**YOUNGSTOWN STATE UNIVERSITY**

 **Department of Human Ecology**

## Food and Nutrition

**Coordinated Program in Dietetics (CPD)**

**Student Handbook of**

**Program Policies and Procedures**

**2019**

**General Program Policies**

##### TABLE OF CONTENTS

Faculty and Staff I

How to be a Professional Intern: Student Sign-Off Page 2-4

College Organization Chart 5

Department of Human Ecology Organization Chart 6

CPI: Purpose of the Policy and Procedure Manual. 7

CP2: Purpose of the Program 7

CP3: Accreditation Status 8

CP4: Mission Statements 9-10

CP5: Measurable Program Goals 11-12

CP6: Ethics/Student Conduct 13

CP7: Dietetics Organization Structure 14-15

CP8: Privacy 16

CP9: Professionalism 17

CP10: Admission Requirements 18

CP11: Credit for Prior Learning 19

CP12: Verification Statement: Graduation/Program Completion: 20

**Supervised Practice Policies**

CP13: Student Orientation 21-22

CP14: Supervised Practice Site Selection and Rquirements 23

CP15: Insurance, Liability, ON-Site Injury Requirements 24

CP16: Attendance 25

CP17: Student Support Services 26

CP18: Student Performance Evaluations 27

CP19: Disciplinary/Dismissal Procedures 28

CP20: Program Withdrawal/Readmission 29

CP21: Professional Activities 30

CP22: Student Complaint Procedure 31

CP23: Required Materials 32

CP24: Estimated Costs 33

Appendix A: Educational Requirements and Accreditation Standards (ERAS) 34-38

Appendix B: Code of Ethics 39-42

Code of Conduct 43-48

Appendix C: FERPA 49-51

Appendix D: Student Memberships and Activities 52-54

Appendix E: Pathways to RD/DTR Credentialing 55-56

CPD Curriculum Sheets 57-59

**Youngstown State University Department of Human Ecology**

**Faculty and Staff Office Telephone Numbers**

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| P. Gitimu, PhD. 330-941-1822  Fashion Merchandising and Interiors |  |
| T. Turel, PhD. 330-941-2020  Fa  TFashion, Merchandising and Interiors |  |
| Fashion Merchandising and Interiors |  |
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| P. O’Leary, PhD 330-941-3343  Early Childhood Education |  |
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| J. Lee, PhD 330-941-2565 |  |
| J. Lee, PhD 330-941-2565  Hospitality Management  MHospitality Management  M |  |
| M. Zetts, MBA 330-941-1794  H  M. Zetts, MBA 330-941-1784 |  |
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| D. Williams 330-941-3344  Administrative Assistant  Administrative Assistant |  |
| D. Williams, Admin. Assistant 330-941-3344  Administrative Assistant |  |

**Agreement to Outlined Policy and Procedure**

**Acceptance of Placement**

We welcome you to regard yourself as a professional and as a member of the staff.

All aspects of placement represent important learning opportunties.

Expect and accept that problems and frustrations will occur periodically, but learning to deal with them will allow you to grow as a professional.

You are not expected to know all the answers. Remember, you are in an internship to learn so ask lots of questions to enhance your knowledge.

**Appearances**

Follow the institution's departmental dress code. When you are on the floors you are required to wear a clean, pressed lab coat at all times.

Follow all the institutions' departmental service standards.

**Interpersonal Skills**

Practice good listening skills.

Avoid gossip.

Display positive body language, such as good eye contact, firm hand shakes, greeting people with a smile and avoidance of distracting non-verbals.

Do not deny requests; do not make excuses for your disorganization and forgetfulness. Always treat others with respect, even when you don't share the same values or opinions.

Be courteous to instructors and do not fall asleep during class.

2

**Time Management**

Always be on time during ALL rotations. Adhere to assigned work hours.

Always be on time for ALL classes and field trips.

Follow deadlines when handing in all assignments. Discuss with preceptors and instructors ahead of time if you are not able to make the deadline.

**General Organization**

Use binders to get organized!

Read emails daily and respond (if needed) promptly.

Check your mailbox daily and empty it out regularly. Do not use your mailbox as a file! Practice good organizational skills and pay attention to details.

**Being Proactive**

Look ahead and plan meetings with upcoming preceptors to arrange schedules and review assignments. Get started on all assignments early.

Take advantage of opportunities offered inside and outside of the organization, even when this means volunteering on your time.

**Problem Solving**

Cope with problems with a positive attitude. Seek guidance from preceptors, instructor, and director.

3

**Developing Preceptor Rapport**

Clarify tasks given to you so you do not waste time. If expectations are not clear to you, ask the preceptor what the expectations are.

Be flexible; respond positively to changes in schedules or assignments.

Ask for things to do. Do not always wait to be told what to do.

Volunteer to see patients or do other tasks especially when the dietitian is busy.

If you lack guidance, talk to the preceptor, or to the instructor or director. Ask for feedback on your performance periodically.

Do not become defensive when a preceptor is giving you constructive criticism.

Show interest and feel comfortable asking questions. Remember, we are here to help you!

I have read the above and reviewed all the policies contained within this policy manual and procedure manual and agree to abide by this: **Failure to sign will indicate unwillingness to proceed in the program and will result in non-placement at a field site. Signature also verifies that you have read the Code of Ethics for Dietetics located in the Appendix.**

Signature Date

Note: This page is to be signed by the student and placed in the CPD file by

the end of the first week of the semester.

4

Bitonte College of Health and Human Services

Acting DEAN

Dr. Tammy King

Acting ASSOCIATE DEAN

Dr. Zara Rowlands

CRIMINALJUSTICE

CHAIR

Atty. Patricia Wagner

IHUMAN ECOLOGY

CHAIR

Dr. Jeanine Mincher

Kinesiology and Sports Science

Dr. Sara Michaliszyn

Partnership with

Kent State University

Aerospace Studies

SCHOOL of GRADUATE STUDIES

Dr. Sal Sanders Dean

HEALTH PROFESSIONS CHAIR

Mr. Joseph Mistovich

(BCHHS) Organization Chart

MPHM

MILITARY SCIENCE

CHAIR

Major Patrick Williams

NURSING CHAIR

Dr. Nancy Wagner

PHYSICAL THERAPY CHAIR

Dr. Nancy Landgraff

SOCIAL WORK

CHAIR

Dr. Dana Davis

5

**DEPARTMENT OF HUMAN ECOLOGY 2018-2019**

**FAMILY AND CONSUMER STUDIES/SCIENCES/ EDUCATION**

Dr. Abel Waithaka

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| , | | | |
| **Chairperson**  Dr. Jeanine Mincher | |  | |
|  | |
|  |  | | |
| **Administrative Assistant**  Ms. Debbie Williams | | |  |
|  | | | |

**FASHION** & **INTERIORS MERCHANDISING**

Dr. Priscilla Gitimu - Program Coordinator Dr. Taci Turel

**FOOD AND NUTRITION**

Dr. Jeanine Mincher - CPD Program Coordinator

Ms. Amy Raabe - DT Program Coordinator

Dr. Rachael Pohle-Krauza

Dr. Zara Rowlands - DPD Program Coordinator

**HOSPITALITY MANAGEMENT**

Mr. Mark Zetts - AAS Program Coordinator Dr. Ju Yup Lee - BSAS Coordinator

**EARLY CHILDHOOD EDUCATION/PREK**

Dr. Patrick O'Leary- Program Coordinator

6

##### **General Program Policies**

**Policy: CP l Title:**

The Purpose of the Policy and Procedure Manual for the Coordinated Program in Dietetics

##### Purpose:

The purpose of this manual is to provide an overview of the Coordinated Program in Dietetics (CPD) as well as to outline specific policies and procedures operant in the program. The outlined policies and procedures are additional standards required for successful completion of the CPD program.

##### **Procedure:**

The Policy and Procedure Manual for the CPD will be reviewed and revised on an annual basis or more often as needed. University policies and procedures will be updated accordingly. The Director of the CPD will be responsible for the annual review. Updated copies will be provided to students. University policies are available at:

<https://cms.ysu.edu/administrative-offices/university-policies/university-policies>

**Policy: CP 2**

**Title:**

The Purpose of the Coordinated Program in Dietetics

##### **Purpose**:

The Coordinated Program in Dietetics (CPD) is a generalist dietetic education program with a Community Wellness area of concentration. The CPD is accredited by the Adademy of Nutrition and Dietetics (AND) Accreditation Council for Education in Nutrition and Dietetics (ACEND). During the two years of the program, each student spends a minimum of 1200 hours at approved practice sites. The CPD prepares students for practice and establishes eligibility to sit for the examination to become a Registered Dietitian Nutritionist (RDN).

##### **Procedure**:

The curriculum for the Coordinated Program in Dietetics will be reviewed annually or as needed. The curriculum will follow established University program and general education requirements as well as meeting the Educational Requirements and Accreditation Standards from the Accreditation Council for Education in Nutrition and Dietetics. The Curriculum Sheet and suggested rotation follow.

7

**Policy: CP 3**

##### **Title:**

Accreditation Status and Maintenance

##### **Purpose:**

Youngstown State University will maintain accreditation of the CPD through the Commission on Accreditation for Dietetics Education.

##### **Procedure:**

The Youngstown State University CPD will maintain its current accreditation status as fully accredited through the Commission on Accreditation for Dietetics Education (ACEND). ACEND is a specialized accrediting body recognized by the Council on Higher Education Accreditation and the United States Department of Education.

