

**YOUNGSTOWN STATE UNIVERSITY**



**Department of Human Ecology**

**Food and Nutrition**

**Dietetics Future Model**

**(DFM)**

**Student Handbook**

**of**

**Program Policies and Procedures**

**2020**

# General Program Policies

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## **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 opportunities.

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.

## **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.

## 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.**

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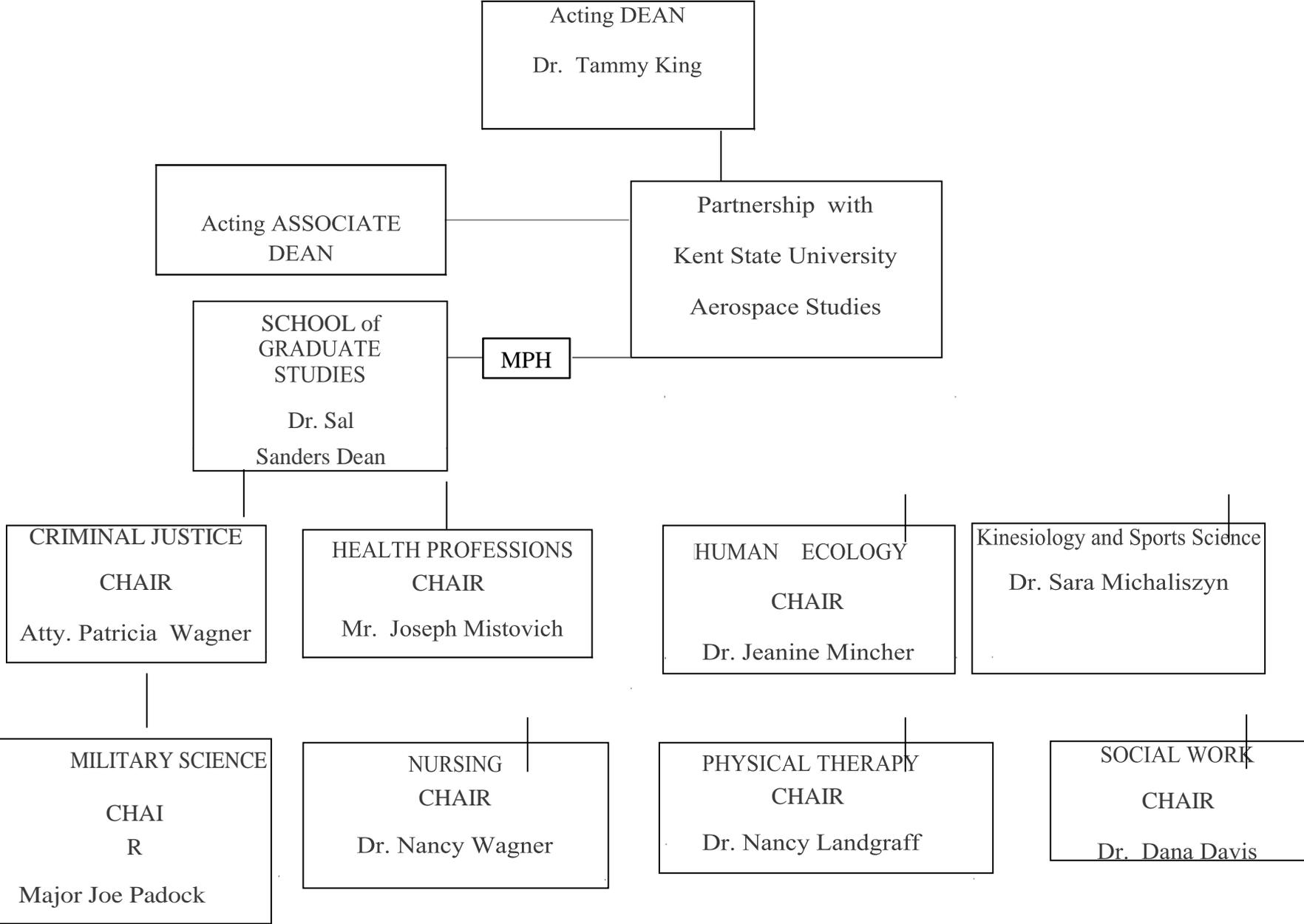
Signature

