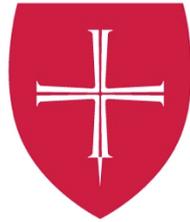


COLLEGE OF
Saint Benedict



Saint John's
UNIVERSITY

Didactic Program in Dietetics (DPD)
Student Handbook

College of Saint Benedict/Saint John's University
Nutrition Department
37 S. College Ave, St. Joseph, MN 56374

<http://www.csbsju.edu/nutrition/>

Nutrition students following the Didactic Program in Dietetics (DPD) concentration are required to read the DPD handbook and discuss the contents with their academic advisor and/or the DPD Program Director/Nutrition Department Chair.

All students accepted to the DPD concentration (spring, sophomore year) or at a different time, will be sent an email by the Nutrition Department Chair with a link to the DPD handbook. The Program Director is also copied on the email. The handbook is discussed during the faculty advising meetings with the DPD student, held at least once per semester. Students sign a form very similar to this example:

“Please read the handbook and sign this form to acknowledge you understand the overview of the DPD concentration and the policies outlined in the handbook. You are encouraged to ask any questions for clarification and you can request further information on any of the content areas within the handbook. Return this signed form to either your academic advisor, the Program Director or the Nutrition Department Chair.”

“I acknowledge that I have read the DPD handbook and agree to abide by the DPD policies.”

Student name:

Year of Graduation:

Student Signature: _____

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Disclaimer – This DPD Handbook serves as a guide to students. Official CSB/SJU guidelines and policies take precedence over this information.

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Introduction

The Nutrition Department of the College of Saint Benedict and Saint John's University (CSB/SJU) is pleased to welcome you to the Didactic Program in Dietetics (DPD). This handbook applies to the DPD concentration only and provides specific information pertaining to program requirements and helpful tips as well as policies and procedures of the DPD. It is designed to supplement information in the course syllabi and also from the following resources:

- CSB/SJU Academic Catalog: <https://www.csbsju.edu/academics/2019-2020-catalog>
- CSB Bennie Book: <https://www.csbsju.edu/csb-student-development/bennie-book>
- SJU The J-Book: <https://www.csbsju.edu/sju-student-development/j-book-student-policies>

Equal Opportunity

The Nutrition Department adheres to the CSB/SJU statement of equal opportunity, under the Human Rights office: <http://www.csbsju.edu/human-rights>

- *The College of Saint Benedict and Saint John's University are committed to creating and maintaining an environment in which all members of the community are aware of and respect the rights and human dignity of every other member. Discrimination and harassment based on race, religion, color, national origin, sex, sexual orientation, age, marital status, disability, familial status, status with regard to public assistance, or other legally protected category or characteristic are reprehensible and are antithetical to the mission of these institutions. CSB and SJU have zero tolerance for unlawful discrimination and harassment.*

Accreditation

Contact information for the accrediting agency:

- The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606
800.877.1600 ext. 5400
www.eatright.org/ACEND

Part 1 Concentrations with a BA degree in Nutrition

Students interested in dietetics select the DPD concentration and work towards completion of all of the requirements to meet the ACEND accreditation standards in addition to institutional graduation requirements for a major in Nutrition.

FOR STUDENTS DECLARING NUTRITION MAJOR SPRING 2019 OR PRIOR: Within the major, students have the option of selecting an area of concentration.

See Overview of Areas of Concentration: <https://www.csbsju.edu/nutrition/curriculum>

- Nutrition major (no area of concentration)
- Didactic Program in Dietetics (DPD) Concentration
- Nutrition Science Curriculum
- Food and Business Concentration

FOR STUDENTS DELCARING NUTRITION MAJOR STARTING FALL 2019: Within the major, students are required to take the following nutrition courses and then choose an advising track, which consists of groups of suggested courses.

REQUIRED COURSES FOR ALL MAJORS:

- NUTR 125 Concepts of Nutrition Science
- NUTR 225 Experimental Food Science or NUTR 223 Introduction to Food Science
- NUTR 323 Public Health Nutrition
- NUTR 395 Senior Nutrition Capstone or NUTR 396 Senior Research Capstone (requires NUTR 380/381 as pre-reqs)
- CHEM, BIO, and MATH introductory level courses are also required

Examples of advising tracks that students may choose are: Pre-Health (medicine, physical therapy, occupational therapy), Nutrition Health & Wellness, Public Health, Food Science, Food & Business.

Students interested in the profession of dietetics will be required to follow the DPD concentration and take all listed DPD required courses in addition to those above. Refer to the DPD, example of a 4-year plan.

Concentration in Dietetics (Didactic Program in Dietetics, or DPD)

The DPD is designed specifically for students interested in completing the requirements to become credentialed as a Registered Dietitian Nutritionist (RDN). Required courses fulfill the academic coursework that is a necessary step for earning the credential of RDN. Students who successfully complete the DPD curriculum and meet all graduation requirements at CSB/SJU receive a Bachelor of Arts in Nutrition, (concentration in Dietetics), and a Verification Statement (VS) indicating that they completed all of the required DPD courses.

Steps to become a dietitian – RDN

1. Obtain a baccalaureate degree from an accredited U.S. college or university
2. Completion of an accredited dietetics curriculum
3. Completion of an accredited dietetic internship (also known as supervised practice experience)
4. Passing the national Registration Examination for Dietitians
5. **New** graduate degree eligibility requirement effective, January 1, 2024 – see below.