The Director will be responsible for the following accreditation maintenance requirements:

* Annual report
* Program Assessment Report (PAR); required periodically
* Self-Study Document; required on the tenth year of the accreditation cycle
* Submission of major programs changes as outlined by ACEND
* Submission of the ACEND invoice for timely payment of the annual accreditation fee

The contact information for ACEND is listed below:

Academy of Nutrition and Dietetics

Accreditation Council for Education in Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190

Chicago, Illinois 60606-6995

312-899-0040 Ext. 5400

[www.eatright.org/ACEND](http://www.eatright.org/ACEND)

8

##### **Policy: CP 4**

**Title:**

Mission Statement

##### **Purpose:**

The CPD will have a Mission Statement that is aligned with the University, College, and Department Mission Statements.

##### **Policy Statements:**

**Youngstown State University Mission**

Youngstown State University- an urban research university-emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

**The University:**

* Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;
* Provides access to a broad range of undergraduate programs;
* Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
* Supports economic development through applied learning and research;
* Integrates teaching and learning, scholarship, and civic engagement;
* Fosters understanding of diversity, sustainability, and global perspectives; and
* Advances the intellectual and cultural life of the city, region, and world.

**Bitonte College of Health and Human Services Mission**

The mission of the Bitonte College of Health and Human Services is to transmit knowledge, develop critical thinking, and to serve society through holistic, integrative, and quality certificate, associate, baccalaureate, and graduate degree programs. The college extends the frontiers of knowledge through research, public service, and instruction that addresses community, regional, and national and international needs. The environment of the college is conducive to effective teaching and learning and the professional development of faculty. The potential of each student is realized through a combination of academic course-work and field/clinical experiences. Emphasis is placed upon providing opportunities to develop high standards of professional ethics, as well as a personal value system. The expectation is that students will achieve a high level of professional competence, which enables them to address society's ever-changing demands for health care and human services.

9

**Department of Human Ecology Mission**

The mission of the Department of Human Ecology is to enhance the human condition through education, service, and research, related to basic human needs for food, clothing, and shelter, and the well-being of children, families, consumers, and communities.

**Coordinated Program in Dietetics Mission**

The mission of the Coordinated Program in Dietetics (CPD) is to educate generalist dietitians, with a community wellness emphasis, who will provide quality and effective services in clinical, foodservice systems management, community, and business/entrepreneurial areas of dietetics. The generalist dietitian, with a community wellness emphasis, will assume responsibility for promoting optimal nutrition, health, and well-being of individuals and groups throughout the life cycle by:

* Effectively translating nutritional needs into an acceptable diet, considering physiologi , psychological , sociologic, cultural, and economic factors;
* Teaching the principles of nutrition and their relationship to health status as well as suggesting strategies for applying those principles;
* Managing foodservice systems to assure the client optimal nutrition and high- quality food, within fiscal guidelines;
* Applying or participating in research;
* Communicating effectively with others;
* Participating as a member of the interdisciplinary team;
* Promote wellness of individuals, families, consumers, and communities.
* Developing practices that foster lifelong learning and achievement of professional maturity.

##### **Procedure:**

The CPD provides a curriculum designed to coordinate didactic and supervised practice experiences to meet the requirements for entry-level practice and, up-dates that curriculum in response to the changing needs of society and the profession. The program offers a curriculum which promotes diversity and responds to the needs of the traditional dietetics student as well as the graduate of the YSU Dietetic Technology Program and those who are unable to leave the geographic area to complete a Dietetic Internship. The CPD is responsible for addressing the employment needs of the region. The Mission Statement will be reviewed annually by the Program Director, Department Chair, Food and Nutrition faculty, and the Dietetics Advisory Board.

**10**

##### **Policy: CP 5**

**Title:**

Measurable Program Goals

##### **Purpose:**

The CPD will identify measurable goals for student learning outcomes and program outcomes for graduates as identified in the Educational Requirements and Accreditation Standards (Core Knowledge and Competencies, 2017) from ACEND.

##### **Procedure:**

The CPD will identify outcome measures and tools and collect and aggregate data to determine the following:

**Graduates of the CPD will:**

**Goal #1** The program will prepare competent entry-level dietitians.

1. RDN examination pass-rate: The program’s one-year pass-rate (graduates who pass the registration exam

within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

1. Eighty percent of employers of graduates surveyed will indicate adequate preparation of the position obtained.
2. Eighty percent of the employeres surveyed will indicate positively to the graduates’ ability to contribute

to the provision of quality health care by effectively counseling and applying the principles of nutrition

science to the feeding of individuals and groups in various stages of health throughout the life cycle

as evidenced by surveys from graduates one- year post graduation and their employers

1. Eighty percent of the employers will indicate the graduates’ ability to manage resources appropriately in a

variety of designated work situations in order to deliver services of high quality within fiscal guidelines.

1. Eighty percent of the graduates will indicate satisfaction with the CPD program to prepare them for an entry

level position.

**Goal #2** The program will prepare graduates to assume leadership roles.

11

1. Ten percent of the graduates will demonstrate a high degree of professionalism and a commitment to lifelong

learning as demonstrated by their maintaining registration status, and obtaining advanced degrees and/or certification as evidenced by surveys from graduates five and ten years post graduation;

1. Five to ten years after graduation, 10% of the graduates will demonstrate leadership ability by holding positions beyond those usually designated as "entry-level" or offices and/or committee chairs in professional organizations

as evidenced by surveys from graduates post five and ten years graduation.

**Goal #3** The program will help to meet the employment needs of the Mahoning Valley.

1. Graduate employment: Of graduates who seek employment, 70% are employed in nutrition and dietetics or related

fields within 12 months of graduation.

1. Over a five-year period 70% of the graduates will serve as a dietetic manpower resource for the Mahoning Valley as

evidenced by employment in the area;

1. Program completion: At least 80% of program students will complete program/degree requirements within 3 years

(150% of the program length).

1. Eighty percent of program graduates will take the CDR credentialing exam for dietitian nutritionists within twelve

months of program completion.

Note: The entire listing of program Core Knowledge and Competencies can be found in Appendix A.

12

##### **Policy: CP 6**

**Title:**

Ethics

##### **Purpose:**

The program Director and students will comply with the Code of Ethics for the Profession of Dietetics.

##### **Procedure:**

The Code of Ethics from the Academy of Nutrition and Dietetics will be reviewed and discussed with all CP students at various points throughout the program. The Code of Ethics complete document can be found in the Appendix B and at [www.eatright.org.](http://www.eatright.org/) This policy will be updated as revisions are published from the Academy of Nutrition and Dietetics.

## Student Academic Dishonesty

CCP instructors must respond to evidence of student academic dishonesty. Academic dishonesty, as defined by ***The Student Code of Conduct, Rights and Responsibilities***, includes, but is not limited to, use of any unauthorized assistance in taking quizzes, test, assignments or examinations; letting someone else write thier papers, prepare reports or other work; letting someone else use their papers, prepared reports or other work to copy; cheating and plagiarism (please see the [The Student Code of Conduct, Rights and Responsibilities](https://cms.ysu.edu/administrative-offices/student-conduct/welcome-student-conduct) [1] for more information).

If a CCP instructor suspects that student academic dishonesty has occured please retain the original documents and

contact the CCP officeto ensure appropriate guidance and support through the process.

<https://ysu.edu/student-conduct/for-students/ysu-student-code-conduct-violations>

**See Appendix B for the Full Document.**

Follow YSU's Code of Student Rights, Responsibilities,and Conduct <https://ysu.edu/student-conduct/code-of-conduct>

13

##### **Policy: CP7**

**Title:**

Dietetics Programs Organizational Structure

##### **Purpose:**

The dietetics programs shall identify an organizational structure to support the operations of the Dietetic Technician Program (DT), the Didactic Program in Dietetics (DPD), and the Coordinated Program in Dietetics (CPD).

##### **Procedure:**

The following committees were established to provide continual program improvement for all dietetics programs. The basic functions and responsibilities of the committees are to provide input to the Program Directors regarding:

* planning, developing, implementing, evaluating and revising the educational program in accordance with the mission and goals of the Department of Human Ecology and the DT, DPD, and CPD;
* maximize faculty participation in decisions pertaining to the DT, DPD, and CPD;
* provide opportunities for the expression and exchange of opinions and ideas;
* serving as one form of communication for faculty, students and

administration;

Specific functions and responsibilities related to the curriculum are to:

* support DT, DPD and CPD Coordinators regarding planning and evaluating the curriculum in accordance with the mission and goals of the programs;
* make final decisions relative to the DT, DPD, and CPD curriculum;
* assist the Program Directors in developing evaluation tools related to the curriculum;
* provide input to the DT, DPD, and CPD Coordinators regarding content and placement in relationship to mission goals, objectives and current trends;
* provide input to the DT, DPD, and CPD Coordinators regarding program mission, goals and course objectives;
* provide input to the DT, DPD, and CPD Directors regarding planning, organizing, and evaluating education experiences to meet program goals;
* evaluate total curriculum annually in accordance with mission and goals and objectives, current trends, and student evaluations;
* take appropriate action upon recommendations.

14

The organization structure consists of the following committees:

* Food and Nutrition Faculty: The Food and Nutrition faculty meet at least one time per month (or

as needed) during the academic year. A lead faculty member is identified and is responsible for

setting meeting dates and times, creating agendas, writing meeting minutes, and communicating

information to the respected stakeholders. The Food and Nutrition Faculty include all program

directors and full-time Food and Nutrition faculty in the Department of Human Ecology.