Date

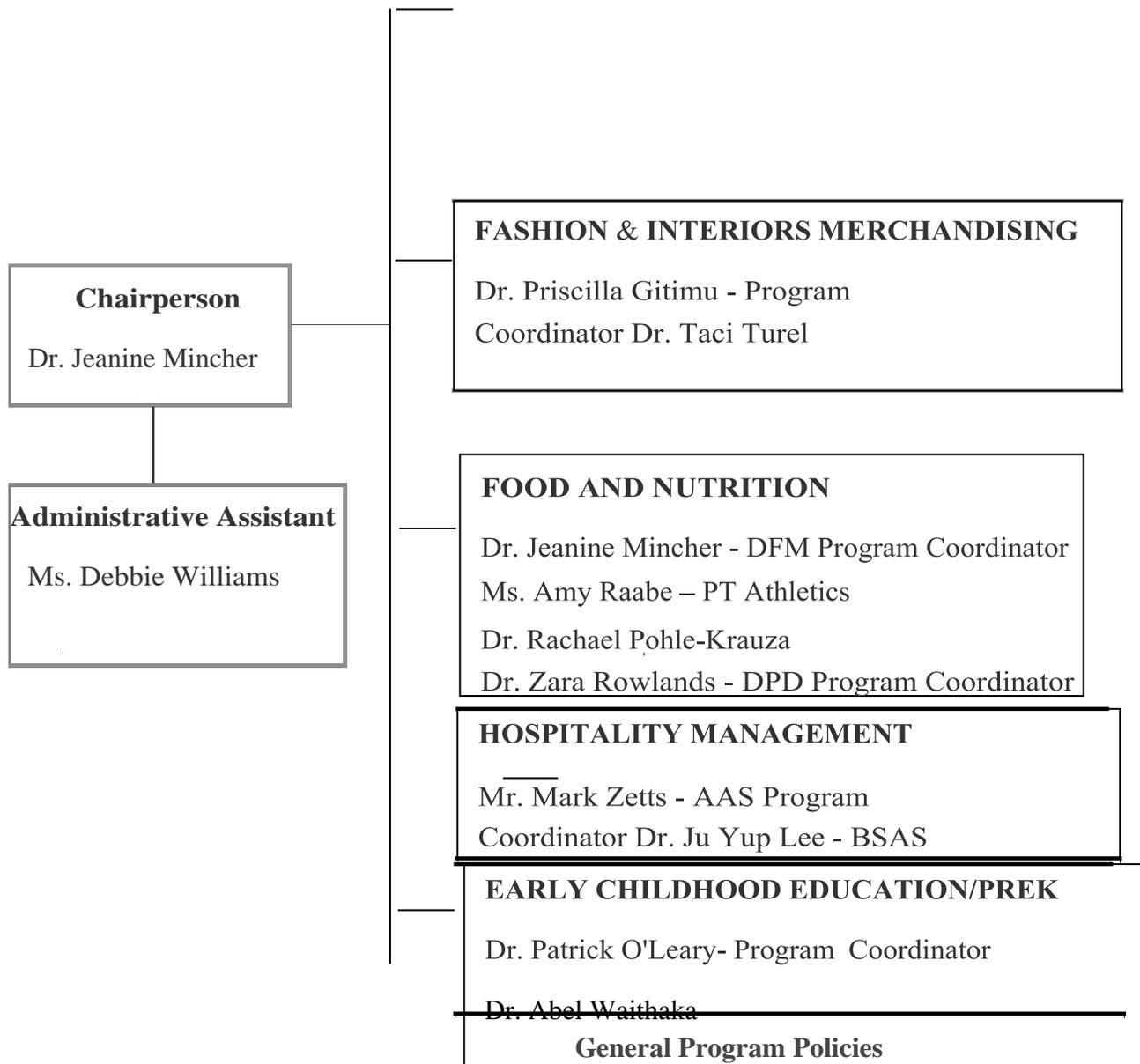
Note: This page is to be signed by the student and placed in the DFM file by the end of the first week of the semester.

Bitonte College of Health and Human Services

(BCHHS) Organization Chart



**DEPARTMENT OF HUMAN ECOLOGY 2019-2020**



**Policy: DFM 1 Title:**

The Purpose of the Policy and Procedure Manual for the Dietetics Future Model

**Purpose:**

The purpose of this manual is to provide an overview of the Dietetics Future Model (DFM) 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 DFM program.

**Procedure:**

The Policy and Procedure Manual for the DFM 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 DFM 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: DFM 2**

**Title:**

The Purpose of the Dietetics Future Model

**Purpose:**

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

**Procedure:**

The curriculum for the Dietetics Future Model will be reviewed annually or as needed. The curriculum will follow established University program and general education requirements as well as meet the Future Education Model Graduate Programs.guidelilnes. ... All FG programs are offered at the graduate level and provide the required nutrition and dietetics coursework and supervised experiential learning to meet ACEND's competency requirements to be eligible to become a Registered Dietitian Nutritionist (RDN) (www.eatrightpro.org). The Curriculum Sheet and suggested rotations follow later in this handbook.

## Policy: DFM 3

### **Title:**

Accreditation Status and Maintenance

### **Purpose:**

Youngstown State University will maintain accreditation of the DFM through the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

### **Procedure:**

The Youngstown State University DFM will maintain its current accreditation status as fully accredited through the Accreditation Council for Education in Nutrition and Dietetics (ACEND). **ACEND is a specialized accrediting body recognized by the United States Department of Education which has an accreditation cycle of seven years.**

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

- Annual report
- Program Assessment; required periodically
- Self-Study Document; required on the seventh 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
- Tracking of student Competencies and Program Goals
- Maintenance of records will be ongoing by the Program Director

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)

## **Policy: DFM 4**

### **Title:**

Mission Statement \*MPH Mission and Goals located in the MPH Handbook

### **Purpose:**

The DFM 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.