The Nutrition Department will assist students with the application process. The DPD recommends that students maintain a GPA at CSB/SJU of 3.0 or higher if intending to apply to an accredited dietetic internship program after graduation. Programs all take into account work/volunteer experience.

The DPD offers a strong foundation in nutrition and dietetics as well as the benefits of a liberal arts education. The curriculum meets ACEND accreditation standards. To review the curriculum standards, refer to the handbook section: Assessment of Student Learning - Core Knowledge for the RD/RDN. Students completing the DPD may also apply to graduate programs in nutrition or related fields. Students interested in the DPD should attend group advising sessions offered during their first academic year, and seek guidance from an academic advisor in the Nutrition Department prior to registration for spring semester of the first year.

New graduate degree eligibility requirement effective, January 1, 2024

The Commission on Dietetic Registration (CDR) is the credentialing agency responsible for administering the Registered Dietitian Nutritionist (RDN) exam. CDR has changed the degree requirement for dietitian

registration eligibility from a baccalaureate degree to a graduate degree, effective January 1, 2024. For further information from CDR, refer to the following link:

<https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>

Applying to the DPD Concentration

Students seeking acceptance to the DPD should apply to the Nutrition Major-DPD concentration in accordance with the policies established by CSB/SJU. Ordinarily, the Acceptance to the Major application is submitted after the completion of 3 full semesters (spring of sophomore year). The DPD is accredited by The Accreditation Council for Education in Nutrition and Dietetics (ACEND). For students attending CSB/SJU, completion of the accredited DPD is the first step in preparing students for a career as a Registered Dietitian Nutritionist (RDN). To complete the career pathway to dietetics, students who successfully earn a Bachelor's degree and complete the DPD must apply to and be accepted by an ACEND accredited supervised practice program (SPP). Acceptance to any SPP is highly competitive and SPP placement is not guaranteed by the Nutrition Department at CSB/SJU. Graduates who successfully complete an accredited SPP are eligible to take the Registration Examination for Dietitians to become an RDN. To establish that a student seeking acceptance to the DPD at CSB/SJU is making reasonable progress toward eligibility for SPP placement, the following criteria must be met for the student to be considered for acceptance to the Nutrition major-concentration in Dietetics.

DPD Admission Policy

This policy *does not* apply to the Nutrition major/minor, areas of concentration/tracks other than the dietetics concentration.

Acceptance to the Didactic Program in Dietetics (DPD)

Students seeking acceptance to the DPD should apply to the Nutrition Major and indicate Dietetics as the concentration. Ordinarily, the Acceptance to the Major application is submitted after the completion of three (3) full semesters of enrollment, or during the spring semester of sophomore year.

The DPD is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). For students attending CSB/SJU, completion of the accredited DPD is the first step in preparing students for a career as a Registered Dietitian Nutritionist (RDN). To complete the career pathway to dietetics, students who successfully earn a bachelor's degree and complete the DPD must apply to and be accepted by an ACEND accredited supervised practice program. Graduates who successfully complete an accredited supervised practice program are eligible to take the Registration Examination for Dietitians to become an RDN.

Acceptance to an accredited supervised practice program is a competitive process. Most supervised practice programs require a minimum overall GPA to meet application requirements. To establish that a student seeking acceptance to the DPD at CSB/SJU is making reasonable progress toward eligibility for supervised practice program placement the criteria for acceptance into the DPD are not equivalent to CSB/SJU criteria for acceptance to a major.

A student will be accepted without conditions into the DPD if all the following criteria are met:

- **Cumulative GPA of 2.80 or higher.**

All courses completed at CSB/SJU and/or courses completed at another college or university and approved for transfer of credits to CSB/SJU are considered for determining the cumulative GPA. A grade of C or higher is necessary for transfer credit to be awarded by CSB/SJU. Courses intended to be substituted for pre-requisite or required courses in the DPD or the nutrition major or minor must be reviewed and approved the Chair of the Nutrition Department and the student must submit a Course

Substitution form to the Nutrition Department Chair for the course to be considered part of the DPD or major/minor curriculum requirements.

- Completion of Nutrition 125: Concepts of Nutrition Science (4) with a grade of BC or better
- Completion of Biology 101 and/or Chem 125 or approved substitution. A passing letter grade is required. Grades of S/U will not be considered
- Completion or enrollment in Biol 216 and/or Chem 125 or 250 or approved substitution
- An assigned academic advisor in the Nutrition Department and a four- year plan indicating how the DPD will be completed in 8 semesters

A student may be conditionally accepted into the DPD if the following criteria exist:

- Cumulative GPA of less than 2.8 and completion of Nutrition 125: Concepts of Nutrition Science with earned grade of BC or higher
- Cumulative GPA of 2.8 or higher, completion of Nutrition 125 with grade of BC or higher, and currently enrolled in Biology and/or Chemistry pre-requisite courses
- Unable to complete the DPD in 8 semesters from time of initial enrollment at CSB/SJU

- The DPD policy is available on the Nutrition Department web page:

- <https://www.csbsju.edu/nutrition/curriculum/dpd>

Major acceptance form, through the Registrar: <https://www.csbsju.edu/registrar/current-students/acceptance-to-major>

Academic Policies and Regulations (CSB/SJU) – GPA requirements:

- From the CSB/SJU Academic Catalog, Academic Policies and Regulations - <https://www.csbsju.edu/academics/2019-2020-catalog>

Academic Probation: <https://www.csbsju.edu/academics/2019-2020-catalog/academic-policies-and-regulations/probation>

CSB/SJU students are required to maintain the minimum academic standards of a cumulative GPA of greater than 1.8 after the first semester of college and 2.0 thereafter.