* Admissions and Retention Committee (CP only): The Admissions and Retention Committee consists of a mimimum of six members selected from the Advisory Committee and shall consist of at least three faculty members and three preceptors. The committee meets at least one time per year to review and rank CP applicants. The committee will meet on an ad-hoc basis for issues regarding student retention. Ad- hoc meetings for student retention will consist of at least two faculty members, one preceptor and the CPD Program Coordinator.
* The Dietetics Programs Advisory Board: The Dietetics Programs Advisory Board shall consist of at least 15 members. Membership shall include: Food and Nutrition faculty, Department of Human Ecology Chairperson, one student member from the junior CPD and DPDclasses, one student member from the senior CPD and DPDclasses, one member from the senior DT class, and five members from the community, supervised practice sites, other preceptors, or faculty from other healthcare programs. The program directors will review the membership annually to assure diversity. The Advisory Board Members will be on a three-year rotation as possible.

15

##### **Policy: CP 8**

**Title:**

Privacy

##### **Purpose:**

In accordance with the Family Educational Rights and Privacy Act (FERPA) and any other state or federal laws, student records as well as discussions between them and faculty or preceptors will be kept confidential. The FERPA document is located in the Appendix C.

##### **Procedure:**

* Student files are kept in locked storage in the main Human Ecology office. If a student desires access to his/her file the department secretary will secure the file.
* The file must be reviewed in the Human Ecology Office.
* When the student has completed the review, the file will be returned to the secretary.
* Additional student files may be available from the Program Directors. Students requiring access to those files must contact the respective Program Director.

16

**Policy: CP 9**

**Title:**

Professionalism

**Purpose**:

Conduct in the classroom and at the supervised practice sites as well as attendance at professional meetings and other events contribute to the student's professional profile. Lack of professionalism, if severe, may result in a recommendation for dismissal from the program as professionalism is a required competency.

**Procedure:**

* Students are expected to exhibit professional behavior at all times.
* Students are required to be members of The Academy of Nutrition and Dietetics, the Mahoning Valley Dietetics Association, and YSU Students in Dietetics (SIDS) during enrollment in the CPD.
* Students are expected to attend, and be on time for, all classes and to be prepared to participate in the classroom and supervised practice.
* Students who are absent are responsible for obtaining the information given in class. If there are any questions regarding class content, the student is responsible for seeking help from the Instructor.
* Complaintsare addressed in the University Bulletin. Please see the excerpt from *The Code of Student Rights, Responsibilities, and Conduct* "As a member of a higher education community, students have an obligation to conduct themselves in a manner that is compatible with the University's purposes as an institution of higher education. Each student is expected to be fully acquainted with all published policies, procedures, and regulations of the University and is held responsible for compliance with them. Furthermore, all members of the University community are expected to assume responsibility for creating an environment conducive to the educational mission and purpose of the University."
* Courses may include academic points associated with professionalism.

17

##### **Policy: CP l 0**

**Title**:

Admission Requirements for the CPD

##### **Purpose:**

Admission requirements for entrance into the CPD program are identified for students.

##### **Procedure:**

In order to apply for entrance into the CPD program the student must:

* Have completed, be currently enrolled in, or will be completing all the pre­ requisites courses as identified (by the triangles) on the DPD and CPD curriculum sheets or have graduated from an accredited DPD program.
* Have a GPA of at least 2.8/4.0.
* Have a Verification Statement from an accredited DPD program if enrolling as a graduate.
* Complete the application packet and return (according to the instructions) to the Program Coordinator by February 15 (or the first business day following). The application must be complete for consideration.
* Each student will complete a federal and state background check to be submitted to the CPD Director during the summer prior to the first supervised practice.

All applicants will be notified of the decision by March 31

18

##### **Policy: CP l1**

**Title:**

Credit for Prior Learning and/or Life Experience

##### **Purpose**:

Students enrolled in the Department of Human Ecology may apply for Credit for Prior Leaming (CPL). Credit/hours may be awarded to students who can demonstrate prior competence in specific aspects of the curriculum.

Guidelines for this procedure can be accessed via the link listed below.

##### **Procedure:**

<https://catalog.ysu.edu/courses/pla/>

19

**Policy: CP 12**

**Title**:

Verification Statement: Graduation and/or Program Completion Requirements

##### **Purpose**:

Graduation and/or program completion requirements and issuing of Verification Statements will be identified for students.

**Procedure**:

Students successfully completing the program requirements for the CPD will have:

* Completed the itemized courses on the CPD curriculum sheet.
* Maintained a GPA of at least 2.8/4.0.
* Applied for graduation (if not holding a Bachelor's degree) during the fall semester of the senior year.
* Completed a comprehensive dietetics exam with a minimum score of 70%, which is administered during the final term in the program.
* Issuance of the Verification Statement indicates that the graduate has also completed specific requirements in the ACEND accredited CPD and is eligible to sit for the registration examination for Dietitians (RD exam).
* Five copies of the Verification Statement will be given directly to students after the summer graduation date. An original Verification Statement for each student will be kept in the student's file permanently. The student files are kept in locked file cabinets in the Human Ecology Department.

20

**Supervised Practice Policies**

**Policy: CP 13**

**Title:**

Student Orientation to Supervised Practice

##### **Purpose**:

General information regarding the program will be introduced during the orientation session.

##### **Procedure**:

General information regarding supervised practice will be reviewed again in the first supervised practice rotation. In supervised practice, students are legally responsible for all their activities. Students are expected to be prepared for their assignments by relating information from concurrent and previous courses to the psychological, sociological, cultural and socio-economic needs of the client or to situations found in other types of supervised practice settings. Professional behavior is extremely important; being on time (15 minutes early for all rotations); properly attired; prepared with the necessary resources; and exhibiting enthusiasm are essential for success. Every rotation builds a bridge to the future!

During experiences at the clinical facilities, the student will:

* Adhere to all rules and regulations of the clinical institution;
* Perform duties in accordance with the assignments made by University Faculty and/or

Clinical Preceptors. Students may be asked to perform duties of employee positions for

educational purposes, but should not replace employees on a routine basis.

* Be permitted to use a patient's chart on the clinical division for an assignment; only the patient's initial, i.e. Mr. B. may be used when referring to patients in assignments. Information concerning patients and the institution is confidential and should be treated as such under all circumstances;
* Not receive personal calls or visits from relatives or friends, or conduct personal business while on duty. Emergency calls are to be directed to the Supervised Practice Preceptor who in tum will contact the student;
* Refrain from gum chewing and eating/snacking. Except during scheduled breaks or mealtimes.
* Present a Doctor's order for all prescribed medications. Medications should be taken at home or during break times.

21

* Adhere to the following dress code:
  + Uniform. The white CPD lab coat is the primary uniform for the rotations.

The lab coat must be purchased from the designated vendor in order to have consistency in dress. The lab coat will be embroidered with the student's name and YSU CPD Student. Professional attire is conservative; no jeans; no bare midriff; no cleavage; only pierced ears (other piercings must be covered); no visible tattoos. Additional information on attire will be provided prior to the first rotation.

* + - Shoes. Must be conservative, comfortable, and polished. No tennis shoes.
* Hosiery must be worn at all times.
  + - Jewelry. No excessive or extreme jewelry such as bangle bracelets, chains, large rings or earrings. No jewelry while working in foodservice; this includes earrings.
    - No nail polish if working in foodservice area. Conservative nail polish

permitted if in the clinical or community setting.

* + - Hairstyles should be conservative; hair must be neat and under control; a net or cap must be worn if student is working in foodservice area.
    - A properly trimmed and tailored beard is permissible, but must be kept short, neat, and clean. Facial hair is not acceptable while working in foodservice.
    - No perfume, cologne, aftershave, or highly scented lotion is allowed.

22

**Policy: CP14**

**Title:**

Supervised Practice Site Selection and Requirements

**Purpose:**

To identify appropriate facilities for dietetic students to observe and gain practical work experience in the field of dietetics.

**Procedure:**

* In order to maintain a diversity of supervised practice sites to fulfill the ACEND Education Requirements and Accreditation Standards, facilities/institutions will be identified by the Program Director or Food and Nutrition Faculty.
* Prior to the placement of students in the facility/institution, the Program Director will contact the primary preceptor and arrange a meeting and a site visit. During this meeting, the Program Director will review the student learning outcomes for each course/rotation with the primary Preceptor.
* The Program Director will also provide the Preceptor with a copy of the program policy and procedure handbook. Pertinent policies will be reviewed at that time (ex. Student Conduct, Professionalism).
* If the facility/institution and YSU agree to participate, a written agreement outlining the requirements of both organizations will be drafted and signed by the Program Director, Lead Preceptor, and respective administrators. Signed agreements will be in place prior to student placement. Student will be required to complete paperwork for each site attended.
* The Director of the Coordinated Program in Dietetics will work with the course instructor (i.e. YSU faculty member responsible for acting as liaison) and with the site preceptors (i.e. supervisors) to decide placement of students at each supervised practice site. Consideration is given to both the needs of the student and the needs of the site. Criteria for acceptability of placements are based on the nature of assigned responsibilities, qualifications and credentials of the supervisor, including professional degrees and certification (i.e. emphasizing the Registered Dietitian credential); and recognized quality of services provided by the site, including accreditation status where appropriate.
* The Director of the Coordinated Program in Dietetics will solicit information from students to facilitate the selection of a practicum site, toward the end of the semester or summer session preceding the beginning of the field experience. The Director and course instructor will then discuss interests and plans of the student, and as needed, will contact potential sites that would seem to provide a good match for the student. If the student and potential supervisor agree to proceed, the placement will be finalized. If not, the selection process will continue until an acceptable site is found.

23

##### **Policy: CP 15**

**Title**:

Insurance Requirements for Dietetic Students

##### **Purpose:**

To identify the appropriate insurance requirements needed to protect the student, YSU, and the participating facility/institution.