## **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.

## **Dietetics Future Model Mission**

The mission of the Dietetics Future Model (DFM) is to educate graduate level dietitians, with a community wellness/public health emphasis, who will provide quality and effective services in clinical, foodservice systems management, community/public health, and business/entrepreneurial areas of dietetics. The graduate dietitian, with a community wellness/public health emphasis, is prepared to 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 physiological, 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 DFM provides a curriculum designed to coordinate didactic and experiential learning experiences to meet the requirements for entry-level practice 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 a Didactic Program in Dietetics and those who are unable to leave the geographic area to complete a Dietetic Internship. The DFM 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.

**Policy: DFM 5**

**Title:**

Measurable Program Goals-Completion policy

**Purpose:**

The DFM will identify measurable goals for student learning outcomes and program outcomes for graduates as identified in the Future Education Model (Graduate) from ACEND.

**\*Maximum Completion Policy of 3.75 years**

**Procedure:**

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

**Graduates of the DFM will:**

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

1. Registration Exam: 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%.
2. Employer Satisfaction: Eighty percent of employers of graduates surveyed will indicate adequate preparation of the position obtained.
3. Eighty percent of the graduates will indicate satisfaction with the DFM program to prepare them for an entry level position.
4. Seventy percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
5. Program completion: At least 80% of program graduates complete the program/degree requirements within 3.75 years (150% of the program length). This is the maximum program length.

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

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;
2. 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.
2. Seventy percent (70%) of the graduates will serve as a dietetic manpower resource for the Mahoning Valley as evidenced by employment in the area;

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

## DFM 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 DFM 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**

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](#) [1] for more information).

If an instructor suspects that student academic dishonesty has ocured please retain the original documents and contact the CCP office to ensure appropriate guidance and support through the process.

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<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>

## **Policy: DFM7**

### **Title:**

Dietetics Programs Organizational Structure

### **Purpose:**

The dietetics programs shall identify an organizational structure to support the operations of the Didactic Program in Dietetics (DPD), and the Graduate Dietetics Future Model (DFM).

### **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:

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

Specific functions and responsibilities related to the curriculum are to:

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

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 (DFM only):** The Admissions and Retention Committee consists of a minimum 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 DFM 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 DFM Program Coordinator.
- **The Dietetics Programs Advisory Board:** The Dietetics Programs Advisory Board shall consist of at least 10 members. Membership shall include: Food and Nutrition faculty, Department of Human Ecology Chairperson, one student member from the junior DFM and DPD classes, one student member from the senior DFM and DPD classes, 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.

**Policy: DFM 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.

**Policy: DFM 9****Title:**

Professionalism

**Purpose:**

Conduct in the classroom and at the supervised experiential learning 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 DFM.
- Students are expected to attend, and be on time for, all classes and to be prepared to participate in the classroom and supervised experiential learning.
- 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.
- Complaints are 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.

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**Policy: DFM 10**

**Title:**

Admission Requirements for the DFM

**Purpose:**

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

**Procedure:**

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

- Have completed, be currently enrolled in, or will be completing all the pre-requisites courses as identified (by the triangles/diamonds) on the DPD and DFM curriculum sheets or equivalent or have graduated from an accredited DPD program.
- Have a GPA of at least 3.0/4.0.
- 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 January 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 DFM Director during the semester prior to the first supervised experiential learning.
- \* **A second phase of approval will be given by the MPH Admissions Committee after initial approval by the DFM Committee. This process is described in the MPH Handbook.**

All applicants will be notified of the decision by May 31.

## **Policy: DFM 11**

### **Title:**

Credit for Prior Learning and/or Life Experience; Distance Education

### **Purpose:**

Students enrolled in the Department of Human Ecology may apply for Credit for Prior Learning (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.yosu.edu/courses/pla/>

**\*Credit for Prior Learning is typically awarded only for undergraduate coursework**

**Distance Education- Some courses are set up as distance/online or hybrid courses. Students should be familiar with a computer and able to use Blackboard, email and general navigation.**

### **Policy for Distance Education Identity Verification:**

Students enrolled in the Consortium of Eastern Ohio Master of Public Health are subject to the following student identity verification methods.

Government-Issued Photo Identification: Students will show a government-issued photo identification during the webinar orientation meeting prior to the first class. The program generally verifies student identity at least once each semester that the student is enrolled in required program courses.

Getting-to-know you video: Upon acceptance, students will be scheduled to record a two-minute video introducing themselves. A photo will be taken of the student to create the class composite, which will be distributed to program faculty. Staff will also provide an orientation to the program at this "meeting."

