complainant, the institution, or other sources.
7) The ACEND Chair will appoint a review committee to consider the complaint, along with all relevant information. The review committee will recommend appropriate action to ACEND at its next scheduled meeting.
8) In determining the appropriate action, ACEND will consider the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9) ACEND or the ACEND chair may determine that legal counsel is needed to address the complaint. The AND Accreditation staff will work with ACEND and legal counsel to identify a plan to address the complaint.
10) If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action will be taken.

11) If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action will be taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and ACEND determines that the program is not in compliance with the accreditation standards or policies, ACEND may place the program on probation or withdraw accreditation or approval.

12) The Program Director and administration of the sponsoring institution will be notified of ACEND’s decision and action in writing within two weeks of the decision. The complainant will be notified of the final decision and action when the reconsideration and appeals process expires.

13) The program will have the right to request ACEND to reconsider a decision to place the program on probation or to withdraw accreditation or approval.

Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877/1600 ext. 5400. [http://www.eatright.org/ACEND](http://www.eatright.org/ACEND)
Appendix C: Essential Functions for CP Students

Coordinated Program in Dietetics Essential Program-Related Functions

This document is modified with permission from PT Policy 022: Physical Therapy Essential Program-Related Functions, pg 35, in the 2012-2013 Student Handbook for the Doctor of Physical Therapy Program in the College of Allied Health Sciences at the University of Cincinnati.

Coordinated Program in Dietetics (CP) students and interns must demonstrate the ability to safely, reliably, and efficiently perform at least the functions listed below, in compliance with legal and ethical standards during their didactic education and supervised practice.

1. Perform duties within the Scope of Dietetics Practice while observing the Code of Ethics for the Profession of Dietetics.
2. Successfully complete the Competencies (CRDN’s) for the Coordinated Program. (Successful completion is indicated by a score of 3 or 4, or 75% or higher, on an evaluation tool that scores from 0-4, or on a comparable evaluation tool indicative of a score of 75% or greater.)
3. Tolerate attending class for approximately 20 hours per week, attending supervised practice for approximately 40 hours per week (plus time outside of the rotation site for homework and projects), and have the ability to sit and/or stand or walk for several hours at a time.
4. Have the intellectual skills to recall and comprehend large amounts of didactic information under time constraints and apply this information to the practice of dietetics and food service management.
5. Utilize appropriate verbal, nonverbal, and written communication with patients, residents, clients, families, preceptors, health care professionals outside of our discipline, and others.
6. Perform the Nutrition Care Process, or NCP, (as described in the ACEND – Required Core Competencies for the RDN – CRDN 3.1).
   • CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
7. Perform the NCP, complete research projects, and prepare patient case studies using Evidence-based Nutrition Practice Guidelines.
8. Recognize the ethnic, cultural, religious, and socioeconomic needs of the patient and family when implementing the plan of care and during the evaluation and monitoring components of the NCP.
9. Communicate pertinent information to other health care professionals as appropriate and monitor implementation of the plan of care.
10. Counsel in a manner that is appropriate for the individual’s disease state(s) and his/her desired goals.
11. Record pertinent nutrition information in the medical record according to established guidelines.
12. Possess the ability to manage a full patient load by the end of the supervised practice rotations.
13. Apply teaching/learning theories and methods in health care and community environments with the goal of health care promotion and prevention.
14. Demonstrate management skills, including planning, organizing, supervising, and delegating.
15. Work as a member of a multidisciplinary team.
17. Develop responsibility for lifelong professional growth and development beginning with active participation in the local dietetics organization.
18. Represent and promote the University of Cincinnati in a professional, positive manner.
19. The above require that students/interns have no restrictions in the following: climbing, stooping, kneeling, reaching, standing, walking, pushing (carts), lifting (20 pounds of less), carrying (20 pounds or less), fingering (writing, typing), feeling (particularly with fingertips, i.e. for skin turgor), talking, hearing, and seeing. In addition, students are required to pass a physical exam annually, the first being before the start of supervised practice, are required to show proof of current vaccinations, and are required to be vaccinated against influenza at the appropriate time of the year.