**Procedure:**

**Professional Liability**

The University shall provide professional liability insurance covering the negligent acts or omissions of student participants in an amount of one million dollars ($1,000,000.00) per occurrence. The University and the hospital/agency bear the risk of liability for the negligence of their own employees, as each deems prudent.

**Personal Insurance**:

When admitted to the program, the student must present proof of personal health insurance and it is made clear that the coverage must continue as long as the student is enrolled in the CPD. Health insurance may be purchased through the University.

**Liability for Safety in Travel To/From Clinical Sites**

The student will assume responsibility for all liabilities incurred when traveling to and from supervised practice sites or if illness/personal injury occurs during supervised practice experience.

**Injury/Illness**

If a student is injured or becomes ill during supervised practice, she/he will be treated as would an employee of the facility. However, any expense incurred as a result of the incident will be the responsibility of the student.

24

##### **Policy: CP l6**

**Title:**

Attendance at Supervised Practice

##### **Purpose:**

To provide guidelines for missed supervised practice hours

##### **Procedure**:

* Students are required to attend, and be on time for, all classes and planned supervised practice experiences.
* In case of an emergency, a valid excuse is necessary for a student to be excused from supervised practice experiences. Both University Faculty and the Supervised Practice Preceptor must be notified by the student; however, the student will be excused only by the University Faculty responsible for the course in question. Students must arrange with the course instructor to make up any supervised practice hours missed due to emergency. All missed hours must be made-up.
* In cases where an incomplete grade is justified, University policy will be followed. The time frame for completion of work will be handled on an individual basis and will be decided by the University Faculty. Dates and times to make up the experience should be arranged with the Supervised Practice Preceptor. If holidays such as Veteran's Day or Memorial Day fall on a day for which supervised practice experience has been scheduled, the missed experience must be made up.
* Students are expected to be at their scheduled sites at the scheduled, agreed upon (preceptor and instructor) times. Failure to notify the instructor and program director and preceptor of an alteration in time or failure to show for a scheduled rotation will result in discipline outlined in this document. The Admissions and Retention Board will determine the severity of the infraction and proceed accordingly.

25

25

**Policy: CP 17**

**Title:**

Student Support Services

**Purpose**:

To identify campus services for students

**Procedure:**

**Health and Counseling Services**

* A health service is maintained by the University for the purpose of providing emergency medical care to students while on campus. This service is provided at no cost to the student; however, all additional treatment by non-University personnel, clinics, or hospitals must be paid for by the student.
* A counseling center is maintained by the University for students, and is staffed by experienced professionals who specialize in working with students with problems concerned with adaptation to college life, academic progress, career choice, drugs, family, marriage or problem pregnancies, and other personal problems.

**Financial Aid**

Information concerning financial aid is available to all Youngstown State University students through the University Financial Aid Department. Additional data relative to prizes and scholarships for Dietetics and/or Human Ecology majors may be obtained from your advisor.

**Other YSU Support Services**

Other University support services such as tutorial programs are addressed in the University Bulletin.

26

### Policy: CP18

##### **Title**:

Student Progress Evaluation

##### **Purpose:**

To provide the student with feedback on progress related to the student learning outcomes in the course/rotation.

##### **Procedure:**

* + Each student is evaluated on a regularly scheduled basis in all supervised practice courses. Evaluations take place at the midterm and at the end of the term. Furthermore, students are kept informed regarding progress and individual development on an ongoing basis throughout supervised practice experiences. Grading for supervised practice experience follows University policy, and grading for specific courses is in accordance with the program standards and the instructor's criteria. In supervised practice courses, the student must maintain a satisfactory level of performance before advancing to subsequent courses.
  + In didactic courses, University policy requires that at least one graded paper be returned to students by the midterm. Classroom grading policy follows that in effect at the University, and grading for specific courses is in accordance with the instructor's criteria.
  + Courses may contain points for professionalism and students must demonstrate professionalism as it is a required competency.

27

##### **Policy: CP19**

**Title:**

Disciplinary/Termination Procedures

##### **Purpose:**

To provide guidelines relevant to discipline and/or dismissal from the program.

##### **Procedure:**

* + Each student is kept informed on a regular basis regarding performance and/or progress in the program. Every effort is made to provide assistance and support when there are indications of inadequate performance or progress. Lack of performance or progress can pertain, but not be limited, to any of the following areas: supervised practice, scholastic achievement, physical incapacity(students must be able to complete the required duties of a registered dietitian as outlined in the required competencies of the accrediting body), academic integrity, or general conduct.
  + When inappropriate conduct has been observed the following progression of actions may be initiated: These are based on academis violations.

1. Verbal warning with documentation.
2. Written warning with documentation.
3. Suspension from supervised practice.
4. Dismissal from the program.

**Non-academic conduct violations will proceed via the Student Conduct Code at YSU.**

* + - Based on the type of inappropriate **academic (graded)** behavior or failure to progress and subsequent documentation, the Admissions and Retention Committee has the right to dismiss the student without proceeding through all steps.
    - Academic remediation will be based on each individual student need. The course instructor, preceptor, and Program Director will confer and approve any course of action.
    - When remedial attempts have been unsuccessful, the CPD Coordinator refers the case to the Admissions and Retention Committee for review. The Committee reserves the right to place a student on probationary status in the CPD for the following term. Only one probationary period will be granted; therefore, the failure to meet progression requirements for more than one term will result in the student's dismissal from the CPD
    - The Admission and Retention Committee reserves the right **at any time** to dismiss a student whose conduct, physical incapacity(as described above), or level of scholastic achievement or supervised practice performance fails to meet program standards.

28 

##### **Policy: CP 20**

**Title:**

Program Withdrawal and Readmission

##### **Purpose:**

To identify the process of readmission

##### **Procedure**:

* If a student must withdraw from the CPD for reasons deemed legitimate by the Admissions and Retention Committee, the student will request (in writing) to the Program Director, his/her intent to withdraw from the program.
* The student will submit in writing to the Program Director, his/her intent to re­ enter the program. Every effort will be made (but not guaranteed) to readmit that student to the program and place him/her in the appropriate courses.
* The student will not have to re-take successfully completed courses.

29

##### **Policy: CP 21**

**Title:**

Professional Activities

##### **Purpose:**

To promote student involvement in professional activities

##### **Procedure**:

* Dietetic students are encouraged to show interest in the professional field by participating in nutrition-related activities. An organization providing for such participation is the Students in Dietetics group (SIDS).
* CPD students are required to join the American Dietetic Association and the Mahoning Valley Dietetic Association.
* Students are encouraged to and participate in such community activities as

Health Fairs, etc. Other opportunities for student involvement include participation in National Nutrition Month activities of the YSU Department of Human Ecology supervised practice sites, attendance at the annual meeting of the Ohio or Pennsylvania Academies of Nutrition and Dietetics, the Ohio Nutrition Council Biennial Conference, and other professional seminars.

* Medically related continuing education programs, offered by the University, the Northeast Ohio Medical University, supervised practice facilities, such as conferences, seminars, webinars, and grand rounds, offer other opportunities for students to interact with not only dietetics professionals, but others in the health care field.

30

**Policy: CP 22**

**Title:**

Procedure for Student Complaints

**Purpose:**

Students will be aware of the proper procedures for addressing complaints regarding the program.

**Procedure**:

Students will follow the itemized procedures for addressing complaints regarding the program:

1. Discuss the issue with the course instructor.
2. Discuss the issue with the Program Director in consultation with the course instructor.
3. Discuss the issue with the Department Chair in consultation with the Program Director and course instructor. Additional input may be requested from the supervised practice site preceptors or other instructors as needed.
4. Discuss the issue with the Association Dean of the Bitonte College of Health and Human Services in consultation with the course instructor, Program Director, and department Chair.
5. Discuss the issue with the Dean of the Bitonte College of Health and Human Services.

YSU hosts a student complain mechanism called “Maxient” whereby students may register complaints of any kind. The complaints will be investigated by the appropriate body at the university.

You may find information on Maxient at the following link:

<https://catalog.ysu.edu/undergraduate/general-information/academic-policies-procedures/academic-student-complaints/academic-student-complaints.pdf>

31

31

##### **Policy: CP 23**

**Title:**

Required Materials

##### **Purpose**:

Reference materials will be available for students.

##### **Procedure**:

The following reference books and materials will be useful to you throughout your academic program as well as during your professional career and, therefore, they are required for the CPD. These materials, except where noted, can be obtained at the Youngstown State University bookstore, Library or from the Academy of Nutrition and Dietetics website. This is not an all-inclusive list.

**Diet Manuals from:**

* + Academy of Nutrition and Dietetics. Nutrition Care Manual, Online. Chicago: American Dietetic Association, 2013.

**Other References:**

* + The Academy of Nutrition and Dietetics Student Membership (eatright.org)
  + Charney, P. & Malone, A. ADA Pocket Guide to Enteral Nutrition. Chicago, American Dietetic Association, 2013.
  + Charney, P. & Malone, A. ADA Pocket Guide to Parenteral Nutrition. Chicago, American Dietetic Association, 2018.
  + Escott-Stump, S. Nutrition and Diagnosis-Related Care, th Edition. Baltimore: Lippincott, Williams & Wilkins, 2015.
  + Fischbach, F. A Manual of Laboratory Diagnostic Tests, 10th Edition. Philadelphia: Lippincott, 2017.
  + Leonard, P. Quick and Easy Medical Terminology, 8th edition: Medical Terminology Online (Evolve) Course, 2015.
  + Mahan, L.K. and Escott-Stump, S. Krause's Food, Nutrition & Diet Therapy, 14th Edition. Philadelphia: Saunders, 2072.
  + Medical Dictionary--any recent edition of Taber's, Dorland's, Stedman's, or from another reputable source.
  + Pocket Guide for the International Dietetic and Nutrition Terminology Reference Manual: Standardized Language for the Nutrition Care, 4th Ed. Process. Chicago, American Dietetic Association, 2012.
  + Pronsky. Food Medication Interactions, 19th Edition. Birchrunville PA: Food & Medication Interactions, 2018.