A student may be placed on first academic probation for the following reasons:

- Cumulative GPA at the end of a semester falls below minimum academic standards,
- Inadequate progress toward degree, i.e.; not earning at least 24 credits in the two preceding semesters.
- A student may be placed on final academic probation for the following reasons:
 - Not meeting conditions of first academic probation,
 - Multiple failing grades in a semester,
 - A cumulative GPA of less than 1.0.

A student on final academic probation is required to sign a contract acknowledging the conditions of continued enrollment. If the student does not meet these conditions, (s)he will be dismissed.

A student may be dismissed for the following reasons:

- Not meeting conditions of final academic probation,
- CSB/SJU reserves the right to dismiss a student from the college for cause at any time.

Special cases of academic probation and dismissal will be subject to the judgment of the Academic Dean or the Dean's designee.

Consequences of Academic Probation

CSB/SJU students who are placed on academic probation are subject to the following consequences during the probationary semester:

- Are ineligible to participate in varsity athletics; but practice may be allowed by petition through academic advising,
- May be ineligible to hold any office or representative position, including club sports and extracurricular activities,
- May not take a course for Satisfactory/Unsatisfactory (S/U) grading, unless course is only offered on an S/U basis,
- Are not eligible to receive an incomplete grade,
- Must earn 12 credits during probationary semester,
- Are expected to earn a grade of C or higher in all attempted courses,
- May experience a reduction of financial aid.

Assessing Prior Learning Experience/Transfer Students

The Nutrition Department Chair/Program Director determines credit in the DPD for prior coursework on an individual basis. Students may be asked to take an exam or demonstrate competency in a given area to have a particular course requirement for the DPD waived. The program does accept transfer students only after an evaluation by the department chair/director and the Registrar's Office. Assessment involves reviewing official transcripts, course syllabi and often a meeting with the student to assess their coursework. The Registrar assesses courses that transfer for Common Curriculum credit.

Graduation and Program Completion Requirements

Please refer to the following resources:

- Registrar - <https://www.csbsju.edu/registrar/graduation> (see below)
- General graduation information <https://www.csbsju.edu/registrar/general-information>
- Department requirements for graduation <https://www.csbsju.edu/nutrition/curriculum>

General Requirements - *Scholastic Attainment*

- *The number of credits required for graduation is 124 with a grade point average of 2.00 in the major and minor fields and overall. Of these, at least 40 credits must be earned in upper-division courses. At least 45 of the 124 credits required for a degree must be earned from Saint Benedict's or Saint John's. At least half of the credits required for the major, excluding supporting courses, must be earned from Saint Benedict's or Saint John's. Some programs require higher grade point averages for admission and graduation. See the individual departmental listings for more information.*
- The majority of students are motivated to finish in 4-years, including transfer students; 90% of CSB/SJU students graduate within 4-years. DPD students are expected to complete the program within four years following admission to the program (spring of sophomore year).

DPD Program Requirements and Example 4-year Curriculum Plan

The DPD curriculum includes a total of 68 credits, 20 credits of supporting courses (Biology, Chemistry and Math) and 48 credits in Nutrition. Typically students take 16-18 credits per semester.

- Additional credits are required to fulfill the Common Curriculum requirements - <http://www.csbsju.edu/common-curriculum>.
- Fall 2020 NEW Integrations Curriculum (eventually replace CC requirements) will be implemented - <https://www.csbsju.edu/integrations-curriculum>
- As well as all graduation requirements - <http://www.csbsju.edu/registrar/graduation>.
- DPD students can choose to study abroad for a semester from the many options available - <http://www.csbsju.edu/oea>.
- Or do a short-term international program (May term or summer term) - <http://www.csbsju.edu/oea/programs/short-term>.

Study abroad options often fulfill language requirements and several of the Common Curriculum courses. Many DPD students also work towards a minor, for example a minor in: Hispanic Studies, Peace Studies, Psychology, Communication or Theology. Some students even complete a double major, for example DPD and Hispanic Studies or DPD with Psychology. DPD students can also take additional electives in nutrition or choose to work on an independent research project. The introductory 4-credit courses (pre-requisites for upper division courses) are typically offered fall and spring semester. Students take the course fall or spring and this gives students flexibility to fit the course within their schedule. Most of the 2-credit courses are offered every semester and either AB (first half of the semester) or CD mod (second half of the semester). Again, this offers students flexibility in planning their schedule but is also necessary for the department to manage course enrollment. Many of the upper division courses are offered once per year and require pre-requisite courses. Students must plan accordingly to meet all pre-requisites as well as required upper division courses.