Certain disabilities can interfere with a student's ability to complete the program of study and acquire the essential functions necessary for the practice of dietetics. A student who feels he/she has such a disability is required to register with the Disability Services Office at http://www.uc.edu/aess/disability.html (513-556-6823). Reasonable accommodations can be made to compensate for some, but not all, limitations. Students should be aware that those that interfere with patient care, safety, or require the use of an intermediary may be incompatible with independent professional practice.¹ A student who is unable to fulfill the essential functions may be dismissed from the program.

¹ Essential Functions, Physical Therapy Program, Arnold School of Public Health, University of South Carolina

When students sign their CP application form they acknowledge that they are able to fulfill the essential functions. CP interns will again be required to sign and date that they are able to fulfill the essential functions at the start of their supervised practice.

Intern signature: _________________________________________
Date: _________________________________________
Appendix D: Learning Contract for CP and SPD

Learning Contract

University of Cincinnati Coordinated Program in Dietetics

The following concerns were identified by ______________________________, Preceptor at _____________________________________ on/during ________________________________.

The purpose of defining specific performance statements is to clarify the expectations of my performance during the remainder of my clinical experiences. I understand that I must incorporate these suggestions into my daily activities in the remainder of my CP rotations. Failure to successfully meet these objectives will result in

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________.

I understand that emphasis on these objectives should be in no way construed to mean that the remainder of the goals and objectives for this rotation, or upcoming rotations, are less important, or that successful completion of the remaining objectives for this rotation, or upcoming rotations, is not required for successful completion of Supervised Practice Experience I, II, and III.

<table>
<thead>
<tr>
<th>Intern’s Action(s) or Behavior(s)</th>
<th>Goal(s) or Expected Outcome(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

____________________________ _____________________________
Student Signature / Date   Preceptor or CP Director Signature / Date
## Appendix E: DPD Certificate Course Equivalency for MS Program

Courses that are fulfilled by taking pre-requisites for the MS program and courses in the MS program.

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Equivalent Courses From MS in Nutrition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to English Composition (3)</td>
<td>ENGL 1001</td>
</tr>
<tr>
<td>Intermediate Composition (3)</td>
<td>ENGL 2089*</td>
</tr>
<tr>
<td>Intro to Psychology (3)</td>
<td>PSYC 1001</td>
</tr>
<tr>
<td>Food and Culture (3)</td>
<td>NUTR 1040**</td>
</tr>
<tr>
<td>Intro to Biology (3)</td>
<td>BIOL 1021</td>
</tr>
<tr>
<td>Microbiology for Health Professionals (3)</td>
<td>BIOL 2031C</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I, II (8)</td>
<td>BIOL 2001C &amp; 2002C</td>
</tr>
<tr>
<td>GOB Chemistry I, II (6)</td>
<td>CHEM 1030 &amp; 1031</td>
</tr>
<tr>
<td>GOB Chemistry Lab I, II (2)</td>
<td>CHEM 1030L &amp; 1031L</td>
</tr>
<tr>
<td>Survey of Biochemistry I, II (8)</td>
<td>CHEM 2030 &amp; 2031</td>
</tr>
<tr>
<td>Intro to Statistics (3)</td>
<td>STAT 1031</td>
</tr>
<tr>
<td>College Algebra (3)</td>
<td>MATH 1021</td>
</tr>
<tr>
<td>Research Methods in Health Sciences (3)</td>
<td>HLTH 3098</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nutrition Courses</th>
<th>Equivalent Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Nutrition (3)</td>
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</tr>
<tr>
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<td>NUTR 2020</td>
</tr>
<tr>
<td>Food Science I (3)</td>
<td>NUTR 2030C</td>
</tr>
<tr>
<td>Food Science II (3)</td>
<td>NUTR 2031C</td>
</tr>
<tr>
<td>ServSafe® (1)</td>
<td>NUTR 2040</td>
</tr>
<tr>
<td>Cooking for Disease Prevention &amp; Treatment (3)</td>
<td>NUTR 3030C</td>
</tr>
<tr>
<td>Advanced Nutrition I, II (6)</td>
<td>NUTR 3020 &amp; 3021</td>
</tr>
<tr>
<td>Institutional Management (3)</td>
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</tr>
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</tr>
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<td>Nutrition Care Planning (3)</td>
<td>NUTR 4040</td>
</tr>
<tr>
<td>Medical Nutrition Therapy I, II (6)</td>
<td>NUTR 4050 &amp; 4051</td>
</tr>
<tr>
<td>Nutrition Counseling &amp; Communication Skills (3)</td>
<td>NUTR 4060</td>
</tr>
</tbody>
</table>