32

##### **Policy: CP24**

##### **Title**:

Estimated Costs for CPD

##### **Purpose**:

To provide students/prospective students with estimated costs that could be incurred for the completion of the CPD program

|  |  |
| --- | --- |
| **Procedure:** |  |
| **Year 1** |
| Books (in addition to "classroom" books) | $400 |
| AND membership dues | $50 |
| Mahoning Valley Dietetic Association/Symposium | $20 |
| Uniform, shoes, nametag | $90 |
| Travel to supervised practice sites | \* |
| Federal and State background check | $60 |
| (Part of the application process) |  |
| **Year 2** |  |
| Books (in addition to "classroom" books) | $125 |
| ADA membership dues | $50 |
| Mahoning Valley Dietetic Association | $10 |
| ODA Annual Meeting | $50 |
| Transportation, lodging, meals (ODA) - variable | $150 |
| Transportation to supervised practice sites | \* |
| \* (Jean Inman Study Guide) | $300 |
| **Post-Graduation Expenses** |  |
| **Registration** |  |
| Application to take registration exam | $200 |
| Registration fee (annual) | $50 |
| Academy dues (1st year) | $65 |

**Ohio Licensure**

Limited license to practice (after CPD completion)

but before registration $65

Initial $125

License fee (annual) $95

33

## Appendix A

#### Eligibility Requirements and Accreditation Standards (ERAS)

34

**Accreditation Council for Education in Nutrition and Dietetics (ACEND) Competency Requirements for Dietetic Interns**

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

**Competencies**

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

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

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

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

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

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

CRDN 1.6 Incorporate critical-thinking skills in overall practice

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

**Competencies**

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

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

35

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

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

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

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

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

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

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

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

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

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

**Competencies**

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

36

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

CRDN 3.2 Conduct nutrition focused physical exams.

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

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

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

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

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

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

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

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

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

37

**Competencies**

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

CRDN 4.1 Participate in management of human resources.

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

CRDN 4.3 Conduct clinical and customer service quality management activities.

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

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

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

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

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

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

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

**Community Wellness Concentration**

CPCW 1 Participate in nutrition care for population groups across the lifespan.

CPCW 2 Conduct assessment and evaluation of community based food and nutrition programs. CPCW 3 Participate in community-based research

CPCW 4 Consult with organizations regarding food access for target populations.

CPCW 5 Participate in the functioning of a community food production/distribution agency to meet nutrition guidelines, cost parameters, and acceptance.

38

Appendix B

#### Code of Ethics

39

Code of Ethics for

the Nutrition and

Dietetics Profession

Effective Date: June 1, 2018

**Commission on Dietetic Registration**

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**Preamble:**

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general

principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and di-.;ltetics practitioner's roles and conduct. All individuals *to* whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

**Principles and Standards:**

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

Nutrition and dietetics practitioners shall:

* 1. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
  2. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
  3. Assess the validity and applicability of scientific evidence without personal bias.
  4. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
  5. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
  6. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate

with others, seek counsel, and make referrals as appropriate.

* 1. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
  2. Practice within the limits of their scope and collaborate with the inter-professional team.

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

Nutrition and dietetics practitioners shall:

* 1. Disclose any conflicts of interest, including any financial interests in products or services that are

r commended. Refrain from l!CCepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.

* 1. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
  2. Maintain and appropriately use credentials.
  3. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
  4. Provide accurate and truthful information in all communications.
  5. Report inappropriate behavior or treatmentof a patient/client by another nutrition and dietetics practitioner or other professionals.
  6. Document, code and bill to most accurately reflect the character and extent of delivered services.
  7. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
  8. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

40

**3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

* 1. Participate in and contribute to decisions that affect the well-being of patients/clients.
  2. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
  3. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
  4. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
  5. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates,

supervisees, or students.

* 1. Refrain from verbal/physical/emotional/sexual harassment.
  2. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
  3. Communicate at an appropriate level to promote health literacy.

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

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

Nutrition and dietetics practitioners shall:

* 1. Collaborate with others to reduce health disparities and protect human rights.
  2. Promote fairness and objectivity with fair and equitable treatment.
  3. Coutribute time and expertise to iictivlties that promote respec;tint gd ty, an.c:l competence of the profession .
  4. Promote the unique role of nutrition and dietetics practitioners.
  5. Engage in service that benefits the community and to enhance the public's trust in the profession.
  6. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

**Glossary of Terms:**

**Autonomy:** ensures a patient, client, or professional has the capacity and self-detennination to engage in individual decision­ making specific to personal health or practice.1

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.1

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.2

**Confllct(s) of Inte.-est(s);** defined as **a** personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.2

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to

which the nutrition and dietetics practitioner provides service.3

**Diversity:** "The Academy values and respects the diverse viewpoints and individual difforenecs of all people, The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise." 4

Evidence-based **Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evic.lt:uct:-bast:<l practice valut:s, cnh a11c1:s anJ buil<ls un clinical cx.µc1Lisc, kuowleJgc of disease mechanisms, au<l pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recogni zes that health care is individualized and ever changing and involves

uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.2

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals I and fair allocation of resources.

41

**Non-Maleficence:** is the intent to not inflict hann.1

**References:**

I . Fomari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.

1. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition ofTenns Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. [http://www.eatrightpro.org/~/media/eatrightpro%20files/practice/scope%20standards%20ofl'/o20practice/academyde finitionof](http://www.eatrightpro.org/%7E/media/eatrightpro%20files/practice/scope%20standards%20ofl%27/o20practice/academydefinitionof) tennslist.ashx
2. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
3. Aoodcmy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

**42**



**Student Code of Conduct**

The Student Conduct Process aspires to develop and maintain conduct standards in support of character, civility, and community.  This section provides a set of expectations regarding student conduct in support of the University community.

A student and/or group/organization may be charged with violating any student conduct standard.  In cases where a violation is committed by a member of a group/organization, the entire group/organization may be held responsible in addition to the student when those members of the group/organization not directly involved participate in the activity by encouraging, witnessing, or condoning the act in any manner.  The following behavior is subject to disciplinary action under *The Student Code of Conduct*.

1. Academic Integrity  
   Violations of academic integrity include:
   1. Plagiarism, which includes the use, by paraphrase or direct quotation, of the published or unpublished ideas, words, data, or work, of another person without full and clear acknowledgment; the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or the misrepresentation of another person’s work as one’s own.
   2. The use of any unauthorized assistance or tools  
      (i) In taking quizzes, tests, or examinations  
      (ii) When completing assignments, solving problems, or carrying out other assignments.
   3. The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
   4. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
   5. Inappropriate collaboration, including working together on assignments or projects to an extent not permitted by the instructor.
   6. Multiple submissions of the same work, including submitting the same or parts of the same assignment for multiple classes without permission from the instructor.
   7. Fabrication of data, including presenting fictitious data relating to experiments, changing of data obtained from sources, and citing non-existent sources.
   8. Bribes, threats, or intimidation, which includes the exchange of payment for assignments or parts of assignments, and threats to entice others to engage in academic dishonesty.
   9. Impersonation, including pretending to be another person in the completion of a quiz, exam, or other assignment.
   10. Altering or destroying the work of others unless given permission.
   11. Lying in order to obtain an academic advantage, which includes falsification of documents or other information used to request make-up work.
2. Alcohol

43

* 1. Use or possession of alcoholic beverages, except as permitted by law and University policy.
  2. Public Intoxication.
  3. Manufacturing, or distribution of alcoholic beverages to any person under twenty-one (21) years of age except as permitted by law.

1. Bullying and Harassment
   1. Unwelcome or unreasonable behavior that harasses or intimidates people either as individuals or as a group and is sufficiently severe or pervasive from both a subjective (the complainant’s) and an objective (reasonable person) viewpoint. Bullying and harassing behavior is often persistent and part of a pattern,
   2. but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see University Policy 3356-2-03 “Discrimination/harassment” and Administrative Code Rule 3356-2-03 “Discrimination/harassment” for prohibited conduct based on individual’s sex, race, color, religion, national origin, age, sexual orientation, gender identity, and/or expression, disability, or veteran/military status or any other basis protected by law).
2. Complicity
   1. Allowing or enabling a violation to occur, failing to report a violation, or concealing, condoning,

supporting, or encouraging a violation or an attempted violation.

1. Student Conduct System  
   Abuse of the student conduct system, including, but not limited to:
   1. Failure to obey the summons of a Student Conduct Body or University official to appear for a meeting or hearing as part of the student conduct process.
   2. Falsification, distortion, or misrepresentation of information before a Student Conduct Body.
   3. Institution of a student conduct proceeding knowingly without cause.
   4. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
   5. Attempting to influence the impartiality of a member of a Student Conduct Body prior to or during the student conduct process.
   6. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Body, participants, or witnesses prior to, during, and/or after a student conduct proceeding.
   7. Failure to comply with the sanction(s) imposed by the Student Conduct Body.
   8. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
   9. Disruption or interference with the orderly conduct of a student conduct proceeding.
2. Disorderly Conduct
   1. 1. Conduct which is disorderly, lewd, or indecent; a breach of peace; obstructs teaching, research,

administration, or University activities or functions; or aids, abets, or persuades another person to engage

in such conduct.