Example of a 4-year plan – see next page:

Example DPD Four-Year Curriculum Plan including Common Curriculum Courses	
1 st year – fall semester	1 st year – spring semester
CC - FYS or First Year Seminar Biology 101 – Foundations of Biology (lab) Nutrition 125 - Concepts of Nutrition Science (lab) CC - Theology 111	CC - FYS Biology 216-Physiology in Practice CC - HML CC - Language
2 nd or sophomore year – fall semester	2 nd or sophomore year – spring semester
Chemistry 125 – Intro. to Chemical Structures and Properties CC - Language Nutrition 225 – Experimental Food Science (lab) CC - HML or Humanities Nutrition 220 (2) – Weight Issues	Chemistry 250 – Reactivity 1 Nutrition 323 – Public Health Nutrition: Infancy through aging CC - Language CC - Social Science
3 rd or junior year – fall semester	3 rd or junior year – spring semester
Nutrition 330 – Nutritional Biochemistry/Assessment (lab) Math 124 – Probability and Statistical Inference Nutrition 230 (2) – IC – Cultural Foods CC - Fine Arts Elective	Nutrition 312 (2) – Nutrition Assessment Nutrition 320 (2) – Micronutrient Metabolism and Nutritional Supplementation (2) Nutrition 341 (2) – Nutrition Education Nutrition 342 (2) – Nutrition Counseling CC – gender Elective
4 th or senior year – fall semester	4 th or senior year – spring semester
Nutrition 343 – EL – Food Production and Procurement (lab) Nutrition 333 – Nutrition Therapy – Chronic Disease* Nutrition 305 (2) – Leadership in Dietetics CC- Ethics Elective	Nutrition 345 – EL – Entrepreneurship and Management Systems in the Food Industry (lab) Nutrition 337 – Nutrition Therapy – Critical Care* Nutrition 395 (2) – Senior Nutrition Seminar or Nutrition 396 (2) – Nutrition Research CC – Upper Theology Elective
<ul style="list-style-type: none"> • CC or Common Curriculum requirements - https://www.csbsju.edu/common-curriculum • Fall 2020 NEW Integrations Curriculum (eventually replace CC requirements) will be implemented - https://www.csbsju.edu/integrations-curriculum • DPD requirements - https://www.csbsju.edu/nutrition/curriculum • *Course enrollment limited to DPD students 	

DPD Course Descriptions

Course descriptions for all of the DPD courses, including pre-requisites and all courses offered by the Nutrition Department are available:

- CSB/SJU Academic Catalog: <https://www.csbsju.edu/academics/2019-2020-catalog>
- Nutrition Department webpage: <http://www.csbsju.edu/nutrition>

Part 2. Mission, Goals, Objectives, Program Requirements

Nutrition Department Mission

The CSB/SJU Nutrition Department integrates the knowledge and skills required for nutrition and dietetics with the liberal arts which are rooted in the Catholic Benedictine values and foster a life-long love of learning and an open-hearted response to the needs of others. An appreciation and respect for the food habits and

traditions of diverse peoples is balanced with the principles of scientific methodology and open inquiry. Intellectual growth of our students is promoted through innovative laboratory experiences, student research, study abroad opportunities, and community service. We are committed to helping our students develop skills in critical thinking, effective communication, ethical decision-making, and leadership in order to prepare them for contemporary nutrition careers, post baccalaureate studies, service to their communities, and life-long learning. We contribute to the liberal education of all CSB/SJU students through providing courses that meet Liberal Arts Common Curriculum or other academic program requirements.

- Nutrition Department webpage - <https://www.csbsju.edu/nutrition/mission>.

Mission of the Dietetics Program: DPD Mission: The mission of the Didactic Program in Dietetics of the College of Saint Benedict | Saint John's University is to prepare graduates to enter supervised practice and/or graduate programs, leading to eligibility for the CDR credentialing exam, registered dietitian nutritionist. The program prepares graduates to pursue food and nutrition careers, through professional engagement, building on a broad liberal arts base.

- DPD Mission - <https://www.csbsju.edu/nutrition/mission>.

DPD Program Goals and Objectives: <https://www.csbsju.edu/nutrition/mission-and-learning-goals>

Program Goals:

Goal #1 – The Didactic Program in Dietetics will prepare graduates for successful placement in supervised practice, and/or graduate programs.

Goal #2 – The Didactic Program in Dietetics will prepare graduates who are successful in their supervised practice or employment and participate in professional organizations, as part of life-long learning.

Program Objectives for Goal 1:

ACEND Objective 1 - At least 80% of enrolled DPD students (beginning junior year) will complete program/degree requirements within 3 years (150% of the program length).

ACEND Objective 2 - 60% of program graduates apply for admission to a supervised practice program prior to or within 12-months of graduation.

ACEND Objective 3 - 80% of program graduates are admitted to a supervised practice program within 12-months of graduation.

Objective 4 – 80% of program graduates who apply to graduate school are admitted within 12-months of graduation.

Program Objectives for Goal 2:

ACEND Objective 1 - 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%.

ACEND Objective 2 - At least 80% of supervised practice directors responding to a survey will rate program graduate's preparation for supervised practice as 'above average' or better using a 5-point scale, where 4 is 'above average'.

Objective 3 - 80% of graduates responding to a survey rate their DPD preparation for their internship as 'above average' or better using a 5-point scale, where 4 is 'above average'.

Objective 4 - 80% of graduates responding to a survey rate their DPD preparation for their current employment as 'above average' or better using a 5-point scale, where 4 is 'above average'.

Objective 5 - 70% of DPD graduates responding to a survey will belong to a professional organization.