Secure, Individual Login and Passcode: Students are assigned a secure, individual username and password upon enrollment at their home university. These assigned identifiers are used to access their home university portals where students complete and submit coursework and access grade information. The student email is used to log-in to the program learning management system that is housed on Cleveland State University's Blackboard system.

Course administration: Faculty teaching required courses using a webinar platform will include the following policy on their syllabi: "Students will be expected to be on camera during class." Individual faculty may opt to allow students to turn off cameras during any class session.

Exam administration: Faculty providing closed-book exams may opt to have students take the exam using the webinar platform; cameras will be required to be on for the instructor to be able to see the student taking the exam. Faculty may also choose to use an honor code question.

Administrative or Academic Practices: Students are subject to identity verification, at the University's discretion, through the use of personally identifiable information provided by the student upon application to the University. Students must provide two pieces of identifying information that can be verified by University faculty or staff using information contained within the Student Information System prior to having personally identifiable information released to them by phone. In addition, faculty may commence verification of student identity following review of student work. Changes in academic performance or writing style is monitored and may prompt a request for identity verification

**Policy: DFM 12**

**Title:**

Verification Statement: Graduation and **Program Completion Requirements**

**Purpose:**

Graduation and/or program completion requirements and issuing of Verification Statements will be identified for students and to indicate a policy on program completion.

**Procedure:**

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

- Completed the itemized courses on the DFM curriculum sheet.
- Maintained a GPA of at least 3.0/4.0.
- Applied for graduation during the appropriate semester.
- 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 Graduate DFM and is eligible to sit for the registration examination for Dietitians (RD exam).
- Six copies of the Verification Statement will be given directly to students after the 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.
- Graduation procedures for the MPH degree are outlined in the MPH Handbook on page 27.
  - Students are required to complete the program requirements in 150% of the allowed time: This is 3.75 years.

## Experiential Learning Policies

### Policy: DFM 13

#### Title:

Student Orientation to Experiential Learning

#### Purpose:

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

#### Procedure:

General information regarding supervised experiential learning will be reviewed again in the first supervised experiential learning rotation. In supervised experiential learning, 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 experiential learning 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 experiential learning Preceptor who in turn 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.
- Adhere to the following dress code:
  - Uniform. The white DFM 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 DFM 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.

## **Policy: DFM14**

### **Title:**

Experiential Learning 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 experiential learning sites to fulfill the ACEND Graduate Future Model Competencies, 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 typically 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 Dietetics Future Model 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 experiential learning 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 Dietetics Future Model 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. Forms for each experience will be provided to the student and preceptor to document hours completed.

**Policy: DFM 15**

**Title:**

Insurance Requirements for Dietetics 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 DFM. 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 experiential learning sites or if illness/personal injury occurs during supervised experiential learning experience.

**Injury/Illness**

If a student is injured or becomes ill during supervised experiential learning, 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.

## **Policy: DFM 16**

### **Title:**

Attendance at Experiential Learning Sites/Log Documentaion procedures

### **Purpose:**

To provide guidelines for missed experiential learning hours

### **Procedure:**

- Students are required to attend, and be on time for, all classes and planned supervised experiential learning experiences.
- In case of an emergency, a valid excuse is necessary for a student to be excused from supervised experiential learning experiences. Both University Faculty and the Supervised Experiential Learning 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 experiential learning 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 experiential learning Preceptor. If holidays such as Veteran's Day or Memorial Day fall on a day for which supervised experiential learning 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.
- Logs of hours will be required at each supervised experiential learning site which will be used to document/verify completion of required hours. Logs are to be signed by the preceptor and cannot be whited out or adulterated.

**Policy: DFM 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.

**Policy: DFM18**

**Title:**

Student Progress Evaluation (Formative/Summative)/Retention Policy

**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 experiential learning 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 experiential learning experiences. Grading for supervised experiential learning experience follows University policy, and grading for specific courses is in accordance with the program standards and the instructor's criteria. In supervised experiential learning 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.
- Future Model requirements ask for formative assessment for feedback and summative or culminating evaluation for verification of competency acquisition. This is tracked in a program kept by the Program Coordinator.
- **Every attempt is made to redediate students when possible. However, some students may need counseled to other disciplines when chances of success in the Graduate DFM program are unlikely. Counseling to career paths that match ability will be provided.**

## **Policy: DFM19**

### **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 experiential learning, 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 academic violations.
  1. Verbal warning with documentation.
  2. Written warning with documentation.
  3. Suspension from supervised experiential learning.
  4. Dismissal from the program.

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

**The Code of Conduct Link is provided here:** <https://ysu.edu/student-conduct/code-conduct>

- 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 DFM 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 DFM 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 DFM
- The Admission and Retention Committee reserves the right **at any time** to dismiss a student whose physical incapacity (as described above), or level of scholastic achievement or supervised experiential learning performance fails to meet program standards.