* A second semester of English Composition can be used in place of Intermediate Composition.
** Sociology can be substituted for Food and Culture for DPD Certificate students only.
1/20/12; revised 4/25/12; revised 7/28/17
Verification of Receipt Signature Page

Verification of University of Cincinnati Programs in Dietetics
Handbook, Policy, and Procedures Review

I, (printed name) ______________________________________, verify that I have reviewed the Undergraduate Student Handbook with regard to expectations of students/interns participating in the University of Cincinnati Programs in Dietetics. This includes, but is not limited to, adherence to policies and procedures related to undergraduate educational programs, the Coordinated Program in Dietetics, and the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics (including patient confidentiality/HIPAA).

I have read and understand the policies and procedures with the program and agree to abide by them.

Student/Intern signature: ______________________________________

Date: _____________________________________
Assessment of Prior Learning

Assessment of Prior Learning is designed to grant varying degrees of supervised practice credit in rotations of the Coordinated Program in Dietetics on the qualified applicant’s learning, as demonstrated through paid work or volunteer experiences. The credit is not for the experience, but is given when an applicant demonstrates an increase in knowledge and learning. Experiences considered must meet competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Submission of a request for prior learning credit does not guarantee that such credit will be awarded, in full or in part as requested. The Program Director has the authority to grant credit towards supervised practice hours from prior learning and/or work experience for those individuals with extensive learning and professional competency acquired outside the academic setting. The Program Director will seek a decision from the members of the Nutritional Sciences Department’s Admissions, Progression, and Dismissal Committee prior to denying an intern prior learning credit. Decisions by the Admissions, Progression, and Dismissal Committee are final.

Interns cannot apply for credit towards supervised practice hours for any of the general orientation, Supervised Practice Experience I course, case study presentation, or lunch & learn project. Only individuals who have prior experience and increased knowledge and learning in medical nutrition therapy, i.e. Dietetic Technicians, Registered, may seek prior learning credit for a portion of the clinical rotations (acute care, pediatrics, and/or long-term care), although full completion is highly recommended.

If prior learning credit is granted, interns will not be required to make up hours; the prior learning credit hours will count toward the minimum 1200 hours of supervised practice required according to ACEND program standards. However, if the intern wishes to complete those hours in another area of interest, and preceptors and sites can be acquired, then the intern may do so.

The tuition and fees for the CPD will remain the same, regardless of the amount of prior learning granted.

Applicants are encouraged to discuss potential experiences with the CPD Director prior to preparing and submitting the application materials. Prior learning is only assessed AFTER interns are accepted to the program. The documented learning must be clearly and directly related to the competency statements required by ACEND for completion of the CPD.
Guidelines for awarding credit:
It is up to the intern to indicate how his/her prior learning activities are comparable to the competencies and/or experiences required for that supervised practice component. Full (in non-clinical rotations) or partial credit (in any rotation) may be given.

**Narrative example**

**Name:** Anne Smithson  
**Type of Experience:** WIC (Community)  
**Dates:** 5/21/2009-5/25/2010 20 hours per week  
**Position/Job Title:** Nutritionist  
**Company or Facility:** ABC County WIC  
**Reporting to work or volunteer supervisor:** Jane Doe, Program Director  
**Supervisor's Phone (include area code):** (250) 359-2259  
**Supervisor’s E-mail:** jdoe@wic.org

Describe work/life or professional/continuing education experiences:
From 5/21/13 to 5/25/14 I was employed as a nutritionist in the ABC County WIC office. I worked 20 hours per week for 50 weeks. As can be seen in the attached job description (1), the duties of this position included; providing education and certification to WIC clients obtaining diet histories from and providing diet counseling to participants at ABC WIC. I participated in WIC draft pick up. I observed high risk follow up appointments by RD. I conducted breastfeeding classes with assistance by RD bi-monthly, wrote articles for a community newspaper read by a diverse population quarterly; prepared hand-outs for a multi-cultural client population on eating healthy for holidays and packing healthy snacks. I participated in healthy weight collation meetings monthly.