The CSB/SJU accredited Didactic Program in Dietetics (DPD) includes a Mission statement, program goals, and objectives (listed above). Summary outcome data is available for the above objectives, please contact the DPD Program Director: Linda M. Shepherd, MPH, RDN.

ACEND Accreditation Standards For Nutrition and Dietetics Didactic Programs (DPD) – June, 2017

<http://www.eatrightpro.org/resources/acend/accreditation-standards-fees-and-policies/2017-standards>

Standard 5: Curriculum and Learning Activities

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

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Note: Verification Statements are issued only after students complete all DPD requirements, including meeting the minimum satisfactory level of performance for each KRDN (Required Elements 6.1). Refer to individual course syllabi.

Part 3. Additional Policies

Academic Calendar

Refer to the CSB/SJU webpage for current academic calendars: <http://www.csbsju.edu/registrar/calendars>

Academic Performance

In an effort to maintain optimum learning and develop professional skills, the department enforces the following policy:

- Late assignments may be penalized or not accepted at the discretion of the course instructor. Under extenuating circumstances, an extension on a due date may be granted if the student receives approval from the instructor prior to the due date.

The Didactic Program in Dietetics is designed to help students meet the required knowledge requirements and learning outcomes. Students meet the required learning outcomes by using nutrition knowledge in the classroom and later apply their knowledge through a dietetic internship. Evaluations by faculty and student's self-evaluations are used to assess the progress toward meeting the learning outcomes.

Attendance/Absence

From the Academic Catalog - <https://www.csbsju.edu/academics/2019-2020-catalog/academic-policies-and-regulations/courses/class-attendance>

Academics is the priority at the College of Saint Benedict and Saint John's University. Attendance is fundamental to engagement, involvement, and community in the Benedictine liberal arts tradition, a hallmark of our institutions. Class attendance is a student obligation and a student is responsible for all the work of all class meetings. A student absent from class for any reason assumes the responsibility for work that has been missed. It is the student's responsibility to notify the instructor in advance, if possible, of an absence. It is also the student's responsibility to initiate communication with the instructor to determine what, if any, credit can be obtained for missed classes. Absences in class will likely impact a student's ability to fulfill course requirements and therefore, the student's final grade.

Refer to the academic catalogue for the full policy and course syllabi for specific attendance requirements.

Disciplinary Procedures and All College Policies

Refer to the Student Life Policies:

<http://www.csbsju.edu/csb-student-development/student-life-policies#Disciplinary%20Actions>

Or on the webpage for the Bennie Book (under policies) - <http://www.csbsju.edu/csb-student-development/bennie-book>

Or for SJU - The J-Book - <http://www.csbsju.edu/sju-student-development/j-book-student-policies>

Dress Code

Students are to comply with the following dress code unless other directions are given. Students must meet any additional dress code requirements of assigned facilities for experiential learning.

Laboratory:

For the safety of students and assurance of food safety practices, where applicable, the following is the minimum required:

- Shoes closed at toe and heel, heels of comfortable height, non-slip soles. Hosiery or socks must be worn.
- General appearance of cleanliness and neatness. Arms should be covered with three-fourths or full-length sleeves. No shorts or short skirts.
- Hair should be restrained or covered with hair restraints provided in lab by the department.
- Gum chewing and/or tobacco chewing is not permitted.
- Jewelry should be minimal; a watch, small pierced earrings and an engagement or wedding ring only. No dangling jewelry, including earrings, may be worn.
- Good personal hygiene. Trimmed, short, clean finger nails. No nail enhancements are permitted (as recommended by the Centers for Disease Control). This includes but is not limited to the following: artificial nails, acrylics, tips, wraps, appliqués, gels or any additional items on the nail surface including nail polish.
- Apron or lab coat may be indicated by course instructor.

Evaluation Procedures

Student Evaluation of Didactic Program

Courses are evaluated by students using the course evaluation procedure and/or specified forms developed by department faculty members. All students are emailed departmental and institutional surveys in senior year and after graduation.

Evaluation of Student Performance in the Didactic Program

Students are evaluated on the knowledge and learning outcomes for the DPD, from the ACEND 2017 accreditation standards. Evaluation procedures for individual courses are outlined in the syllabus provided by the instructor. Students should meet regularly with their advisor (at least once/semester) to review their progress.

Evaluations by peers is an integral aspect of many of the learning experiences. Appropriate forms are distributed and discussed in courses.

Extracurricular Activities

The faculty supports extracurricular activities, but classes take priority over employment, athletic participation, club meetings or other such events. To avoid conflict with outside activities, consult the course instructor at the beginning of the semester to try to work around known schedule conflicts.