## **Policy: DFM 20**

### **Title:**

Program Withdrawal and Readmission \*See MPH Handbook for their readmission policies.

### **Refund of Fees**

### **Purpose:**

To identify the process of readmission

### **Procedure:**

- If a student must withdraw from the DFM 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.

**Refund of Fees:** Please see link for details on Refund of Fees.

<https://ysu.edu/university-bursar/tuition-refund-policy>

**Policy: DFM 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).
- DFM students are required to join the American Dietetics Association and the Mahoning Valley Dietetics 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 experiential learning 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 experiential learning 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.

## **Policy: DFM 22**

### **Title:**

Procedure for Student Complaints/Non-retaliation

### **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 experiential learning 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.yсу.edu/undergraduate/general-information/academic-policies-procedures/academic-student-complaints/academic-student-complaints.pdf>

\*Students may file a complaint with ACEND in writing if they have exhausted other options.

(Address on Program Webpage)

***YSU Non-Retaliation Policy-University policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment or for assisting or participating in an investigation. Persons who believe they are experiencing retaliation for reporting or participating in an investigation of a complaint are strongly encouraged to contact EOPD. Any person found to have retaliated against another for reporting, participating, or cooperating in an investigation will be in violation of this policy and will be subject to corrective measures and/ or sanctions independent of the merits of the original complaint.***

## **Policy: DFM 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 DFM. 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, 8<sup>th</sup> Edition. Baltimore: Lippincott, Williams & Wilkins, 2015.
- Fischbach, F. A Manual of Laboratory Diagnostic Tests, 10<sup>th</sup> Edition. Philadelphia: Lippincott, 2017.
- Leonard, P. Quick and Easy Medical Terminology, 8<sup>th</sup> edition: Medical Terminology Online (Evolve) Course, 2015.
- Mahan, L.K. and Escott-Stump, S. Krause's Food, Nutrition & Diet Therapy, 14th Edition. Philadelphia: Saunders, 2012.
- 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, 4<sup>th</sup> Ed. Process. Chicago, American Dietetic Association, 2012.
- Pronsky. Food Medication Interactions, 19<sup>th</sup> Edition. Birchrunville PA: Food & Medication Interactions, 2018.

**Policy: DFM 24**

**Title:**

Estimated Costs for DFM

**Purpose:**

To provide students/prospective students with estimated costs that could be incurred for the completion of the DFM 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 experiential learning sites	*
Federal and State background check	\$60
MPH Application Fee	\$45

**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) -	\$150
Transportation to supervised experiential learning	*
* (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-required in the state of Ohio for RDNs (not required in all states)**

Limited license to practice (after DFM completion)	
but before registration	\$65
Initial	\$125
License fee (annual)	\$95

## **Appendix A**

### ***Graduate Future Model Competencies/Standards***

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

**Competencies (Knows=K, Shows=S, Does=D)**

- 1.1 Applies an understanding of environmental, molecular factors(e.g. genes, proteins, metabolites) and food in the development and management of disease. **(S)**
- 1.2 Applies an understanding of anatomy, physiology, and biochemistry. **(S)**
- 1.3 Applies knowledge of microbiology and food safety. **(S)**
- 1.4 Integrates knowledge of chemistry and food science as it pertains to food and nutrition product development and when making modifications to food. **(S)**
- 1.5 Applies knowledge of patho-physiology and nutritional biochemistry to physiology, health and disease. **(S)**
- 1.6 Applies knowledge of social, psychological and environmental aspects of eating and food. **(S)**
- 1.7 Integrates the principles of cultural competence within own practice and when directing services. **(D)**
- 1.8 Applies the knowledge of pharmacology to recommend, prescribe and administer medical nutrition therapy **(S)**
- 1.9 Applies an understanding of the impact of complementary and integrative nutrition on drugs, disease, health and wellness. **(S)**
- 1.10 Applies knowledge of math and statistics. **(S)**
- 1.11 Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals. **(D)**
- 1.12 Demonstrates knowledge of and is able to manage food preparation techniques. **(D)**
- 1.13 Demonstrates computer skills and uses nutrition informatics in the decision making process. **(D)**
- 1.14 Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle. **(D)**
- 1.15 Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations. **(S)**
- 1.16 Gains a foundational knowledge on public and global health issues and nutritional needs. **(K)**
- 2.1 Applies a framework to assess, develop, implement and evaluate products, programs and services. **(D)**
- 2.2 Selects, develops and/or implements nutritional screening tools for individuals, groups or populations. **(D)**
- 2.3 Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings. **(D)**