These activities are documented by the following supporting materials:  
Examples of newspaper articles written by me during this program (4); handouts for multi-cultural client on eating healthy for holidays and packing healthy snacks; work schedule for 2 week period, evaluation by supervisor with supported narrative of experiences; schedule and outline of breastfeeding classes. Healthy weight coalition meeting notes noted with my name as attended.
Written summary of experience and learning to include:
What was the most important thing learned during experience at WIC and why?
What was the most important/challenging thing learned and why?
What did you learn about yourself during this time?

Indicate the hours requested and complete the chart below by including the appropriate ACEND competencies:
I am requesting 96 hours of WIC rotation and 128 hours of community credit for these activities, by which I have met the following ACEND Learning Objectives as outlined below: (example of one competency listed, but all competencies requested must be listed)

Example continued:

<table>
<thead>
<tr>
<th>Intern competencies/ learning outcomes</th>
<th>Date, location, hours spent</th>
<th>Describe work/life or professional/continuing education experiences (Excluding college coursework used to complete degree and/or DPD verification.) “What I did”</th>
<th>Describe what was learned. Describe How professional growth was achieved. “What I learned from this experience.” Or “How I grew professionally from this experience.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice</td>
<td>50 weeks 5/13-5/14 ABC WIC Average 6 clients per day (180 hours)</td>
<td>Completed approximately 300 client summaries, certifications</td>
<td>I learned how to certify clients for WIC referral. I was able to refer to outside agencies such as food share and food pantries. I learned out to interview clients, identify problems and set goals and monitor progress of goals.</td>
</tr>
</tbody>
</table>
Narrative template

Name:

Type of Experience:
If you are applying for more than one type of experience, write a separate narrative and include a separate chart for each type of experience. Here is the list of experiences from which to choose and the minimum number of hours required in each experience. Remember you may apply for partial credit. Supervised practice experiences and minimum number of hours from SPE I (5 week summer intensive) are not listed below because interns may not request prior learning credit for that rotation.

- Acute care (minimum 384 hours)
- Pediatrics or long-term care concentration (minimum 224 hours)
- School food service management (minimum 200 hours)
- Community (minimum 120 hours)
- Specialty (minimum 120 hours)

Dates:

Position/Job Title:
Company or Facility:
Reporting to (work or volunteer supervisor):
Supervisor’s Phone (include area code):
Supervisor’s E-mail:

Describe work/life or professional/continuing education experiences:

These activities are documented by the following supporting materials:

Written summary of experience and learning to include:
What was the most important thing learned during the experience and why?
What was the most important/challenging thing learned and why?
What did you learn about yourself during this time?
Indicate the hours requested and complete the chart below by including the appropriate ACEND competencies (all competencies and experiences included in the rotation must be listed)

<table>
<thead>
<tr>
<th>Intern competencies/learning outcomes</th>
<th>Date, location, hours spent</th>
<th>Describe work/life or professional/continuing education experiences (Excluding college coursework used to complete degree and/or DPD verification.) “What I did”</th>
<th>Describe what was learned. Describe How professional growth was achieved. “What I learned from this experience.” Or “How I grew professionally from this experience.”</th>
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</tbody>
</table>

You may use the full chart below or cut and paste the CRDs into the sample chart above and add rows as needed. Then submit both the narrative and the chart to the CPD Director. Make sure the chart includes your name.
ACEND Competency Requirements for Entry-Level Dietitians (revised June, 2017)

Upon completion of the supervised practice component of dietitian education, each graduate’s capabilities will include the following core competencies.