1. Drugs
   1. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances in either refined or crude form, including the use of drug-related paraphernalia.
   2. The misuse of materials as an intoxicant.
   3. Use of prescription drugs in any way other than as prescribed. Distribution of prescription drugs to anyone other than the person to whom they are prescribed.
2. Failure to Comply

Failure to comply with directions and/or oral or written instructions which are given by any University

official, student, faculty member, or staff who is acting in an official University capacity and/or failure to

identify oneself to these persons when requested to do so.

1. Financial Obligations

Failure to meet all financial obligations to the University.

44

1. Gambling

Gambling or wagering of any form except as expressly permitted by law and/or University policy.

1. Hazing

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or

which destroys or removes public or private property, for the purpose of initiation, admission into,

affiliation with, or as a condition for continued membership in a group or organization.

1. Information Technology  
   Theft or other abuse of information technology and resources, including, but not limited to:

Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

* 1. Unauthorized transfer of a file.
  2. Unauthorized use of another individual’s identification and password.
  3. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.
  4. Use of computing facilities and resources to send obscene or abusive messages.
  5. Use of computing facilities and resources to interfere with the normal operation of the University computing system originating from an on-campus or off-campus source.
  6. Use of computing facilities and resources in violation of copyright laws.
  7. Any violation of the Responsible Use of University Technology Resources Policy (4009.01).

1. Non-Academic Dishonesty

Furnishing false information to any University official, faculty member, or office.

1. Forgery, alteration, or misuse of any University document, record, credit card, or instrument of identification.
2. Tampering with the election of any University recognized student organization.
3. Deliberately misleading or intentionally failing to maintain correct address and telephone information with the Registrar.
4. Misrepresenting enrollment status and/or achievement at the University to non-University officials and/or on non-University documents.
5. Obstruction of Traffic

Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

1. Endangering Behavior

Intentionally, knowingly or recklessly causing physical harm to another person or their property or engaging in conduct which threatens or causes a reasonable apprehension of harm to the health, safety, life, or property of a person including one’s self.

45

1. Entering false fire alarms, bomb threats, or tampering with fire extinguishers, alarms, smoke detectors, or other safety equipment.
2. Property Damage

Any action which damages or could reasonably damage property of the University, or property of a member of the University community, or other personal or public property, on or off campus, or acts of vandalism even if this behavior does not cause damage.

1. Published University Policies

Violation of published University policies, rules, or regulations including those available electronically on the University website.

1. Sexual Misconduct

A broad range of behaviors including sexual assault, dating violence, domestic violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or is carried out through force, threat, intimidation, or coercion.

Sexual Assault: Any intentional, non-consensual and/or coerced sexual contact. Physical resistance need not occur to meet the definition of sexual assault.

1. Consent: Sexual activity requires consent, which is defined as positive, unambiguous, voluntary and on-going agreement to engage in a specific activity. Consent must be freely and affirmatively given. Consent cannot be obtained from someone through coercion or from someone who is unconscious, asleep, or whose judgment is impaired by the use of a drug or alcohol, or diminished by an intellectual, mental or physical condition or disability. Consent may be withdrawn at any time.
2. Coercion: Intimidation, physical or psychological threat, or pressure used to force another to engage in sexual acts.
3. Stalking: Repeated behaviors or activities whether in person, online, or through any other means which threaten or endanger the safety, physical or mental health, life or property of another or creates a reasonable fear of such threat or action.
4. Dating Violence: Violence or abusive behavior (sexual, physical, or threat of violence) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the length and type of relationship, and the frequency of interaction between the persons involved in the relationship.
5. Domestic Violence: Violence or abusive behavior (sexual, physical or threat of violence) used to maintain control or power within a current or former relationship and which is committed by any of the following:
   1. A current or former spouse or intimate partner of the victim;
   2. A person with whom the victim shares a child in common;
   3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
   4. By any other person against an adult or youth victim under the domestic or family violence laws of the State of Ohio (See Revised Code 2919.25 Domestic Violence).
6. Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit or advantage or to benefit or advantage anyone other than the person being exploited, and that behavior does not otherwise constitute another form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, prostituting another, non-

46

1. consensual video or audio-taping of sexual activity, permitting others to secretly observe or record consensual activity, or engaging in voyeurism.
2. Sex Offenses: See Chapter 2907 of the Revised Code which defines “Sex Offenses” under Ohio Law.
3. Please see University Policy 3356-2-03.1/Sexual Misconduct.
4. Theft

Attempted or actual theft, including possession of stolen property.

1. Unauthorized EntryUnauthorized entry to or use of University premises, or unauthorized possession, duplication, or use of keys to any University premises.
   1. Unauthorized entry to or use of University premises, including access to residential spaces other than one’s own assigned space.
   2. Unauthorized possession, duplication, or use of keys to any University premises.
   3. Unauthorized entry to or use of University premises, or unauthorized possession, duplication, or use of keys to any University premises.
2. Unauthorized Recording
   1. Unauthorized use of electronic or other devices to make an audio or video record or photograph of any person while on University premises without their prior knowledge or without their effective consent when such a recording or photograph is likely to cause injury or distress, except as otherwise permitted by law.
   2. Unauthorized distribution or dissemination of an audio or video recording or photograph of any person without their prior knowledge or consent, even if the recording or photograph originally had been produced with the person’s consent, when such a recording or photograph is likely to cause injury or distress, except as otherise permitted by law.
3. Violation of Law
   1. Behavior which would constitute a violation of federal, state, or local law that adversely affects the University community or interferes with the University’s mission or its educational objectives and programs.
   2. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of The Student Code of Conduct, student conduct action may result and sanctions may be imposed for misconduct that adversely affects the University community or interferes with the University’s mission or its educational objectives and programs. The University, at its sole discretion, may pursue action against a student while the student is also subject to criminal or civil proceedings. In all cases, hearings within the University will be held according to the procedures set forth in ARTICLE VI. Since the University student conduct process is educational in nature, differing judgments may result.
   3. University student conduct proceedings may be instituted against a student charged with a violation of law which is also a violation of The Student Code of Conduct; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under The Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

47

* 1. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of that person’s status as a student. The University will cooperate, to the extent permitted by law, with law enforcement and other agencies in the enforcement of all laws.

1. Weapons

Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.

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48

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# Appendix C

**FERPA Guidelines**

49

**Family Educational Rights and Privacy Act (FERPA)**

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These **rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.** Students to whom the rights have transferred are "eligible students."

* + Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
  + Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
  + Generally, **schools must have written permission from the parent or eligible student in order to release any information from a student's education record.** However , FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest ;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

50

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. You may also contact the Family Policy Compliance Office at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

51

**APPENDIX D**

###### **Student Membership and Activities**

52

**Student Memberships in Affiliate Organizations**

**Please get involved.** Affiliate organizations are your gateway to networking and gaining a greater appreciation of your chosen future profession and colleagues. They can provide you with resources and opportunities at every point in your education and beyond.

Students who get engaged and involved in their professional community and activities while in school generally become practitioners who do the same in their work environments and make our profession stronger.

**Students in Dietetics**

**Students in Dietetics** is a volunteer student organization made up of students enrolled in the three Food and Nutrition

programs at YSU: Dietetic Technician, and the Didactic and Coordinated Programs in Dietetics. You may join this organization

at any time during your tenure in our programs. They generally plan activities around Nutrition and Health related events

such as National Nutrition Month, the American Heart Association's and Cancer Society's Fundraisers, etc., and raise

funds to support student enrichment such as Professional Conference attendance.

**The Academy of Nutrition and Dietetics and the Ohio Academy of Nutrition and Dietetics**

Students in the Food and Nutrition programs may seek a student membership

*($50.00 per year, carries a 6-year limit)* in the Academy of Nutrition and Dietetics.

**AND Student Membership Benefits:**

* Network with other dietetics students via the Web-based Student Council

Community of lnterest (Col), which connects AND student members

nationwide ,provides a communication vehicle for your student representatives,

allows you to access cutting-edge information about the profession, read useful Web

sites and articles, share ideas and more.

* Become eligible for leadership opportunities on the Student Council Advisory Committee.
* Obtain free membership in your state dietetic association and become eligible for state and national Outstanding Dietetics Student Awards.
* Access AND's Student Center Web site and the student online newsletter, the

*ADA Student Scoop.*

* Access the monthly *Journal of the Academy of Nutrition and Dietetics* online, the award-winning *ADA Times,* subscribe to the *Daily News* and more.
* Apply for Academy of Nutrition and Dietetics Foundation scholarships (for U.S. citizens or permanent residents).
* Access to ADACareerlink.org for the latest information on the profession's hottest job opportunities.
* Obtain student liability insurance and special member rates on credit cards, car rental and hotel accommodations.
* Obtain reduced student rates at the annual Food & Nutrition Conference &

Exhibition.

53

**The Mahoning Valley Dietetic Association (MVDA)**

The MVDA is the local dietetic affiliate organization. Students may join the MVDA for a membership fee of $10.00. YSU dietetics students are invited to serve on the MVDA Board of Directors in the position ofYSU Student Liaison and to update their fellow students on activities and opportunities afforded through the organization.

Students may also volunteer for other board positions. Membership in the MVDA provides an invaluable benefit of networking with practicing local RDs and DTRs as well as free access to 4 quarterly educational lectures on a variety of cutting edge dietetics/health topics. Benefits of membership included access to monetary

scholarships. Scholarships of $250.00 or more are awarded to students from each of the YSU dietetic programs annually. The YSU Student Liaison's attendance at the Annual Ohio Dietetic Association Conference in fully funded and conference registration scholarships are offered to other YSU dietetics students planning to attend the conference.