- 2.4 Implements or coordinates nutritional interventions for individuals, groups or populations. **(D)**
- 2.5 Prescribes, recommends and administers nutrition-related pharmacotherapy. **(S)**
- 3.1 Directs the production and distribution of quantity and quality food products. **(D)**
- 3.2 Oversees the purchasing, receipt and storage of food products used in food production and services **(D)**.
- 3.3 Applies principles of food safety and sanitation to the storage, production and service of food. **(D)**
- 3.4 Applies and demonstrates an understanding of agricultural practices and processes. **(S)**
- 4.1 Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs. **(D)**
- 4.2 Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy. **(D)**
- 5.1 Demonstrates leadership skills to guide practice. **(D)**
- 5.2 Applies principles of organization management. **(D)**
- 5.3 Applies project management principles to achieve project goals and objectives. **(D)**
- 5.4 Leads quality and performance improvement activities to measure, evaluate and improve a 's services, products and initiatives. **(D)**
- 5.5 Develops and leads implementation of risk management strategies and programs. **(D)**
- 6.1 Incorporates critical thinking skills in practice **(D)**.
- 6.2 Applies scientific methods utilizing ethical research practices when reviewing, evaluating, and conducting research **(D)**.
- 6.3 Applies current research and evidence-informed practice to services **(D)**.
- 7.1 Assumes professional responsibilities to provide safe, ethical and effective nutrition services. **(D)**
- 7.2 Uses effective communication, collaboration and advocacy skills. **(D)**

## Appendix B

### *Code of Ethics*

Code of Ethics for  
the Nutrition and  
Dietetics Profession  
Effective Date: June 1, 2018

**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 dietetics 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:

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

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

Nutrition and dietetics practitioners shall:

- i. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- j. 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.
- k. Maintain and appropriately use credentials.
- l. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- m. Provide accurate and truthful information in all communications.
- n. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- o. Document, code and bill to most accurately reflect the character and extent of delivered services.
- p. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- q. Implement appropriate measures to protect personal health information using appropriate techniques (e.g.,

encryption).

### 3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- r. Participate in and contribute to decisions that affect the well-being of patients/clients.
- s. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
  
- t. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- u. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- v. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- w. Refrain from verbal/physical/emotional/sexual harassment.
- x. 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.
- y. Communicate at an appropriate level to promote health literacy.
- 1. Contribute to the advancement and competence of others, including colleagues, students, and the public.

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

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

### Glossary of Terms:

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

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

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

**Conflict(s) of Interest(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.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences 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." <sup>4</sup>

**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. Evidence-based practice values, and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes 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.<sup>2</sup>

**Justice** (social justice): supports fair, equitable, and appropriate treatment for individuals <sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

**References:**

1. Fomari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Tenna Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. [http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20ofl/o20practice/academydefinitionof\\_tennslist.ashx](http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20ofl/o20practice/academydefinitionof_tennslist.ashx)
3. 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.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

## **Appendix C**

### ***FERPA Guidelines***

## 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):
  - o School officials with legitimate educational interest ;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to a student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

## **APPENDIX D**

### *Student Membership and Activities*

## 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 Interest (COI), 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](http://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.

## **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 of YSU Student Liaison and to update their fellow students on activities and opportunities afforded through the organization.