<table>
<thead>
<tr>
<th>Review the skills and activities listed below and then describe, in the following columns, the experiences or education that have provided you with the described competency.</th>
<th>Date, location, hours spent</th>
<th>Describe work/life or professional/continuing education experiences (excluding college coursework used to complete degree and/or DPD verification.) “What I did”</th>
<th>Describe what was learned. Describe how professional growth was achieved. “What I learned from this experience,” or “How I grew professionally from this Experience.”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice</strong></td>
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<tr>
<td>CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. (Guidance: Outcomes could include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical, settings, etc.)</td>
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<tr>
<td>CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature. (such as the AND Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice</td>
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<tr>
<td>CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.</td>
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<tr>
<td>CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.</td>
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<tr>
<td>CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.</td>
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<tr>
<td>CRDN 1.6: Incorporate critical-thinking skills in overall practice.</td>
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</tbody>
</table>

**Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice. Upon completion of the DI, graduates are able to:**

<table>
<thead>
<tr>
<th>CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 2.2: Demonstrate professional writing skills in preparing professional communications. (Guidance: Examples include research manuscripts, project proposals, education materials, policies and procedures.)</td>
</tr>
<tr>
<td>CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.</td>
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<tr>
<td>CRDN 2.4: Function as a member of interprofessional teams. (Guidance: Other health professionals include physicians, nurses, pharmacists, etc.)</td>
</tr>
<tr>
<td>CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate. (Guidance: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.)</td>
</tr>
<tr>
<td>CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.</td>
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<tr>
<td>CRDN 2.7: Apply leadership skills to achieve desired outcomes.</td>
</tr>
<tr>
<td>CRDN 2.8: Demonstrate negotiation skills. (Guidance: Demonstrating negotiation skills includes showing assertiveness when needed while respecting life experiences, cultural diversity and educational background of other parties.)</td>
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<td>CRDN 2.9</td>
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<td>CRDN 2.10</td>
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<td>CRDN 2.11</td>
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<td>CRDN 2.12</td>
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<tr>
<td>CRDN 2.13</td>
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<td>CRDN 2.14</td>
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<tr>
<td>CRDN 2.15: Practice and/or role play mentoring and precepting others.</td>
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</tbody>
</table>

**Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations**

<table>
<thead>
<tr>
<th>CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.</th>
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</thead>
<tbody>
<tr>
<td>CRDN 3.2: Conduct nutrition focused physical assessment.</td>
</tr>
<tr>
<td>CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. (Guidance: Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.)</td>
</tr>
<tr>
<td>CRDN 3.4: Design, implement and evaluate presentations to a target audience. (Guidance: Students/interns should consider health messages and interventions that integrate the consumer’s desire for taste, convenience and economy with the need for nutrition, food safety.)</td>
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<tr>
<td>CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.</td>
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<tr>
<td>CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.</td>
</tr>
<tr>
<td>CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.</td>
</tr>
<tr>
<td>CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends</td>
</tr>
<tr>
<td>CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.</td>
</tr>
<tr>
<td>CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.</td>
</tr>
</tbody>
</table>

**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
<table>
<thead>
<tr>
<th>CRDN 4.1 Participate in management of human resources.</th>
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</thead>
<tbody>
<tr>
<td>CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.</td>
</tr>
<tr>
<td>CRDN 4.3: Conduct clinical and customer service quality management activities.</td>
</tr>
<tr>
<td>CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.</td>
</tr>
<tr>
<td>CRDN 4.5: Analyze quality, financial and productivity data for use in planning.</td>
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<tr>
<td>CRDN 4.6 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.</td>
</tr>
<tr>
<td>CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.</td>
</tr>
<tr>
<td>CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.</td>
</tr>
<tr>
<td>CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.</td>
</tr>
<tr>
<td>CRDN 4.10: Analyze risk in nutrition and dietetics practice.</td>
</tr>
</tbody>
</table>

January 2016
March 5, 2016 typo corrected
April 10, 2016 revisions and included blank template
June 5, 2017 revisions included update to 2017 Standards
Oct 10, 2018 accessibility checking

Sources: University Wisconsin - Green Bay DI
Iowa State University DI