Fees and Expenses

In addition to college expenses of tuition, room and board, books and other general expenses, participation in the Didactic Program in Dietetics includes the following approximate and representative fees and expenses:

- Course lab/fees – varies by course (see Academic Catalogue)
- Health Insurance – all new and returning students are required to have a health insurance policy in place while attending CSB/SJU:
<http://www.csbsju.edu/CSB-Student-Accounts/General-Policies/Health-Insurance.htm>
- Liability Insurance - the DPD does not need students to acquire insurance or professional liability. Students are not completing any required supervised practice component. Students who work or volunteer in the community are responsible for their own professional liability insurance and should seek guidance from the particular facility. Students in Nutrition 343 and Nutrition 345, complete service learning projects in the community. Students enrolled in these laboratories as a part of the course are covered by CSB/SJU liability insurance policies.
- Professional Membership - Academy of Nutrition and Dietetics (AND), approximately \$58 for a student membership.
- Professional meetings - optional
Minnesota Academy of Nutrition and Dietetics Annual Meeting
Location and cost varies – approximate registration fee \$100 (depends on one or two days).
- Fees associated with applying to dietetic internships:
 - Typically students apply to 4 or 5 programs.
 - Each individual program (internship and/or graduate school) may have an application fee, ranging from \$50-\$100 per program.
 - D&D Digital match fee - \$55.
 - Program application fees – second round, if not matched first round, each individual program may have an application fee from \$50-\$100 per program.
 - DICAS fee - \$45 for the first program application and \$20 for each additional program.
 - Tuition/additional expenses for dietetic internship – tuition and fees varies by program type, location and length. Internship tuition can range from \$8000-\$20,000 or higher. Programs offering

graduate degrees/credit can be more expensive. Refer to individual programs to research all costs; financial aid is not always possible:

<https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>

- CSB/SJU tuition – refer to CSB or SJU student accounts page:
 - CSB: <https://www.csbsju.edu/csb-student-accounts/csb-educational-costs/educational-costs-for-2019-2020-academic-year>
 - SJU: <https://www.csbsju.edu/sju-student-accounts/educational-costs>
- Refund policies – refer to CSB or SJU student accounts page:
 - <http://www.csbsju.edu/csb-student-accounts/general-policies/refund-schedule>
 - <http://www.csbsju.edu/sju-student-accounts/deposits-refunds-application-fee>

Grievance Procedure/Complaint Policy

The grievance procedure outlines the steps to take if a complaint should arise: talking to faculty, meeting with the department chair and/or program director and contacting the Academic Dean (see below). Only after all steps have been pursued are students directed to submit complaints to ACEND. The contact information for ACEND is available in the handbook and on the department webpage.

Part 1: The Process of Conflict Resolution: Although it is not anticipated, conflict can arise between a student and faculty member or between a student and another classmate. The student should attempt to handle the situation to ensure that a positive learning environment can be maintained.

- Step 1: Speak to the faculty member with whom there is a conflict/grievance as soon as possible to identify the problem and to seek insight into the situation.
- Step 2: Attempt to put into words the circumstances that have led to the situation; suggest a plan for resolution of the situation; and assume as much personal responsibility for the situation as seem accurate and fair.
- Step 3: Plan what can be changed to re-establish a positive learning and working environment.
- Step 4: If conflict cannot be resolved through involvement of the faculty member follow part 2 below.

Part 2: Grievance: In case of unresolved conflict students should follow this procedure:

- Step 1: Arrange an appointment with the Program Director and/or Nutrition Department Chair to discuss the problem.
- Step 2: Program Director and/or Nutrition Department Chair arranges a meeting with the parties having the conflict (faculty member or student involved in the conflict) to clarify the situation and determine corrective action.
- Step 3: If the student is not satisfied with the decisions determined above he/she may appeal to the Assistant Academic Dean/Director of Academic Advising. See college/university catalog under "Academic Policies".
- Step 4: To be determined by the Assistant Academic Dean/Director of Academic Advising.

Complaints that relate to the program's compliance with accreditation may be submitted to:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606 [phone: 800.877.1600 ext. 5400 or email www.eatright.org/ACEND].

Personal Files

Faculty may maintain a student file for keeping notes useful for academic advising. Students typically receive a copy of their curriculum plan following a meeting with their academic advisor. All students (and faculty advisors) have access to students' online information through CSB/SJU Banner Web Self-Service and can

access their Degree Works. The director keeps a secure folder containing the DPD Verification Statements of all graduating students.

Professional Behavior and Academic Integrity/Code of Ethics

Academic integrity is emphasized throughout the DPD concentration and faculty follow the guidelines in the CSB/SJU Academic Catalog under Academic Policies and Regulations: <https://www.csbsju.edu/academics/2019-2020-catalog/academic-policies-and-regulations>. This covers issues such as attendance, rights and responsibilities, probation and dismissal.

The Nutrition Department places a high value on the contributions of both faculty and students in our academic endeavors.

- Faculty

Those of us who teach recognize the responsibility we have to foster our students' professional growth and ethical behavior. We always treat students with respect, protect our students' privacy, and ensure a safe and equitable learning environment where students feel safe to express opinions and ask questions. In an atmosphere of scholarship, professionalism and mutual respect, we will carefully assess each student's knowledge and skills.

- Students

Those of us who are students honestly represent our skills and abilities, and the work we have done both individually and collaboratively. As students we embrace the ethical expectations associated with our future profession and demonstrate a level of competence consistent with the responsibilities we have chosen to assume.

Code of Ethics (2018)

- *Dietetics practitioners conduct themselves with honesty, integrity and fairness.*

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. The 2018 code of ethics will be referred to in nutrition courses and can be accessed at: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

Probationary Status/Withdrawal or Dismissal from the Program

For information on CSB/SJU probation policy - <https://www.csbsju.edu/academics/2019-2020-catalog/academic-policies-and-regulations/probation>

Withdrawal - <https://www.csbsju.edu/academics/2019-2020-catalog/academic-policies-and-regulations/probation>

CSB/SJU students are required to maintain the minimum academic standards of a cumulative GPA of greater than 1.8 after the first semester of college and 2.0 thereafter. However, DPD students must meet the DPD admission policy in order to be accepted into the DPD concentration. For information on the full policy and the consequences of probationary status and the different circumstances surrounding withdrawal from College, see the policy link above.