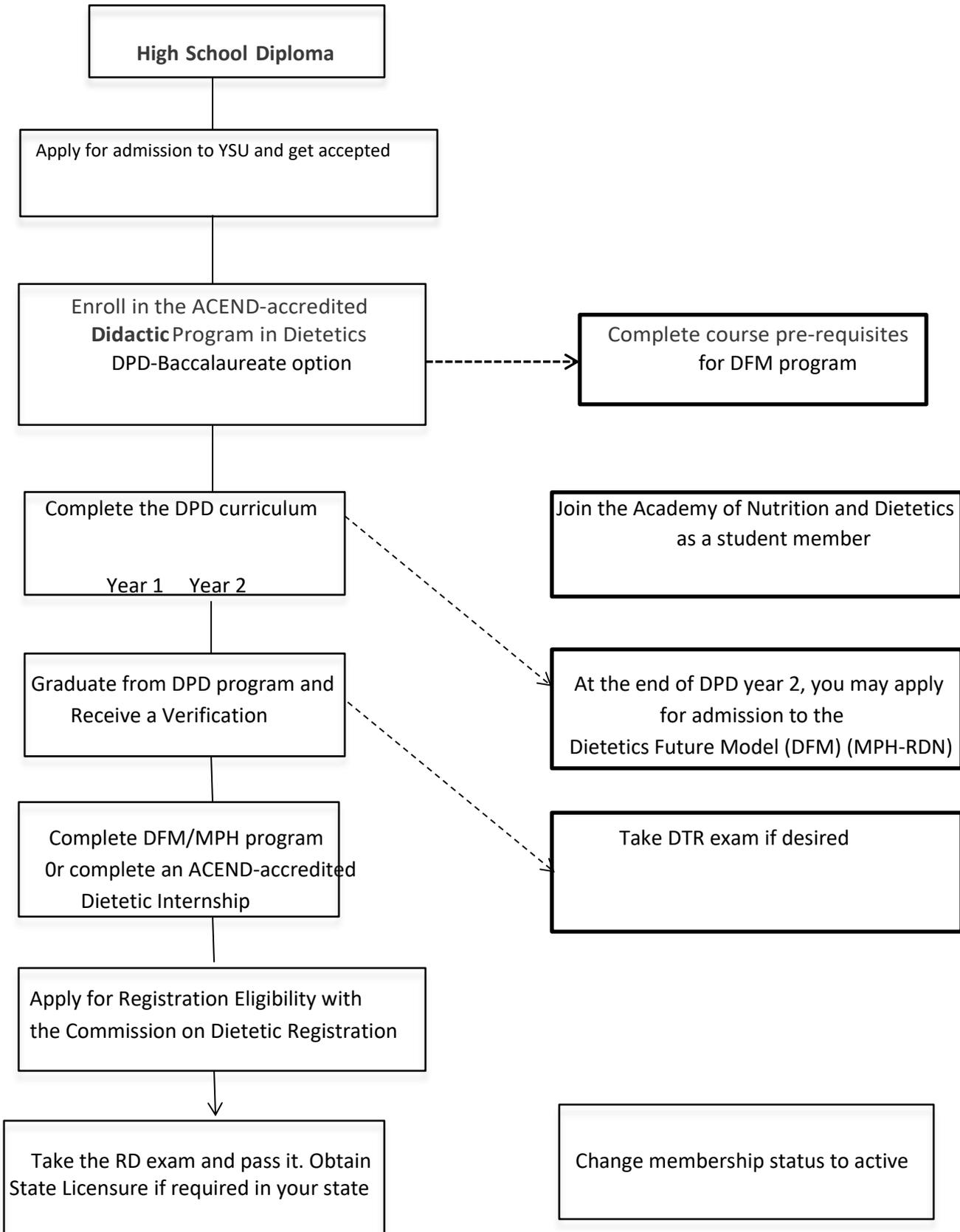
Students may also volunteer for other board positions. Membership in the MVDA provides an invaluable benefit of networking with practicing local RDs and DTRs as well as free access to 4 quarterly educational lectures on a variety of cutting edge dietetics/health topics. Benefits of membership included 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 is fully funded and conference registration scholarships are offered to other YSU dietetics students planning to attend the conference.

## APPENDIX E

### *Your Path to the RDN Credential*

# YOUR PATH TO THE RD CREDENTIAL



**Bitonte College of Health and Human Services**

Program Requirements for: Dietetics Future Model

**11 Semester Plan**

**YEAR 1**

Semester 1 (Fall)					Semester 2 (Spring)				
Subject	Course	Title	SH	Grade	Subject	Course	Title	SH	Grade
♦ HAHS	1500	1 <sup>st</sup> year Experience - <b>Intro to the Bitonte College of Health and Human Services</b>	2		♦ FNUT	1553	Food Science & Management	3	
♦ BIOL	1551	Anatomy & Physiology 1 (F/S/X)	3		♦ FNUT	1553L	Food Science & Management Lab	1	
♦ BIOL	1551L	Anatomy & Physiology 1 Lab (F/S/X)	1		♦ FNUT	2652L	Nutrition Assessment Lab	1	
♦ FNUT	1551	Normal Nutrition	3		♦ FNUT	2600	Orientation to Dietetics	1	
♦ CHEM	1510/L	Chemistry for Allied Health& Lab (F/S/X)	4		♦ ENGL	1551	Writing 2 (F/S/X)	3	
♦ ENGL	1550	Writing 1 (F/S/X)	3		♦ PSYC	1560	Intro to Psychology	3	
					♦ STAT	2625/C	Statistics (A score below 30 on ALEKS placement test requires 2625C)	4/6	
<b>Total (Semester 1)</b>			<b>16</b>		<b>Total (Semester 2)</b>			<b>16 / 18</b>	

♦ Indicates pre-requisite for admission to DFM.

**YEAR 2**

Semester 3 (Fall)					Semester 4 (Spring)				
Subject	Course	Title	SH	Grade	Subject	Course	Title	SH	Grade
♦ COUN	2651	Foun. of Helping Skills/HMEC (F)	2		MGT	3725	Fundamentals of Management (F/S/X) (≥2.5 GPA required by WCBA)	3	
	<sup>O</sup> <sup>R</sup> COUN 2650	Found Help Skills (S)			♦ FNUT	2612	Food Systems (F/S)	3	
♦ BIOL	1552	Anatomy & Physiology 2 (F/S/X)	3		♦ FNUT	2612L	Food Systems Lab (F/S)	2	
♦ BIOL	1552L	Anatomy & Physiology 2 Lab (F/S/X)	1		♦ FNUT	2603	Med Nutr Therapy 1 (F/S)	3	
♦ ACCT	1503	Elementary Accounting	3		♦ FNUT	2603L	Med Nutr Therapy 1 Lab (F/S)	1	
	<sup>O</sup> <sup>R</sup> HMGT 2603	Hosp Financial Acct (4)	4		♦ FNUT	3735	Nutritional Biochemistry (S)	2	
♦ BIOL	1560/L	Microbiology & Lab (F/S/X)	3		♦ SOC	1500	Sociology	3	
♦ CMST	1545	Communication Foundations (F/S/X)	3						
♦ FNUT	1512	Food Safety & Sanitation	1						
<b>Total (Semester 3)</b>			<b>16 / 17</b>		<b>Total (Semester 4)</b>			<b>17</b>	

♦ Indicates pre-requisite for admission to DFM.