54

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###### APPENDIX E

***Your Path to the RDN Credential***

55

YOUR PATH TO THE RD CREDENTIAL

**High School Diploma**

Apply for admission to YSU and get accepted

Complete the **Dietetic Tech**

Enroll in the ACEND­accredited

**Didactic** Program in Dietetics Completecourse pre-requisites

DPD-Baccalaureate option for CPD program

Complete the DPD curriculum Join the Academy of Nutrition and Dietetics

as a student member

Year 1 Year 2

Graduate from DPD program and At the end of DPD year 2, you may apply

Receive a Verification for admission to the

Coordinated Program in Dietetics (CPD)

Complete CPD program Complete the Dietecic Tech

Apply to an ACEND-accredited

Dietetic Internship

Apply for Registration Eligibility with

the Commission on Dietetic Registration

Take the RD exam and pass it. Obtain Change membership status to active

State Licensure if required in your state

56



**Bitonte College of Health and Human Services**

Program Requirements for: Coordinated Program in Dietetics

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Director** | Dr. Jeanine L. Mincher | **Office** | Cushwa Hall 3329 |
| **Phone #** | 330-941-3346 | **E-Mail Address** | jlmincher@ysu.edu |

Curriculum Sheet Date: 2018-2020

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student Name** |  | | **Banner #** |  | |
| **Cell Phone #** |  | | **E-Mail Address** |  | |
| **Street Address** |  | | **City/State/Zip Code** |  | |
| **Birth Date** |  | **Date Entered YSU** |  | **Date Declared Major** |  |
| **Minor** (If completing one; Not required) | |  | | **Date Declared Minor** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | Human Ecology | | **Dept. Location** | Cushwa 3303 |
| **Chairperson** | Jeanine L. Mincher | | **Dept. Web Address** | http://web.ysu.edu/bchhs/he |
| **Phone #** | 330-941-3344 | **Effective Date of Program Requirements** | | Fall 2018 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Requirements for Graduation: Request a Graduation Evaluation after you have completed 80-85 sh from the Dean/Advisor’s Office, 2104 Cushwa Hall, 330-941-3321. Apply for graduation during the *first three weeks of the semester* you plan to graduate.** | | | | | |
|  | GER model complete | N/A | Foreign Language through 2600 level -  (None required) |  | Minimum of 131 total sh for the degree |
|  | Minimum 85 sh in major |  | Residency requirement (transfer students only) (30 S.h.) |
|  | Minimum \_\_ sh in minor\* |  | Minimum 48 sh of upper-division credit |  | Minimum of 3.0 GPA |

\*Minor not required for this degree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General Education Requirements (GER)** | | | | | |
| **Subject** | **Crs. #** | **Course Title** | **SH** | | **Gr** |
| ENGL | 1550 | Writing 1 (CRPT or ENGL 1539/1540) | 3 | |  |
| ENGL | 1551 | Writing 2 (ENGL 1550 or ACT ENGL 28+) | 3 | |  |
| CMST | 1545 | Communication Foundations (eligibility for ENGL 1550) | 3 | |  |
| MATH | 2623 | Quantitative Literacy | 3 | |  |
| HAHS | 1500 | First Year Experience | 2 | |  |
|  | | | | | |
|  | | | | | |
| **General Education Knowledge Domains**  **Some courses are categorized in more than one knowledge domain. Courses can only be used once within the General Education model.**  **Consult the GER website for approved courses:** [**http://web.ysu.edu/ger**](http://web.ysu.edu/ger)  **Some majors prescribe specific General Education courses.** | | | | | |
| **Arts & Humanities (AH): 2 courses (6 sh)** | | | | | |
|  |  |  | 3 |  | |
|  |  |  | 3 |  | |
|  | | | | | |
| **Natural Sciences (NS): 2 courses, one must include a lab (7 sh)** | | | | | |
| CHEM | 1510/L | Chemistry for Allied Health | 3 |  | |
| BIOL | 1551 | Anatomy & Phys 1 | 3 |  | |
| BIOL | 1551L | Anatomy & Phys 1 Lab | 1 |  | |
|  | | | | | |
| **Social Sciences (SS): 2 courses (6 sh)** | | | | | |
| PSYC | 1560 | Intro to Psychology | 3 |  | |
| SOC | 1500 | Intro to Sociology | 3 |  | |
|  | | | | | |
| **Social & Personal Awareness (SPA): 2 courses (6 sh)** | | | | | |
| FNUT | 1551 | Normal Nutrition | 3 |  | |
|  | 37\_ \_ |  | 3 |  | |
|  | | | | | |
| **General Education Elective: 1 course (3 sh)** | | | | | |
| BIOL | 1552 | Anatomy & Phys 2 | 3 |  | |
| BIOL | 1552L | Anatomy & Phys 2 Lab | 1 |  | |
|  | | | | | |
| **All majors require a Capstone course to satisfy the GER.**  **See requirements listed under the major.** | | | | | |
|  | | | | | |

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| **Advisement:** |
| Freshman, athletes, and students on warning and probation are **required** to meet with an advisor before registration.  It is recommended that all majors meet with a faculty advisor every semester. |

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| --- | --- | --- | --- | --- |
| **Remedial Coursework**  Students take the following coursework based on scores from their placement exams or ACT/SAT scores. Please see your advisor to determine which courses you are required to complete.  **These courses do NOT count toward graduation hours.** | | | | |
| **Subject** | **Crs. #** | **Course Title** | **SH** | **Gr** |
| RSS | 1510A | Advanced College Success Skills | 3 |  |
| RSS | 1510B | Basic College Success Skills | 3 |  |
| RSS | 1510C | STEM Adv College Success Skills  57 | 3 |  |
| ENGL | 1509/12 | Aca Conv for Non-native Speakers | 3 |  |
| ENGL | 1512 | Eng Conv for Non-native Speakers | 1 |  |
| ENGL | 1539 | Fundaments of College Writing | 4 |  |
| ENGL | 1540 | Introduction to College Writing | 3 |  |
| MATH | 1500 | Number Concepts & Beginning Algebra (no longer offered) | 5 |  |
| MATH | 1501 or  (1502+1503) | Elementary Algebraic Models or (Beginning Algebra 1,2) | 5  3+3 |  |
| MATH | 1504 | Intermediate Algebra w/ Trig  (no longer offered) | 5 |  |
| MATH | 1505 | Intermediate Algebra with Applications | 5 |  |
| MATH | 1507 | Intermediate Algebra | 3 |  |

The Undergraduate Bulletin is found at:

<http://www.ysu.edu/ebulletin/>

General Education courses can be found at: <http://web.ysu.edu/gen/ysu/General_Education_Courses_m2208.html>

|  |  |  |
| --- | --- | --- |
|  | **Required Hours for the Major** | 85 |
| **Required Hours for the Minor** | 0 |
| **Required Upper-Division Hours for the Degree** | 57 |
| **Total Hours Required for the Degree** | 132 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Major courses -must earn a grade of C or better and cannot be taken as CR/NC. Courses cannot count towards both the major & a minor. A minor entails a minimum of 18 sh with at least one-third of these hours taken at the 3700 level or higher. | | | | |
| **Subj.** | **Crs. #** | **Course Title** | **SH** | **Gr** |
| FNUT | 1512 | Food Safety and Sanitation  *(or Ohio Food Manager ServSafe Certification)* | 1 |  |
| FNUT | 1551 | Normal Nutrition | 3 |  |
| FNUT | 1553 | Food Science & Mgmt. Prin. | 3 |  |
| FNUT | 1553L | Food Science & Mgmt. Prin. Lab | 1 |  |
| FNUT | 2603 | Medical Nutrition Therapy 1 | 3 |  |
| FNUT | 2603L | Medical Nutrition Therapy 1 Lab | 1 |  |
| FNUT | 2612 | Food Systems | 3 |  |
| FNUT | 2612L | Food Systems Lab | 2 |  |
| FNUT | 2652L | Nutrition Assessment Lab | 1 |  |
| FNUT | 3735 | Nutritional Biochemistry | 2 |  |
| FNUT | 3759 | Advanced Nutrition | 3 |  |
| FNUT | 3760 | Medical Nutrition Therapy 2 | 3 |  |
| FNUT | 3760L | Medical Nutrition Therapy 2 Lab | 2 |  |
| FNUT | 3760R | Medical Nutrition Therapy 2 Rec | 2 |  |
| FNUT | 3761 | Science of Nutrition In Exercise | 3 |  |
| FNUT | 4802 | Research Methods in Diet | 2 |  |
| FNUT | 4802 | Research Methods in Diet Lab | 1 |  |
| FNUT | 4810 | Experimental Foods | 2 |  |
| FNUT | 4810L | Experimental Foods Lab | 1 |  |
| FNUT | 4858 | Foodservice Systems Mgt. | 4 |  |
| FNUT | 4858L | Foodservice Systems Mgt. Lab | 3 |  |
| FNUT | 4860 | Medical Nutrition Therapy 3 | 3 |  |
| FNUT | 4860L | Medical Nutrition Therapy 3 Lab | 3 |  |
| FNUT | 4872 | Maternal & Child Nutr | 2 |  |
| FNUT | 4872L | Maternal & Child Nutr Lab | 2 |  |
| FNUT | 4873 | Nutrition & Aging | 2 |  |
| FNUT | 4873L | Nutrition & Aging Lab | 3 |  |
| FNUT | 4874 | Community Nutr & Wellness | 3 |  |
| FNUT | 4874L | Community Nutr & Wellness Lab | 3 |  |
| FNUT | 4885 | Practicum | 4 |  |
| FNUT | 5862 | Food and Culture | 2 |  |
| FNUT | 5862L | Food and Culture Lab | 1 |  |
| Total | | | 74 |  |
|  | | | | |
| **Additional Program Accreditation Requirements** | | | | |
| ACCT | 1503 | Elementary Accounting | 3 |  |
| BIOL | 1560 | Microbiology for Health Prof | 2 |  |
| BIOL | 1560L | Microbiology for Health Prof Lab | 1 |  |
| COUN | 2651 | Helping Skills for Human Ecology | 2 |  |
| CHFM | 3731 | Individual & Family Development | 3 |  |
| HMEC | 1550 | Human Ecology Professions | 1 |  |
| MGT | 3725 | Fundamentals of Management | 3 |  |
| HAHS | 5875 | Inter-Professional Education | 3 |  |
| Total | | | 18 |  |
| A Minor is not required for this degree, however there are several Minors that may complement the CPD:   * Business * Community Health Planning and Evaluation * General Psychology * Gerontology * Multimedia Reporting * Professional Ethics * Public Health * Spanish | | | | |