Protection of Privacy

The rights and responsibilities of students, faculty and administration are clearly set out in two federal acts: The Family Educational Rights and Privacy Act of 1974 (FERPA); and the Federal Student Right to Know Act of 1990. FERPA assures protection of student data and assures access to individual student data by the individuals for whom it is being kept. With the first billing, the colleges send out an affidavit for parents to execute that attests to the dependence of their son or daughter. Unless at some subsequent point we receive a written statement to the contrary, we honor that affidavit during the duration of the student's enrollment. The effect of this affidavit is to allow the colleges to provide information to parents about their dependent children's progress.

The Student Right to Know Act is entirely different. It provides information to students, parents and the general public about such topics as graduation rates and campus crime rates that will enable them to make informed decisions about the colleges. Such information is routinely published in a variety of sources, including the student newspapers and the local and regional press.

<http://www.csbsju.edu/registrar/records-and-privacy>

Support Services

All students can access any of the support services through the CSB/SJU web page, by calling the specific office or stopping by and making an appointment.

- CSB/SJU Counseling & Health Promotion CSB Health Services – <https://www.csbsju.edu/chp-x579>
- CSB/SJU Student Accessibility Services – <https://www.csbsju.edu/student-accessibility-services>
- Financial aid resources- available through the Admissions Office – <http://www.csbsju.edu/admission/finaid/thinkagain>

Verification Statement

VS are issued only after students complete all DPD requirements, including meeting the minimum satisfactory level of performance for each KRDN (Required Elements 6.1). If a student does not meet the minimum satisfactory level for a required element in a particular course, the faculty member will discuss options with the program director. Only when the satisfactory level has been achieved can the student move towards receiving a verification statement. During senior year the director verifies all DPD students are on-track to complete all program requirements. Verification Statements (VS) are prepared at the end of spring semester and signed by the director. However, only after all degrees have been officially cleared by the Registrar is the VS mailed to the student. The director follows ACEND protocol and provides the student with the required amount of VS forms. A copy of every VS issued is kept in a secure student file.

Work/Volunteer Experience

The DPD does not require students to obtain a specific amount of work or volunteer hours to complete the concentration. However, the department recommends students seek work/volunteer experiences, or other leadership opportunities during the summer months or breaks, and if time permits, during the academic year. Such experiences benefit students writing letters of application for supervised practice, graduate school or employment. Students often need a work supervisor to write a letter of recommendation. Many supervised practice programs look favorably on students with experiences outside their academic work, especially in areas related to foodservice, clinical dietetics or community programs. However, employment or volunteer work does not need to be strictly related to nutrition.

Part 4. Applying for accredited internships

Information on Researching and Applying for Dietetic Internships

As noted earlier, to be eligible for an accredited internship program students must: obtain a baccalaureate degree from an accredited U.S. college or university and complete an accredited dietetics curriculum (CSB/SJU DPD). Following completion of all DPD courses, students receive a Verification Statement, which is needed to apply for internship programs. Upon completion of a dietetic internship, students must pass a national examination administered by the Commission on Dietetic Registration (CDR) to earn the credential Registered Dietitian or Registered Dietitian Nutritionist (RD/RDN). They must then meet the ACEND approved continuing education requirements to maintain the credential.

- <https://www.cdrnet.org/certifications/registered-dietitian-rd-certification>

The majority of programs have an application fee and tuition costs – refer to the fee section under Part 3. All senior DPD students take the course Nutrition 305, Leadership in Dietetics fall semester and one of the goals of this course is to provide guidance for students considering applying for a dietetic internship. The Program Director assists all students through the application process, including the match and second round. The following provides advice for students.

Researching Internships/Graduate Programs

1. <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>

Review by type or program: DI, MS/DI, CMP, FEM, ISPP

2. Applicant Guide to Supervised Practice - available from the Program Director.

CSB/SJU recommends students review programs and consider factors such as: concentration, length of program, location, cost and application requirements. Students typically research internship programs in the fall of their senior year and applications for spring match are due in February. Students find out about a match in April.

3. Completing an internship locally – research the programs offering distance education and ask the Program Director about potential distance sites.

DICAS

Most dietetic internships participate in an online Dietetic Internship Centralized Application System (DICAS) <https://portal.dicas.org> to receive your application. Register for DICAS only during the match period.

D&D Digital

<https://www.dnndigital.com>

Most internships select applicants using D&D Digital. Students register (during the match period) and pay \$50 to enter selected programs and rank their choices.

What does D&D Dietetic Internship Matching do?

The D&D Digital Internship Matching serves as a clearinghouse to help applicants obtain an Internship (supervised practice position) from their rankings and to help Dietetic Internships (DI) obtain applicants from their choices. It eliminates unfair pressures and premature decisions in appointments by internships and acceptance or rejection of appointments by applicants. D&D Digital has provided Dietetic Internship Matching Services to the Academy of Nutrition and Dietetics (formerly the American Dietetics Association) for 25+ years.