**YEAR 3**

Semester 5 (Fall)					Apply to DFM by 1/15	Semester 6 (Spring)				
Subject	Course	Title	SH	Grade		Subject	Course	Title	SH	Grade
FNUT	3759	Advanced Nutrition (F)	3		FNUT	4810	Experimental Foods (S)	2		
SOC	3745	Sociology of Health, Illness and Healthcare	3		AH		Elective	3		
FNUT	4858	Food Systems Mgmt	4		FNUT	5862	Food & Culture	2		
FNUT	3761	Science of Nutrition & Ex.	3		FNUT	5862L	Food & Culture Lab	1		
CHFM	3731	Individual and Family Development	3		FNUT	4874	Community Nutr. And Wellness	3		
					MATC	2605	Intro Pharmacology	3		
					MATC	1501	Medical Terminology	3		

Total (Semester 5)					16	Total (Semester 6)					17	
<b>YEAR 4</b>												
<b>Semester 7 (Fall)</b>					<b>Apply to YSU Grad School</b>	<b>Semester 8 (Spring)</b>						
<i>Subject</i>	<i>Course</i>	<i>Title</i>	<i>SH</i>	<i>Grade</i>		<i>Subject</i>	<i>Course</i>	<i>Title</i>	<i>SH</i>	<i>Grade</i>		
FNUT	4802	Research Methods	2			FNUT	4872	Maternal & Child	2			
FNUT	4810L	Experimental Foods Lab	1			FNUT	6972	Maternal & Child Nutr.Practicum	2			
FNUT	4858L	Food Systems Mgmt Lab	3			FNUT	4873	Nutrition & Aging	2			
FNUT	3760	Medical Nutrition Therapy 2	3			FNUT	6973	Nutrition & Aging Practicum	3			
FNUT	3760R	Medical Nutrition Therapy 2 Recitation	2			FNUT	4860	Medical Nutrition Therapy 3	3			
FNUT	3760L	Medical Nutrition Therapy 2 Lab	2			FNUT	4802L	Research Methods Lab	1			
AH		Elective	3			HAHS	5875	Interpro Edu for Health Professions	3			
<b>Total (Semester 7)</b>						<b>16</b>	<b>Total (Semester 8)</b>					<b>16</b>
<b>Summer 1 (Summer)</b>												
<i>Subject</i>	<i>Course</i>	<i>Title</i>	<i>SH</i>	<i>Grade</i>								
FNUT	6860L	Medical Nutrition Therapy 3 Lab  (formerly 4860L)	3									
MPH	6901	Public Health Concepts	3									
<b>Total (Summer 1)</b>					<b>6</b>							
<b>YEAR 5</b>												
<b>Semester 9 (Fall)</b>						<b>Semester 10 (Spring)</b>						
<i>Subject</i>	<i>Course</i>	<i>Title</i>	<i>SH</i>	<i>Grade</i>		<i>Subject</i>	<i>Course</i>	<i>Title</i>	<i>SH</i>	<i>Grade</i>		
MPH	6905	Health Services Admin. In Public Health	3			MPH	6902	Soc. & Behav. Sci. in Public Health	3			
MPH	6906	Environmental Health Sciences in PH	3			MPH	6903	Epidemiology in Public Health	3			
MPH	6904	Biostatistics in Public Health	3			FNUT	6901	Advanced Nutrition Assessment	3			
<b>Total (Semester 9)</b>						<b>9</b>	<b>Total (Semester 10)</b>					<b>9</b>
<b>Summer 2 (Summer)</b>												
<i>Subject</i>	<i>Course</i>	<i>Title</i>	<i>SH</i>	<i>Grade</i>								
FNUT	6885	Dietetics Practicum (Formerly 4885)	4									
MPH	6998	Capstone 1	3									
<b>Total (Summer 2)</b>					<b>7</b>							
<b>YEAR 6</b>												
<b>Semester 11 (Fall)</b>												
<i>Subject</i>	<i>Course</i>	<i>Title</i>	<i>SH</i>	<i>Grade</i>								
MPH	6999	Capstone 2	3									
FNUT	5825	Current Nutrition Concepts	3									
FNUT	6974L	Community Nutrition and Wellness Laboratory (formerly 4874L)	3									
<b>Total (Semester 11)</b>					<b>9</b>							