**Important Notes:**

* View the online *Undergraduate Bulletin* ([www.ysu.edu/ebulletin](http://www.ysu.edu/ebulletin)) for information including course descriptions and prerequisites, major and minor requirements, academic policies, etc.
* An accumulated GPA of 2.00 or above is required to graduate.
* All students must satisfy General Education requirements; some majors prescribe specific GE courses.
* A grade of “C” or better is required in all required major and minor courses. Courses taken as “CR/NC” will not count towards the major or minor. Courses taken out of sequence will not count toward graduation.
* Courses cannot count toward both the major and minor.
* Courses taken for the major and minor may be applied toward satisfying General Education requirements but credit hours toward graduation cannot be double counted.
* Eight semester hours of foreign language through the 2600 level are required of some majors; check your major requirements.
* Course numbers of 3700 and higher are considered upper-division courses.
* You must complete coursework totaling a minimum of 124 sh to graduate (at least 60 sh must be completed at the 2600 level or higher and 48 sh must be at the 3700 level or higher).
* The following courses do NOT count as hours toward graduation: MATH 1500, 1501, 1502, 1503, 1504, 1505 and 1507; ENGL 1509, 1512, 1539 and 1540; and RSS 1510A, 1510B and 1510C.
* The residency rule requires the last 30 sh of your degree and at least 16 sh in your major and 21 sh in upper-division courses to be completed at YSU.
* Eligibility to continue receiving federal financial aid is affected by your “satisfactory academic progress.” Carefully review details on the Office of Financial Aid and Scholarship website: <http://cfweb.cc.ysu.edu/finaid/index.cfm> and <http://cfweb.cc.ysu.edu/finaid/sec_sap.cfm>
* Meet with your advisor on a regular basis to ensure you are meeting requirements for graduation.

**Graduation Process**

* **One Year Before Expected Graduation**
  + Request a Graduation Evaluation after you have completed 80-85 sh from the Dean/Advisor’s Office, 2104 Cushwa Hall, 330-941-3321
  + When your evaluation is complete, make an appointment with your departmental chairperson.
* **Semester You Plan To Graduate**
  + Apply for graduation during the ***first three weeks of the semester*** you plan to graduate (you must have a graduation evaluation completed in advance).

58

53



**Bitonte College of Health and Human Services**

Program Requirements for: Coordinated Program in Dietetics

**Suggested 4-Year Semester Plan**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 1 - Fall Semester** | | | | |  | **Year 1 – Spring Semester** | | | | |
| **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** | **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** |
|  |  | 1st year Exper | 2 |  | ♦BIOL | 1552 | Anatomy & Physiology 2 (F/S/X) | 3 |  |
| *♦BIOL* | *1551* | *Anatomy & Physiology 1 (F/S/X)* | *3* |  | *♦BIOL* | *1552L* | *Anatomy & Physiology 2 Lab (F/S/X)* | *1* |  |
| ♦BIOL | 1551L | Anatomy & Physiology 1 Lab (F/S/X) | 1 |  |  |  | A & H elective | 3 |  |
| ♦CHEM | 1510/L | Chemistry for Allied Health& Lab (F/S/X) | 3 |  | ♦ENGL | 1551 | Writing 2 (F/S/X) | 3 |  |
| ♦FNUT | 1551 | Normal Nutrition (F/S/X) | 3 |  | ♦PSYC | 1560 | General Psychology (F/S/X) | 3 |  |
| ♦ENGL | 1550 | Writing 1 (F/S/X) | 3 |  | ♦HMEC | 1550 | Human Ecology Prof (F/S) | 1 |  |
| **TOTAL** | | | **15** |  | **TOTAL** | | | **14** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 2 - Fall Semester** | | | | |  | **Year 2 – Spring Semester** | | | | |
| **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** | **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** |
| ♦COUN  COUN | 2651  2650 | Foun of Helping Skills/HMEC (F) ***or***  Foun of Helping Skills (S) | 2 |  | ACCT  HMGT | 1503  2603 | Elementary Accounting ***or***  Hospitality Financial Acct | 3 |  |
| ♦FNUT | 1553 | Food Sci & Mgt. Prin (F/S) | 3 |  | ♦FNUT | 2612 | Food Systems (F/S) | 3 |  |
| ♦FNUT | 1553L | Food Sci & Mgt. Prin Lab (F/S) | 1 |  | ♦FNUT | 2612L | Food Systems Lab (F/S) | 2 |  |
| ♦MATH | 2623 | Quantitative Reasoning (F/S/X) | 3 |  | ♦FNUT | 2603 | Med Nutr Therapy 1 (F/S) | 3 |  |
| ♦BIOL | 1560/L | Microbiology & Lab (F/S/X) | 3 |  | ♦FNUT | 2603L | Med Nutr Therapy 1 Lab (F/S) | 1 |  |
| ♦FNUT | 2652L | Nutrition Assessment Lab (F/S) | 1 |  | ♦FNUT | 1512 | Food Safety & Sanitation (F/S) | 1 |  |
| ♦SOC | 1500 | Introduction to Sociology (F/S/X) | 3 |  | ♦FNUT | 3735 | Nutritional Biochemistry (S) | 2 |  |
|  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | | | **16** |  | **TOTAL** | | | **15** |  |

♦ Indicates pre-requisite for admission to CPD. Apply to CPD after completing all pre-requisite courses

|  |  |  |  |  |  |  |  |  |  |  |
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| **Year 3 - Fall Semester** | | | | |  | **Year 3 – Spring Semester** | | | | |
| **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** | **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** |
| FNUT | 3759 | Advanced Nutrition (F) | 3 |  | MGT | 3725 | Fundamentals of Management (F/S/X) | 3 |  |
| FNUT | 3760 | Med Nutrition Therapy 2 (F) | 3 |  | CHFM | 3731 | Individual & Family Develop (F/S) | 3 |  |
| FNUT | 3760L | Med Nutrition Therapy 2 Lab (F) | 2 |  | FNUT | 4802L | Research Methods Lab (S) | 1 |  |
| FNUT | 3760R | Med Nutrition Therapy 2 Rec (F) | 2 |  | FNUT | 4860 | Medical Nutrition Therapy 3 (S) | 3 |  |
| FNUT | 3761 | Science of Nutr in Exercise (F) | 3 |  | FNUT | 4860L | Medical Nutrition Therapy 3 Lab (S) | 3 |  |
| FNUT | 4802 | Research Methods (F) | 2 |  | CMST | 1545 | Communication Foundations (F/S/X) | 3 |  |
|  |  | A & H elective | 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **TOTAL** | | | **18** |  | **TOTAL** | | | **16** |  |

**Request a Graduation Evaluation after you have completed 80-85 sh,**

**from the BCHHS Advising /Dean’s Office, 2104 Cushwa Hall, 330-941-3321.**

|  |  |  |  |  |  |  |  |  |  |  |
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| **Year 4 - Fall Semester** | | | | |  | **Year 4 – Spring Semester** | | | | |
| **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** | **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** |
| FNUT | 4858 | Foodservice System Mgt (F) | 4 |  | FNUT | 4810 | Experimental Foods (S) | 2 |  |
| FNUT | 4858L | Foodservice System Mgt Lab (F) | 3 |  | FNUT | 4810L | Experimental Foods Lab (S) | 1 |  |
| FNUT | 4873 | Nutrition & Aging (F) | 2 |  | FNUT | 4872 | Maternal & Child Nutr. (S) | 2 |  |
| FNUT | 4873L | Nutrition & Aging Lab (F) | 2 |  | FNUT | 4872L | Maternal & Child Nutr.Lab | 2 |  |
|  | 37\_ \_ | *Upper Division* SPA Elective | 3 |  | FNUT | 4874 | Comm. Nutr & Wellness (S) | 3 |  |
| HAHS | 5875 | Inter-Professional Education | 3 |  | FNUT | 4874L | Comm. Nutr & Wellness Lab (S) | 3 |  |
|  |  |  |  |  | FNUT | 5862 | Food and Culture (S) | 2 |  |
|  |  |  |  |  | FNUT | 5862L | Food and Culture Lab (S) | 1 |  |
| **TOTAL** | | | **17** |  | **TOTAL** | | | **16** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year 4 - Summer Semester** | | | | |  |  | | | | |
| **Subj.** | **Course #** | **Course Title** | **SH** | **Gr** |  |  |  |  |  |
| FNUT | 4885 | Practicum in Dietetics (X) | 4 |  |  |  |  |  |  |
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| --- | --- |
| **Required Hours for the Major** | 85 |
| **Required Hours for the Minor** |  |
| **Required Upper-Division Hours for the Degree** | 57 |
| **Total Hours Required for the Degree** | 132 |

59