For further explanation “Internship Matching Questions and Answers”:

<https://www.dnndigital.com/ada/questions.php>

ACEND

Main ACEND page for applicant information:

<https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/>

Computer Matching Policy and Procedures

<https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/computer-matching-applicant-responsibilities>

ACEND Suggestions to Improve Your Chances at Getting a Dietetic-Internship Position:

<https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/suggestions-to-improve-your-chances-at-getting-a-dietetic-internship-position>

GPA (from the ACEND link above)

*Make sure that your GPA is above the minimum required by the internship, the higher the better. Although GPA is not the only factor considered by directors, it is one of the most highly weighted. A GPA of 3.0 (B) is often listed as the minimum considered by most DI programs; however, remember that this is only a **minimum**. So, if given a choice between a 3.0 or a 3.8 GPA, chances are that the applicant with 3.8 GPA will be selected.*

GRE

- *If your GPA is not competitive (i.e., low or close to the minimum required), consider retaking courses to bring it up to the highest possible level.*
- *If your GPA is below what is required by the internship, it is very unlikely that you will be given a placement.*

In addition, the Nutrition Department strongly encourages students with a lower GPA to wait before applying and focus on improving grades throughout senior year. Additional, work experience following graduation may also be beneficial before applying.

GRE (from the ACEND link above)

Check to see if the program that you are applying to requires a Graduate Record Exam (GRE) score. If so, you must take the GRE. The same advice applies to GRE scores as does to GPAs.

Make sure that your GRE score is above the minimum required by the internship. A score that is just at the minimum will get your application reviewed, but your chances of being accepted are much better if your score is well above the minimum.

Information on taking the GRE:

- <http://www.ets.org/gre>

The Nutrition Department highly recommends all students take the GRE, even if it is not required for program applications due in February. Many programs with openings, during the second round process required GRE scores. In addition, if you do not apply for graduate programs right away, taking your GRE is useful if you decide to apply for a program in the future that required a GRE score.

References (from the ACEND link above)

Make sure that your letters of recommendation and references are from individuals who really know the quality of your work and your character, and are willing to put positive recommendations in writing and say them to others. Vague or mediocre letters of recommendation are clues to internship programs that either your work or character is not good or that the person who wrote the letter of recommendation does not know you well.

- *Always do your best work, and always cultivate good relationships with your advisors, teachers, employers, peers, patients, clients and students.*
- *Ask for letters of recommendation from people who know that you do high-quality work, have a strong study*

and work ethic, and behave in a professional and ethical manner.

- *Make sure that that people who are writing letters of recommendation or serving as references are doing so, because they truly believe in you, not because they feel obligated to do so.*
- *Make sure that the people you ask to write a letter of recommendation or serve as a reference are considered by others to be honest and professional.*
- *Never ask for a letter of recommendation or a reference from someone for whom you have done poor or mediocre work or with whom you have been in trouble.*

In addition, follow instructions, typically programs required two faculty references and one from an employer.

Stand Out (from the ACEND link above)

There are many things that you can do as a student to make your application stand out from the others that will not only improve your chances of getting admitted into an internship, but also propel you in your career as a Registered Dietitian.

- Volunteer and provide community service, especially in areas related to health and nutrition. If possible, volunteer at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.
- Get practical, paid work experiences, especially in areas related to your desired area(s) of practice. If possible, seek employment at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities.
- Become actively involved in professional organizations, such as college dietetics clubs; district-, state- and national-dietetics associations; especially at the leadership level.
- Publish and present any relevant research, projects or work that you have done in journals and at conferences or in poster sessions.

Up the Odds (from the ACEND link above)

Along with implementing the recommendations above, you can also increase your chances at getting an internship by making sure that you do the following.

- Apply to internship locations that receive a lower ratio of applicants to the number of available positions. This information may be available by contacting the internship directly, or by reviewing the Applicant Guide to Supervised Practice.
- Apply to several internship programs and do not limit yourself to only one geographic region when searching for programs.
- Read the program's Website information well in advance of preparing your application to determine what qualifications and documentation you need to make your application the most competitive.
- Research the requirements for each internship and make sure that you are qualified before you apply. Do not apply to an internship if your GPA or GRE score is lower than the internship requirements; if you don't have all the required experiences and documentation; or if you cannot afford the tuition, relocation or local living expenses.

If you are not successful and do not match (or do not get accepted to a dietetic internship) -

1. Discuss your options with the Program Director. Remember, the national match rate is around 60% so every match cycle there are students who do not match. Students can apply through the second round process and/or reapply in the future and be successful.

2. Consider Individualized Supervised Practice Pathways, known as ISPPs

<https://www.eatrightpro.org/acend/students-and-advancing-education/ispp-for-students>

ISPP are available for students who did not match. Students interested in applying to an ISPP should research

the eligibility requirements of the program where they intend to submit an application, including whether the program requires you to locate your own preceptors, and if you need to relocate to another area or State.

3. Consider the NDTR credential –

<https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/nutrition-and-dietetic-technician-registered-fact-sheet>

Individuals who have completed both a baccalaureate degree and a Didactic Program in Dietetics (DPD) will be able to take the registration examination for dietetic technicians without meeting additional academic or supervised practice requirements.

4. Consider work/volunteer options –

<https://www.csbsju.edu/xpd>

Review the many resources through career services. Work experiences in related areas would be very valuable if you are considering applying for a dietetic internship in the future, such as: community programs (WIC), hospital foodservice, extended care facilities, other areas with patient care experience.